

<b>EXECUTIVE SUMMARY</b> October 2017		
<b>SUBJECT:</b>	Early Learning	<b>Supporting Documentation</b>  <b>Executive Summary</b> which provides links to all documents
<b>REFERENCE:</b>	<b>Shared Governance</b>	
<b>PRESENTOR(S):</b>	Head Start Advisory Committee	
<b>REQUEST:</b>		
<b>Action Items:</b>		
<b>A. Early Learning Personnel Actions</b>		
<b>B. Early Learning Program Reports</b>		
<b>C. Early Learning Policies</b>		
<b>D. Early Learning Program Governance</b>		
<b>Informational Items</b>		
<b>E. Early Learning Program Updates</b>		
<b>F. Policy Council</b>		
<b>G. Correspondence</b>		

## BACKGROUND

*The PSESD Board in collaboration with the PSESD Superintendent and the Head Start Advisory Committee are the governing body of the Puget Sound ESD Early Learning Program. As a result, the Board has a responsibility to review and approve the program management systems, reports and policies as required by state and federal regulations.*

## ACTION ITEMS

### A. EARLY LEARNING PERSONNEL ACTIONS

**Recommendation from Head Start Advisory Committee:**

Personnel Actions were reviewed and approved as a whole by the Head Start Advisory Committee on October 3, 2017 and recommend full Board approval.

**Explanation:**

All Early Learning personnel actions must include parent participation as well as Policy Council and Governing Body Approval per Early Learning policy and Federal/State Performance Standard and/or regulations.

**Action Requested:**

Approve Personnel Actions

**Documentation:**

[Personnel Actions](#)

## B. EARLY LEARNING PROGRAM REPORTS

### Recommendation from Head Start Advisory Committee:

Fiscal, In-Kind/NFS, and Procurement Card Reports were reviewed and approved as a whole by the Early Learning Governance Advisory Committee on Oct 3, 2017 and recommend full Board approval.

#### Explanation:

The governing body has responsibility for exercising fiduciary responsibilities and fiscal oversight. As part of fiscal oversight the PSESD Board regularly reviews financial and other program reports in addition to ensuring that appropriate internal controls are in place.

#### Action Requested:

Approve Program Reports: Fiscal, In-Kind, and Procurement Card Reports

#### Documentation:

##### Fiscal

[Early Head Start, Head Start, ECEAP](#)

##### In-Kind/NFS

[Early Head Start, Head Start, ECEAP](#)

##### Procurement Card Report

[Early Head Start, Head Start, ECEAP](#)

##### Enrollment

No reports from Sept 19 PC meeting

##### Attendance

No reports from Sept 19 PC meeting

##### USDA

No report

## C. EARLY LEARNING PROGRAM POLICIES

### Recommendation from Head Start Advisory Committee:

Policies 505, 415, 525, 140 and 535 were reviewed and approved as a whole by the Early Learning Governance Advisory Committee on Oct 3, 2017 and recommend full Board approval.

#### Explanation:

All Early Learning Policies must be approved by both Policy Council and the Governing Body. Policy Council has partnered with PSESD Early Learning administration to review and approve the following policy or policies. Policy Council uses the Race Equity tool in this process and discussed any unintended impact of these policies especially on children and families of color.

#### Action Requested:

Approve Policies: 505, 415, 525, 140 and 535 listed below in documentation by name

#### Documentation:

Policy 505 – [Conflict of Interest](#)

Policy 415 – [Internal Dispute Resolution and Impasse](#)

Policy 525 – [Nepotism](#)

Policy 140 – [Program Planning](#)

Policy 535 – [Political Activities](#)

## D. EARLY LEARNING PROGRAM GOVERNANCE

### **Recommendation from Head Start Advisory Committee:**

Policy Council By-Law Revisions, Informational update regarding Early Learning Re-Design Evaluation, Community Needs Assessment and ERSEA Training were reviewed and approved as a whole by the Head Start Advisory Committee on October 3, 2017 and recommend full Board approval.

### **Explanation:**

The governing body has legal and fiscal responsibilities and for administering and overseeing all programs under its authority. As part of program oversight the PSESD Board reviews and approved periodic programmatic reports, process and outcomes, such as, but not limited to program Self-Assessment, sub-contractors, program models, ERSEA, monitoring reports and funding applications. In order to support the role and responsibilities, appropriate training and technical assistance is provided to members of the governing body.

### **Policy Council By-Laws**

One of the operation responsibilities of the Early Learning governing board is to approve the criteria and process for electing Policy Council representatives. The Policy Council By-Laws outline the composition and how members of the Policy Council are selected and elected. Procedures for staff are also included for review.

Proposed Changes include:

Article III, Section 3: Representative Voting Rights (Proposed Change)

- E. The Policy Council Leadership Committee shall vote on behalf of the Council in emergent situations.

Article III, Section 5: Attendance Guidelines (Proposed Change)

D. After three (3) consecutive excused absences:

1. ESD staff will contact the representative and their Family Support Staff to discuss supports and their ability to continue their commitment as a Policy Council Representative.
2. If no response is received by the following Policy Council meeting, that position shall be considered abandoned and is up for election.

Article IV, Section 1: Officers (Proposed Language)

Policy Council Leadership Committee (change the name of Policy Council Executive Board)

### **Action Requested:**

Approve Policy Council By-Laws revisions to Article III, Section 3 - E, Article III, Section 5-D and Article IV Section 1.

### **Documentation:**

[Revised 2017-2018 Policy Council By-Laws](#)

### **Early Learning Program Re-Design**

The purpose of the evaluation is to examine and document implementation of the Early Learning redesign. Information will be used to inform planning, strategy, and continued development of the design.

Convening Early Learning Redesign Evaluation Committee

As we prepare for the first phase of the evaluation, we are convening a Committee to:

- Work with a cross-stakeholder group (PSESD Early Learning staff, Center Directors/site staff, parents) to guide the evaluation
- Provide input for the evaluation design and implementation, including around data collection methods and instruments (e.g. interview and survey questions)
- Review and interpret/analyze data for the evaluation to inform improvements and next steps
- Commitment includes:
  - Meeting every 2-3 months at PSESD
  - Responding to requests for input/feedback in between meetings

- Representing the broader group to which you belong (e.g. parents/Policy Council, Center Directors, PSESD teams) on behalf of the evaluation
- For Policy council reps, this opportunity is for anyone who will be returning to Policy Council for 2017-18 year, or has a returning child in the 2017-18

**Action Requested:**

Information Only

**Documentation:**

[See Policy Council Power Point](#)

**Early Learning Program Community Needs Assessment**

The PSESD Early Learning Program conducts a comprehensive community assessment at least once every five years, and an annual update to this assessment in the intervening years. The purpose of this assessment is to support the planning and implementation of our program and to ensure compliance with Head Start and Early Childhood Education and Assistance Program (ECEAP) standards. Specifically, the community assessment supports:

1. Decision-making about movement of slots around in our service region depending on if/how needs change
2. Allocation of resources based on need – this includes internal budgeting for services and supports to sites, and external budgeting in our contracts/partnerships based on resources available in those communities
3. Development of Memoranda of Understanding and community partnerships
4. Identification of which models (full-day, part-day, Center- or home based, etc. programs/services) to offer

The PSESD Early Learning Program will work with an external consultant, who will:

- Complete a full and rigorous assessment of data and information about community attributes, strengths, and needs in King and Pierce Counties
- Create a methodology for updating community assessment data on an annual basis, to be completed by PSESD
- Focus on secondary data collection (i.e. where publicly available data sources exist), while PSESD Early Learning staff will concurrently work on primary data collection (i.e. where information is not readily or publicly available), so that we develop processes to collect information from families themselves or from other intermediaries – social service agencies, CBOs, etc – that work closely with our target communities and populations
- Approach the community assessment with a focus on racial equity and attention to data sources that describe community conditions for communities of color.

**Action Requested:**

Information Only

**Documentation:**

None

**Annual ERSEA Training**

Effective governance is an essential part of any successful Head Start or Early Head Start program. The governing board is required to participate in annual training including but not limited to ERSEA training. ERSEA Annual Training: Policy, procedures and criteria for recruitment, selection and enrollment of children and families.

**Action Requested:**

Information Only

**Documentation:**

Office of Head Start [Information](#)  
[ERSEA 2017 Training Power Point](#)

## INFORMATIONAL ITEMS

### E. EARLY LEARNING PROGRAM UPDATES

#### Recommendation from Head Start Advisory Committee:

##### Informational Only

##### Explanation:

The Early Learning program uses a monthly publication, [The Connector](#), as one of the tools to provide on-going communication and support to the sub-contractors. You can find the current and archived edition(s) on the front page at [www.earlylearningwa.org](http://www.earlylearningwa.org).

##### Action Requested:

Informational Only

##### Explanation:

#### Federal Review of PSESD Head Start/Early Head Start

The Office of Head Start recently released a new federal monitoring protocol for FY 18. This review protocol was specifically designed for the 5 year grant cycle and has 3 parts: a CLASS observation field guide, a Focus Area One protocol typically conducted in year 1 or 2, and a Focus Area Two protocol typically conducted in year 2 or 3 of a 5 year cycle. Focus Area One is an opportunity for grantees to discuss their program design, management, and governance structure. This focus area is designed to develop an understanding of each grantee's foundation for program services. Grantees will describe approaches to staffing structure, program design, health services, family services, fiscal infrastructure, and program governance. This is an off-site activity consisting of document and data review and teleconference meetings between the reviewer and the grantee.

Focus Area Two is an opportunity for grantees to demonstrate their effectiveness in implementing a high-quality program to promote positive outcomes and school readiness for children and their families. This focus area is designed to broaden the understanding of each grantee's performance and to determine if programs are meeting the requirements of the Head Start Program Performance Standards (HSPPS), Uniform Guidance, and Head Start Act. This protocol includes pre-planning phone conferences and an on-site review.

The CLASS observations will continue to be conducted as they have in previous monitoring protocols.

It is likely that we will be reviewed this year. We should receive a 60 day notice prior to any review. The OHS is working to reduce the number of reviews for grantees who have multiple grants. Given that we have grants that are all in different years of their cycle, it is not clear if what the process will be for us and if we will receive a Year One Focus, a Year Two Focus, or a combination. Once we are notified, we will provide additional information and training on the protocols (attached below).

##### Action Requested:

Informational Only

##### Documentation:

[Focus Area One Monitoring Protocol](#)

[Focus Area Two Monitoring Protocol](#)

[OHS CLASS Field Guide FY 2018](#)

## F. POLICY COUNCIL

### **Recommendation from Head Start Advisory Committee:**

Informational only.

#### **Explanation:**

Parent-family engagement and leadership are critical to the success of our Early Learning program. Policy Council representatives work in tandem with the PSESD Board and with program administration to oversee the Early Learning program and make decisions that directly affect our children and families. Sharing of information strengthens the partnerships of our governing bodies.

#### **Action Requested:**

Informational only

#### **Documentation:**

[September 2017 PowerPoint](#)

## G. CORRESPONDENCE

### **Recommendation from Head Start Advisory Committee:**

Informational Only

#### **Explanation:**

Correspondence from Office of Head Start and Region X –  
The Non-Federal Share Waiver submitted for Head Start Grant 187 has been accepted and granted.

#### **Action Requested:**

Information Only

#### **Documentation:**

[HS 187 NFS Waiver Acceptance](#)