


<b>EXECUTIVE SUMMARY</b> September 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 September 12, 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 and Procurement Card Reports were reviewed and approved as a whole by the Early Learning Governance Advisory Committee on Sept 12, 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 Report

##### Attendance

No Report

##### USDA

No report

## C. EARLY LEARNING PROGRAM POLICIES

### Recommendation from Head Start Advisory Committee:

Policies 115, 410, 120, 515, 535, 310, 225 and 315 were reviewed and approved as a whole by the Early Learning Governance Advisory Committee on Sept 12, 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: 115, 410, 120, 515, 535, 310, 225, 315 listed below in documentation by name

#### Documentation:

[Link to all Policies listed below](#)

Policy 115 – Equity, Inclusion and Classroom Celebration

Policy 410 – Drug and Alcohol-Free Work Place

Policy 120 – Eligibility, Recruitment, Selection, Enrollment, Attendance

Policy 515 – Gifts and Gratuities

Policy 535 – Political Activities

Policy 310 – Research

Policy 225 – Standard of Conduct: Child Guidance and Support

Policy 315 – Standard of Conduct: Confidentiality

Policy 230 - Transportation

## D. EARLY LEARNING PROGRAM GOVERNANCE

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

2016-17 Self-Assessment Results and Improvement Plan and Policy Council By-Laws, Policy Council Rep Selection and Composition, 187 Non-Federal Share Waiver Request and Vision Screener purchase at Clover Park School District were reviewed and approved as a whole by the Early Learning Governance Advisory Committee on Sept 12, 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.

### **2016-17 Self-Assessment**

The 2016-17 Self-Assessment process was designed to support a process of continuous quality improvement, and a cycle of "Plan-Do-Study-Act". This process was led by a 41-member Self-Assessment Taskforce, comprised of PSESD Early Learning staff (21 members), Policy council representatives and parents (10 members), subcontractor and site staff (7 members), and partners from other departments of PSESD and the PSESD Board (3 members). The Taskforce was divided into three sub-groups aligned to our five-year goals and related focus areas. The Taskforce identified strengths, challenges, and considerations for next steps for each of these topics. Some highlights are linked below, and the full report of results is available by [clicking here](#) or on the PSESD Early Learning website [www.earlylearningwa.org](http://www.earlylearningwa.org). Based on these results, the Taskforce recommended areas of focus and strategies/actions for improvement. These recommendations will inform the planning process for the 2017-18 program year.

The Self-Assessment Preliminary Improvement Plan can be found linked below. We will be bringing the final Self-Assessment Plan for approval in the very near future.

### **Action Requested:**

Information Only

### **Documentation:**

[2016-17 PSESD Early Learning Self-Assessment – Highlights](#)

[2016-2017 PSESD Self-Assessment Preliminary Improvement Plan](#)

### **Policy Council By-Laws, Policy Council Rep Selection and Composition**

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.

Policy Council will be forwarding updates to the Policy Council By-Laws that do not include Policy Council Rep Selection and Composition for approval in October.

### **Action Requested:**

Approve the Policy Council Rep Selection and Composition to By-Laws

### **Documentation:**

[Policy Council By-Laws](#)

[Policy Council Representative Procedure](#)

[Policy Council Notice and Verification Form](#)

[Policy Council Rep Composition Chart](#)

### **Non-Federal Share Waiver Request**

PSESD has been awarded a total of \$2,080,267, including T/TA funds for Head Start grant 187. Our NFS is \$515,171. We are requesting a waiver in the amount of \$354,000.

In accordance with guidance in the Head Start Act, specifically Section 640, a waiver can be requested due to “the lack of resources available in the community that may prevent the Head Start agency from providing all of a portion of the non-Federal contribution that may be required under this subsection.” Consequently, PSESD respectfully requests a waiver of the NFS in the amount of (\$354,000) for the Budget period of November 1, 2016 through October 31, 2017. Through volunteer time, donations of space and utilities, we can commit to \$161,171 for the total Project.

We are currently working with and training our sub-contracting partners to improve on Parent and Child time as a source of NFS. There are very little community resources of NFS in our Part Day programs, our 10CH0187 enrollment opportunities are Part Day model programs.

**Action Requested:**

Approval of 187 Non-Federal Share Waiver

**Documentation:**

[NFS Waiver Request 187 Grant to Region X](#)

### **Prior Approval Request for Grant 412 Head Start – Vision Screeners**

PSESD Early Learning is requesting prior approval to purchase 1vision screeners. The total cost of the screener is \$6848.00. This will result in a budget revision as an amendment to the FY 16 budget.

The Spot Vision Screener is a handheld device designed to help users quickly and easily detect vision issues in infants, toddlers, preschoolers through adults. The use of the screener supports American Academy of Pediatrics instrument -based vision screening guidelines for the early detection of vision issues in children in an evidence-based, non-intrusive, objective manner.

**Action Requested:**

Approve the Vision Screener and 412 budget revision as stated in letter

**Documentation:**

[Budget Revision and Vision Screener approval letter](#)

## **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:**

Information Only

**Documentation:**

## 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:

[July 2017 PowerPoint](#)

## G. CORRESPONDENCE

### Recommendation from Head Start Advisory Committee:

Informational Only

#### Explanation:

Correspondence from Office of Head Start and Region X

#### Action Requested:

Information Only

#### Documentation: