EXECUTIVE SUMMARY
June 2018

SUBJECT: Early Learning
REFERENCE: Shared Governance
PRESENTER(S): Head Start Advisory Committee

REQUEST:

Action Items:
A. Early Learning Personnel Actions
B. Early Learning Program Reports
C. Early Learning Policies
D. Early Learning Program Governance

Informational Items
E. Early Learning Program Updates
F. Policy Council
G. Correspondence

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 Action were reviewed and approved as a whole by the Early Learning Governance Advisory Committee on June 5, 2018 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 from May 15, 2018 PC meeting

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 June 5, 2018 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/NFS, Procurement Card

Documentation:
Fiscal
Early Head Start, Head Start, ECEAP - March
In-Kind/NFS
Early Head Start and Head Start - March
Procurement Card Report
Early Head Start, Head Start, ECEAP

Attendance
No Report

Enrollment
No Report

USDA
No report

C. EARLY LEARNING PROGRAM POLICIES

Recommendation from Head Start Advisory Committee:
No Policies reviewed at May 15, 2018 PC meeting

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:
No Policies were presented or reviewed at May 15, 2018 PC meeting

Documentation:
None
D. EARLY LEARNING PROGRAM GOVERNANCE

Recommendation from Head Start Advisory Committee:
EHS-CCP Funding application for FY2018-19 and COLA applications to Region X for HS 412, HS 187 and EHS-CCP 0007 grants were reviewed and approved as a whole by the Early Learning Governance Advisory Committee on June 5, 2018 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 PESD Board reviews and approves periodic programmatic reports, process and outcomes, such as, but not limited to 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.

Funding Applications:

Early Head Start Child Care Partnerships: Continuation grants are a mechanism to apply for continued funding of current award and to update the Office of Head Start on current Head Start/Early Head Start services. This Early Head Start Child Care Partnership funding application is for budget period 09/01/2017 through 08/31/2018, serving 160 children/families at the following funding levels:
- Program Operations $2,918,303
- Training and Technical Assistance $70,958
  Total $2,989,261

Action:
Approve Early Head Start Child Care Partnership Continuation Grant

Documentation:
Guidance letter from Region X for submitting continuation application
EHS-CCP Summary in May 2018 Policy Council power point
Approval letter from PC & Board members to Region X

COLA Funding Applications
COLA 104 Head Start & Early Head Start, 187 Head Start and 007 Early Head Start Partnerships: The Consolidated Appropriations Act, 2018, contains an increase of approximately $610 million for programs under the Head Start Act for Fiscal Year (FY) 2018. A portion of the increase provides a cost-of-living adjustment (COLA) of 2.6 percent, depending on final funding decisions, to assist grantees in increasing staff salaries and fringe benefits and offsetting higher operating costs. Program Instruction ACF-PI-HS-18-03, dated May 1, 2018, informed Head Start and Early Head Start grantees and delegate agencies of the intended uses of these funds and announced the opportunity for grantees to apply for the funds.

Head Start 187 and 412 also includes a small increase in Training and Technical Assistance (T/TA) funding in addition to the COLA increase. Early Head Start Child Care Partnerships did not get an increase in T/TA funding.

COLA and Training and Technical Assistance (T/TA) funding applications totals for Head Start and Early Head Start Grant 104, Head Start Grant 187 and Early Head Start-Child Care Partnership Grant 007 below and as outlined in Program Instruction which you will find under Correspondence in this summary. We will include a request to wave Non-federal share as it relates to the COLA and T/TA totals.

HS 412 - $395,970 for COLA and $37,501 for T/TA totaling $433,471
EHS 412 - $81,850 for COLA and $29,392 for T/TA totaling $111,242
(Grand Total of $544,713 for grant 412)
HS 187 - $51,431 for COLA and $1,624 for T/TA totaling $53,055
EHS CCP 007 - total of $75,876 for COLA only
**Action:**
Approve the COLA application for Head Start Grants 412, 187 and 0007 and approve the NFS Waiver for COLA funds.

**Documentation:**
- Program Narrative COLA Grant 10HP0007
- Program Narrative COLA Grant EHS 10CH010412
- Program Narrative COLA Grant HS 10CH010412
- Program Narrative COLA Grant 10CH0187

**Shoreline Early Learning and Early Grades Family Engagement - John Benner Research Proposal**

Both Policy Council and PSESD Board has approved this research proposal. PSESD Board members asked for follow up regarding the IRB Exception be shared at the June meeting. Please see IRB Exemption letter linked below.

**Action:**
Information Only

**Documentation:**
- IRB Exemption Letter
- Benner Shoreline Research Proposal
- John Benner Letter to Families and PSESD Questionnaire
- Shoreline District Q & A

**INFORMATIONAL ITEMS**

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<th>E. EARLY LEARNING PROGRAM UPDATES</th>
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**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

**Documentation:**
None

**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.

Of note in addition to governance business, we provided a Mental Wellness training focused on Trauma.

**Action Requested:**
Informational only

**Documentation:**
- May 2018 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:
Funding Guidance letter Head Start Grant 187, new 5-year grant cycle, year 1 – due Aug 1, 2018
Funding Guidance letter Head Start – Early Head Start Grant 412, continuation – due Aug 1, 2018
Disability Waiver Head Start Grant 187 granted