


EXECUTIVE SUMMARY June 2019		
SUBJECT:	Early Learning	Supporting Documentation Executive Summary which provides links to all documents
REFERENCE:	Shared Governance	
PRESENTOR(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 Actions were reviewed and approved as a whole by the Early Learning Governance Advisory Committee on June 4, 2019 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 21, 2019 Policy Council meeting

Documentation:

[Personnel Actions](#)

B. EARLY LEARNING PROGRAM REPORTS

Recommendation from Head Start Advisory Committee:

Fiscal, Procurement Card, Attendance and Enrollment reports were reviewed and approved as a whole by the Early Learning Governance Advisory Committee on June 4, 2019 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:

Approved Fiscal, Procurement Card, Attendance and Enrollment reports

Documentation:

Fiscal

Early Head Start, Head Start, ECEAP – [March 2019](#)

In-Kind/NFS

Early Head Start and Head Start – no reports at May 21, 2019 PC meeting

Procurement Card Report

Early Head Start, Head Start, ECEAP – [Feb/Mar](#)

Attendance

Early Head Start, Head Start, ECEAP – [HS/EHS YTD through April 2019](#)

Enrollment

Early Head Start, Head Start, ECEAP – [ECEAP YTD](#)
[HS/EHS YTD](#)

USDA

No reports at May 21, 2019 PC meeting

C. EARLY LEARNING PROGRAM POLICIES

Recommendation from Head Start Advisory Committee:

No policies were reviewed at the May 21, 2019 Policy Council 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 at May 21, 2019 Policy Council meeting

Documentation:

D. EARLY LEARNING PROGRAM GOVERNANCE

Recommendation from Head Start Advisory Committee:

Informational Only

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 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.

Head Start Funding Continuation Applications

- Head Start/Early Head Start Grant 10CH010412:

Head Start Preschool 412	Early Head Start 412
Operations: \$15,420,855	Operations: \$3,434,662
Training & Technical Assistance: \$183,343	Training & Technical Assistance: \$78,444
COLA: \$272,949	COLA: \$60,794
Total: \$15,877,147	Total: \$3,573,900

- Head Start Grant 10CH0715

Operations: \$2,029,535
Training & Technical Assistance: \$24,312
COLA: \$35,923
Total: \$2,089,770

Continuation grants are a mechanism to apply for continued funding of current award and current Head Start/Early Head Start services. The Continuation grant also serves as a means to update the Office of Head Start on service and program operations on a yearly basis during the five-year cycle. These Head Start/Early Head Start funding applications are for budget period 11/01/2019 through 10/31/2020. Our applications include minor modifications as related to service delivery and is based on continuous quality improvements.

Of significant note, Head Start/Early Head Start Grant 10CH010412 will have a reduction in the number of both Head Start and Early Head Start enrollment opportunities. At the time of this report we do not have the exact enrollment numbers for FY20. We will report the final enrollment opportunities submitted to the Office of Head Start at the next PSESD Board of Directors meeting.

Action Requested:

Approve Head Start/Early Head Start grant 412 FY20 Continuation grant application and Head Start 715 FY20 continuation grant application.

Documentation:

N/A

ECEAP Annual Self-Assessment – Monitoring

The ECEAP Self-Assessment reviews program compliance with ECEAP requirements found in the current ECEAP contract and the ECEAP Performance Standards; and is one component of an on-going cycle of continuous quality improvement. ECEAP Performance Standard A-207 requires all contractors to include ECEAP staff and parents in this annual assessment.

Action Requested:

Informational Only

Documentation:

[Exhibit A: Statement of Work](#)

[Exhibit B: Enrollment and Eligibility](#)

[Section D: Health, Safety and Nutrition](#)

[Section E: Early Childhood Education](#)

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 <http://www.earlylearningwa.org/>.

Child Outcome Data

[Teaching Strategies Gold Fall and Winter Data](#)

Parenting and Family Engagement Data

[Ready Rosie Learning](#)

[Ready Rosie Family Outcomes](#)

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.

Action Requested:

Informational only

Documentation

[May 2019 PowerPoint](#)

G. CORRESPONDENCE

Recommendation from Head Start Advisory Committee:

Informational only

Explanation:

The Administration for Children and Families (ACF), Office of Head Start (OHS) recently conducted a monitoring, the special Safety review of our program. The attached report contains information about our programs performance and compliance with the requirements of the Head Start Program Performance Standards, Public Law 110-134, Improving Head Start for School Readiness Act of 2007, and other applicable regulations.

Action Requested:

Informational only

Documentation:

[OHS Monitoring Review Report](#)