

EXECUTIVE SUMMARY December 2018		
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 Dec 4, 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 Nov 20, 2018 Policy Council meeting

Documentation:

[Personnel Actions](#)

B. EARLY LEARNING PROGRAM REPORTS

Recommendation from Head Start Advisory Committee:

Fiscal, In-Kinds/NFS and Procurement Card reports were reviewed and approved as a whole by the Early Learning Governance Advisory Committee on Dec 4, 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 – [September](#)

In-Kind/NFS

Early Head Start and Head Start – [July](#), [Aug](#)

Procurement Card Report

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

Attendance

None

Enrollment

None

USDA

None

C. EARLY LEARNING PROGRAM POLICIES

Recommendation from Head Start Advisory Committee:

No policies were reviewed at the Nov 20, 2018 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 Nov 20, 2018 Policy Council meeting

Documentation:

D. EARLY LEARNING PROGRAM GOVERNANCE

Recommendation from Head Start Advisory Committee:

Nothing applicable

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.

PSESD Early Learning ECEAP Expansion Decision

The Early Learning Implementation/Leadership Team has worked in collaboration with agency leadership to consider many factors several factors to help us decide whether or not to apply for

additional slots for the 2019-20 school year. After careful consideration, we have decided **not** to apply, based on the following:

- **Enrollment:** PSESD's ECEAP program has not yet reached full enrollment this school year, and slots are open at this time. DCYF will be contacting us in December 2018 to discuss slot re-allocation which could mean that slots will be permanently returned to DCYF. We are currently exploring the bandwidth for reallocation of slots across the region—in other words, to determine if there are subcontractors with large waitlists who have the ability to serve more children who could take some unfilled slots for the year.
- **Over-Income (OI) Percentage:** The legislature increased the statewide over-income percentage from 10% to 25% this year. This was a huge win for the state; however, the methodology DCYF/ECEAP used to allocate the OI slots per contractor, gave PSESD 10%. Due to economic factors in our area, as well as changing demographics of families, we have already exceeded 10%. We were given a temporary exception to 13% OI, which we have again exceeded. Many of our subcontractors who are under-enrolled have OI families on their waitlists and are waiting for DCYF/ECEAP to make decisions about whether or not each family can be enrolled. DCYF is taking [public comments](#) on draft rules. At this time, we do not know if our OI slot allocation will increase in the coming year. If it does not, we expect to face similar hurdles next year. We are revisiting our recruitment strategies in order to enroll more income eligible families.
- **Slot Reimbursement Rate:** The ECEAP reimbursement rate has not had a significant increase in several years. School Districts are facing substantial salary and benefit increases as a result of the McCleary decision—between a low of 3.1% up to a 19% increase depending on the district and their bargaining agreements, with many in the 10+% range. Additionally, 70% of the slots in the RFA will be awarded to the Full School Day model, which is the most significantly underfunded model. *There will be no Part Day slots awarded* unless a current contractor converts their own Part Day slots to Full School Day or Extended Day slots. Many subcontractors have Part Day slots that operate back-to-back each day, which is the way that many subcontractors can afford to offer ECEAP. However, next year Part Day class hours will be increasing to a minimum of 3 hours per day and 360 hours per year, which will then increase expenses for our current slots. Lastly, any slot reimbursement increase the legislature will award ECEAP is unknown at this time, but is likely to be well below the increases faced by districts.

Other factors considered include changes that are coming as a result of DCYF being a new department, including alignment with Child Care Licensing, and with capacity at the ESD level. Specifically:

- **Child Care Licensing:** All HS and ECEAP subcontractors (including school districts and government entities) will fall under child care licensing requirements.
- **Performance-Based Contracts:** Starting on July 1, 2019, ECEAP contractors will be based on performance. We don't yet know what this will mean. DCYF has shared that this will not likely involve additional data collection, and there is conversation occurring around incentives.
- **Regionalization:** DCYF is moving to a regional structure to organize and support the implementation of services across the state. At this point in time, PSESD falls into 2 regions, which we believe may present some challenges. We have voiced our concern, and at this point in time, do not have any further information to understand how this will work.
- **PSESD Site Support Structure:** PSESD EL considered the impact of additional expansion on our support team structure, to ensure that ECEAP (and Head Start) services are of high quality and all expectations of funders. Since 2012-13 PSESD EL has increased the number of ECEAP slots

by 1,245 slots. In the past 2 years, we have implemented and refined our new design for support services, which has meant changes in the support structure for individual subcontractors. Increasing slots again this year would likely require us to add additional FTE at the ESD level (such as another support team, and/or additional data positions). This would result in another shift in the site support teams' assignments. We feel that we need at least a year with no changes would help us in solidifying our design and support structure. Waiting a year will also give us more information about slot funding increases which would better allow us to plan for support needs.

Action Requested:

Informational Only

Documentation:

None

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/>.

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. We thanked and said farewell to the 2017-2018 Policy Council and welcomed the 2018-2019 Policy Council. The 2018-2019 Policy Council elected their Policy Council Leadership Team (Executive Board).

Name	Early Learning Center	District	PC Leadership Team Position
Krystina Cummins	Truman - FWPS	Federal Way Public Schools	HS/EHS Co-Chair
Marnesha Millard	Whittier Elem - TPS	Tacoma Public Schools	ECEAP Co-Chair
Jessica Heavner	Truman - FWPS	Federal Way Public Schools	HS/EHS Vice Co-Chair
Dur'Shrika (Dee) Moore	Past Parent rep: Brigadoon - FWPS	Federal Way Public Schools	ECEAP Vice Co-Chair
Elizabeth (Lizzy) Rhonemus	Past Parent Rep: EHS Homebased-PSESD	Tacoma Public School	Secretary/Treasurer
Leah Bowen	Panther Lake Elem- Kent Youth & Families	Kent School District	Secretary/Treasurer

Sarah Simmons	Meadowcrest Early Learning Center	Renton School District	HS Member at Large
Gaston (Tui) Shelton	Lea Hill Elem- ASD	Auburn School District	ECEAP Member at Large
Sydney Wheeler	Learning Land 1	Kent School District	EHS Member at Large
Calvinal (CJ) Johnson	Multicultural Child & Family Hope Center	Tacoma School District	ECEAP WSA Rep
Ana Rangel	Heritage HS - PSESD	Highline School District	HS/EHS WSA Rep

Action Requested:

Informational only

Documentation:

[Policy Council Leadership Team Description](#)

[NOV 2018 PowerPoint](#)

G. CORRESPONDENCE

Recommendation from Head Start Advisory Committee:

Informational only

Explanation:

Correspondence from Office of Head Start and Region X

Action Requested:

Informational only

Documentation: