

Head Start Program Governance

Improving Head Start for School Readiness Act of 2007

Signed into law December 12, 2007

	Governing Board	Policy Council
Composition	<p>Composed of:</p> <p>1 member background and expertise in fiscal management or accounting (Or consultant working with the board)</p> <p>1 member background and expertise in early childhood education and development (Or consultant working with the board)</p> <p>1 member a licensed attorney familiar with issues that come before the governing body (Or consultant working with the board)</p> <p>Additional members reflect community and include parents of children currently, or formerly, enrolled Head Start programs and selected for their expertise in education, business administration, or community affairs</p> <p><i>*Exceptions to the requirements for members of a governing body when those members oversee a public entity and are selected to positions with the public entity by public election or political appointment.</i></p>	<p>Composed of:</p> <p>Parents of children currently enrolled in the Head Start program (including any delegate agency), who shall constitute a majority of the members of the policy council; and</p> <p>Members at large of the community served by Head Start agency (including any delegate agency), who may include parents of children who were formerly enrolled in the Head Start program</p> <p>Elected by the parents of children currently enrolled in the Head Start program</p>
Conflict of Interest	<p>Members of the governing body shall:</p> <ol style="list-style-type: none"> 1. Not have a financial conflict of interest with the Head Start agency (including any delegate agency) 2. Not receive compensation for serving on the governing body or for providing services to the Head Start agency* 3. Not be employed, nor shall members of their immediate family be employed, by the Head Start agency (including any delegate agency) * 4. Operate as an entity independent of staff employed by the Head Start agency. <p><i>*Exception for public agencies</i></p>	<p>Members of the Policy Council shall:</p> <ol style="list-style-type: none"> 1. Not have a conflict of interest with the Head Start agency (including any delegate agency) 2. Not receive compensation for serving on the Policy Council or for providing services to the Head Start agency.

<p>Information Sharing</p>	<p>Each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body, including:</p> <ol style="list-style-type: none"> 1. Monthly financial statements, including credit card expenditures 2. Monthly program information summaries 3. Program enrollment reports, including attendance reports for children partially subsidized by another public agency 4. Monthly reports of meals and snacks provided through programs of the Department of Agriculture 5. Financial audit 6. Annual self-assessment, including any findings related to such assessment 7. Communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates 8. Communication and guidance from the Department of Health and Human Services 9. The program information reports 	<p>Each Head Start agency shall ensure the sharing of accurate and regular information for use by the Policy Council, including:</p> <ol style="list-style-type: none"> 1. Monthly financial statements, including credit card expenditures 2. Monthly program information summaries 3. Program enrollment reports, including attendance reports for children partially subsidized by another public agency 4. Monthly reports of meals and snacks provided through programs of the Department of Agriculture 5. Financial audit 6. Annual self-assessment, including any findings related to such assessment 7. Communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates 8. Communication and guidance from the Department of Health and Human Services 9. The program information reports
<p>Training for Board and PC</p>	<p>Appropriate training and technical assistance shall be provided to members of the governing body to ensure that the members:</p> <ul style="list-style-type: none"> • Understand the information the members receive, and • Can effectively oversee and participate in the programs of the Head Start agency. 	<p>Appropriate training and technical assistance shall be provided to members of the Policy Council to ensure that the members:</p> <ul style="list-style-type: none"> • Understand the information the members receive, and • Can effectively oversee and participate in the programs of the Head Start agency.

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Functions

	Governing Board	Policy Council
General	Legal and fiscal responsibility for administering and overseeing programs, including the safeguarding of Federal funds	Responsible for the direction of the Head Start program
Operations	Adopt practices that assure active, independent, and informed governance (consistent with impasse policies)	
PC Bylaws		Approve and submit to the governing body bylaws for the operation of the Policy Council
Activities		Approve and submit to governing body activities to support active involvement of parents in supporting program operations, including policies to ensure Head Start agency is responsive to community and parent needs
Planning	Fully participate in the development, planning and evaluation	Responsible for: <ol style="list-style-type: none"> 1. Program design and operation 2. Long and short-term planning goals and objectives (annual communitywide strategic planning and needs assessment and self-assessment)
Compliance	Ensuring compliance with Federal laws (and regulations) and applicable State, tribal, and local laws (and regulations)	
Delegates	Selecting delegate agencies and the service areas for such agencies	Approve and submit to the governing body recommendations on the selection of delegate agencies and service areas for such agencies
ERSEA	Establishing procedures and criteria for recruitment, selection and enrollment of children	Approve and submit to the governing body program recruitment, selection, and enrollment priorities
Funding Applications	Reviewing all applications for funding and amendments to applications for funding	Approve and submit to the governing body applications for funding and amendments
Financial		Approve and submit to the governing body budget planning for program expenditures, including policies for reimbursement and participation in Policy Council activities

Information	Establish procedures and guidelines for accessing and collecting information	
Major Policies	<p>Reviewing and approving all major policies of the agency, including:</p> <ol style="list-style-type: none"> 1. Annual self-assessment and financial audit 2. Progress in carrying out programmatic and fiscal provisions including implementation of corrective actions 3. Personnel policies regarding the hiring, evaluation, termination, and compensation of agency employees 	(see personnel below)
PC Election	Developing procedures for how members of the Policy Council are selected, consistent with Policy Council	Approve and submit to the governing body procedures for how members of the Policy Council will be elected
Financial	<p>Approving financial management, accounting, and reporting policies, including:</p> <ol style="list-style-type: none"> 1. Approval of all major financial expenditures of the agency 2. Annual approval of the operating budget of the agency 3. Selection of independent financial auditors 4. Monitoring correction of any audit findings 	
Monitoring	Review results from triennial monitoring, including appropriate follow-up activities	
Personnel	<p>Approving personnel policies and procedures, including hiring, evaluation, compensation, and termination of:</p> <ul style="list-style-type: none"> • Executive Director • Head Start Director • Director of Human Resources • Chief Fiscal Officer <p>(or other person in equivalent position)</p>	Approve and submit to the governing body program personnel policies and decisions regarding the employment of program staff, including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff
Standards of Conduct	Establishing, adopting, and updating written standards of conduct that establish standards and formal procedures for disclosing, addressing, and resolving any conflict of interest, and any appearance of a conflict of interest, by members of governing body, officers and employees of Head Start agency, and consultants and agents providing services or goods	(see personnel above)

Committees	Establishing advisory committees to oversee key responsibilities related to program governance and improvement (at the discretion of the governing body)	
Impasse	(Under Head Start Act of 2007, impasse policies shall be developed by Department of Health and Human Services)	