



## Martin County School District Head Start Program

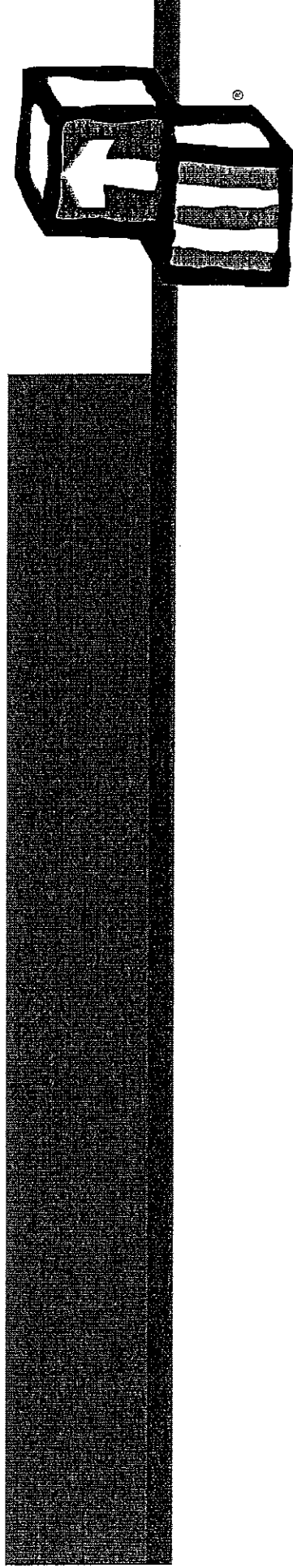
### Program Governance Training

Tuesday, February 16, 2010-5:30 PM

School Board Meeting Room

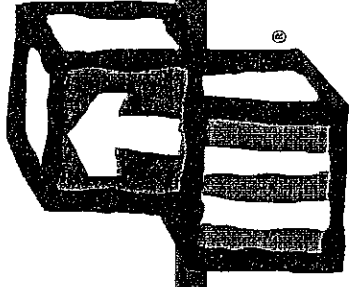
*Call to order by the Chairman and Pledge of Allegiance to the Flag of the United States*

1. Introduction
2. Review of Head Start Philosophy/Program Information
3. Review of Program Governance
  - Shared Decision Making
  - Policy Council
  - Governing Board
4. Open to the Public
5. Open to the Board



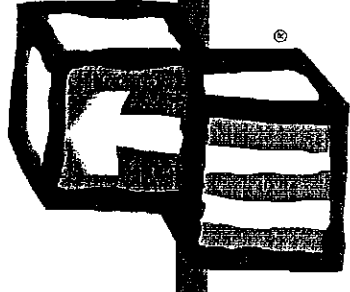
# **Head Start Re-Authorization December 2007: Implications for the Governing Body.**

**Dr. Charles W. Woodard**  
**Grantee Performance Support Specialist**  
**STG International**  
**Region IV TA Network**



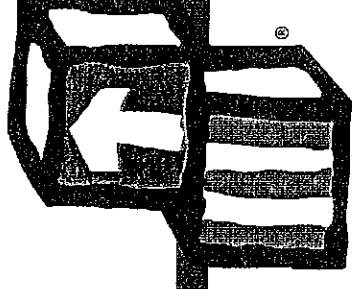
- **The governing body shall have legal and fiscal responsibility for the Head Start agency.**

## Composition



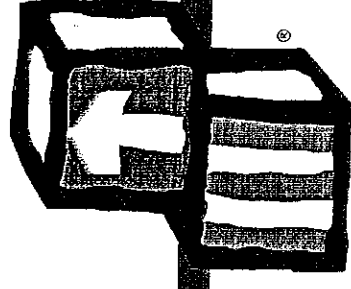
- **(i) Not less than 1 member shall have a background and expertise in fiscal management or accounting.**
- **(ii) Not less than 1 member shall have a background and expertise in early childhood education and development.**
- **(iii) Not less than 1 member shall be a licensed attorney familiar with issues that come before the governing body.**

## Additional Members



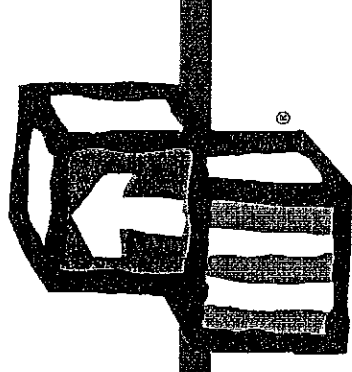
- **(I) reflect the community to be served and include parents of children who are currently, or were formerly, enrolled in Head Start programs; and**
- **(II) are selected for their expertise in education, business administration, or community affairs.**

## Exceptions



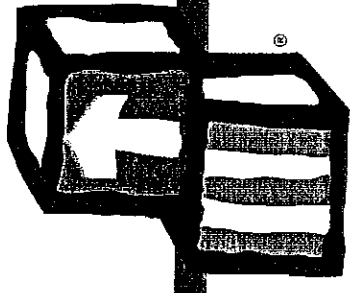
- **(v) Exceptions shall be made to the requirements of clauses (i) through (iv) for members of a governing body when those members oversee a public entity and are selected to their positions with the public entity by public election or political appointment.**

## Exceptions



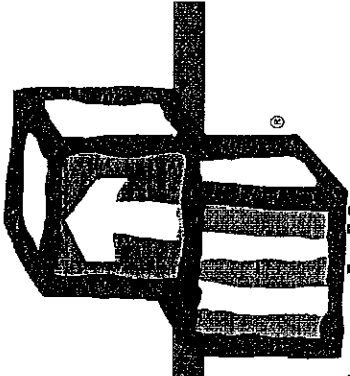
- **(vi) If a person described in clause (i), (ii), or (iii) is not available to serve as a member of the governing body, the governing body shall use a consultant, or an other individual with relevant expertise, with the qualifications described in that clause, who shall work directly with the governing body.**

## Conflict of Interest



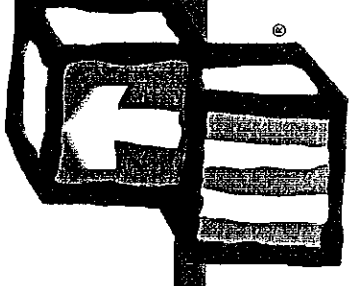
- **Members of the governing body shall--**
- **(i) not have a financial conflict of interest with the Head Start agency (including any delegate agency);**
- **(ii) not receive compensation for serving on the governing body or for providing services to the Head Start agency;**
- **(iii) not be employed, nor shall members of their immediate family be employed, by the Head Start agency (including any delegate agency); and**
- **(iv) operate as an entity independent of staff employed by the Head Start agency.**

## Exceptions



- If an individual holds a position as a result of public election or political appointment, and such position carries with it a concurrent appointment to serve as a member of a Head Start agency governing body, and such individual has any conflict of interest described in clause (ii) or (iii) of subparagraph (C)--
- (i) such individual shall not be prohibited from serving on such body and the Head Start agency shall report such conflict to the Secretary; and
- (ii) if the position held as a result of public election or political appointment provides compensation, such individual shall not be prohibited from receiving such compensation.

## Responsibilities



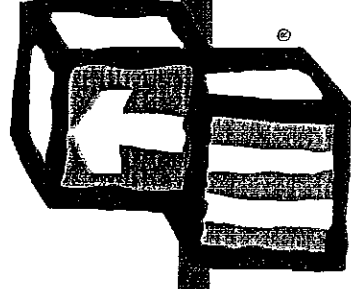
- The governing body shall—
- (i) have legal and fiscal responsibility for administering and overseeing programs under this subchapter, including the safeguarding of Federal funds;
- (ii) adopt practices that assure active, independent, and informed governance of the Head Start agency, including practices consistent with subsection (d)(1), and fully participate in the development, planning, and evaluation of the Head Start programs involved;



## Responsibilities

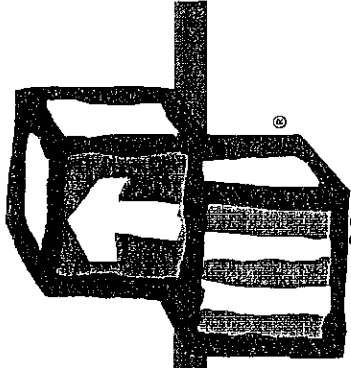
- (iii) be responsible for ensuring compliance with Federal laws (including regulations) and applicable State, tribal, and local laws (including regulations); and
- (iv) be responsible for other activities, including--
- (I) selecting delegate agencies and the service areas for such agencies;
- (II) establishing procedures and criteria for recruitment, selection, and enrollment of children;

## Responsibilities



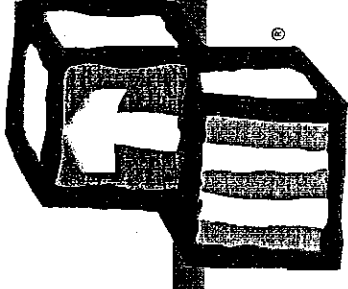
- (III) reviewing all applications for funding and amendments to applications for funding for programs under this subchapter;
- (IV) establishing procedures and guidelines for accessing and collecting information described in subsection (d)(2);
- (V) reviewing and approving all major policies of the agency, including--

# Responsibilities



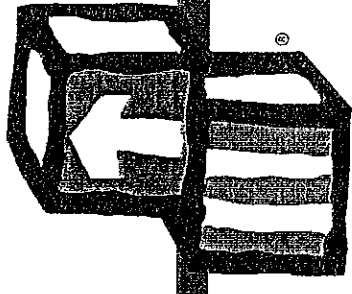
- (aa) the annual self-assessment and financial audit;
- (bb) such agency's progress in carrying out the programmatic and fiscal provisions in such agency's grant application, including implementation of corrective actions; and
- (cc) personnel policies of such agencies regarding the hiring, evaluation, termination, and compensation of agency employees;
- (VI) developing procedures for how members of the policy council are selected, consistent with paragraph (2)(B);

## Responsibilities



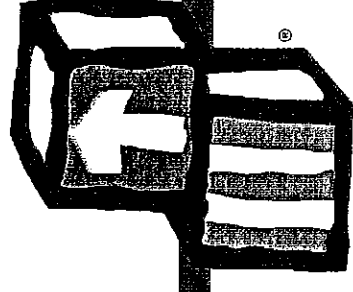
- **(VII) approving financial management, accounting, and reporting policies, and compliance with laws and regulations related to financial statements, including the--**
- **(aa) approval of all major financial expenditures of the agency;**
- **(bb) annual approval of the operating budget of the agency;**

# Responsibilities



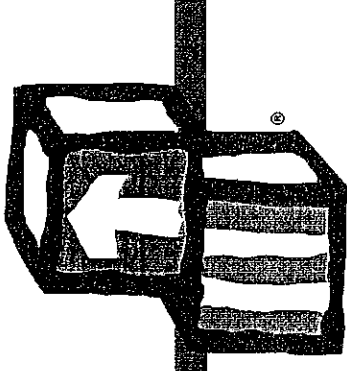
- **(cc) selection (except when a financial auditor is assigned by the State under State law or is assigned under local law) of independent financial auditors who shall report all critical accounting policies and practices to the governing body; and**
- **(dd) monitoring of the agency's actions to correct any audit findings and of other action necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices;**

## Responsibilities



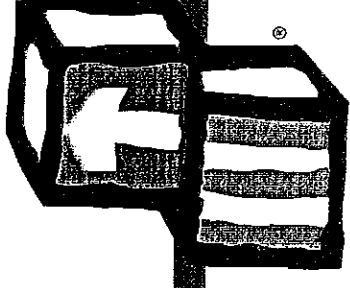
- (VIII) reviewing results from monitoring conducted under section 641A(c), including appropriate follow up activities;
- (IX) approving personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the agency;

# Responsibilities

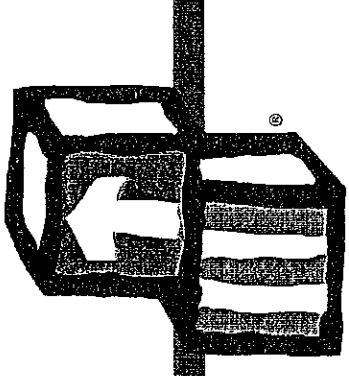


- (X) establishing, adopting, and periodically updating written standards of conduct that establish standards and formal procedures for disclosing, addressing, and resolving--
- (aa) any conflict of interest, and any appearance of a conflict of interest, by members of the governing body, officers and employees of the Head Start agency, and consultants and agents who provide services or furnish goods to the Head Start agency; and
- (bb) complaints, including investigations, when appropriate; and

## Responsibilities

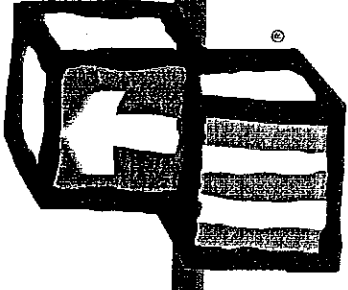


- **(XI) to the extent practicable and appropriate, at the discretion of the governing body, establishing advisory committees to oversee key responsibilities related to program governance and improvement of the Head Start program involved.**



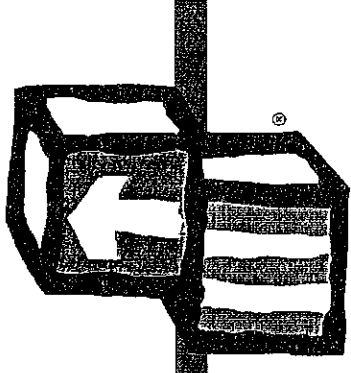
- **(1) IMPASSE POLICIES- The Secretary shall develop policies, procedures, and guidance for Head Start agencies concerning--**
- **(A) the resolution of internal disputes, including any impasse in the governance of Head Start programs; and**
- **(B) the facilitation of meaningful consultation and collaboration about decisions of the governing body and policy council.**

# OHS Monitoring



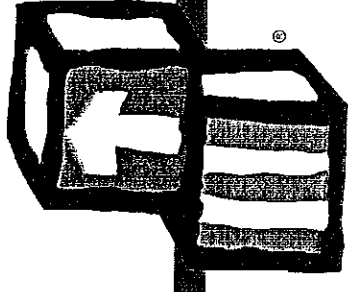
- **Program Information Reports (PIR)**
- **Establish procedures for selecting Policy Council Members**
- **Establish criteria and procedures for recruiting, selecting, and enrolling children**
- **Review All applications for funding/amendments etc.**

## OHS Monitoring



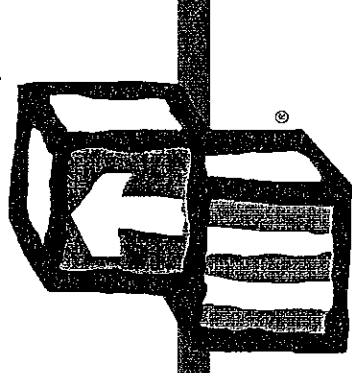
- **Review and approve all major policies and procedures of the grantee e.g. hiring, evaluation, termination of Exec. Dir. HS Dir. Human Resources, Dir. Chief Fiscal Officer, monitoring results including follow-up activities, & financial management.**

## OHS Monitoring



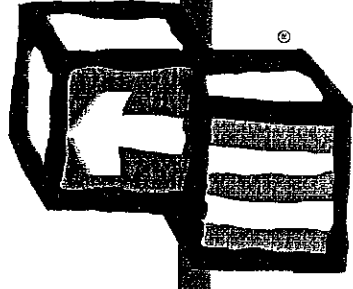
- **Has the Governing Body fulfilled its major responsibilities, including legal and fiscal administration and oversight, , assuring active, independent, and informed governance, and ensuring compliance with the applicable laws and regulations.**

# OHS Monitoring



- **Do You Receive?**
- **Monthly Financial Statements**
- **Program Enrollment Reports**
- **Monthly Report of Meals**
- **Financial Audit**
- **Annual Self-Assessment Report**
- **Community Wide Strategic Planning and Assessment**

## Sources

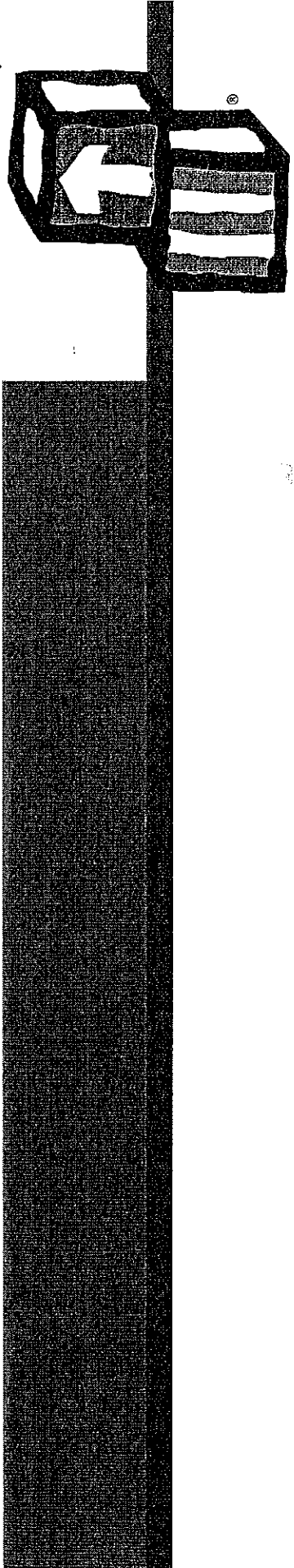


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[STG International]  
A member of the National Head Start Training and Technical Assistance Network