Early Head Start and Head Start Governance

Governance, Leadership, and Oversight Capacity Screener

Acceptance of Federal Funds dictates an assurance of strong governance.

Readiness Criteria

Meet	Set to Meet	Need Assistance
Practice/ Procedure is currently in place	Practice/ Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation

1.

The governing body has the required composition.

Since our governing body is a school board with district resources to aid in governance oversight, this does not apply to us.

2.

The Policy Council has the required composition.

Meet

3.

Ensures the governing body, nor policy committee at the delegate level, have a conflict of interest.

Meet

4.

A parent committee with the correct composition of parents has been established.

Need Assistance in understanding and implementing this regulation

Indicator: The committee is established at the center level for center-based program and at the local program level for other program options.

5.

The governing body may establish an advisory committee as it deems necessary for effective governance and improvement.

This does not apply since the School Board serves as the governing body and maintains its legal and fiscal responsibility and Policy Council has sub-groups that oversee the fiscal, administrative, and family aspects of the program.

6.

The governing body receives effective and ongoing training and technical assistance to ensure they understand the information they receive and are able to provide effective oversight.

Meet

We have a practice in place of one on one or small group training with new board members and train through Transmittal communications and board presentations.

7.

The Policy Council receive effective and ongoing training and technical assistance to ensure they understand the information they receive and can provide effective oversight and make appropriate decisions.

Meet

8.

The governing body exercises their responsibilities of establishing criteria for recruiting, selecting and enrolling children; selecting Policy Council members; and reviewing applications and amendments for funding .

Meet

9.

The governing body exercises their responsibilities in the areas of the operating budget and approval of major financial expenditures of the agency.

Meet

10.

The governing body is engaged in approving the annual self-assessment, the agency's progress in carrying out the programmatic and fiscal provisions in the grant application, personnel policies and the results from monitoring conducted any follow-up activities needed.

Meet

11.

The program staff ensures the parent committee assumes responsibility in working with staff in the best methods to engage families, advise staff in developing and implementing local program policies, activities, and services, have a process for communication with the Policy Council and committees, and participate in the recruitment and screening of employees.

Set to Meet

Exception: Currently parents do not participate in the recruitment and screening of Early Head Start and Head Start employees. We use the district HR Department and campus interview teams.

12.

The Head Start program works with the governing body and Policy Council to make available to the public a report published at least once each year that discloses

- the amount of public and private funds received and the sources
- an explanation of budgetary expenditures
- the number of children and families served
- results of the most recent review by the Secretary and the financial audit
- % of enrolled children that received medical and dental exams
- Information about family engagement activities
- Efforts to prepare children for kindergarten
- A summary of a program's most recent community assessment
- Any other information required by the secretary

Meet

13.

An annual financial audit, self-assessment (including any findings related to such assessment), program information reports and monthly reports on financial information, enrollment reports, and reports of meals and snacks provided through programs of the U.S. Department of Agriculture. A community report is also received every five years with annual updates.

Meet

14.

The governing body and Policy Council have jointly established written procedures for resolving internal disputes between the governing board and Policy Council in a timely manner that includes impasse procedure.

Meet

15.

If not resolution is reached with a mediator, the governing body and Policy Council must select a mutually agreeable arbitrator whose decision is final.

16.

The Policy Council approve and submit to the governing body decisions about budget planning, applications for funding and amendments, program recruitment/selection/enrollment priorities, bylaws for operation, and program personnel policies and decisions.

Meet

17.

A program must submit reports, as appropriate, to the Health and Human Services (HHS) official immediately or as soon as practicable as required.

Meet

Areas of “Needs Assistance”

- Establish clarification of parent committees
- Coordination of district personnel policies and Head Start requirements

Questions or Further Suggestions?

We seek the Board’s approval to present this screener to the Head Start Regional Office as presented for dialogue and discussion in establishing the strongest governance possible for our program.