

Creating Effective Program Governance Training for Board and Policy Council

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Overview

Head Start Act

Responsibilities of the Board and PC

Head Start Standards: Training Board and PC

Monitoring Protocol: Training Board and PC

Share Documents and Best Practices

Head Start Act (Board)

- Composition (page 50-51)
- Conflict of Interest
- Legal and Fiscal Responsibility (Page 52)
- Administer, Oversee, Safeguard
- Adopt practices that assure, active, independent, informed governance.
- Fully participate in development, planning and evaluation.
- Ensure compliance with federal, state, tribal, local laws and regulations
- Select delegate agencies and their service areas.

Head Start Act Continued (Board)

- Establish procedures, criteria, for recruitment selection and enrollment.
- Review all applications for funding and amendments.
- Review and approve all major policies.
- Review and approve self assessment, self assessment, financial audit, progress carrying out the programmatic and fiscal provisions of the grant and implementation of corrective actions.
- Personal policies, hiring, evaluation, termination and compensation. (Page 53)
- Develop procedure how Policy Council is selected.

Head Start Act Continued (Board)

- Approve financial management accounts and reporting policies and ensure compliance with laws and regulations.
- Approve of all major financial expenditures.
- Annual approval of the operating budget.
- Selection of independent financial auditors.
- Monitor Agencies actions to correct any audit findings.
- Review results from monitoring conducted including follow up activities.
- Approval personnel policies and procedures, hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Financial Officer and any person in equivalent position.

Head Start Act Continued (Board)

- Establish, adopt, update written standards of conduct for conflict of interest. (Page 54)
- Establish policies on how to address complaints including investigation when appropriate.
- Establish Advisory Committees to oversee key responsibilities related to program governance and improvement of Head Start.

Head Start Act (Policy Council)

- Composition and Selection (page 54)
- Conflict of Interest
- RESPONSIBILITIES- (page 55)
- Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
- Program recruitment, selection, and enrollment priorities.
- Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.

Head Start Act (Policy Council)

- Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.
- Bylaws for the operation of the policy council.
- Program personnel policies and decisions regarding the employment of program staff, consistent with paragraph (1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.
- Developing procedures for how members of the policy council of the Head Start agency will be elected.
- Recommendations on the selection of delegate agencies and the service areas for such agencies.

Board and Policy Council

- Impasse Procedure (page 56)
- monthly financial statements, including credit card expenditures;
- monthly program information summaries;
- program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
- monthly reports of meals and snacks provided through programs of the Department of Agriculture;

Board and Policy Council

- the financial audit;
- the annual self-assessment, including any findings related to such assessment;
- the communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- communication and guidance from the Secretary; and
- the program information reports.

Head Start Act

(Board and Policy Council)

- TRAINING AND TECHNICAL ASSISTANCE- Appropriate training and technical assistance shall be provided to the members of the governing body and the policy council to ensure that the members understand the information the members receive and can effectively oversee and participate in the programs of the Head Start agency.

Head Start Standards

- 1304.52 (I)(4)
- (4) Grantee and delegate agencies must provide training or orientation to Early Head Start and Head Start governing body members. Agencies must also provide orientation and ongoing training to Early Head Start and Head Start Policy Council and Policy Committee members to enable them to carry out their program governance responsibilities effectively.

Office of Head Start Monitoring Protocol

Program Design and Management Question 1B

- Have current governing body members received appropriate training and technical assistance to ensure they understand the information they receive and can oversee and participate in the program effectively? 642(d)(3)

Program Design and Management Question 2D

- Have the Policy Council or Policy Committee members received orientation and ongoing training and technical assistance to ensure that they can oversee and participate in program administration effectively? 1304.52(l)(4)

What's Working For You

Share your training
documents and or best
practices with us.