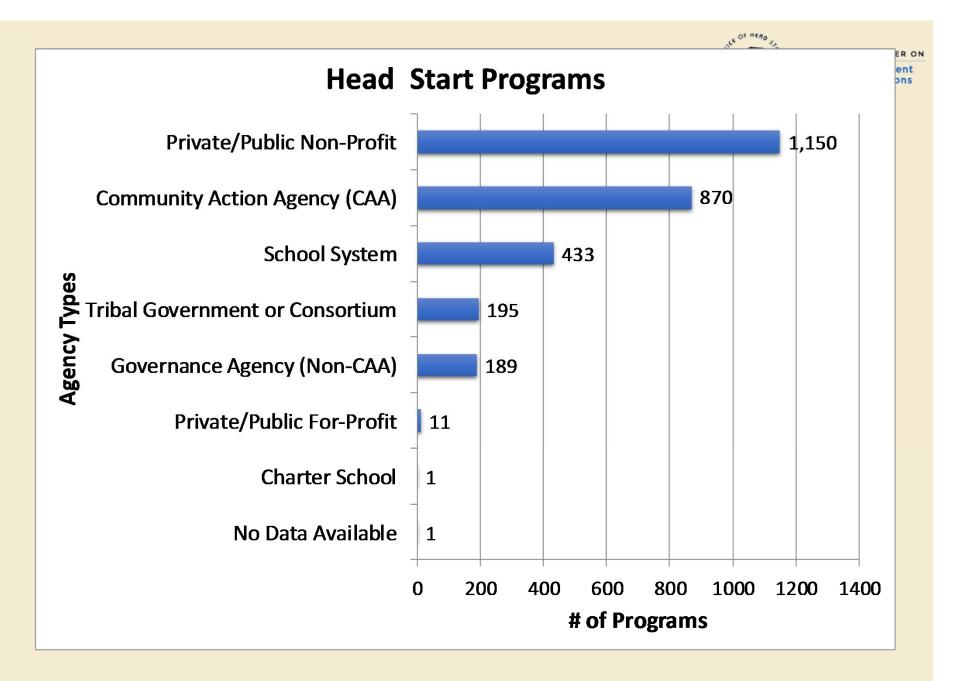# Tyler ISD Head Start Governing Body Training

Overview of Program

- Established in 1965

- Funded to serve 432 students

- 22 classrooms (9 elementary campus and 1 Early Childhood Campus)

- 80 employees funded through Head Start

- Serve families who are at or below the poverty guidelines

- 10% of families served can be over-income

Head Start Programs

Agency Types (y-axis) vs # of Programs (x-axis):

- Private/Public Non-Profit: 1,150
- Community Action Agency (CAA): 870
- School System: 433
- Tribal Government or Consortium: 195
- Governance Agency (Non-CAA): 189
- Private/Public For-Profit: 11
- Charter School: 1
- No Data Available: 1

2,850 Programs in total from Head Start PIR Summary Report 2014

Where do the regulations and rules originate for Head Start?

- Head Start Act
- Head Start Performance Standards
- Information Memorandums (IM)
- Program Information (PI)

Head Start Governance and Management Composition

Governing Body/Tribal Council

The governing body shall be composed as follows:
- Not less than 1 member shall have a background and expertise in fiscal management or accounting.
- Not less than 1 member shall have a background and expertise in early childhood education and development.
- Not less than 1 member shall be a licensed attorney familiar with issues that come before the governing body.

Additional members shall—
- reflect the community to be served and include parents of children who are currently, or were formerly, enrolled in Head Start programs;
- are selected for their expertise in education, business administration, or community affairs.

Policy Council

The policy council shall be elected by the parents of children who are currently enrolled in the Head Start program of the Head Start agency.

Management Staff

May include:
- Head Start director
- Key HS management staff

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Head Start Governance and Management Responsibilities

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Governing Body/Tribal Council

Assumes Legal and Fiscal Responsibility for Head Start and the Safeguarding of Federal Funds

Adopt practices to ensure active, independent and informed governance:
- Governing body bylaws
- Procedures for accessing and collecting information
- Written standards of conduct, including conflicts of interest and complaints
- Procedures for selecting Policy Council members
- Advisory committees

Establish:
- Procedures and criteria for recruitment, selection, and enrollment

Review:
- All funding applications and amendments
- Results and follow-up activities from federal monitoring

Review and Approve:
- Major policies and procedures, including Self-Assessment, financial audit, and personnel policies
- Progress on implementing the HS grant, including corrective actions
- Major expenditures
- Operating budget
- Selection of auditor
- Actions to correct audit findings

Receive and Use:
- Annual, monthly, and periodic reports*

*Reports that are generated and used by management, then shared with and used by Policy Council and governing body:

- **HHS secretary communication**
- **Financial statements**
- **Program information summaries**
- **Enrollment**
- **USDA**
- **Financial audit**
- **Self-Assessment**
- **Community assessment**
- **PIR**

Policy Council

Assumes Responsibility for Head Start Program Direction

Approve and submit to the governing body decisions regarding:
- Activities for parent involvement/engagement
- Program recruitment, selection, and enrollment priorities
- Funding applications/amendments
- Budget planning, including reimbursement and participation in Policy Council activities
- Policy Council bylaws
- Head Start program personnel policies and decisions , including criteria for employment and dismissal of program staff
- Policy Council election procedures

Receive and Use:
- Annual, monthly, and periodic reports*

Take Action:
- Hire Head Start Director and other lead staff
- Establish impasse procedures

Provide Legal Oversight:
- Ensure compliance with federal laws and state, tribal, and local laws

Provide Leadership and Strategic Direction:
- Focus on Self-Assessment
- Develop, plan, and evaluate the Head Start program

Management Staff

Assumes Operating Responsibility for Head Start Day-to-Day Functions

Take action:
- Implement policies
- Develop procedures
- Provide T/TA to governing body and Policy Council
- Supervise staff
- Monitor compliance
- Generate and use annual, monthly, and periodic reports*
- Share reports with Policy Council and governing body*

April 22, 2014

New Head Start Performance Standards

1301.2 Governing body

(a) *Composition*. The composition of a governing body must be in accordance with the requirements specified at section 642(c)(1)(B) of the Act, except where specific exceptions are authorized in the case of public entities at section 642(c)(1)(D) of the Act. Agencies must ensure members of the governing body do not have a conflict of interest, pursuant to section 642(c)(1)(C) of the Act.

(b) *Duties and responsibilities*. (1) The governing body is responsible for activities specified at section 642(c)(1)(E) of the Act.

(2) The governing body must use ongoing monitoring results, data on school readiness goals, other information described in § 1302.102, and information described at section 642(d)(2) of the Act to conduct its responsibilities.

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1302.102 Achieving program goals

(a) *Establishing **program** goals*. A program, **in collaboration** with the **governing body and policy council**, ***must*** establish goals and measurable objectives that include:

(1) Strategic long-term goals for ensuring programs are and remain responsive to community needs as identified in their community assessment as described in subpart A of this part;

(2) Goals for the provision of educational, health, nutritional, and family and community engagement program services as described in the program performance standards to further promote the school readiness of enrolled children;

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(3) School readiness goals that are aligned with the Head Start Early Learning Outcomes Framework: Ages Birth to Five, state and tribal early learning standards, as appropriate, and requirements and expectations of schools Head Start children will attend, per the requirements of subpart B of part 1304 of this part; and,

(4) Effective health and safety practices to ensure children are safe at all times, per the requirements in §§ 1302.47, 1302.90(b) and (c), 1302.92(c)(1), and 1302.94 and 1303 subpart F, of this chapter.

Questions