

HEAD START/EARLY INTERVENTION DEPARTMENT

HEAD START ANNUAL PROGRAM GOVERNANCE TRAINING:

Your Role in Governing
the Head Start Program

Board Workshop
9/11/2018

Dr. Angela M. Iudica, Director, Head Start/Early Intervention



BROWARD COUNTY PUBLIC SCHOOLS

OBJECTIVES

- Training Goals and Objectives
- Head Start 101
- Shared Governance
- Board Responsibilities
- Policy Council Duties
- Program Governance Composition
- Questions and Answers



Useful Terms and Definitions

Head Start- a federally funded pre-school program for lower-income children age 3-5 and their families. *(Head Start not only works with the child to prepare him/her for success, Head Start works with the parents as well to help meet their needs/goals).*

Early Head Start-a federally funded program for lower-income infants, toddlers, pregnant mothers and their families.

Program Governance- a term used to describe the act, process or power of governing (administering) a program. (The School Board of Broward County and the Head Start Policy Council share governance or oversight of the Head Start Program).

Shared Governance

Shared Governance is a term used to describe the process of shared decision making between bodies that oversee a program.

- For our purposes, it is a term used to describe the relationship between the School Board of Broward County and its Head Start Policy Council
- In addition, the Parent Committees are part of program governance and serve as a “feeder” to the Policy Council. (i.e. Parent Policy Council representatives are elected from the parent committees)

Head Start Governance

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

Policy Council
Assumes Responsibility
for Head Start Program
Direction

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

*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

Board Responsibilities

- The Board approves program plans annually.
- The Board approves all funding and re-funding applications.
- The Board approves procedures that define the roles and responsibilities of the Board and Policy Council and the process of shared decision-making.
- The Board approves written procedures for handling internal disputes among the governing body (School Board) and policy group (Policy Council).
- The Board approves the hiring and termination of Head Start staff.



Policy Council

- Is a policy group unique to Head Start
- Comprised of parent representatives from each area (for a total of 12), the past Board Chair and two community representatives.
- Was developed so that parents can have a say in decisions made about the program
- 51% of the members must be parents of actively enrolled children



Policy Council Responsibilities

- Approves program plans annually
- Approves all funding and re-funding applications
- Approve the composition of the Policy Council
- Approves the selection criteria for children to be enrolled in the program
- Approves hiring and termination of Head Start staff
- Approve written procedures for handling internal disputes among the governing body (School Board) and policy group (Policy Council)



Parent Committees and Policy Council

- Plan, conduct and participate in informal as well as formal programs and activities for parents and staff (similar to PTA Meetings)
- Must consist of parents with a child currently enrolled in the program
- Must elect Policy Council Parent Representatives



Program Governance Composition

Composition must include:*

- one member with a background and expertise in fiscal management or accounting,
- one member shall be an attorney and
- one member shall have a background and expertise in early childhood development



HEAD START ANNUAL BOARD TRAINING



Compensation and Responsibilities

Compensation:

- Board members must not be an employee or immediate family member
- Board members must operate independent of staff

Responsibilities:

- Administer and oversee the Head Start program
- Adopt practices that assure active, independent and informed governance
- Participate fully in the development, planning and evaluation of the Head Start program
- Ensure program compliance



Mandated Information Sharing

Each agency must ensure the sharing of accurate and regular information to the Board and Policy Council including:

- Ongoing budget reports
- Ongoing program information summaries
- Program enrollment reports, including attendance and meals
- Child Outcomes Reporting (final data)
- Training on their roles and responsibilities



Questions



HEAD START ANNUAL BOARD TRAINING

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