

HEAD START/EARLY INTERVENTION DEPARTMENT

HEAD START ANNUAL PROGRAM GOVERNANCE TRAINING:

Your Role in Governing
the Head Start Program

Board Workshop
August 13, 2019

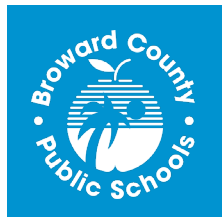
Dr. Angela M. Iudica, Director, Head Start/Early Intervention



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).*

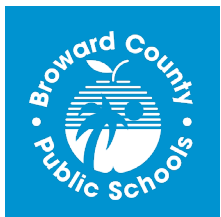
Early Head Start - a federally funded program for lower-income infants, toddlers, pregnant mothers and their families.

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 the 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

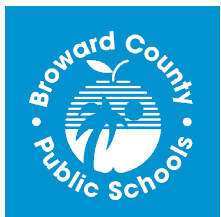
Governing Body
Assumes Legal and Fiscal
Responsibility for Head Start
and the Safeguarding of
Federal Funds

Policy Council
Assumes Responsibility
for Head Start Program
Direction

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

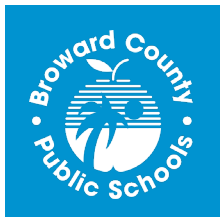
Listed below are reports that are generated and used by management and shared with Policy Council and governing body:

- Financial statements
- Program information summaries
- Enrollment
- Financial audit
- Self-Assessment
- Community Assessment
- Program Information Report
- United States Department of Health and Human Services Communication



Board Responsibilities

- The Board approves program plans annually
 - Annual Report-October
 - School Readiness Report-October
 - Program Goals and Objectives-October
 - Self-Assessment-June
 - Continuation Grant-June
 - Community Assessment-every five years
 - Wage and Comparability-every three years
- The Board approves Head Start Policies and Procedures
- The Board approves the hiring and termination of Head Start staff



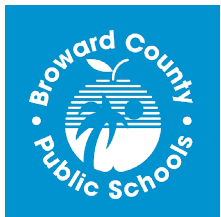
Policy Council

- Is a policy group unique to Head Start
- Comprised of parent representatives from each Parent Committee (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
- Approves 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 key management personnel and classroom personnel



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

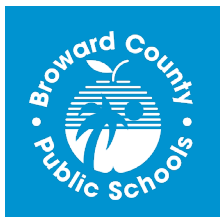


Program Governance Composition

The composition of the governing body includes any individual who holds a position as a result of a public election or a political appointment, and such position carries with it a concurrent appointment to serve as a member of a Head Start agency governing body.



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

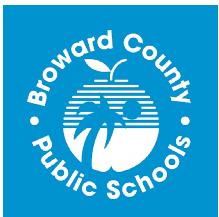
Mandated Information Sharing

The Head Start agency (district department) 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

The School Board of Broward County, FL

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Patricia Good

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