



HEAD START/EARLY INTERVENTION

# HEAD START BOARD WORKSHOP

Annual Program Governance Training  
Early Head Start Expansion Grant Opportunity  
Focus Area 1 Review  
Noncompliance Action Plan

August 11, 2020



HEAD START/EARLY INTERVENTION

# HEAD START ANNUAL PROGRAM GOVERNANCE TRAINING:

## Your Role in Governing the Head Start Program

# 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-June
  - Self-Assessment-June
  - Continuation Grant-June
  - Community Assessment-every five years (due 2021)
  - Wage and Comparability-every three years (revised December 2020)
- 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
- 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 key management personnel and classroom personnel



# Parent Committees

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



# Program Governance Composition

The composition of the governing body (School Board) 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.



# 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 (Head Start/Early Intervention 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





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# EARLY HEAD START Expansion Grant Opportunity 2020-2021

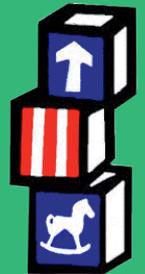
# EHS-CCP Expansion Grant

(Early Head Start-Child Care Partnership Grant)

In January 2014, Congress appropriated \$500,000,000 to expand the number and quality of early learning opportunities for infants and toddlers through Early Head Start-Child Care Partnerships (EHS-CCP) and Early Head Start (EHS) Expansion grants.

These new grants fund the partnering of EHS programs with child care providers, as well as non-partnership EHS Expansions. Under EHS-CCP, new or existing EHS grantees partner with regulated center-based or family child care providers.

The program supports the development of infants and toddlers through strong relationship-based experiences and prepares them for the transition into Head Start and preschool.



# EHS-CCP Grant 2019

During the 2019-2020 school year, the BCPS Head Start / Early Intervention Department applied for 90 additional slots through the EHS-CCP grant. The grant was written to partner with private child care providers throughout Broward County.

We were not awarded the partnership grant, as some private providers were not located in Opportunity Zones.



# Expansion Grant

- The Head Start/Early Intervention Department is proposing to apply for the expansion grant in 2020. The grant opportunity was due to be released on June 10, 2020. It was posted on 7/23/2020 and is due on 9/21/2020.
- By applying for the “Expansion” part of the grant, we will provide services for up to 128 additional children within designated public schools, that reside in designated Opportunity Zones. Each school will add 16 seats.

## Proposed/Possible Schools

- |                            |                                  |
|----------------------------|----------------------------------|
| • Drew Family Resource Ctr | Board Member Nora Rupert         |
| • Bethune E                | Board Member Ann Murray          |
| • North Side E             | Board Member Heather Brinkworth  |
| • North Fork E             | Board Member Dr. Rosalind Osgood |
| • Larkdale E               | Board Member Dr. Rosalind Osgood |
| • Thurgood Marshall E      | Board Member Dr. Rosalind Osgood |
| • Martin Luther King E     | Board Member Dr. Rosalind Osgood |
| • Broward Estates E        | Board Member Dr. Rosalind Osgood |





HEAD START/EARLY INTERVENTION

## HEAD START FOCUS AREA 1 REVIEW

## FOCUS AREA 1 REVIEW

The Focus Area 1 review was held  
January 20-24, 2020.



# Glossary of Terms

## **Opportunity for Continuous Improvement (OCI)**

An OCI is identified when the grantee is determined compliant in an area; however, through intentional, continuous improvement strategies, the agency has the opportunity to enhance overall program quality.

## **Area of Concern (AOC)**

An area for which the agency needs to improve performance. These issues should be discussed with the grantee's Regional Office of Head Start for possible technical assistance.

## **Area of Noncompliance (ANC)**

An area for which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or more of the regulations) in one or more areas of performance. This status requires a written timeline of correction and possible technical assistance or guidance from the grantee's program specialist. If not corrected within the specified timeline, this status becomes a deficiency.



# Glossary of Terms Continued

## Deficiency

As defined in the Head Start Act, the term "deficiency" means:

- (A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves:
- (i) a threat to the health, safety, or civil rights of children or staff;
  - (ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations;
  - (iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management;
  - (iv) the misuse of funds received under this subchapter;
  - (v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or
  - (vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified;
- (B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or
- (C) an unresolved area of noncompliance.



# Results

There were no:

- **Opportunities for Continuous Improvement (OCI)**
- **Areas of Concern (AOC)**
- **Areas of Noncompliance (ANC)**
- **Deficiencies**





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# HEAD START NONCOMPLIANCE ACTION PLAN

# Objectives

- Review Notice of Noncompliance
- Review Case of Noncompliance
- Share Action Plan
- Questions and Answers



# Definition

## Area of Noncompliance (ANC)

An area for which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or more of the regulations) in one or more areas of performance. This status requires a written timeline of correction and possible technical assistance or guidance from the grantee's program specialist. If not corrected within the specified timeline, this status becomes a deficiency.



# Notice of noncompliance #1

## Noncompliance 1302.90(c)(1)(ii)(G)

### Timeframe for Correction: 120 days

1302.90 Personnel policies. (c) Standards of conduct. (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: (ii) Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not: (G) Physically abuse a child.

**Action Plan due to Office of Head Start-September 15, 2020**



## Noncompliance Case

The grantee did not ensure all staff, consultants, contractors, and volunteers abided by the program's standards of conduct to not maltreat or endanger the health and safety of children, including, at a minimum, that staff did not physically abuse a child. On February 19, 2020, a Head Start teacher assistant dragged a 3-year-old Head Start child by the arm down the hallway.



## Notice of noncompliance #2

### Noncompliance 1302.102(d)(1)(ii)

#### Timeframe for Correction: 120 days

1302.102 Achieving program goals. (d) Reporting. (1) A program must submit: (ii) Reports, as appropriate, to the responsible HHS official immediately or as soon as practicable, related to any significant incidents affecting the health and safety of program participants, circumstances affecting the financial viability of the program, breaches of personally identifiable information, or program involvement in legal proceedings, any matter for which notification or a report to state, tribal, or local authorities is required by applicable law.



## Noncompliance Case

The grantee did not submit reports, as appropriate, to the responsible Health and Human Services (HHS) official immediately or as soon as practicable, related to any significant incidents affecting the health and safety of program participants as required by applicable law.



**See Attachment**



# Questions



# THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

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