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
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
Head Start Governance and Management Responsibilities

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

- 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*

-采用实践，确保活跃，独立和知情的治理：
  - 由政府制定的条例
  - 涉及访问和收集信息的程序
  - 写作的道德规范，包括利益冲突和投诉
  - 用于选择政策委员会成员的程序
  - 咨询委员会

- 任命政策理事会负责人和其他负责人
- 建立解决争端的程序
- 提交给政策委员会和管理委员会的决定
- 年度，月度和定期报告

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*

- 提供法律监督：确保与联邦，州，部落和本地法律一致
- 提供领导和战略方向：
  - 重点是自我评估
  - 开发，计划，并评估Head Start项目
- 采取行动：
  - 实施政策
  - 制定程序

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*

*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

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.
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;
(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