



1304.50 Program Governance

Sherry Hardin
Director/Principal

Program Governance

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Goal: To meet the objectives of the Head Start Performance Standards in regards to program governance.

Standard	Goal	Objectives	Specific Tasks/Activities	Person Responsible	Target Date
<p>1304.50 (a)(1)</p> <p>Related 1305.3 (h)</p> <p>(ii)</p> <p>(iii)</p>	<p>To assist and encourage parental involvement in regards to shared decision-making.</p>	<p>Policy Council, Policy Committee, and Parent Committee Structure. Granted delegate agencies must establish and maintain a formal structure of shared governance through which parents can participate in policy making or in other decisions about the program. This structure must consist of the following groups, as required: Policy Council, This council must be established at the grantee level.</p> <p>Policy Committee, this committee must be established at the delegate agency level when the program is administered in whole or in part by such agencies</p> <p>Parent Committee, for center-based programs, this committee must be established at the center level.</p>	<p>A. Policy Council is established early each school year in order for parents and community members to participate in shared governance of this program.</p> <p>This does not apply to this program.</p> <p>A. Establish a parent committee to provide parents the opportunity to participate in the development of activities that address their interests and needs. This committee will also allow parent input into the education and development of their children.</p> <p>1. Parents are provided a variety of activities to assist them in providing input including transition, group or individual Parent Teacher Meetings, Resource Fairs, Male/Fatherhood Activities, special trainings, home visits and cultural events.</p>	<p>Head Start Director Family & Community Partnership Coordinator Parent & Parent Center Committee</p>	<p>October 2015</p> <p>Sept. 2015- May 2016</p>

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1304.50 (b)(1)	To convey the vital role to parents in regards to program governance.	<p>Policy group composition and formation: Each grantee and delegate agency governing body operating an Early Head Start or Head Start program must (except where such authority is ceded to the Policy Council or Policy Committee) propose within the framework of these regulations, the total size of their respective policy groups (based on the number of centers, classrooms, or other program option units, and the number of children served by their Early Head Start or Head Start program), the procedures for the election of parent members, and the procedure for the selection of community representatives. These proposals must be approved by the Policy Council or Policy Committee.</p>	<p>A. Inform all parents of the importance of their role in the governing of this Head Start Program during recruitment, orientation and throughout the year. B. Maintain a fair method for nominating parents for Policy Council - lead and conducted by Parents Committee. 1. Assist Parent Committee in facilitate the process of nominating and electing parents to the Policy Council. 2. By-Laws will be reviewed and revised as needed by Policy Council. 3. Parents are assisted by Family Service Coordinator during the election process. C. Community membership selection - parents and Family Service Staff submit names for parent/policy council approval. 1. A member of the governing body serves as a liaison between the Policy Council and the Governing body and encouraged to attend meetings and trainings.</p>	Head Start Director Family Services Coordinator	<p>May 2015- May 2016</p> <p>Monthly and as needed.</p>

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1304.50 (a)(2)		Parent committees must be comprised exclusively of the parents of children currently enrolled at the center level for center-based programs.	The Parent Committee is made up of current parents of children enrolled. All parents are members of this committee.	Family Services Coordinator	Sept. 2015 – May 2016
1304.50 (a) (3)		All Policy councils, Policy Committees, and Parent Committees must be established as early in the program year as possible. Grantee Policy councils and delegates Policy Committees may not be dissolved until successor councils or committees are elected and seated.	<p>A. Parent committee is established as soon as possible after program year begins.</p> <ol style="list-style-type: none"> 1. Trainings begin as early as possible (September) and throughout the year. 2. Policy Council members trained by program staff, consultants and Head Start conferences. 3. Policy Council will serve until replaced by a new Council next program year. 4. Discussion is held during orientation, volunteer training and recruitment. 5. A variety of training materials is used during training such as videos, handouts, posters, and information packets. <p>B. Out-going parents/members are encouraged and invited to provide testimonials and assist in recruiting, welcoming and mentoring new parents.</p> <p>C. All parents are continually invited to attend meetings.</p> <ol style="list-style-type: none"> 1. Flyers, meeting reminders are sent to all families. 		
1304.50 (a)(4)		When a grantee had delegated the entire Head Start Program to one delegate agency, it is not necessary to have a policy committee in addition to a grantee agency Policy Council.			

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<p>1304.50 (a) (5)</p> <p>Related 1304.50 (g)</p>		<p>The governing body (the group with legal and fiscal responsibility for administering the Early Head Start or Head Start program) and the Policy Council or Policy Committee must not have identical memberships and functions.</p>	<p>A. WOCCISD is the grantee agency. Policy Council duties are followed according to "Governance and Management Responsibilities".</p> <p>1. By-laws are reviewed by director and Policy Council members to ensure that membership and functions are not identical.</p>	<p>Head Start Director Family Services Coordinator Policy Council Members</p>	<p>September 2015 – May 2016</p>

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1304.50 (b)(4)		All parent members of Policy councils or Policy Committee must stand for re-election annually. All Community representatives must be selected annually.	In accordance with By-Laws all Policy Council members are elected annually by present Head Start parents. Community representatives are selected annually	Director Family Services Coordinator	September 2015 – May 2016
1304.50 (b)(5)		Policy Councils and Policy Committees must limit the number of one-year terms an individual may serve on either body to a combined total of three terms.	Policy council membership is limited to a total of three terms.		
1304.50 (c) (6)		No grantee or delegate agency staff (or members of their immediate family) may serve on Policy Council except parents who occasionally substitute for regular Early Head Start or Heat Start staff.	Neither program staff members nor immediate family of any program staff member is a member of Policy Council.		

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Standard	Goal	Objectives	Specific Tasks/Activities	Person Responsible	Target Date
1304.50 (b)(2)		Policy Councils and Policy Committees must be comprised of two types of representatives: parents of currently enrolled children and community representatives: at least 51% of the members of these policy groups must be the parents of currently enrolled children.	In accordance with By-Laws and Policy Council membership composition consists of 51% parents of currently enrolled children.	Director Family Services Coordinator Parents	Sept 2015- May 2016
1304.50 (b)(3)		Community representatives must be drawn from the local community: businesses, public or private community, civic and professional organizations, and others who are familiar with resources and services for low-income children and families, including, for example, the parents of formerly enrolled children	<ol style="list-style-type: none"> 1. Parents are involved in selecting community representatives. 2. Selected community representatives serve as mentors and resource persons in accordance to Performance Standards and By-laws. 	Parents Director Family Services Coordinator	October 2015

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1304.50 (b) (1-7)		Parents of children currently enrolled in all program options must be proportionately represented on established policy groups.	<p>A. Efforts are made to assure that the Policy Council is made up of proportional cross section of parent of children enrolled in the program. All currently enrolled parents are encouraged and supported to participate throughout the year.</p> <p>1. Staff encourages Policy Council membership during program Orientation, Open House, I CARE Family Center Meetings, conferences and Parent Teacher Meetings.</p> <p>2. Translation is available.</p>	<p>Director Family Service Coordinator All Staff</p>	<p>Sept 2015- May 2016</p>
<p>1304.50 (c) & (d)</p> <p>Related 1304.50 (c) (d) (f)(g)(h)</p>		<p>Policy group responsibilities general. At a minimum, policy groups must be charged with responsibilities described in paragraphs (d), (f), (g) And (h) of this section and repeated in Appendix A-Governance and Management Responsibilities.</p>	<p>A. Policy groups are given responsibilities as outlined in Appendix A - Governance and Management Responsibilities.</p> <p>1. On-going training is conducted throughout the year as members are ready to engage in this process.</p> <p>B. Information is shared with Council members in a timely manner.</p>	<p>Director Family Services Coordinator Policy Council Members</p>	

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1304.50 (d) (1) (i)		<p>The Policy Council. The Policy Council must work in partnership with key management staff and the governing body to develop, review and approve or disapprove the following procedures: All funding applications and amendments to funding applications for Early Head Start and Head Start, including administrative services, prior to submission of such applications to HHS.</p>	<p>A. Policy Council is included in preparation of refunding application and budget.</p> <p>C. Financial training and reports are given by Financial Manager throughout the year.</p> <p>Policy Council and Grantee calendar.</p>	<p>Head Start Director Family Services Manager WOCCISD Superintendent Financial Manager</p>	<p>Sept. 2015 May 2016</p>
1304..50 (d) (1) (ii)		<p>Procedures describing how the governing body and the appropriate policy group will implement shared decision making.</p>	<p>A. Describe plans for sharing decision making in all policies and procedures of this program.</p> <ol style="list-style-type: none"> 1. Copies of minutes provided. 2. Parents recruited for committee Input. 3. Joint training held. <p>B. Policy members receive staff assistance and training in regards to participating in shared decision-making. The importance of Policy Council input is relayed to members continually during the year.</p> <ol style="list-style-type: none"> 1. Policy Council members serve as committee members. 2. Invited to attend board meeting. Transportation is available. Family Service Staff will accompany members to meetings. 3. Minutes are exchanged. 4. Family Service Staff assist parents during meetings. 	<p>Head Start Director Family Service Manager WOCCISD Superintendent Financial Manager</p>	

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<p>1304.50 (d) (iii)</p> <p>Related 1304.51 (a)</p> <p>1304.51 (a)(1)(ii)</p> <p>(iv)</p> <p>(v)</p> <p>(vi)</p> <p>Related 1304.50 (b)(1)</p> <p>(vii)</p>	<p>To share with parents the importance of their active involvement in all areas of the program.</p>	<p>Procedures for program planning in accordance with this part and the requirements of 45CFR Part 1305.</p> <p>Program Philosophy and long-range and short range goals and objectives.</p> <p>The selection of delegate agencies and their service areas.</p> <p>The composition of the Policy Council and the procedures by which policy groups are chosen.</p> <p>Criteria for defining recruitment selection and enrollment priorities, in accordance with requirements of CFR Part 1305.</p>	<p>Provide for Policy Council participation on activities concerning this program through a representative Board member. Policy Council members are vital to our program. Members participate in planning in a variety of activities: Serving as committee members, formulating long-range program goals and short term program and financial objectives.</p> <p>A. Developing Community needs assessment. B. Developing written plan. C. Participate in Program Self Assessment.</p> <p>Policy Council is involved in program goal planning, budget and curriculum meetings.</p> <p>Not applicable- no delegate agencies.</p> <p>Parent Committee conducts Policy Council elections, Appendix A. Policy Council review and/or revise by-laws each year. Include by-laws procedures for choosing policy group members.</p> <p>A. Policy Council approves all recruitment policies and procedures.</p>	<p>Director Family Service Coordinator All Staff</p> <p>Director Family Service Manager Financial Manager</p>	<p>Sept 2015- May 2016</p> <p>Sept 2015- May 2016</p> <p>Sept. 2015- May 2016</p>

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	To share with parents the importance of their active involvement in all areas of the program.	<p>Procedures for program planning in accordance with this part and the requirements of 45CFR Part 1305.</p> <p>Criteria for defining recruitment selection and enrollment priorities, in accordance with requirements of CFR Part 1305.</p>	<p>B. Policy Council members participate in recruitment efforts by disseminating flyers and community presented with staff.</p> <ol style="list-style-type: none"> 1. Approve criteria 2. Handout flyers 3. Serve as community presenters 	<p>Director Family Services Coordinator Policy Council</p>	<p>February- August</p>

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1304.50 (d) (viii)		The annual self-assessment of the grantee or delegate agency's progress in carrying out the programmatic and fiscal intent of its grant application including planning or other actions that may result from the review of the annual audit and findings of Federal monitoring review.	A. Policy Council members serve on self-assessment teams. Training is provided for self-assessment teams. Annual audit and self-assessment is reviewed with Policy Council.	Director Policy Council	February 2016- April 2016
1304.50 (d) (1) (ix) Related 1301.31 1304.52 (h)		Program personnel policies and subsequent changes to those policies, in accordance with 45CFR 1301.31, including standards of conductor for program staff, consultants, and volunteers.	A. Ensure Policy Council representation on Personnel Committee. B. Staff recommendation is presented to Policy Council for approval by means of meeting, telephone or written. C. District Personnel Procedures are followed.	Director	Sept. 2015- May 2016

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<p>1304.50 (d) (1) (x) (ix)</p> <p>Related 1304.50 (e) (3)</p>		<p>Decisions to hire or terminate the Early Head Start or Head Start director of the grantee or delegate agency.</p>	<p>A. District Personnel Policies and procedures are followed with regard to the Policy Council’s Approval of all hiring and Termination including Executive Director or Center Director and in accordance to Appendix A.</p>	<p>WOCCISD Personnel Head Start Director</p>	<p>Sept 2015- May 2016</p>
<p>1304.50 (d) (2) (i)</p> <p>Related 1304.51 (b)</p>		<p>In addition, Policy Council and Policy Committee must perform the following functions directly: serve as a link to the Parent Committees, grantee and delegate agency governing bodies public and private organizations, and the communities they serve.</p>	<p>Policy Council members are provided training to enable them to be effective spokespersons in their Head Start Center and Communities. Members are encouraged and mentored by Family Services staff to become active in community organizations such as Can Community Assistance Network, Childcare Advocacy Committees, PTA’s, and campus and district committees.</p> <ol style="list-style-type: none"> 1. Community Resource Booklet is provided. 2. Agency handouts, videos and other related information are available on site when applicable. 3. Parents are encouraged and invited to serve on campus and district committees. 4. Parents encouraged to attend various trainings, campus, district and Head Start Parent Conference 	<p>Family Services Staff Community Agencies</p>	<p>Sept. 2015 May 2016</p>

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1304.50 (d) (2) (ii) Related 1304.40 (d) (3) 1304.51 (c)		Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in Early Head Start and Head Start and to encourage their participation in the Program.	Policy Council members serve as leaders and role models for the Parent Committee in an effort to encourage all parents to participate in the program activities. A. Parents receive revised district handbooks yearly. B. Training is provided for parents.	Family Service Staff Parent Handbook	Sept. 2015 May 2016 On-going
1304.40 (d) (2) (iii) Related 1304.50 (e)		Assist Parent committees in planning, coordination and organizing program activities for parents with assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.	A. During orientation and on going, parents are informed of all programs provided by this Head Start program. 1. Parents input is encouraged concerning adding or modifying programs now provided 2. Sufficient funds are budgeted for parent activities. 3. Staff assists policy Council 4. Parent surveys are conducted to gain parental involvement.	Policy Council Financial Staff	Sept. 2015 May 2016 On-going

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<p>1304.50 (d) (2) (iv)</p> <p>Related 1304.41 (a) (3)</p>		<p>Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs</p>	<p>Work with Parent Committees to encourage parent participation. Identify ways volunteers can enhance the program, i.e. volunteer in classroom. Recruit volunteers from the community.</p> <ol style="list-style-type: none"> 1. Volunteer training is provided during a variety of times and upon request. 2. During orientation, parents are provided information in regards to volunteer opportunities. 3. Volunteer Training is provided. 4. A collaborative agreement is established with Southeast Texas Foster Grandparents Program-grandparents are rotated annually in classrooms. 	<p>Head Start Director Family Services Manager Family Services Classroom Workers</p>	<p>Sept. 2015 May 2016</p>

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1304.50 (f)		Policy Council, Policy Committee, and Parent Committee Reimbursement: Grantee and delegate agencies must enable low-income members to participate fully in their group responsibilities by providing, in necessary reimbursements for reasonable expenses incurred by the members.	All program expenses and parent travel expenses are paid for by program funds. 1. Reimburse appropriate expenses when necessary and applicable. 2. Childcare is provided for on-site and local meetings.	Head Start Budget Parent Handbook	Sept. 2015 May 2016 On-going
1304.50 (g) (1&2) Related 1304.50 (d) (i) (ii)		Governing body responsibilities: Grantee and delegate agencies must have written policies that define the rules and responsibilities of the governing body members and that inform them of the management procedures and functions necessary to implement a high quality program.	1. Ensure compliance with Federal and State laws and regulations including the Head Start Performance Standards. 2. Ensure compliance with WOCCISD Board Policies. 3. Ensure role of parents and Policy Council in Head Start governance. See District Manual Appendix A		

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1304.50 (g) (1&2) Related 1304.51 (h) (1) 1304.50 (h) Related Appendix A (II) (b) (f) (g) 1304.50 (d) (1) (ii) 1304.51 (h) (1) 1304.52 (k) (4)		<p>Grantee and delegate agencies must ensure that appropriate internal controls are established and implemented to safeguard Federal funds in accordance with 45CFR 1301.13.</p> <p>Internal dispute resolution: Each grantee and delegate agency and Policy Council or Policy Committee must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.</p>	<p>WOCCISD assumes fiscal and legal responsibility for overseeing Head Start programs.</p> <p>Provide sources to match Federal funds. Develop internal control process to safeguard Federal funds.</p> <p>Establish written procedures for resolving internal disputes between the Board and Policy Council.</p>	<p>WOCCISD Board of Trustees</p> <p>WOCCISD Board of Trustees Policy Council Members Director Family Services Staff</p>	<p>August 2015 May 2016</p> <p>Sept. 2015 May 2016</p>

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<p>1304.50 (d) (2) (v) Related 1304.51 (b)</p> <p>1304.50 (e) (1) Related 1304.40</p> <p>(2) Related 1304.40 (a) (4), (a) (5), (d) (e) (f)</p>		<p>Establish and maintain procedures for working with the grantee or delegate agency to resolve community complaints about the program.</p> <p>The Parent Committee – The Parent Committee must carry at least the following minimum responsibilities: Advise staff in developing and implementing local program policies, activities, and services.</p> <p>Plan, conduct and participate in informal as well as formal programs and activities for parents and staff.</p>	<p>A. Solicit constructive suggestions from community groups regarding program improvements. Utilize the district and campus Grievance policy and procedures for resolving complaints.</p> <p>1. Staff attend agency meetings and joint trainings when appropriate. Facilitate trainings and meetings on site when applicable. Joint collaboration provide the opportunity to establish and maintain a positive, proactive relationship between our program and the community.</p> <p>B. Design program activities for parents, help facilitate teacher home visits and parent-teacher Conferences.</p> <p>1 Help locate resources to carry out planned activities.</p> <p>2. Parent Committee serve as members to provide input in program policies, activities and services such as: self-assessment, curriculum</p> <p>3. Work through Policy Council to support the program development and implementation of policies and plans. Determine what parents would like to do and learn.</p>	<p>Grievance Policy, Appendix A</p> <p>Parent Handbook</p> <p>Parent Committee Policy Council</p>	<p>October 2015- May 2016</p> <p>Sept. 2015 May 2016</p>

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(3)		Within the guidelines established by the Governing Body, Policy Council, or Policy Committee, participate in the recruitment and screening of Early Head Start and Head Start employees.	<p>1. Policy Council members are assisted and provided training in an effort to encourage participation in the recruitment process Participate in the interview process as stated in Personal Policies and applicable.</p> <p>A. Head Start parents are encouraged to apply for staff vacancies as applicable.</p> <p style="padding-left: 40px;">B. Staff vacancies are posted in the front office.</p> <p style="padding-left: 40px;">C. Program does not have an Early Head Start program.</p>	Head Start Director Family Services	Sept. 2015 May 2016

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