



WEST ORANGE – COVE CISD

NORTH EARLY LEARNING CENTER

HEAD START PROGRAM



11/30/11

BOARD DOCUMENT

School Board Meeting Date: 12/12/11

Agenda Item: Consider Approval of Roles and Responsibilities of Governing Body

Attached are the Roles and Responsibilities of the Governing Body for your consideration for approval, per Head Start Standard 1304.50(g)(1& 2) as found in Head Start Integrated Plans and Appendix A (attached).

This document (1304.50 Appendix A) is submitted annually to the Governing Body and Policy Council for approval. Additional information related to Roles and Responsibilities of the Governing Body can be found in the Head Start Integrated Plans 1304.50(g) (1& 2).

James Colbert
Superintendent

Shannon Larson
Head Start Director

Policy Council Approved 11/29/11

1304.50 APPENDIX A: GOVERNING AND MANAGEMENT RESPONSIBILITIES: The chart below provides detailed information regarding the shared governance between the Governing Body, the Policy Group and the staff.

Function	Grantee Agency		Delegate Agency		Grantee or delegate management staff	
	Governing Body	Policy Council	Governing Body	Policy Committee.	HS* program director	Agency director
I. Planning						
(a) 1304.50(d)(1)(iii) Procedures for program planning in accordance with this Part and the requirements of 45 CFR 1305.3.	A & C	C	C	C	B	D
(b) 1304.50(d) (1) (iv) The program's philosophy and long- and short-range program goals and objectives (see 45 CFR 1304.51(a) and 45 CFR 1305.3 for additional requirements regarding program planning.	A & C	C	C	C	B	D
(c) 1304.50(d) (1) (v) The selection of delegate agencies and their service areas (this regulation is binding on Policy Councils exclusively) (see 45 CFR 1301.33 and 45 CFR 1305.3(a) for additional requirements about delegate agency and service area selection, respectively).	A & C	C	-	-	B (Grantee only)	D (Grantee only)
(d) 1304.50(d)(1)(vii) Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR Part 1305.	A	C	A	C	B	D
(e) 1304.50 (d)(1)(i) All funding applications and	A & C	C	A & C	C	B	D

amendments to funding applications for Early Head Start and Head Start, including administrative services, prior to the submission of such applications to the grantee (in the case of Policy Committees) or to the HHS (in the case of Policy Councils).						
(f) 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, if necessary, reimbursements for reasonable expenses incurred by the members.	A	C	A	C	B	D
(g) 1304.50(d) (1) (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 findings from the Federal monitoring review (see 45 CFR 1304.51(i) (1) for additional requirements at * See the key and definitions at the end of the chart.	A	C	A	C	B	D

Function	Grantee Agency		Delegate Agency		Grantee or Delegate Management Staff	
	Governing Body	Policy Council	Governing Body	Policy Committee	HS* Program Director	Agency Director
A = General Responsibility B = Operating Responsibility C = Must approve or disprove D = Determined locally						
II. General Procedures						
(a) 1304.50(d) (1) (vi) The composition of the Policy Council or the Policy Committee and the procedures by which members are chosen.	A & C	C	A & C	C	B	D

(b) 1304.50(g) (1) Grantee and delegate agencies must have written policies that define roles and responsibilities of the governing body members and that inform them of the management procedures and functions necessary to implement a high quality program.	A & C	-	A & C	-	-	D
(c) 1304.50(d) (1) (ii) Procedures describing how the governing body and the appropriate policy group will implement shared decision-making.	A & C	C	A & C	C	D	D
(d) 1304.50(h) Internal dispute resolution. Each grantee and delegate agency and Policy Council or Committee jointly must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.	A & C	C	A & C	C	D	D
(e) 1304.50 (d) (2) (v) Establish and maintain procedures for hearing and working with the grantee or delegate agency to resolve community complaints about the program.	B	B	B	B	D	D
(f) 1304.50(g)(2) Grantee and delegate agencies must ensure that appropriate internal controls are established and implemented to safeguard Federal funds in accordance with 45 CFR 1301.13.	A	-	A	-	D	D
(g) The annual independent audit that must be conducted in accordance with 45 CFR 1301.12.	A	-	A	-	D	D

* See the key and definitions at the end of the chart.

A = General Responsibility B = Operating Responsibility C = Must approve or disprove D = Determined locally	Grantee Agency		Delegate Agency		Grantee or delegate management staff	
	Governing Body	Policy Council	Governing Body	Policy Committee	HS* program director	Agency director
III. Human Resources Management						
(a) 1304.50(d) (1) (ix) Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, and volunteers.	A & C	C	A & C	C	D	D
(b) 1304.50(d) (1) (x) Decisions to hire or terminate the Early Head Start or Head Start director of the grantee agency.	A & C	C	-	-	-	D
(c) 1304.50(d)(1)(xi) Decisions to hire or terminate any person who works primarily for the Early Head Start or Head Start program of the grantee agency.	A	C	-	-	B (Grantee only)	D
(d) 1304.50(d) (1) (x) Decisions to hire or terminate the Early Head Start or Head Start director of the delegate agency.	-	-	A & C	C	-	D
(e) 1304.50 (d)(1)(xi) Decisions to hire or terminate any person who works primarily for the Early Head Start or Head Start program of the delegate	-	-	A	C	B (Delegate only)	D

agency.						
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KEY DEFINITIONS AS USED IN CHART

- * When a grantee or delegate agency operates an Early Head Start program only and not an Early Head Start and a Head Start program, these responsibilities apply to the Early Head Start Director.
- A. General Responsibility. The group with legal and fiscal responsibility that guides and oversees the carrying out of the functions described through the individual or group given operating responsibility.
- B. Operating Responsibility. The individual or group that is directly responsible for carrying out or performing the functions consistent with the general audience and oversight from the group holding general responsibility.
- C. Must Approve or Disapprove. The group that must be involved in the decision-making process prior to the point of seeking approval. If it does not approve, a proposal cannot be adopted, or the proposed action taking, until agreement is reached between the disagreeing groups.
- D. Determined locally. Functions as determined by the local governing body and in accordance with all Head Start regulations.

Functional Roles and Responsibilities

While the Policy Group has only one operating responsibility – to establish and maintain procedures for resolving community complaints – responsibilities relative to shared decision-making require a high level of understanding of the Head Start planning and operations. The table below summarizes the functional role of the Policy Group and provides guidance to support decision-making that affects planning and operations of the Head Start program.

Procedures for Program Planning, Philosophy, and Long- and Short-term Goals	
Approve procedures for program planning to include the program's philosophy and long- and short-range goals and objectives.	<ul style="list-style-type: none"> ▪ Participate in discussion concerning program vision ▪ Establish subcommittees as needed to work with staff ▪ Analyze plans, goals and objectives ▪ Obtain recommendations from Parent Committees ▪ Provide input on relevant community issues ▪ Review financial statements to ensure resources are available
Selection of Delegate Agencies and Service Areas	
Approve the selection of delegate agencies and their service areas (this regulation is binding on Policy Councils exclusively)	<ul style="list-style-type: none"> ▪ Shared decision of policy council and governing body ▪ Both the Policy Council and the governing body get all information in a time-sequenced manner
Criteria for Recruitment, Selection and Enrollment Priorities	
Approve criteria for recruitment, selection and enrollment priorities in accordance with the requirements of Federal regulations.	<ul style="list-style-type: none"> ▪ Conduct periodic reviews of the criteria for recruitment, selection and enrollment priorities ▪ Examine how the enrollment process is working to address the needs of children and families in the community
Funding Applications and Amendments	
Review and approve all funding applications for Head Start and Early Head Start, including administrative services prior to the submission of the applications to the grantee.	<ul style="list-style-type: none"> ▪ Consider funding applications as part of an ongoing planning process ▪ Get information on the funding request and provide input before the application and related materials are drafted ▪ Review final draft for approval
Annual Self-Assessment	
Conduct an annual self-assessment of the agency's progress in carrying out the programmatic and fiscal intent of its	<ul style="list-style-type: none"> ▪ Schedule reasonable time for self-assessment ▪ Form self-assessment team that includes parents and representation from the community

<p>grant application, including planning or other actions that may result from review of the annual audit and findings from the Federal monitoring review.</p>	<ul style="list-style-type: none"> ▪ Define measures for the self assessment process ▪ Findings are reported to the Policy Council, Parent Committees and governing bodies ▪ Improvement plans should be appropriate and reasonable
<p>Procedures for Shared Decision-Making</p>	
<p>Approve procedures describing how the governing body and the appropriate policy group will implement shared decision making.</p>	<ul style="list-style-type: none"> ▪ Develop written procedures for shared decision-making ▪ Support open channels of communication to include exchange minutes of meetings and joint meetings
<p>Procedures for Resolving Disputes</p>	
<p>Jointly establish written procedures for resolving internal disputes, including impasse procedures between the governing body and the policy group.</p>	<ul style="list-style-type: none"> ▪ Develop and formally adopt dispute resolution policies ▪ Ensure that new Policy Council members are aware of the dispute resolution process ▪ Seek outside assistance from community-based organizations for the negotiation or mediation of disputes that threaten to disrupt services to children and families
<p>Procedures for Resolving Community Complaints</p>	
<p>Establish and maintain procedures for hearing and working with the agency to resolve community complaints about the program.</p>	<ul style="list-style-type: none"> ▪ Establish a process to respond to all community inquiries ▪ Develop procedures that describe specific steps in the process for addressing community concerns and resolving community complaints ▪ Make copies of procedures widely available ▪ Conduct outreach to community agencies or individuals to solicit suggestions for improvement
<p>Program Personnel Policies</p>	
<p>Approve Program Personnel policies and changes to policies in accordance with Federal regulations, to include standards of conduct for program staff, consultants</p>	<ul style="list-style-type: none"> ▪ Review personnel policies ▪ Ensure that personnel policies are effective in securing and maintaining qualified staff who can provide the appropriate services ▪ Modify or amend policies as appropriate

and volunteers.	<ul style="list-style-type: none"> ▪ Focus personnel policy review on one particular area during any given year.
Hiring and Firing Head Start Director of Staff	
Approve decisions to hire or terminate the Early Head Start or Head Start Director.	<ul style="list-style-type: none"> ▪ Review personnel policies ▪ Ensure that personnel policies are effective in securing and maintaining qualified staff who can provide the appropriate services ▪ Modify or amend policies as appropriate ▪ Focus personnel policy review on one particular area during any given year.