



**WEST ORANGE – COVE CISD**  
**NORTH EARLY LEARNING CENTER**  
**HEAD START PROGRAM**  
Orange, Texas



**BOARD DOCUMENT**

School Board Meeting Date: **11/26/12**

**Agenda Item:** Consider Approval of Shared Decision Between Policy Council, Head Start Director and WOCISD Superintendent and Board of Trustees

This document is revised and submitted annually to the Governing Body and Policy Council for approval.

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James Colbert  
Superintendent

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Shannon Larson  
Head Start Director



# **WEST ORANGE – COVE CISD**

## **NORTH EARLY LEARNING CENTER**

### **HEAD START PROGRAM**

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## **Shared Decision Making Process**

### **Governance**

Shared decision making is an essential element in all Head Start programs and must be consistently practiced. Because shared decision making is the basis of Program Governance and requires ongoing work and commitment, it is important that all staff and parents, the Governing Body, and the Policy Council understand its importance and function.

Key concepts about shared decision making:

- Strong governing bodies are aware they are only one part of an integrated whole
- The relationship between the Governing Body and the Policy Council is a multi-faceted one
- The Governing Body, Policy Council, and staff are all invested in the delivery of high-quality services to eligible children and families
- The common purpose is to improve the lives of children and families

### **Policy**

The Program Governance structure exists in a Head Start program to support the delivery of quality services to children and families and to support the meaningful role of parents in shared decision making. Individuals or groups who have the responsibility of making a decision will follow this process. They shall collaborate and partner together as indicated in the Head Start Standard 1304.50 Appendix A in regards to shared decision-making.

Policy Council and Governing Body will collaborate in training and community activities. A school board designee will serve as a liaison between the School Board and the Policy Council.

### **Policy Council Responsibilities**

- Approve and submit to the Governing Board decisions about Policy Council bylaws
- Approve and submit to the Governing Board decisions about activities to support active parent involvement in supporting the program's operations, including responsiveness to community needs
- Approve and submit to the Governing Board decisions about program recruitment, selection, and enrollment priorities
- Approve and submit to the Governing Board decisions about applications for program funding and amendments, prior to submission
- Approve and submit to the Governing Board decisions about budget planning for program expenditures, including policies for reimbursement and participation in Policy Council activities
- Approve and submit to the Governing Board decisions about program personnel policies and decisions regarding the selection of program staff (consistent with Board's authority regarding

Executive Director, Head Start Director, Human Resources Director, Fiscal Officer, and equivalent agency positions), including standards of conduct and criteria for employment and dismissal of program staff

- Approve and submit to the Governing Board decisions about developing procedures for Policy Council elections

## **Governing Board Responsibilities**

- Legally and financially responsible for administering and overseeing the Head Start program, including safeguarding federal funds
- Adopt practices that assure active, independent and information governance of grantee
- Fully participate in development, planning, and evaluation of the Head Start program
- Ensure compliance with federal and applicable state and local laws and regulations
- Establish procedures and guidelines for accessing and collecting information required to be shared with the Board and Policy Council
- Review applications for Head Start funding and amendments
- Establish procedures and criteria for recruitment, selection and enrollment
- Approve financial management, accounting, and reporting policies, and comply with laws regarding financial statements, including:
  - Approve all major financial expenditures of grantee;
  - Annually approve grantee's operating budget;
  - Select auditor; and,
  - Monitor correction of audit findings and other necessary actions to comply with laws regarding financial statements and accounting practices
- Review and approve all major grantee policies, including:
  - Annual self-assessment;
  - Financial audits;
  - Agency progress in carrying out programmatic and fiscal provisions in the funding application, including any corrective action; and,
  - Personnel policies (which address the hiring, compensation, evaluation, and termination) of grantee employees
- Approve personnel policies and procedures, including those for hiring, evaluation, compensation, and termination of Executive Director, Head Start Director, Human Resources Director, Fiscal Officer, and other staff positions
- Develop selection procedures for Policy Council members
- Review federal monitoring results and follow-up activities
- Adopt and periodically update written conflict of interest policies
- Establish an advisory committee to oversee responsibilities about program governance and improvements, when appropriate

## **Procedure**

1. Identify and clarify the issue.
2. Determine which individuals or groups should be consulted.
3. Gather opinions and facts about issue.
  1. Raise questions of each other about the issue and value each others information, advice and assistance.
  2. Distinguish opinions from facts.
4. Develop alternative solutions to the issue.
  1. Respect the proposal or possible solutions that have been offered.

2. Identify the consequences of each alternative solution to the issue.
  1. Obtain information from parents, community and other individuals or groups.
  2. Obtain technical advice and assistance from professional consultants, Region VI office, and staff to help identify potential consequences of alternative solutions.
  3. Seek advice from those individuals or groups who are needed to help carry out or implement the decision.
5. Make a decision.
  1. Make the choice or decision that has the least amount of potential negative effects or consequences on the program and/or on the individuals who are served by or work for the program.
  2. The decision should be the one that is best for all concerned and the organization, and children and families.
6. Evaluate the outcome of the decision.
  1. The responsible individuals or groups should check to see that the decision was carried out properly.
  2. If necessary go back to one of the above steps and possibly change the decision if the outcome of the original decision is not satisfactory.

**This policy complies with Head Start Performance Standard 1304.50(a)(1)  
Approved by Policy Council on November 13, 2012**