



# SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

## Agenda Item Summary

Meeting Date: August 16, 2023

Agenda Section: Presentation

Agenda Item Title: Head Start Governance Training

From: Ms. Millicent Marcha, Chief Academic Officer

Additional Presenters if Applicable: Mrs. Rebecca Herrera

Description: Governance Training takes place yearly as part of the Head Start program, aiming to foster harmony among essential stakeholders and guarantee that all educational endeavors have a direct connection to the objectives of South San Antonio ISD/Head Start. The process establishes "guardrails" to enhance lucidity and uniformity throughout the district or program undertakings, thus preventing the isolation of any initiatives. Furthermore, a learning governance framework serves the purpose of offering direction amidst periods of change, facilitating seamless and well-founded transitions. Simultaneously, this framework possesses adaptability, allowing it to develop in tandem with the evolving nature of our district.

Historical Data: South San Antonio ISD Head Start Program uses this tool to help unpack the governance-related regulations and responsibilities in the Head Start Act and the Head Start Program Performance Standards on a yearly basis.

Recommendation: School Board Members participate in and understand the governance training.

Purchasing Director and Approval Date: N/A

Funding Budget Code and Amount: N/A

# **SSAISD Head Start Governance Training**

**Governing Body  
(SSAISD School Board)**

# Head Start Program

## Head Start Funding

National Level – Congress

Region VI – Dallas, TX (Hub for Texas, Oklahoma, Arkansas, New Mexico, Louisiana)

Local Grantee / Recipient – South San Antonio Independent School District

SSAISD Head Start (2010)

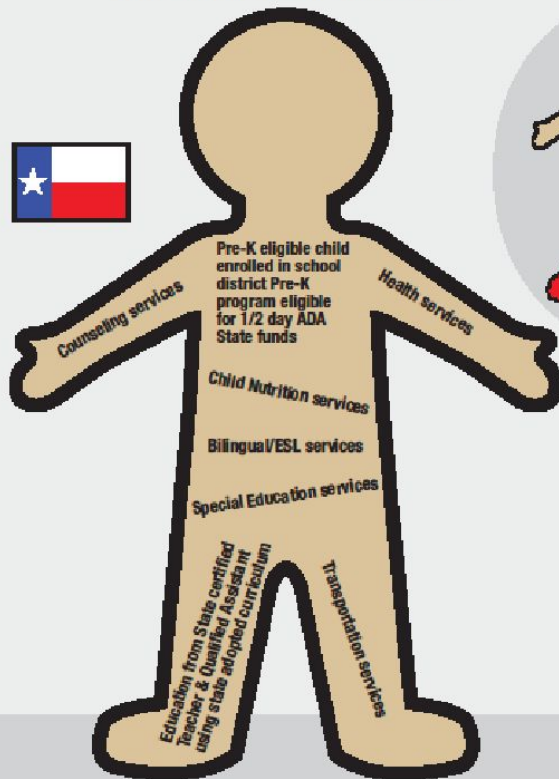
288 children

**\$2.6** million annually

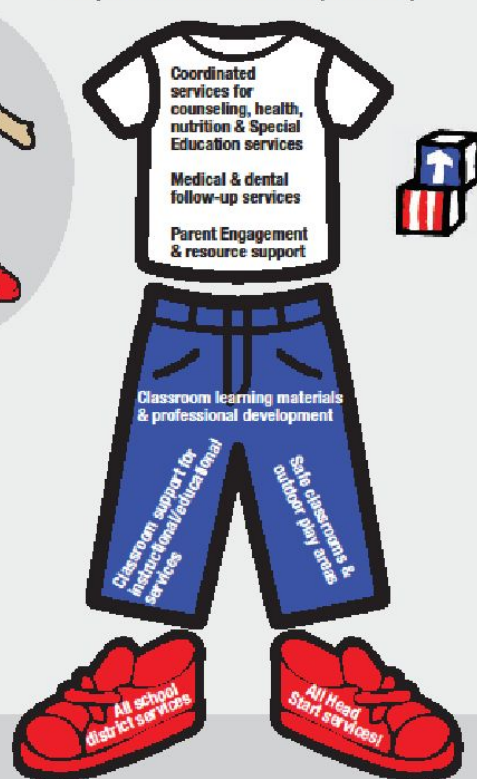
# Head Start & State Pre-K Braided Funding & Effort Model

*Pre-K child receiving Head Start services*

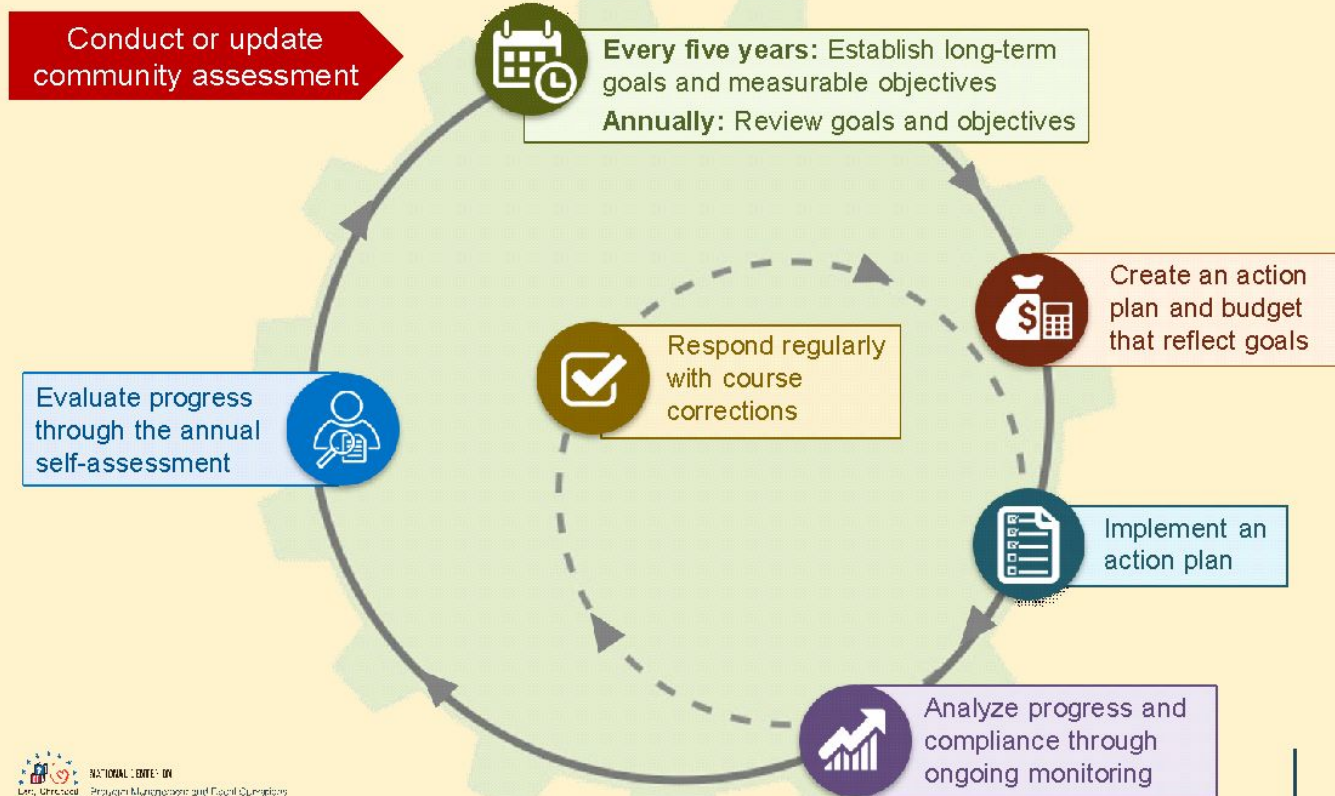
Traditional School District Pre-K Education Model



Comprehensive Head Start Services (Added Value)



# Head Start Strategic Planning Model



- **Head Start Performance Standards – Part 1301 – Program Governance**
- **Program Governance Groups**
  - **Governing Body – South San Antonio School Board**
  - **Policy Council – Parent and community representatives from each campus**
  - **Parent Committees – local parent groups within each school**
- **Communication between SSAISD Board and Head Start Policy Council**

# Know Your Role

- **Head Start thoughtfully created a governance structure that allows for broad representation and strong oversight. The governing body and the Policy Council have equal voting capacity.**
- **The structure includes three distinct entities that come together to form a solid whole. Members of each entity bring a unique and vital perspective that contributes to the effective running of the Head Start program.**
- **These three entities are:**
  - **Governing body**
  - **Policy Council**
  - **Management (SSAISD) staff**





# Fiscal Information Communication

**Component Director plans annual budgets with Coordinators to ensure budget aligns with program goals and objectives.**



**Monitor and Adjust Budget**

**Update Governing Body & Policy Council Each Month About Budget Status**

**School District Reimbursements, 20% Non-Federal Match**

# Governing Body Roles & Responsibilities

The governing body assumes legal and fiscal responsibility for Head Start and the safeguarding of federal funds.

- ***Adopt practices to ensure active, independent, and informed governance:***
  - **Governing body bylaws**
  - **Procedures for accessing and collecting information**
  - **Written standards of conduct, including conflicts of interest and complaints**
  - **Procedures for selecting Policy Council members**
  - **Advisory committees**
- ***Select:***
  - **The service areas for such agencies**
- ***Establish:***
  - **Procedures and criteria for recruitment, selection, and enrollment**

# Governing Body Roles & Responsibilities

- **Review:**
  - All funding applications and amendments – must sign, cannot delegate
  - Results and follow-up activities from federal monitoring
- **Review and Approve: (Items addressed at Board meetings)**
  - Major policies and procedures, including Self-Assessment, financial audit, and personnel policies
  - Progress on implementing the Head Start grant, including corrective actions
  - Major expenditures
  - Operating budget
  - Selection of auditor
  - Actions to correct audit findings
- **Receive and Use:**
  - Annual, monthly, and periodic reports

# Other Critical Governing Body Responsibilities

- **Hire and terminate Head Start director and other lead staff – this is achieved as a Board item through confirmation of new hires and information only as separations.**
- **Ensure compliance with federal laws and state and local laws – this is achieved through routine reports and information that is shared with the SSAISD Board by Head Start staff to include Office of Head Start Policy & Regulations communications**
- **Focus on Self-Assessment – this is achieved through routine monitoring reports that are shared with the Board as well as the annual Self Assessment Action Plan of findings and improvement actions**
- **Community Assessment – this is achieved through annual reports to the Board about Community Assessment revisions and updates that may have an impact on the direction of the program.**

# Other Critical Governing Body Responsibilities

- **Develop, plan, and evaluate the Head Start program - Program Goals & School Readiness Goals – this is achieved through the annual approval of program goals with the refunding grant application and annual report on the status of each goals progress.**
- **Budget Review – This is achieved as an annual Board agenda item to approve and adopt the official estimated SSAISD budget for the upcoming fiscal year. The Head Start program budgets are embedded within the SSAISD budget. When budget amendments are needed, it is an agenda item for the Board to approve.**
- **Ongoing Monitoring - this is achieved through routine monitoring reports that are shared with the Board.**

# Receive and Use: Annual, Monthly and Periodic Reports

## Required Reports

The Head Start Act of 2007 Sec. 642(d)(2) requires the Head Start management team to share with the Policy Council and governing body "accurate and regular" information about the program's operations, planning, and policies.

- **Communications from the Secretary of the U.S. Department of Health and Human Services (HHS)**
- **Financial statements (ledgers), including credit card expenditures**
- **Program information summaries - Head Start News**
- **Enrollment / Attendance reports**
- **U.S. Department of Agriculture (USDA) meal reports – Monthly menus are provided by the school district to families. The school districts claim reimbursement for child breakfast and lunch meals through USDA.**
- **Financial Audit (ESC-20)**
- **Self-Assessment Action Plan report**
- **Community Assessment report and annual updates**
- **Annual Program Information Report (PIR)**

# Governing Body Composition

- 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; and
  - are selected for their expertise in education, business administration, or community affairs.

Does not  
apply

# Governing Body Roles & Responsibilities

## Applies

- Exceptions shall be made to the requirements for members of a governing body when those members oversee a public entity and are selected to their positions with the public entity by public election or political appointment.



# Governing Body Roles & Responsibilities

**Conflict of Interest \*** —Members of the governing body shall:

- **not have a financial conflict of interest with the Head Start agency (including any delegate agency);**
- **not receive compensation for serving on the governing body or for providing services to the Head Start agency;**
- **not be employed, nor shall members of their immediate family be employed, by the**
- **Head Start agency; and**
- **operate as an entity independent of staff employed by the Head Start agency.**

**Impasse / Dispute Resolution Procedure (for Board & Policy Council impasse)**

*\* Will be added to local policy*

# Resources

- **Early Childhood Learning & Knowledge Center**
  - <https://eclkc.ohs.acf.hhs.gov/>





## SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

---

### *Early Childhood & Head Start Department*

---

1450 Gillette Blvd :: San Antonio :: Texas :: 78224 :: (210) 977-7365 :: Fax (210) 939-2429

### **ACKNOWLEDGEMENT OF RECEIPT Governance Training 2023-2024**

August 16, 2023

As a South San Antonio Board Member, I \_\_\_\_\_,  
acknowledge receipt of a digital and printed copy of the 2022-2023 Governance  
Training Presentation during the board meeting on August 16, 2023. I understand if  
I have questions regarding the Governance Training, I will consult with the South  
San Antonio ISD Superintendent and/or the Head Start Director.

*Message to all members of the SSAISD School Board:* Please take the time to review the  
Governance Training PowerPoint Presentation to ensure a thorough understanding of the content.  
This training is essential for effectively supervising and engaging with the SSAISD Head Start  
agency.

\_\_\_\_\_  
Board Member *Printed Name*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Member Signature

\_\_\_\_\_  
Date