

**Education Service Center, Region 20
Head Start Program**

Governing Body Roles & Responsibilities

In order to ensure the implementation of a high quality Head Start program, the governing body, ESC-20 Board of Directors, will perform their roles and responsibilities as outlined in the ESC-20 Board Policies and the Head Start Performance Standards. (45 CFR Part(s): 1304.50(g)(1), 1304.52(k)(4), 1304.50 Appendix A – Governance & Management Responsibilities)

Procedure:

1. Head Start is one of many programs for which the ESC-20 Board of Directors has oversight. The Board members' roles and responsibilities for all programs are outlined in the ESC-20 Board Policies and Head Start Performance Standards.
2. The Board must have general responsibilities and operating responsibilities as stated in Appendix A—Governance and Management Responsibilities (Performance Standard 1304.50)
3. The Board must approve or disapprove the following functions as stated in Appendix A—Governance and Management Responsibilities:
 - Procedures for program planning
 - Program's philosophy and long- and short-range program goals and objectives
 - All funding applications and amendments to funding applications for Head Start, including administrative services, prior to the submission of such applications to the grantee or to HHS
 - Composition of the Policy Council and the procedures by which policy group members are chosen
 - Written policies that define the 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
 - Procedures describing how the governing body and the Policy Council will implement shared decision-making
 - Internal dispute resolution procedures for resolving internal disputes, including impasse procedures, between the governing body and Policy Council
 - Program personnel policies and subsequent changes to those policies...including standards of conduct for program staff, consultants and volunteers
 - Decisions to hire or terminate the Head Start director of the grantee agency
4. The following items will be presented annually to the ESC-20 Board along with a regular Head Start Policy Council report at each Board meeting. The scheduled is tentative and dependent on completion of each task.
 - August Board Meeting – Board training of Governing Body Roles & Responsibilities
 - October Board Meeting – Revised program plans and procedures to include: procedures for program planning, internal dispute resolution, shared decision-making, and child recruitment & selection process / matrix
 - December Board Meeting – The composition of Policy Council members
 - February Board Meeting – Self-Assessment Strategic Improvement Plan
 - May Board Meeting –,Mid-Year Child Outcomes summary results, Continuation grant application

- June Board Meeting – Program philosophy and long- and short-range program goals and objectives
5. At each ESC-20 Board meeting the Board members receive information about the Head Start program as well as requests for any action that needs to be taken. The Board is given the opportunity to respond and make comments or suggestions on all Board agenda items related to Head Start. Some items that come to the Board's attention as needed are:
- Procedures designated for approval by the Board
 - Approval of new professional positions
 - Information on personnel decisions
 - Program reports such as Head Start Financial Reports
 - Any items required for approval as stated in Appendix A—Governance and Management Responsibilities
6. In order to facilitate shared decision-making and keep communication open between the ESC-20 Board and the Policy Council the following actions will be taken:
- The ESC-20 Board is invited to each Policy Council meeting and receives a copy of the Policy Council meeting agenda.
 - Mr. Charles Carlson serves as the liaison between the ESC-20 Board and the Policy Council and attends meetings for both entities and reports a summary of the Policy Council meeting back to the ESC-20 Board.
 - A Policy Council representative attends ESC-20 Board meetings and presents a report to the Policy Council concerning action of the ESC-20 Board as related to Head Start.

Revised November 2010/CM

ESC-20 Board Approved:

Policy Council Approved: