

Part 1301.1 – 1301.6 - Program Governance

1301.1 Purpose

Head Start Performance Standard

An agency, as defined in part 1305 of this chapter, must establish and maintain a formal structure for program governance that includes a governing body, a policy council at the agency level and policy committee at the delegate level, and a parent committee. Governing bodies have a legal and fiscal responsibility to administer and oversee the agency's Head Start and Early Head Start programs. Policy councils are responsible for the direction of the agency's Head Start and Early Head Start programs.

Plan of Action

The W.H. Burnett Head Start program maintains a formal structure for program governance: a governing body, a policy council and a parent committee for the oversight of quality services and making decisions for program design and implementation.

Monitoring Plan

Ballots from policy council elections, roster of policy council membership, agendas and sign-in sheets, policy council by-Laws and minutes, parent committee roster, parent committee minutes.

Person(s) Responsible

HS Director, Health & Family Services Manager, Family Services Staff

Timeline

August – June

§1301.2 Governing Body

Head Start Performance Standard

(a)Composition. The composition of a governing body must be in accordance with the requirements specified at section 642(c)(1)(B)¹ of the Act, except where specific exceptions are authorized in the case of public entities at section 642(c)(1)(D)² of the Act. Agencies must ensure members of the governing body do not have a conflict of interest, pursuant to section 642(c)(1)(C)³ of the Act.

Plan of Action

The Board of Trustees consists of seven board members elected to serve, without compensation, for overlapping terms of three years each. Elections are conducted annually in May. While candidates run for specific places, they do not represent specific geographical areas; rather, each represents TISD at large. Following the annual election, the Board elects a president, vice-president and secretary to serve for one- year terms. The current TISD Board consists of community representatives with years of experience and backgrounds in banking, education and business. The TISD Board is exempt

from the composition requirements established in Section 642(c)(B)(i-vi) of the Head Start Act.

Monitoring Plan

TISD School Board website information, TISD School Board meeting agendas, and Board Books

Person (s) Responsible

Executive Director of HS, HS Director, Health & Family Services Manager

Timeline

August – June

§1301.2 Governing Body

(b) Duties and responsibilities.

- (1) The governing body is responsible for activities specified at section 642(c)(1)(E)⁴ of the Act.
- (2) The governing body must use ongoing monitoring results, data on school readiness goals, other information described in §1302.102, and information described at section 642(d)(2)⁵ of the Act to conduct its responsibilities.

Plan of Action

The Terrell ISD school board serves as the governing body for

the Head Start program and oversees the legal, programmatic, and fiscal operations. To assist the school board in its administration of responsibility and oversight, members receive monthly information addressing governing body roles and responsibilities and issues that come before the governing body. Parents, policy council members, and school board members are involved in program planning. The policy council works in partnership with the management staff and governing boards to develop, review, and approve refunding applications, annual plans, self-assessment, and other relevant information. Program short-term and long-term goals are developed in conjunction with the school board, policy council, and management staff. These groups develop the strategic planning process, which is approved by both the school board and policy council. Student progress or outcomes, findings from the community assessment, and goals from the self-assessment process are all considered when developing the objectives.

Monitoring Plan

TISD school board meeting minutes

Person (s) Responsible

Executive Director of HS, HS Director, Health & Family Services Manager

Timeline

August – June

§1301.2 Governing Body

(c) Advisory committees.

- (1) A governing body may establish advisory committees as it deems necessary for effective governance and improvement of the program.
- (2) If a governing body establishes an advisory committee to oversee key responsibilities related to program governance, it must:
 - (i) Establish the structure, communication, and oversight in such a way that the governing body continues to maintain its legal and fiscal responsibility for the Head Start agency; and
 - (ii) Notify the responsible HHS official of its intent to establish such an advisory committee

Plan of Action

The TISD Board governs without an advisory committee

Monitoring Plan

N/A

Person (s) Responsible

N/A

Timeline

N/A

§1301.3 Policy council and policy committee.

Head Start Performance Standard

- (a) Establishing policy councils and policy committees. Each agency must establish and maintain a policy council responsible for the direction of the Head Start program at the agency level, and a policy committee at the delegate level. If an agency delegates operational responsibility for the entire Head Start or Early Head Start program to one delegate agency, the policy council and policy committee may be the same body.
- (b) Composition.
 - (1) A program must establish a policy council in accordance

with section 642(c)(2)(B)⁶ of the Act, or a policy committee at the delegate level in accordance with section 642(c)(3)⁷ of the Act, as early in the program year as possible. Parents of children currently enrolled in each program option must be proportionately represented on the policy council and on the policy committee at the delegate level.

(2) The program must ensure members of the policy council, and of the policy committee at the delegate level, do not have a conflict of interest pursuant to sections 642(c)(2)(C)⁸ and 642(c)(3)(B)⁹ of the Act. Staff may not serve on the policy council or policy committee at the delegate level except parents who occasionally substitute as staff. In the case of tribal grantees, this exclusion applies only to tribal staff who work in areas directly related to or which directly impact administrative, fiscal, or programmatic issues.

(c) Duties and responsibilities.

(1) A policy council is responsible for activities specified at section 642(c)(2)(D)¹⁰ of the Act. A policy committee must approve and submit to the delegate agency its decisions in each of the following areas referenced at section

642(c)(2)(D)(i) through vii)¹⁰ of the Act.

(2) A policy council, and a policy committee at the delegate level, must use ongoing monitoring results, data on school readiness goals, other information described in §1302.102, and information described in section 642(d)(2)⁵ of the Act to conduct its responsibilities.

(d) Term.

- (1) A member will serve for one year.
- (2) If the member intends to serve for another year, she/he must stand for re-election.
- (3) The policy council, and policy committee at the delegate level, must include in its by-laws how many one-year terms, not to exceed five terms, a person may serve.
- (4) A program must seat a successor policy council, or policy committee at the level, delegate level, before an existing policy council, or policy committee at the delegate may be dissolved.

Plan of Action

TISD Head Start program policy council is responsible for the direction of the Head Start program at the agency level. The policy council has a minimum of 14 members, 4 parents and 1 community representative. One parent alternate is also elected to attend and vote in the absence of one of the 8 elected parents.

Recruitment for the TISD Head Start policy council begins when parents enroll their children in the program. Head Start parents of currently enrolled children may self-nominate or are nominated by another parent for a membership position on the policy council. The nominated parents' names will be placed on a ballot that will be reflective of all Head Start classrooms. All current Head Start parents may vote to elect the council. The community members will be selected and approved by the policy council members.

After all members are seated, the policy council will elect the

officers. Members will receive orientation and training of the roles and responsibilities of being a policy council member. The current policy council will serve until the new members are elected at the beginning of the next school year.

The TISD school board and Head Start policy council have separate and distinct membership roles. Both groups receive training as to their responsibilities. A district representative attends the policy council meetings to ensure two-way communication and shared governance. The TISD school board will have legal and fiscal responsibility for administering the Head Start program. Community representatives on the policy council will have a professional background that can assist with resources and services for Head Start eligible children and families.

Policy council works in partnership with the management team and the TISD school board to develop, review, and approve or disapprove the following policies and procedures:

- (i) All budgets and funding applications;
- (ii) Procedures for shared decision-making;
- (iii) Procedures for program planning;
- (iv) The program's philosophy and long and short-range program goals and objectives;
- (v) The composition of the policy council and the procedures by which members are chosen;
- (vi) Criteria for defining recruitment, selection, and enrollment

- priorities;
- (vii) The annual self-assessment;
 - (viii) Program personnel policies and subsequent changes;
 - (ix) Decisions to hire or terminate the Head Start director; and
 - (x) Decisions to hire or terminate any person who works primarily with Head Start

Parent representatives will be elected or re-elected annually. No members will serve longer than an accumulation of 5 years. All community representatives will also be selected and elected annually for the policy council and will not be allowed to serve for more than a combined total of five years.

Monitoring Plan

Head Start governance plan, TISD school board minutes, policy council minutes

Person (s) Responsible

Executive Director of HS, HS Director, Health & Family Services Manager

Timeline

August – July

§1301.3 Policy council and policy committee.

Head Start Performance Standard

(e) Reimbursement. A program must enable low-income members to participate fully in their policy council or policy committee responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members.

Plan of Action

The program provides child care reimbursement, mileage reimbursement, onsite child care, and/or transportation, as needed.

Monitoring Plan

Policy council by-laws, Head Start budget, and TISD school board minutes

Person (s) Responsible

HS Director, Health & Family Services Manager, Family Services Staff

Timeline

August – July

§1301.4 Parent committees.

Head Start Performance Standard

(a) Establishing parent committees.

A program must establish a parent committee composed exclusively of parents of currently enrolled children as early in the program year as possible. This committee must be established at the center level for center-based programs and at the local program level for other program options. When a program operates more than one option, parents may choose to have a separate committee for each option or combine membership. A program must ensure that parents of currently enrolled children understand the process for elections to the policy council or policy committee and other leadership opportunities.

Plan of Action

The parent committee is composed of all parents whose children are currently enrolled in the Head Start program. They are recruited during spring registration and through the month of August, including Orientation/Open House. Head Start parents are informed of all leadership opportunities.

The officers of the parent committee are elected annually at the first meeting in September.

Monitoring Plan

Parent committee roster, sign in sheets, and parent committee meeting minutes

Person (s) Responsible

HS Director, Health & Family Services Manager, Family Services Staff

Timeline

August – July

§1301.4 Parent committees.

Head Start Performance Standard

- (b) Requirements of parent committees. Within the parent committee structure, a program may determine the best methods to engage families using strategies that are most effective in their community, as long as the program ensures the parent committee carries out the following minimum responsibilities:
- (1) Advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families;
 - (2) Have a process for communication with the policy council and policy committee; and
 - (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.

Plan of Action

Parent committee members will have opportunities to discuss ideas for the Head Start program. They will consult with staff and policy council members.

Monitoring Plan

Parent committee sign in sheets and meeting minutes

Person (s) Responsible

HS Director, Health & Family Services Manager, Family Services Staff

Timeline

August – July

§1301.5 Training.

Head Start Performance Standard

An agency must provide appropriate training and technical assistance or orientation to the governing body, any advisory committee members, and the policy council, including

training on program performance standards and training indicated in § 1302.12(m) to ensure the members understand the information they receive and can effectively oversee and participate in the programs in the Head Start agency.

Plan of Action

Policy council members receive training and information regarding refunding applications, budgets, and curriculum.

Monitoring Plan

Policy council agendas, minutes and sign in sheets

Person (s) Responsible

HS Director, Health & Family Services Manager, Family Services Staff

Timeline

August – July

§1301.6 Impasse procedures.

Head Start Performance Standard

(a) To facilitate meaningful consultation and collaboration about decisions of the governing body and the policy council, each agency's governing body and policy council jointly must establish written procedures for resolving internal disputes between the governing board and policy council in a timely manner that include impasse procedures. These procedures must:

(1) Demonstrate that the governing body considers proposed decisions from the policy council and that the policy council considers proposed decisions from the governing body;

(2) If there is a disagreement, require the governing body and the policy council to notify the other in writing why it does not accept a decision; and,

(3) Describe a decision-making process and a timeline to resolve disputes and reach decisions that are not arbitrary, capricious, or illegal.

(b) If the agency's decision-making process does not result in a resolution and an impasse continues, the governing body and policy council must select a mutually agreeable third party mediator and participate in a formal process of mediation that leads to a resolution of the dispute.

(c) For all programs except American Indian and Alaska Native programs, if no resolution is reached with a mediator, the governing body and policy council must select a mutually agreeable arbitrator whose decision is final.

Plan of Action

Impasse procedures are in accordance with Terrell Independent School District procedures and approved by the policy council. Procedures will follow the performance standards and requirements.

Monitoring Plan

Policy council agendas and minutes, Impasse procedures, and follow-up

Person (s) Responsible

HS Director, Health & Family Services Manager, Family Services Staff

Timeline

August - July