

## Head Start ~ Early Head Start

### Program Governance



Melvin J. Gravely

Program	Head Start	Structure	Grantee	Board	Policy	Staff	Perform
Sharing	Team	Behaviors	DRS	Success	Closing	Link Text	Link Text

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## Agenda

- Head Start
  - ❖ Structure
  - ❖ Grantee
  - ❖ Board of Trustee/Directors
  - ❖ Staff
  - ❖ Policy Council

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## Learning Objectives

- Participants will understand
  - ❖ the origins of Head Start Program Governance
  - ❖ the composition of the governance structure
  - ❖ the roles and responsibilities as outlined in the 2007 Head Start Act and how the three governance entities work collaboratively

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## Participant Outcomes

- Strengthen your understanding of the roles and responsibilities of the
  - ❖ governing board
  - ❖ management staff
  - ❖ policy groups
- Recognize the structures and systems that must exist
- Assess how relationships among
  - ❖ governing board
  - ❖ management staff
  - ❖ policy groups are formed and sustained

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## Head Start: A Historical Perspective



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Since it's 1965 Head Start has enrolled over 30 million children



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## Head Start

- Head Start (HS) is a federally-funded program that helps children up to five years old prepare for school
- Early Head Start provides services
  - ❖ to pregnant mothers
  - ❖ infants and toddlers.

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## Head Start Programs

- Support children in five key areas:
  - ❖ Language and the ability to read
  - ❖ General knowledge and understanding
  - ❖ Physical development and health
  - ❖ Social and emotional development
  - ❖ Methods for learning

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## Head Start Supports Families

- In these ways:
  - ❖ Well-being & positive parent-child relationships
  - ❖ Life-long educating & learning
  - ❖ Managing change
  - ❖ Connecting to other families & the greater community
  - ❖ Sharing the value of Head Start and developing program leaders

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## Head Start Programs

- Can be based in several different place
  - ❖ Centers or schools that children attend
  - ❖ Family child care homes
  - ❖ Home-based programs, where a staff person visits to provide services to the child and family

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## Structure



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## Performance Standards

- The desire to create a great Head Start program and a strong team to lead it.
- Are only part of what is needed to make the program a success.
- Title 45 CFR Part 1304 establishes requirements.
  - ❖ The complete standards are available at <http://eclkc.ohs.acf.hhs.gov>.

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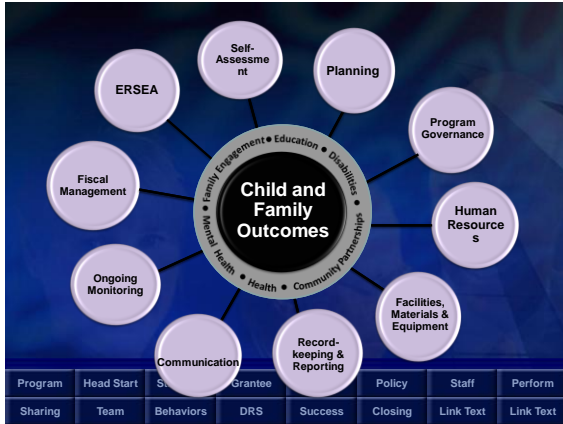
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## Head Start/Early Head Start Program Governance

- The Head Start Act of 2007 describes the composition and roles and responsibilities of Head Start/Early Head Start agency governing bodies with regard to program design, planning, monitoring, and oversight
- The Act, in conjunction with the Head Start Program Performance Standards, describes performance expectations regarding program management
- This is Head Start **governance**.

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## Governing Board

- “The definition of a board is an organized group of people w//authority collectively to control and foster a head start agency that is administered by a qualified executive and staff.”

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## Governing Board

- A Licensed Attorney
- An accountant with expertise in financial management
- An expert in early childhood education and development
- Other members that support the values of head start

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## Governing Body Reminders

Because governing bodies are responsible for compliance with Head Start program requirements, they should:

- Be active participants in decisions affecting Head Start/Early Head Start programs to ensure continual compliance
- Review all federal monitoring review reports and audit reports and be actively involved in full correction of any monitoring and audit findings

Be actively involved in the annual self-assessment of Head Start/Early Head Start programs

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## Staff

- The Head Start staff promotes family partnerships that make the program successful.



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## Staff

- The Head Start staff includes
  - ❖ Program Directors
  - ❖ Program Managers
  - ❖ Educators and staff
- Staff contributes to successful partnerships
  - ❖ Managing & carry out the mission
  - ❖ Help to develop the goals & services of the program
  - ❖ Drive family partnerships

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## Policy Council

- The Policy Council is responsible for assisting the Parent Committee
- The Policy Council recruits volunteer services & parents, community residents & organizations
- Policy Council works in partnership with key management staff and the Governing Board to operate the Head Start program

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## Policy Council Reminders

- The Policy Council is a unique aspect of Head Start program governance; it supports active parent engagement in the program design of the Head Start program
- Not unlike the governing body, the Policy Council should be actively involved in the annual Self-Assessment of Head Start/Early Head Start program
- It is also important for policy council members to have enough time to digest and make decisions on the information in reports

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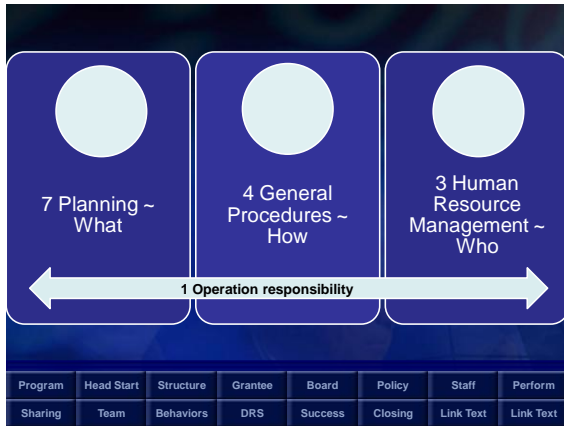
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## Sharing

➤ Sharing the leadership and decision-making of a Head Start program, is required by the Head Start Program Performance Standards.

- ❖ Planning
- ❖ General Procedures
- ❖ Human Resources

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## Sharing

➤ Integrating Governing Body and Policy Group Membership

- ❖ Open communication and access to information are important ingredients of shared decision-making
- ❖ Enhance communication between the groups by having at least one representative from the governing body serve on the policy group and at least one representative from the policy group serve on the governing body

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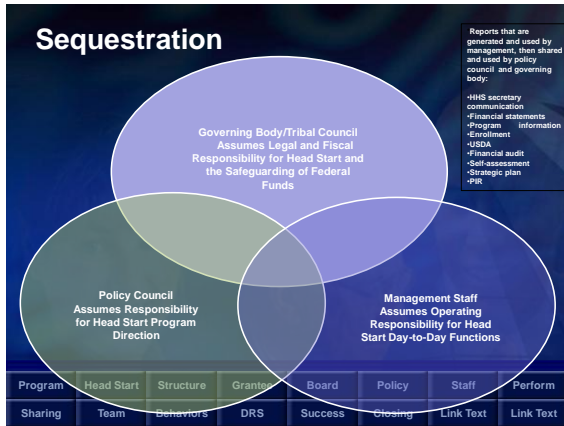
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- Sec 644(a)(2) Each Head Start agency shall make available to the public **a report** disclosing specific program and financial information...
- Sec 642(c)(1)(E)(iv)(IV) - Governing body shall be responsible for other activities, including establishing procedures and guidelines for accessing and collecting information described in subsection (d)(2)

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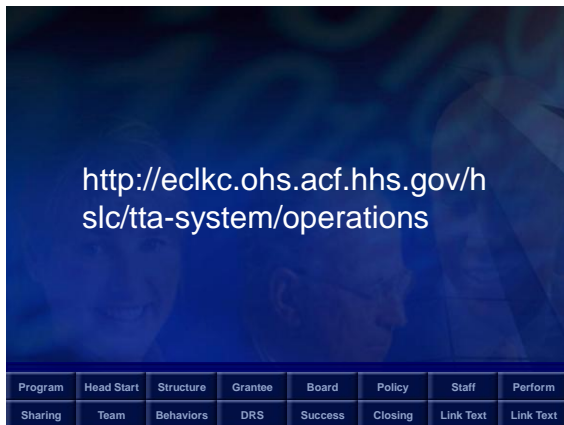
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## Successful

➤ Important documents that should be provided to the governing body:

- ❖ Head Start Performance Standards, 45 CFR Part 1304
- ❖ Policy Council By-Laws
- ❖ Policy Council Roster
- ❖ Memorandum of Understanding (MOU)

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## Successful

- All members should be trained on:
- Performance Standards
  - Parliamentary Procedures
  - Leadership Skills
  - Head Start Philosophy
  - Self Assessment

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## Contact Me

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