

Head Start Program Governance (Board, Policy Council, Management)

Governing Body (DCEA Board)

- Assumes Legal and Fiscal Responsibility
- Composition must include at least one member (with)
 - Fiscal Expertize
 - Early Childhood Education Expertize
 - A Licensed Attorney (or a consulting attorney for the board)
 - A Current or Former Head Start Parent
- Participates in program development, planning, and evaluation
- Ensures compliance with Federal laws and Regulations
- Establish procedures/criteria for recruitment, selection, & enrollment
- Review/approve applications for funding
- Approves procedures for accessing and collecting information
- Review/approve major agency policies (including Personnel Policies)
- Approve standard of conduct, conflict of interest, & complaint policies
- Approves procedures for selecting Policy Council members
- May Establish Advisory committees

Policy Council

- Assumes responsibility for the direction of the Head Start Program
- Assists with program operation, planning, goals, and objectives
- A majority must be current Head Start parents
- Approves activities to support the active involvement of parents
- Approves recruitment, selection, and enrollment priorities
- Approves applications for funding
- Assists with budget planning and policies for participation in the PC
- Approves Personnel policies and employment decisions of HS staff
- Develops procedures for election of Policy Council members

Program Management - must share with the Board and Policy Council

- Monthly financial statements and program information summaries
- Program enrollment and attendance reports
- Monthly reports of meals and snacks
- Annual financial audit
- Self-Assessment and Community Assessment
- Communication with Office of Head Start officials
- Program Information Reports and Annual Report to the Public
- Training for the Governing body and Policy council

Head Start Laws and Regulations, Plans, Goals, and Reports

There is lots of information for the Board and Policy Council on our website.

User name:

Password:

Head Start Act – the law authorizing Head Start, last reauthorized in 2007

Head Start Program Performance Standards (HSPPS) – The requirements (regulations) to ensure programs comply with the Head Start Act, last updated in 2016

Self-Assessment – required annually; an internal look at how we're doing as a program. The Board and Policy Council help us with the process

Written Plans – updated as needed; these are program specific and specifies how we will ensure compliance with the HSPPS

School Readiness Goals – updated annually and as needed; the program's expectations for children and families being ready for kindergarten; includes assessment of each child's progress

Program service changes – changes this year are directly related to Covid-19 and include reduced class size to 10 in preschool classrooms, reduced class times in duration classrooms to eliminate naps, and increase outdoor times as practical

PIR Report – Due to the impacts of the coronavirus (COVID-19), the 2019–2020 PIR was not required this year. Our program still has the information in ChildPlus and will use for program purposes.

The program Annual Public Report is available at www.dceaheadstart.org