

Policy Council Training

Program Governance

2022-2023



MISSION: TO SERVE EVERY STUDENT WITH EXCELLENCE AS THE
STANDARD

Vision and Mission

- **Vision:** To serve our community and enhance the lives of preschool students and families by delivering the highest quality education in a culture of dedication, collaboration, and learning.
- **Mission:** To serve every prekindergarten student and family with excellence as the standard.

Purpose for Presentation

- To ensure members understand their role and responsibilities as it relates to the Head Start program.
- To ensure members understand how the Board, Policy Council and program staff work collaboratively.
- To ensure members can effectively contribute to the responsibility of Shared Governance.

Head Start History

- 1965 - Began as an eight-week summer program.
- Grew into a year-round, comprehensive, multigenerational development program for children and families.
- 1994 - Congress established Early Head Start program for eligible families with infants and toddlers.
- Head Start serves children and pregnant women in all 50 states and the Districts of Columbia, Puerto Rico, and the US territories.

Purpose of Head Start

...to promote the school readiness of eligible children by enhancing their cognitive, social, and emotional development—

- (1) in a learning environment that supports children's growth in language, literacy, mathematics, science, social and emotional functioning, creative arts, physical skills, and approaches to learning; and
- (2) through the provision to eligible children and their families of health, educational, nutritional, social, and other services that are determined, based on family needs assessments, to be necessary.

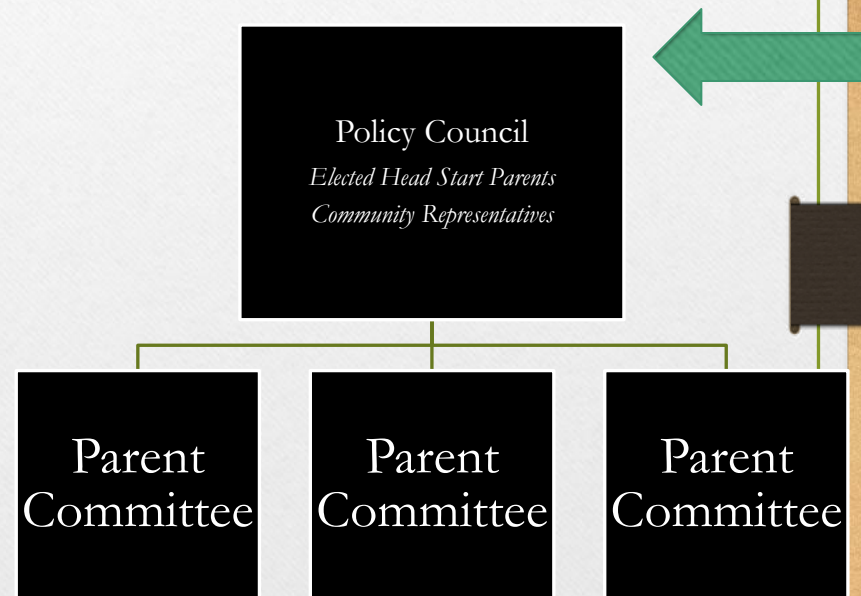
Just the Facts

- **Funded Enrollment – 624**
 - **Current Enrollment – 603 (96.63%)**
- **Number of Classrooms – 34**
 - **1 certified teacher (Bachelor’s degree or higher)**
 - **2 instructional assistants**
- **Elementary School Service Locations – 12**

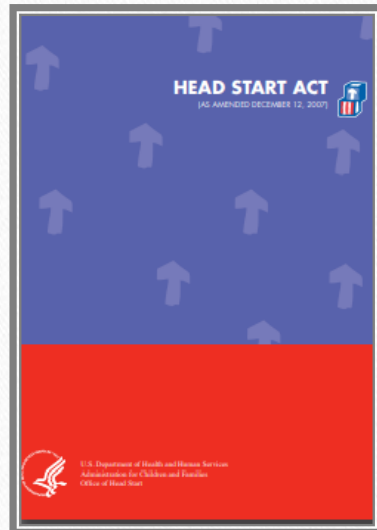
North	Central	South
Coquina	Cambridge	Discovery
Enterprise	Endeavour	Jupiter
Mims	Saturn	Palm Bay El
	Sherwood	Port Malabar
		University Park

Parent Committees

- **Parent Committees** are established at the school level
- **Parent Committees** must be composed exclusively of parents or caregivers of currently enrolled children
- **Parent Committees** elect no more than one representative and alternate to the Policy Council.



Standards and Regulations



- Head Start Act of 2007
- Head Start Program Performance Standards
- Information Memorandums (IM)
- Program Instruction (PI)
- Policy Clarifications
- Other federal requirements
- State regulations
- Local regulations
- Organizational regulations

Shared Governance

Grantees must establish and maintain a

FORMAL STRUCTURE OF SHARED GOVERNANCE

through which parents can participate in policy making and other decisions about the program.



Governing Body

- Legal responsibility for ensuring that grant activities respond to regulations, terms and conditions of the grant
- Fiscal responsibility for ensuring that funds are used prudently and according to regulations
- Overall responsibility to be engaged and knowledgeable about the program's five-year goals, progress towards achieving those goals, and outcomes for children, families and the community

Policy Council

- The Policy Council is a unique aspect of Head Start program governance; it supports active parent engagement in the design of the Head Start program.
- The governance structure and processes ensure that the Policy Council is involved in decision-making in a meaningful way.
- Policy Council members provide leadership and help shape the direction of the Head Start program

Composition of the Policy Council

- At least 51 percent of Policy Council members are parents of children who are currently enrolled in the Head Start program
- The Policy Council includes at least one member of the at-large community served by the program
- Members are elected by parents of children currently enrolled in the program

Shared Decision Making

- Activities to support the active engagement of families in the program
- Program recruitment, selection, and enrollment priorities
- Planning program goals and objectives
- Program design and operation
- Continuation (Funding) Applications¹³

Reporting Requirements

Annual reports:

- The financial audit
- The Self-Assessment and Improvement Plan
- Program Information Report (PIR)

Reporting Requirements

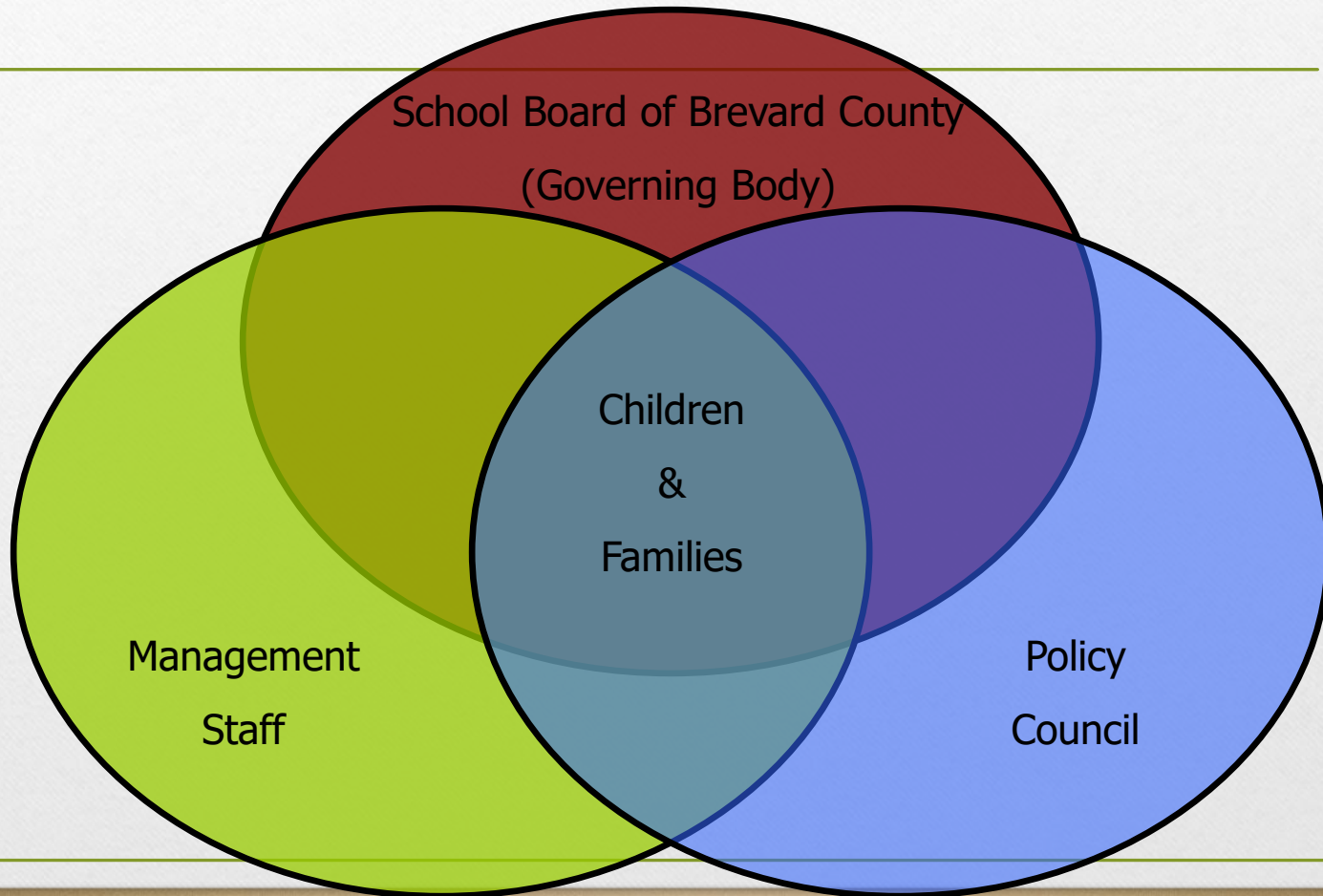
Monthly reports:

- Financial information, including credit card expenditures
- Program information summaries
- Program enrollment
- Number of meals and snacks provided

Reporting Requirements

- Community Assessment, completed every five years with annual updates.
- The strategic plan, including program goals, school readiness goals, and short-term programmatic and financial objectives (Continuation Application)
- Updates from the Secretary (e.g., Program Instructions, Information Memorandums, etc.).

Program Governance and Shared Decision Making



Questions?

Please contact:

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