

## Governing Bodies Schedule with Roles and Responsibilities

POLICY COUNCIL	BOARD
<p><b>January:</b> -ERSEA Approval            - Self-Assessment Training            -Approval of Self-Assessment Tool            -School Readiness            -Hiring/Termination**            -New Policies &amp; Procedures **            -Component Reports in all Content Areas            -Program Planning**</p>	<p><b>January:</b> -Self Assessment Tool            -ERSEA Approval            -Policy Council By-Laws Approval            -2013 Transportation Plan            -United Way Grant            -School Readiness            -Hiring/Termination**            -New Policies &amp; Procedures **            -Component Reports in all Content Areas            -Program Planning**</p>
<p><b>February:</b> -Self Assessment Update            -Internal Controls to safeguard federal funds            -School Readiness            -Hiring/Termination**            -New Policies &amp; Procedures **            -Component Reports in all Content Areas            -Audit Results            -Program Planning**</p>	
<p><b>March:</b> -Self Assessment Update            -School Readiness            -Hiring/Termination**            -New Policies &amp; Procedures **            -Component Reports in all Content Areas            -Program Planning</p>	<p><b>March:</b> -Self Assessment Update            -School Readiness            -Internal Controls to safeguard federal funds            -Hiring/Termination**            -New Policies &amp; Procedures **            -Component Reports in all Content Areas            -Program Planning**</p>
<p><b>April/May:</b> -School Readiness            -Hiring/Termination**            -New Policies &amp; Procedures **            -Component Reports in all Content Areas            -Program Planning**            -Approval of MOA's</p>	
<p><b>June:</b> -Community Needs Asses. Update            -School Readiness            -Hiring/Termination**            -New Policies &amp; Procedures **            -Component Reports in all Content Areas            -Program Planning**            -Self Assessment Findings / Corrective Action / Improvement Plan</p>	<p><b>May:</b> -MOA's            -School Readiness            -Hiring/Termination**            -New Policies &amp; Procedures **            -Component Reports in all Content Areas            -Program Planning**</p>
<p><b>July:</b> -Program Training Plan            -Program Option; Location of Centers            -School Readiness            -Hiring/Termination**            -New Policies &amp; Procedures **            -Component Reports in all Content Areas</p>	

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<b>POLICY COUNCIL</b>	<b>BOARD</b>
<p><b>July:</b> -Short and Long Range Goals            -Program Planning**            -Budget Training/-Approval of Grant Application/Budget            -Program Work Plans</p>	<p><b>July:</b> -Program Training Plan            -Program Option; Location of Centers            -Approval of 2013/2014 School Readiness Plan and Goals            -Program Planning**            -Short and Long Range Goals            -Approval of Grant Application            -Present side by side comparison of last years' budget to requested budget            -Program Work Plans            -Community Needs Assessment            -Self Assessment Findings / Corrective Action / Improvement Plan</p>
<p><b>August:</b> -School Readiness            -Hiring/Termination**            -New Policies &amp; Procedures **            -Component Reports in all Content Areas            -Program Planning**</p>	
<p><b>September:</b> -PIR Report            -School Readiness            -Hiring/Termination**            -New Policies &amp; Procedures **            -Component Reports in all Content Areas            -Program Planning**</p>	<p><b>September:</b> -PIR Report            -School Readiness            -Hiring/Termination**            -New Policies &amp; Procedures **            -Component Reports in all Content Areas            -Program Planning**            -Annual Audit Report</p>
<p><b>October:</b> -Policy Council Training            -Approval of PC By-Laws            -Election of Officers            -School Readiness            -Hiring/Termination**            -New Policies &amp; Procedures **            -Component Reports in all Content Areas            -Annual Audit Report            -Program Planning**</p>	
<p><b>November:</b> -Annual Financial Audit Results            -School Readiness            -Hiring/Termination**            -New Policies &amp; Procedures **            -Component Reports in all Content Areas            -Program Planning**</p>	<p><b>November:</b> -Annual Board Meeting            -Audit Results            -School Readiness            -Hiring/Termination**            -New Policies &amp; Procedures **            -Component Reports in all Content Areas            -Program Planning**</p>
<p><b>December:</b> -Head Start Program Governance Leadership Capacity Screener            -Annual Christmas Dinner w/PC            -School Readiness            -Hiring/Termination**            -New Policies &amp; Procedures **</p>	<p>-Component Reports in all Content Areas            -Program Planning**</p>

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Policy Council; as written in the Head Start Act shall approve and submit to the governing body decisions about each of the following activities;

- (i) Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
- (ii) Program recruitment, selection, and enrollment priorities.
- (iii) Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.
- (iv) Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.
- (v) By-laws for the operation of the policy council.
- (vi) Program personnel policies and decisions regarding the employment of program staff, consistent with paragraph (1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.
- (vii) Developing procedures for how members of the policy council of the Head Start agency will be elected.
- (viii) Recommendations on the selection of delegate agencies and the service areas for such agencies.

The Board, as written in the Head Start Act shall;

- (i) Have legal and fiscal responsibility for overseeing programs under this subchapter, including the safeguarding of federal funds;
- (ii) Adopt practices that assure active, independent, and informed governance of the Head Start agency, including practices consistent with subsection (d)(1), and fully participate in the development, planning, and evaluation of the Head Start programs involved;
- (iii) Be responsible for ensuring compliance with Federal Laws (including regulations) and applicable State, tribal, and local laws, including regulations; and
- (iv) Be responsible for other activities, including—
  - (I) Selecting delegate agencies and the service areas for such agencies;
  - (II) Establishing procedures and criteria for recruitment, selection, and enrollment of children;
  - (III) Reviewing all applications for funding and amendments to applications for funding for programs under this subchapter;
  - (IV) Establishing procedures and guidelines for accessing and collecting information described in subsection (d)(2);
  - (V) Reviewing and approving all major policies of the agency, including—
    - (a) the annual self assessment and financial audit;
    - (b) such agency's progress in carrying out the programmatic and fiscal provisions in such agency's grant application, including implementation of corrective actions; and
    - (c) personnel policies of such agencies regarding the hiring, evaluation, termination, and compensation of agency employees;
  - (VI) developing procedures for how members of the policy council are selected, consistent with paragraph (2)(b);

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- (VII) approving financial management, accounting, and reporting policies, and compliance with laws and regulations related to financial statements, including the –
  - (a) approval of all major financial expenditures of the agency;
  - (b) annual approval of the operating budget of the agency;
  - (c) selection (except when a financial auditor is assigned by the State under State Law or is assigned under local law) of independent financial auditors who shall report all critical accounting policies and practices to the governing body; and
  - (d) monitoring of the agency's actions to correct any audit findings and of other action to comply with applicable laws (including regulations) governing financial statement and accounting practices;
- (VIII) reviewing results from monitoring conducted under section 641A(c), including appropriate follow-up activities;
- (IX) approving personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Financial Officer, and any other person in an equivalent position with the agency;
- (X) establishing, adopting, and periodically updating written standards of conduct that establish standards and formal procedures for disclosing, addressing, and resolving—
  - (a) any conflict of interest, and any appearance of a conflict of interest, by members of the governing body, officers and employees of the Head Start agency, and consultants and agents who furnish goods or provide services to the Head Start agency; and
  - (b) complaints, including investigations, when appropriate; and
- (XI) to the extent practicable and appropriate, at the discretion of the governing body, establishing advisory committees to oversee key responsibilities related to program governance and improvement of the Head Start program involved.