

Newark Public Schools- Head Start Governance and Management Responsibilities

***Reports that are generated and used by management, then shared with and used by Policy Council and governing body:**

- HHS secretary communication
- Financial statements
- Program information summaries
- Enrollment
- USDA
- Financial Audit
- Self-Assessment
- Community Assessment
- PIR

Governing Body
Assumes Legal and Fiscal Responsibility for Head Start and Safeguarding of Federal Funds

Adopt practices to ensure active, independent and informed governance-

- Governing Body Bylaws
- Procedures for accessing and collecting information
- Written standards of conduct, including conflict of interest and complaints
- Procedures for selecting Policy Council Members
- Advisory committees
- Hire/Terminate Head Start director and other lead staff

Select- Delegate agencies and the services areas for such agencies

Establish-Procedures and criteria for recruitment, selection, and enrollment

Review

- All funding applications and amendments
- Results and follow- up activities from federal monitoring

Review and Approve

- Major Policies and procedures, including Self-Assessment, financial audit, and personnel procedures
- Progress on implementing the HS grant, including corrective actions
- Major expenditures
- Operating budget
- Selection of auditor
- Actions to correct findings

Receive and Use- Annual, monthly, and periodic reports*

Policy Council
Assumes responsibility for Head Start Program direction

Approve and submit to the governing body recommendations regarding-

- Activities for parent involvement/engagement
- Program recruitment, selection, and enrollment priorities
- Funding applications/amendments
- Budget planning, including reimbursement and participation in Policy Council activities
- Policy Council bylaws
- Head Start program personnel policies and decisions, including criteria for employment and dismissal of program staff
- Policy Council election procedures
- Hiring and termination of Head Start Director and other lead staff
- Recommendations on delegate/service areas

Management Staff
Assumes operating responsibility for Head Start Day-to-Day Functions

Take Action-

- Implement policies
- Develop procedures
- Provide T/TA to governing body and Policy Council
- Supervise Staff
- Monitor Compliance
- Generate and use annual, monthly, and periodic reports *
- Share reports with Policy Council and governing body*

Provide Leadership and Strategic Direction-

- Focus on Self – Assessment
- Develop, plan and evaluate the Head Start Program

Provide Legal Oversight- Ensure compliance with federal laws and state, tribal, and local laws

Take Action- Establish impasse procedures