

Board of Director's Training

Overseeing the Head Start Program

Our Program by the numbers

- 550 children in Head Start - 3-5 year olds
- 219 children in Early Head Start – Under 3 yrs
 - Child Care (109)
 - Home Based (98)
 - Pregnant Moms (12)
- 20 sites, 50 classrooms
- 33 buses
- 250 staff
- HS Budget = \$7 million
- EHS Budget = \$3.3 million
- Other = \$1.5 million (COVID, American Rescue Plan, CACFP)
- Non-federal match needed = \$2.5 million



What Does the Board Need to Know About the Head Start Program?

Here are some questions and answers...



The Board has sole responsibility for the Head Start Program operated by Economic Security Corporation

FALSE

The Board has ultimate responsibility but must share the governance with other groups.

Who is responsible for the Head Start Program?

- Governing Body – Economic Security Corporation of Southwest Area
- Agency CEO – John Joines
- Head Start Director – Leisa Harnar
- Policy Council – Membership must be at least 51% of parents of children currently enrolled in the program plus community representatives

Which item best describes the goals of our Head Start/Early Head Start Program?

1. Children are ready for school.
2. Families are ready to engage.
3. The Program is ready to support.
4. Communities are ready to invest.
5. All of the above.



Which is not a major policy the Board must approve?

- 1. Personnel Policies**
- 2. Conflict of Interest**
- 3. Bus Loading and Unloading Policy**
- 4. Fiscal Policies**
- 5. Impasse and Grievance Procedure**

The Bus Loading and Unloading Policy

- Why? This is an operational policy, not a program-Wide or Agency-Wide Policy.**

What is the primary planning document that must be the foundation of most HS decisions?

1. The Grant Application
2. The Self-Assessment
3. The Community Assessment
4. The Child Assessment
5. The Annual Report

Why must the Board of Directors approve the Child Selection Criteria each year?

1. To ensure the program has a system to serve those most in need
2. To meet the federal requirements
3. To adjust to changes in the community
4. All the above
5. It's just a perk of being on the Board of Directors

Can the Office of Head Start Tell the Agency who must be on the Board of Directors?

1. No, the Board is determined by elections.
2. Yes, what Head Start wants, Head Start gets.
3. No, the Board is determined by John Joines.
4. Yes, the federal government knows what is best for us.
5. Yes, Head Start mandates that the Board must have members or consultants that meet certain skills or credentials.

Governing Body-"The Board"

- 1 member must have background and expertise in fiscal mgmt or accounting
- 1 member must be an attorney
- 1 member must have background and expertise in early childhood education
- Additional members shall reflect the community and include parents of children served in HS and others selected for their business, education or community expertise.

Which of the following is not a report received annually by the Board?

1. Program Information Report (PIR)
2. Self-Assessment
3. Community Assessment
4. Agency Audit
5. Monthly Financial Statement

Which report is not part of your monthly Board information?

1. Monthly Enrollment, attendance and waitlist information
2. Monthly Budget Reports
3. Monthly Meal Program Report
4. School Readiness Report
5. Monthly Credit Card Report



TRUE
OR
FALSE

The Board must know the Head Start Performance Standards.

The Board should know there are Performance Standards that programs must meet or exceed...

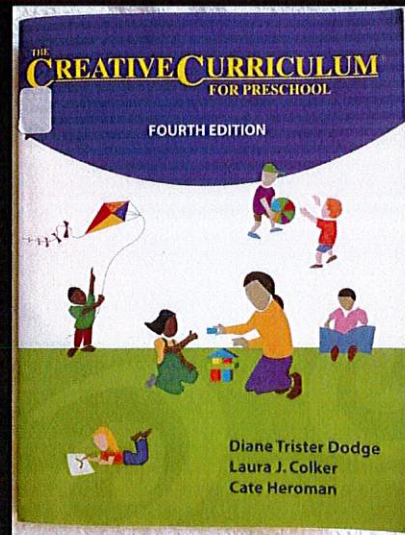
- Mandatory regulations
- Must implement in order to operate a Head Start program.
- Define features of a high quality Head Start program
- It's part of the Board's oversight function

But you are not expected to know all 3000 standards!

- 1304.20 Child Health and Development Services
- 1304.21 Education and Early Childhood Development
- 1304.22 Child Health and Safety
- 1304.23 Child Nutrition
- 1304.24 Child Mental Health
- 1304.40 Family Partnerships
- 1304.41 Community Partnerships
- 1304.51 Management Systems and Procedures
- 1304.52 Human Resources Management
- 1305 ERSEA
- 1310 Transportation

Curricula

- Developmentally appropriate
- Research Based
- Scientifically Valid
- Aligned with federal/state standards
- Organized Scope and Sequence



Child Health Status and Care

- **Within 30 days** after the child first attends...programs must:
 - *Consult with parents to determine if the child has an ongoing source of health care AND has health insurance
- **Within 45 days** after the child first attends....
 - *Obtain or perform evidence-based developmental, vision and hearing screenings
- **Within 90 days** after the child first attends
 - *Obtain determination from a physician if the child is up-to-date on well-child visits and dental care

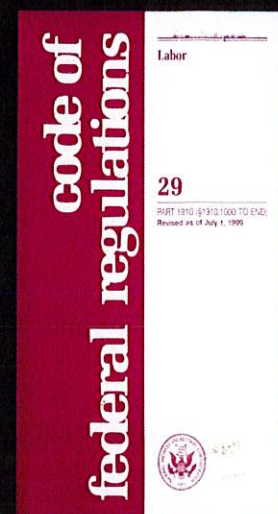
Complete Background Checks

- National Sex Offender Registry Check
- State Fingerprint and Criminal Background Check
- FBI Fingerprint Check
- Child Abuse and Neglect Registry Check
 - For Bus Drivers:
- Pre-employment Drug Screening
- State and Federal Motor Vehicle Report (National Driver Registry)

In Summary...

The Board's Responsibilities...

- Legal and Fiscal
 - Administering
 - Overseeing
 - Safeguarding
- Provide active, independent and informed governance
- Participate fully in development, planning, and evaluation of HS



Overview of Responsibilities

Board	Policy Council	CEO and Staff
Authorize	Approve/Deny	Plan
Guide	Review	Manage
Oversee	Recommend	Implement
Ensure	Plan/Advise	Monitor
Evaluate	Participate	Assess
Establish	Develop	Propose

Standards of Conduct, Training Certification

Review, sign and return

Information for you...
Documentation for ESC.

Standards of Conduct

I will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, disability, sexual orientation or family composition.

2. I will follow program and Agency confidentiality policies concerning information about children, families, and other staff members.

3. I will treat every child, parent, co-worker and volunteer with respect and dignity as I perform my daily responsibilities.

4. I will not maltreat or endanger the health or safety of children. I understand the following actions are not allowed for any reason:

--Taping a child's mouth, binding or tying a child to restrict movement or other physical abuse

--Corporal punishment, isolation or using physical/outdoor activity as a punishment or reward

--Using or withholding food as a punishment or reward

--Using toilet training methods that punish or demean a child

--Public or private humiliation, including rejecting, extended ignoring, terrorizing or corrupting

--Verbal abuse, including profane, sarcastic language, threats or derogatory remarks about child or their family

5. I will make a concerted effort to welcome parents to the Head Start center and provide them with a variety of opportunities to become involved in ways that are comfortable and responsive to each parent's individual needs.

6. I understand that any violation of these standards will be subject to disciplinary action up to and including termination. Each case will be evaluated on an individual basis and acted on in accordance with Agency policies.

7. Staff Only: I understand that no child will be left alone or unsupervised while under my care. This includes being left on the bus, left on the playground or left unsupervised in a bathroom or other part of the building. I have received and read a copy of the Active Supervision policy and understand the expectations of program regarding the supervision of children in my care.

8. Board, Consultants and Volunteers Only: I have received an orientation/training.

**Initial here: _____

Contact Us If You Have Questions...

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**“We Will Make a Difference in the
Lives of Children and Families”**

**STANDARDS OF CONDUCT
FOR HEAD START/EARLY HEAD START STAFF, VOLUNTEERS AND CONSULTANTS**

OPERATIONAL PROCEDURE: Please read the following statements and sign your name below to indicate your understanding and commitment to these principles.

1. I will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, disability, sexual orientation or family composition.

2. I will follow program and Agency confidentiality policies concerning information about children, families, and other staff members.

3. I will treat every child, parent, co-worker and volunteer with respect and dignity as I perform my daily responsibilities.

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8. Consultants and Volunteers Only: I have received a volunteer orientation/training.
****Initial here:** _____

Name: _____

Signature: _____

Date: _____