

**ATCAA HEAD START SERVICE AREA PLAN
PROGRAM GOVERNANCE**

OBJECTIVE	STRATEGY	ACTION	TIME FRAME	PERSON(S) RESPONSIBLE	EVALUATION
CFR 1304.50a Establish and maintain a formal structure of shared governance through which parents can participate in policy making or in other decisions about the Program	To provide broad linkages within the Program governance structure in order to facilitate parent involvement with program decision making responsibilities	Develop Center/Home Base Parent Committees of participating parents established at each Head Start Center and/or Home Base group for the coming program year	Sept and Oct.	ECS Director with Family Services Manager and Family Advocates	
		Hold Parent Committee meetings that provide input on program policy implementation, consider policy issues, and make recommendations to the Parent Policy Council (PPC) on policy affecting the Head Start program.	On-going Monthly	PPC and ECS Director with Family Services Manager and Family Advocates	
		Establish annual PPC consistent with PPC by-laws.	Oct.	Parent Committees, PPC, with ECS Director	
		Hold PPC meetings in which PPC reviews and oversees the development of program policy and other decisions about program operations and management that are consistent with Appendix A and, PPC By-laws, and are closely coordinated with the ATCAA Board policy	On-going - monthly except Dec	PPC with ECS. Director and Executive Director	
		Hold ATCAA Board of Directors' meetings	Every other month	ATCAA Board with Ex. Director	

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CFR 1304.50b Establish, within the framework of CFR, a policy making governing structure composed of at least 51% parents of currently enrolled children and community representatives that are selected annually	Provide a policy making process within the Head Start Program governing structure with a membership composition that assures significant parent involvement in Head Start Program policy review and development	Hold initial program year Parent Involvement orientation & training that includes the role and responsibilities of parents in program policy making, including how these policies relate to the daily operations of the Head Start Program and requirements of the CFR and ATCAA as a public agency grantee	Sept & Oct	Family Services Manager & Family Advocates	
		Select PPC representatives from each Parent Committee per PPC Bylaws. Parent Committee representatives shall form at least 51% of the voting membership of PPC.	Sept & Oct	Parent Committees with Family Services Manager	
	To provide significant coordinating linkages between the Head Start Program policy group and the grantee Board of Directors	Appoint ATCAA Board of Directors representative to PPC	Dec.	ATCAA Board	
		PPC Chair serves as PPC representative to the ATCAA Board of Directors	On-going	PPC	
	To provide appropriate community representation and involvement in Head Start Program policy development and Evaluation	Appoint Community Representatives who represent local business, civic, professional, education, and other appropriate organizations to PPC. Community representatives shall be familiar with and active in providing resources and services to the community.	Per PPC Bylaws. Terms are Nov thru Oct	PPC and Executive Director with ECS. Director	

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		Review PPC Bylaws to assure consistency with CFR's.	As needed	PPC with HS Director	
CFR 1304.50d The Policy Council must work in partnership with key management staff and the governing body to develop, reviews, and approve or disapprove policies and procedures as described in CFR 1304.50d. These include procedures for (i) approval of funding applications; (ii) implementation of shared decision making; (iii) program planning; (iv) the program's philosophy and short and long Range goals; (v) N/A, (vi) composition of the Policy Council, (vii) criteria for recruitment, selection, & enrollment; (viii) the annual self-assessment, (ix) the annual independent	Distribute across governance structure Head Start Program procedures for review, development and approval of governance policies, procedures and plans, procedures . All policies and procedures shall be consistent with CFRs and sound policy management principles.	Develop and/or review written policies and procedures which define the governance roles and responsibilities of the Head Start program, in accordance with Appendix A, and how shared decision making is to be implemented.	As needed	ATCAA Board and PPC with ECS Director and Executive Director	
		Review written procedures for internal dispute resolution , and impasse policy/procedure, between the ATCAA Board and PPC	As needed	ATCAA Board and PPC with Executive Director and ECS. Director	
		Review written policies and procedures for resolving community complaints about the Head Start Program	As needed	ATCAA Board and PPC with Executive Director, ECS Director	
	Using a team approach, provide a scheduled annual work program for the Head Start program governance structure to develop, review, evaluate, and approve or disapprove program	ATCAA Board and PPC will review and approve ATCAA ECS Policies that are inclusive of:	As needed	PPC ATCAA Board Exec. Dir ECS Director	
		i) all Head Start funding applications and amendments approved by PPC, the Executive Director and the ATCAA Board	As needed	PPC ATCAA Board Exec. Dir ECS Director	
		ii) implementing shared decision - making	As needed	ATCAA Board & PPC	

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audit; (x) personnel policies and procedures, including staff and consultants; (xi) decisions to hire and terminate the HS Director; and (xii) decisions to hire and terminate any person who works primarily for the Head Start program.	policies and procedures	iii) program planning consistent with 45 CFR 1305.3	As needed	ATCAA Board & PPC	
		iv) short and long range program goals and objectives reflecting the program philosophy and consistent with 45 CFR 1304.51(a) and 1305.3k	As needed	ATCAA Board & PPC	
		v) N/A (ATCAA does not anticipate any delegate agencies at this time)			
		vi) Head Start governance structures composition and selection method	As needed	ATCAA Board & PPC	
		vii) Head Start Program criteria and priorities for recruiting, selecting and enrolling children	As needed	PPC	
		viii) annual self-assessment	Annually Spring	Director	
		ix) actions that may result from review of annual audit and Federal monitoring review	As needed	ATCAA Board	
				x) ATCAA Personnel Policies that include principals of conduct expected of ATCAA staff, volunteers, and consultants	As needed
xi) hiring and firing of ECS Director (note: per ACF-PI-HS-06-01 . . . "grantees are expected to notify the regional office prior to making	As needed			ATCAA Board Executive Director PPC	

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		a job offer to any staff identified as key personnel." Key personnel are defined as the Head Start Director and, where salaries are covered by >50% of the Head Start grant, the Executive Director and the Chief Financial Officer.)			
		xii) hiring and firing of ECS staff	As needed	ECS Director Exec. Director PPC	
CFR 1304.50d (2) In addition the policy council must perform certain functions directly.	Policies and by-laws address roles and responsibilities with regard to the following program functions : i) linkages and networking within the program and externally with public and private community organizations ii) assisting parents enrolled in the program to know their rights, responsibilities and opportunities iii) assisting Parent	Review PPC Bylaws to assure that they address how PPC and Parent Committees interface	As needed	PPC ECS Director Executive Director	
		Hold initial program year Parent Involvement orientation & training that includes the rights, responsibilities, and opportunities for parents; and their role and responsibilities in program policy making, including how these policies relate to the daily operations of the Head Start Program; and Appendix A requirements; and ATCAA as a public agency grantee	Annually Sept & Oct	Family Services Manager Family Advocates	
		Assure that adequate funds are budgeted to support meeting costs, volunteer expenses.	Annually	Exec. Director ECS Director Family Services	

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	Committees and the PPC in their work, including with program funds for parent policy and participation activities iv) recruiting program volunteers from participating parents and the community v) establish and maintain procedures to resolve community complaints	Review reimbursement rates for parent volunteers.		Manager PPC	
		Volunteers are recruited from each center and home base	On-going	Teachers Family Advocates	
		Review Community Complaint Procedures	As needed	Executive Director ECS Director PPC ATCAA Board	
CFR 1304.50e Parent Committees charged with at least the minimum responsibilities of this section which includes the following: (1) advise staff in developing and implementing local program policies, activities, and	Assure that, at the basic level of center and/or Home base options, parent committees are involved and responsible for participating in program operating decisions and activities	Develop Center and Home Base level committees and meeting schedules to assure parent participation in: i) advising Center and Home Base staff on local implementation of program activities and services ii) plan conduct and participate in activities for center or Home Base group parents and staff iii) consistent with ATCAA Personnel Policy guidelines, participate in hiring Head Start	Sept & Oct	ECS Director, Family Services Manager and Site Supervisor, and Family Advocates	

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services; (2) Plan, conduct, and participate in informal as well as formal programs and activities for parents and staff; and (3) within guidelines of ATCAA Board and PPC, participate in screening of Head Start employees.		staff			
CFR 1304.50f enable low-income PPC and parent committee members to participate fully, including reimbursement for reasonable expenses incurred in participating in Head Start business	Provide reasonable and necessary support for assuring the involvement of low-income parents enrolled in the Head Start Program	Determine expense reimbursement rates for reasonable expenses incurred while participating in Head Start business	As needed	ATCAA Board PPC	
		Budget and manage funds for reimbursing reasonable expenses (e.g., child care, travel expenses) incurred by ATCAA Head Start policy and parent group members while carrying out ATCAA Head Start business.	On-going	ECS Director and Family Services Manager	
		Organize and develop group self-help support systems such as car pooling, shared or traded child care and other such empowering techniques for parents involved in	On-going	Family Services Manager and Family Advocates	

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		Parent Committees and the PPC			
CFR 1304.50g(1) Grantee must have written policies defining the roles and responsibilities of the ATCAA Board of Directors as governing body	Develop and implement ATCAA Board Policies and Procedures and delineate the role and responsibility of the ATCAA Board with regards to the Head Start Program	Review Policies and Procedures to assure that they meet requirements of CFR 1304.50, and that they are relevant to current operations.	As needed	ATCAA Board and Executive Director	
CFR 1304.50g(2) Grantee must assure that appropriate internal controls are established and implemented to safeguard federal funds per CFR 1301.13	Develop and implement the written policies and procedures that describe the internal controls to be in place to safeguard Head Start Program Funds consistent with 45 CFR 1301.13	Review Policies and Procedures to assure that they meet requirements of CFR 1304.50, and that they are relevant to current operations.	Ongoing	ATCAA Board and Executive Director	
CFR 1304.50h Grantee and policy council must jointly establish procedures for resolving board and policy council internal disputes	Provide a clear and definitive means of resolving disputes or decision impasses between the ATCAA Board as grantee and the PPC as a primary program policy group.	Periodically review impasse procedures.	As needed	ATCAA Board and PPC with Executive Director and ECS Director	

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and/or impasses between the two groups.	Procedures shall attempt to resolve issues at the lowest levels of authority without program disruptions.				

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