

## Program Governance Milestones

### January

- Support parents in convening their monthly parent committee and policy committee meetings and maintain record keeping systems for securing meeting materials
- Present and provide written monthly reports to the Policy Committee and Board:  
*Meals/Snacks/Enrollment/Attendance/Fiscal/PIR Summaries/Program Summaries*
- Present Human Resources Report to Policy Committee and Board; obtain needed approvals as applicable; ensure that HR report/approvals are documented accordingly in the respective minutes
- Present 1<sup>st</sup> Quarter Child Outcome Analysis to the Policy Committee and Board
- Ensure/provide CPPC report to the Policy Committee
- Provide Self-Assessment Training to the Policy Committee and the Board
- Submit updated Letter-of-Certification and Policy Committee Membership List

### February

- Support parents in convening their monthly parent committee and policy committee meetings and maintain record keeping systems for securing meeting materials
- Present and provide written monthly reports to the Policy Committee and Board:  
*Meals/Snacks/Enrollment/Attendance/Fiscal/PIR Summaries/Program Summaries*
- Present Human Resources Report to Policy Committee and Board; obtain needed approvals as applicable; ensure that HR report/approvals are documented accordingly in the respective minutes
- Engage the policy committee and the board in the agency's annual self-assessment process
- Submit updated Letter-of-Certification and Policy Committee Membership List

### March

- Support parents in convening their monthly parent committee and policy committee meetings and maintain record keeping systems for securing meeting materials
- Present and provide written monthly reports to the Policy Committee and Board:  
*Meals/Snacks/Enrollment/Attendance/Fiscal/PIR Summaries/Program Summaries*
- Present Human Resources Report to Policy Committee and Board; obtain needed approvals as applicable; ensure that HR report/approvals are documented accordingly in the respective minutes
- Present 2<sup>nd</sup> Quarter Child Outcome Analysis to the Policy Committee and Board
- Share Self-assessment Summary Report & Community Needs assessment with the policy committee & board
- Ensure/provide CPPC report to the Policy Committee
- Submit updated Letter-of-Certification and Policy Committee Membership List



## April

- Support parents in convening their monthly parent committee and policy committee meetings and maintain record keeping systems for securing meeting materials
- Present and provide written monthly reports to the Policy Committee and Board:  
*Meals/Snacks/Enrollment/Attendance/Fiscal/PIR Summaries/Program Summaries*
- Present Human Resources Report to Policy Committee and Board; obtain needed approvals as applicable; ensure that HR report/approvals are documented accordingly in the respective minutes
- Present 2<sup>nd</sup> Quarter Child Outcome Analysis to the Policy Committee and Board
- Submit Self-Assessment Report to DFSS
- Prepare for succeeding year's Head Start/EHS grant application and budget: provide training the policy committee and board on the grant application and budget process (*review the program approach, line item budget with the policy committee and board*)
- Review/Revise Program Governance Policies and Procedures in partnership with the policy committee
- Begin policy committee membership recruit plans for succeeding program year
- Submit updated Letter-of-Certification and Policy Committee Membership List to DFSS
- Conduct transit activities with parents of children transitioning to Head Start or to Kindergarten
- Share Self-assessment Summary Report & Community Needs assessment with the policy committee & board

## May

- Support parents in convening their monthly parent committee and policy committee meetings and maintain record keeping systems for securing meeting materials
- Present and provide written monthly reports to the Policy Committee and Board:  
*Meals/Snacks/Enrollment/Attendance/Fiscal/PIR Summaries/Program Summaries*
- Present Human Resources Report to Policy Committee and Board; obtain needed approvals as applicable; ensure that HR report/approvals are documented accordingly in the respective minutes
- Review/Revise Program Governance Policies and Procedures in partnership with the policy committee
- Prepare for succeeding year's Head Start/EHS grant application and budget: provide training the policy committee and board on the grant application and budget process (review the program approach, line item budget with the policy committee and board)*
- Develop the HS/EHS Grant Applications and Line Item Budgets in partnership with the board and policy committee: program goals and objectives, program approach, budget
- Present grant application to the policy committee and board for approval*
- Maintain evidence that newly seated policy committee & board members received the HS Eligibility Rule Training

## June

- Support parents in convening their monthly parent committee and policy committee meetings and maintain record keeping systems for securing meeting materials
- Present and provide written monthly reports to the Policy Committee and Board:  
*Meals/Snacks/Enrollment/Attendance/Fiscal/PIR Summaries/Program Summaries*



- Present Human Resources Report to Policy Committee and Board; obtain needed approvals as applicable; ensure that HR report/approvals are documented accordingly in the respective minutes
- Present grant application to the policy committee and board for approval*
- Present 3<sup>rd</sup> Quarter Child Outcome Analysis to the Policy Committee and Board
- Ensure/provide CPPC report to the Policy Committee
- Submit Approved HS/EHS Grant Applications and Budgets to DFSS
- Review/Revise Program Governance Policies and Procedures in partnership with the policy committee
- Engage the policy committee and board in the planning process for the review and revision processes for the Criteria for the Recruitment, Selection and Enrollment Priorities; obtain required approvals

### July

- Support parents in convening their monthly parent committee and policy committee meetings and maintain record keeping systems for securing meeting materials
- Present and provide written monthly reports to the Policy Committee and Board: *Meals/Snacks/Enrollment/Attendance/Fiscal/PIR Summaries/Program Summaries*
- Present Human Resources Report to Policy Committee and Board; obtain needed approvals as applicable; ensure that HR report/approvals are documented accordingly in the respective minutes
- Maintain evidence that the policy committee and board approved the Program Governance Policies and Procedures that will governing the succeeding Policy Committee for the upcoming program year
- Maintain evidence of the board's approval of the organization's financial and accounting policies and procedures
- Board's Evaluation of Executive Director
- Submit Annual Report a copy of annual report w/ 2007 HS Act reporting elements
- Maintain evidence that the board vetted & approved the auditor; any findings that required a corrective action plan approved by the board and evidence that the audit findings were shared with both the policy committee and the board
- Conduct an annual review of the following policies and procedures: Whistle Blowing, Board Bylaws, Conflict-of-Interest/Disclosure, Code of Conduct/Standards, Personnel Polices & Procedures, Fiscal & Accounting Policies & Procedures
- Ensure/provide CPPC report to the Policy Committee

### August

- Support parents in convening their monthly parent and policy committee meetings and maintain record keeping systems for securing meeting materials
- Present and provide written monthly reports to the Policy Committee and Board: *Meals/Snacks/Enrollment/Attendance/Fiscal/PIR Summaries/Program Summaries*
- Present Human Resources Report to Policy Committee and Board; obtain needed approvals as applicable; ensure that HR report/approvals are documented accordingly in the respective minutes
- Conduct Parent Orientation Session inclusive of educating parents on policy committee service and parent committee involvement and expectations



- Present 4<sup>th</sup> Quarter Child Outcome Analysis to the Policy Committee and Board (*full year programs*)
- Implement activities for establishing the program year's newly elected /re-elected policy committee
- Ensure/provide CPPC report to the Policy Committee

### September

- Support parents in convening their monthly parent and policy committee meetings and maintain record keeping systems for securing meeting materials
- Conduct Parent Orientation Session inclusive of educating parents on policy committee service and parent committee involvement and expectations
- Present and provide written monthly reports to the Policy Committee and Board: *Meals/Snacks/Enrollment/Attendance/Fiscal/PIR Summaries/Program Summaries*
- Present Human Resources Report to Policy Committee and Board; obtain needed approvals as applicable; ensure that HR report/approvals are documented accordingly in the respective minutes
- Present 4<sup>th</sup> Quarter Child Outcome Analysis to the Policy Committee and Board
- Prepare the Work Program, Parent Involvement Activity Budget Plan and HS/EHS itemized Budgets in partnership with the policy committee and board
- Ensure/provide CPPC report to the Policy Committee
- Conduct parent committee elections for site officers and policy committee members for the program year

### October

- Support parents in convening their monthly parent and policy committee meetings and maintain record keeping systems for securing meeting materials
- Present and provide written monthly reports to the Policy Committee and Board: *Meals/Snacks/Enrollment/Attendance/Fiscal/PIR Summaries/Program Summaries*
- Present Human Resources Report to Policy Committee and Board; obtain needed approvals as applicable; ensure that HR report/approvals are documented accordingly in the respective minutes
- Conduct parent committee elections for site officers and policy committee members for the program year
- Conduct Policy Committee elections for officers, CPPC Representatives, and Community Representatives
- Provide Policy Committee Orientation and Leadership Training Session(s)  
*This training should include providing the policy committee an overview of the program governance policies and procedures that will govern them throughout the program year; HSPS, Fiscal Training, understanding their roles in Head Start Governance, Meeting Decorum-Meeting Best Practices, Personnel Training inclusive of Interviewing Best Practices*
- Finalize and/or obtain required approvals and signatures on the contract documents: Scope of Services, Parent Involvement Activity Budget Plan and HS/EHS itemized Budgets
- Current fiscal year final approved budget revisions due to DFSS



## November

- Support parents in convening their monthly parent committee and policy committee meetings and maintain record keeping systems for securing meeting materials
- Present and provide written monthly reports to the Policy Committee and Board:  
*Meals/Snacks/Enrollment/Attendance/Fiscal/PIR Summaries/Program Summaries*
- Present PY PIR to the policy committee and the board
- Present Human Resources Report to Policy Committee and Board; obtain needed approvals as applicable; ensure that HR report/approvals are documented accordingly in the respective minutes
- Self-Assessment Timeline and Implementation Plan developed in partnership with the policy committee and board
- Submit approved Scope of Services, PAIB, Parent Activity Calendar, and Budget to DFSS
- Submit Letter-of-Certification and Policy Committee Membership List to DFSS
- Submit Parent/Policy Committee Tracking
- Present and provide agency's annual report to the board and the policy committee
- Conduct parent committee elections for site officers and policy committee members for the program year
- Conduct Policy Committee elections for officers, CPPC Representatives, and Community Representatives
- Seat newly elected/re-elected policy committee
- Self-Assessment Timeline and Implementation Plan Presented to the Policy Committee and Board for approval
- Provide Policy Committee Orientation and Leadership Training Session(s)  
*This training should include providing the policy committee an overview of the program governance policies and procedures that will govern them throughout the program year; HSPS, Fiscal Training, understanding their roles in Head Start Governance, Meeting Decorum-Meeting Best Practices, Personnel Training inclusive of Interviewing Best Practices*

## December

- Support parents in convening their monthly parent committee and policy committee meetings and maintain record keeping systems for securing meeting materials
- Present and provide written monthly reports to the Policy Committee and Board:  
*Meals/Snacks/Enrollment/Attendance/Fiscal/PIR Summaries/Program Summaries*
- Present Human Resources Report to Policy Committee and Board; obtain needed approvals as applicable; ensure that HR report/approvals are documented accordingly in the respective minutes
- Present 1<sup>st</sup> Quarter Child Outcome Analysis to the Policy Committee and Board
- Self-Assessment Timeline and Implementation Plan presented to the Policy Committee and Board for approval
- Ensure/provide CPPC report to the Policy Committee
- Support CPPC representative in running for office on the Citywide Parent Policy Council
- Provide Policy Committee Orientation and Leadership Training Session(s)  
*This training should include providing the policy committee an overview of the program governance policies and procedures that will govern them throughout the program year; HSPS, Fiscal Training, understanding their roles in Head Start Governance, Meeting Decorum-Meeting Best Practices, and Personnel Training inclusive of Interviewing Best Practices*

