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 1st 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 2nd 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 2nd 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 3rd 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


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 4th 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 4th 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 1st 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