




## Certification of Governance and Leadership Capacity Screening

Grant Number: 90C19915

Grantee Name: Bishop Indian Head Start Program

The signatures below attest that, consistent with the terms and conditions of the Notice of Award (NoA), our agency completed a screening of the governance and leadership capacity and developed a plan to address identified training needs.



1-12-17

Board Chair/Tribal Chair

Date



11-9-16

Policy Council Chair

Date

Head Start Director

Date

n/a

Early Head Start Director

Date



## Governance, Leadership, and Oversight Capacity Screener

### Introduction

Organizations that accept federal funds to operate a Head Start and/or Early Head Start program must have strong governance systems in place to safeguard federal dollars and provide oversight and direction to the Head Start program.

This screener organizes the Head Start requirements to help organizations to identify where they need to make changes and build capacity to fulfill their Head Start governance responsibilities.

### Suggestions for Use

1. Print a copy of this screener.
2. Have your organization's governing body or Tribal Council chair, Policy Council chair, executive director, and Head Start program director work together to review the table beginning on page 3 and to identify (with a check mark or "X") the following items:
  - Required Head Start governance practices that your organization currently has in place
  - Required Head Start governance practices that your organization will implement within the first three months of funding
  - Required Head Start governance practices that your organization needs help understanding and implementing
3. At the top of page 10, list the governance practices and regulations that your organization needs assistance in understanding and implementing.
4. Enter any questions or concerns you have in the Comments Section on page 10.
5. Share this screener and your findings with your full governing body or Tribal Council, Policy Council, and Head Start program leadership. Assign people to begin implementation of the governance practices you have identified as not currently in place.

6. You can explore the governance page of the Program Management and Fiscal Operations (PMFO) section on Early Childhood Learning and Knowledge Center (ECLKC) to access other resources that can assist you as you move your governance system and practices forward.
7. At your next meeting with Regional Office staff, discuss those governance practices and regulations where your organization may benefit from technical assistance.

### Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice is currently in place	Practice will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
1. The governing body (or Tribal Council) has the required composition. <sup>1</sup> Head Start Act Sec. 642(c)(1)(B) (i-iv)			
• At least one member has fiscal/accounting background and expertise.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• At least one member has early childhood education and development background and expertise.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• At least one member is a licensed attorney.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Members reflect the community served and include parents of children who are currently, or were formerly, enrolled in Head Start programs.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The Policy Council has the required composition. Head Start Act Sec. 642(c)(2)(B)(i) Sec. 642(c)(2)(B)(ii)(I-II)			
• At least 51 percent of Policy Council members are parents of children who are currently enrolled in the Head Start program (including delegate agencies).	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• The Policy Council includes at least one member of the at-large community served by the program or any delegate agency.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Members are elected by parents of children currently enrolled in the program.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

<sup>1</sup> If the composition of the governing body does not include individuals with the required qualifications, the governing body must use consultants or other individuals with relevant expertise and qualifications to meet the composition requirements [Head Start Act Sec. 642(c)(1)(B)(vi)].

Head Start Governance Practices and Related Regulations	Practice is currently in place	Practice will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<p>3. Members of the governing body (or Tribal Council) receive effective and ongoing training and technical assistance (T/TA) to ensure that they understand the information they receive and are able to provide effective oversight of, make appropriate decisions for, and participate in programs of the Head Start agency.</p> <p style="text-align: right;">Head Start Act Sec. 642(d)(3)</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>The agency has a system for identifying the T/TA needs of the governing body (or Tribal Council) and using this information to develop a T/TA plan.</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>4. Members of the Policy Council receive effective and ongoing training and technical assistance (T/TA) to ensure that they understand the information they receive and can provide effective oversight of, make appropriate decisions for, and participate in programs of the Head Start agency.</p> <p style="text-align: right;">Head Start Act Sec. 642(d)(3)</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>The agency has a system for identifying the T/TA needs of the Policy Council and using this information to develop a T/TA plan.</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>5. The governing body (or Tribal Council) exercises the following responsibilities:</p> <p style="text-align: right;">Head Start Act Sec. 642(c)(1)(E)(iv)(I-III) Sec. 642(c)(1)(E)(iv)(VI)</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Establishes procedures and criteria for recruiting, selecting, and enrolling children</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Selects delegate agencies, as appropriate</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Develops procedures for selecting Policy Council members</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Reviews applications for funding and amendments to applications for funding</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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6. The governing body (or Tribal Council) assumes responsibility for the following: Head Start Act Sec. 642(c)(1)(E)(iv)(VII)(aa)-(dd)			
• All major financial expenditures of the agency	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• The operating budget of the agency	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• The selection (except when a financial auditor is assigned by the state under state law or is assigned under local law) of independent financial auditors to report all critical accounting policies and practices to the governing body (or Tribal Council)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• The financial audit	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• The agency's progress in carrying out the programmatic and fiscal provisions in the agency's grant application, including implementation of corrective actions	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Monitoring of the agency's actions to correct any audit findings and other actions necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The governing body (or Tribal Council) is engaged in reviewing and approving each of the following: Head Start Act Sec. 642(c)(1)(E)(iv)(V)(aa-cc) Sec. 642(c)(1)(E)(iv)(IX)			
• The Self-Assessment	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Personnel policies of the agency regarding the hiring, evaluation, termination, and compensation of agency employees	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Results from monitoring conducted under section 641A(c), including appropriate follow-up activities	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>



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<ul style="list-style-type: none"> <li>Personnel policies and procedures, including those regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the agency</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>8. The Policy Council engages in the oversight of program operations in each of the following decision-making areas:</p> <p style="padding-left: 40px;">Head Start Act Sec. 642(c)(2)(D)(i-viii) Sec. 642(c)(2)(A)</p>			
<ul style="list-style-type: none"> <li>Activities to support the active engagement of families in the program</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Program recruitment, selection, and enrollment priorities</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Applications for funding and amendments to applications for funding</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Budget planning for program expenditures, including policies for reimbursement related to participation in Policy Council activities</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Bylaws for the operation of the Policy Council</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Program personnel policies and decisions regarding the employment of program staff, consistent with 642(c)(1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Developing procedures for how members of the Policy Council of the Head Start program are elected</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Recommendations on the selection of delegate agencies and the service areas for such agencies</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Program design and operation</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Planning program goals and objectives</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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<p>9. The following reports are received by the Policy Council and members find them useful:</p> <p style="padding-left: 40px;">Head Start Act Sec. 642(d)(2)(A-I)</p>			
Annual reports:			
<ul style="list-style-type: none"> <li>• The financial audit</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>• The Self-Assessment, including any findings related to such assessment</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>• Program Information Reports (PIRs)</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Monthly reports:			
<ul style="list-style-type: none"> <li>• Financial statements, including credit card expenditures (if the program uses credit cards)</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>• Program information summaries</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>• Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>• Reports of meals and snacks provided through programs of the U.S. Department of Agriculture (USDA)</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Additional reports:			
<ul style="list-style-type: none"> <li>• Community Assessment, completed every three years with annual updates</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>• The strategic plan, including program goals, school readiness goals, and short-term programmatic and financial objectives</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>• Applicable and current updates from the Secretary (e.g., Program Instructions, Information Memorandums, etc.)</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>



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<p>10. The following reports are received by the governing body (or Tribal Council) and members find them useful:</p> <p style="text-align: center;">Head Start Act Sec. 642(d)(2)(A-1)</p>			
Annual reports:			
<ul style="list-style-type: none"> <li>The financial audit</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>The Self-Assessment, including any findings related to such assessment</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Program Information Reports (PIRs)</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Monthly reports:			
<ul style="list-style-type: none"> <li>Financial statements, including credit card expenditures (if the program uses credit cards)</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Program information summaries</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Reports of meals and snacks provided through programs of the U.S. Department of Agriculture (USDA)</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Additional reports:			
<ul style="list-style-type: none"> <li>Community Assessment, completed every three years with annual updates</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>The strategic plan, including program goals, school readiness goals, and short term programmatic and financial objectives</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Applicable and current updates from the Secretary (e.g., Program Instructions, Information Memorandums, etc.)</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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1. The Head Start agency works with the governing body (or Tribal Council) and Policy Council to make available to the public a report published at least once each year that discloses the following information from the most recently concluded fiscal year:  Head Start Act Sec. 644 (a)(2)(A-H)			
<ul style="list-style-type: none"> <li>The total amount of public and private funds received and the amount from each source</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>An explanation of budgetary expenditures and proposed budget for the fiscal year</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>The results of the most recent review by the Secretary and the financial audit</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>The percentage of enrolled children that received medical and dental exams</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Information about family engagement activities</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>The agency's efforts to prepare children for kindergarten</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Any other information required by the Secretary</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Our Organization Needs Assistance in Understanding and Implementing the Following Governance Regulations:**

The Bishop Indian Head Start program Director and ERSEA Manager will attend an Office of Head Start Training regarding the 2016 Updated Regulations. The BHS Director and ERSEA Manager will provide an update and or training on the New 2016-2017 updated OHS Regulations to staff and the governing body by January 2017. If needed, all new and revised regulations will be planned and time-lined with staff and the BHS Policy Council. Tribal Council will be provided with plan for review, discussion and approval.

**Additional Comments, Questions, or Concerns:**

All new elected members of the Policy Council and Tribal Council should complete the Head Start Governing Body and Tribal Council Certification in order to identify training needs. The Director should be provided with the certification of completion and or a signed statement of completion from each member of the Policy Council and Tribal Council as documentation of communication, ongoing monitoring and training.