Yurok Tribe Early Childhood Education Program

Program Governance Training
STATEMENT OF PURPOSE

Sec. 636. [42 U.S.C. 9831] (Federal Regulations)
It is the purpose of this subchapter to promote the school readiness of low-income children by enhancing their cognitive, social, and emotional development—

(1) in a learning environment that supports children’s growth in language, literacy, mathematics, science, social and emotional functioning, creative arts, physical skills, and approaches to learning; and

(2) through the provision to low-income children and their families of health, educational, nutritional, social, and other services that are determined, based on family needs assessments, to be necessary.
Yurok Tribe Early Childhood Education Program

Mission

Our mission of Early Childhood Education is that we provide a quality comprehensive educational program to all children.

By including the following in our daily curriculum:
- Yurok Language/Culture,
- Social & Emotional, Cognitive, Language/Literacy,
- Creative Arts, Approaches to Learning and Physical developmental activities.

The overall goal of the Head Start Program is increasing the social competency of a young child to be able to deal with both his/her present environment and later responsibilities in school and in life. (Program Standards)

WE BELIEVE THAT

Parents are a child’s first and most influential teacher. Information about children is crucial in planning meaningful, relevant experiences and activities addressing children’s strengths, interests and development.

WE BELIEVE THAT

Young children are active learners who learn best by exploring their environments and engaging in activities that are concrete and relevant.

WE BELIEVE THAT

Partnerships with you the parents/guardians and the community empower staff to identify your needs and develop strengths, values and dreams by building confidence and respect.
**Program must provide the required structure and process in place to promote full participation of the governing body and the Policy Council.**

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<tr>
<th>Governing Body</th>
<th>Policy Council</th>
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<tr>
<td>Tribal Council</td>
<td>Service area representatives selected by parents of</td>
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<td>Executive Office</td>
<td>enrolled children.</td>
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<td>Fiscal Director</td>
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<td>Human Resource Director</td>
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<td>Tribal Attorney</td>
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<td>Education Director</td>
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<tr>
<td>Head Start / Early Head Start Program Manager</td>
<td>(Head Start Grant #90CI0175 Personnel)</td>
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Compliance Measures

1.1 The program has a governing body composed of:

- At least 1 member with background and expertise in accounting or Fiscal management
- At least 1 member with background and expertise in Early Childhood Education and Development
- At least 1 member who is a licensed attorney familiar with the issues that come before the governing body
- Additional members who reflect the community, including parents of formerly or currently enrolled Head Start/Early Head Start children
- Other members selected for their expertise in education, business administration, or community affairs

If no individual meets the qualifications of Fiscal Management/Accounting or Early Childhood Education and Development expertise or is a licensed attorney, the program is to use a consultant or other individual with relevant expertise and qualifications.

Compliance Measures

1.2 The program has established a Policy Council elected by parents of currently enrolled children, whose membership is composed of a majority of parents of children currently enrolled in the program as well as members of the community served by the Head Start agency.

Policy Council

The program has established a Policy Council elected by parents of currently enrolled children, whose membership is composed of a majority of parents of children currently enrolled in the program as well as members of the community served by the Head Start agency.

- At least 51% of the members are parents of children currently enrolled in the Early Head Start / Head Start program.
- At least 1% is from the at-large community served by the program.
- Members are elected by parents of children currently enrolled in the program.

Federal Regulations

- 642(c)(2)(B)(i)
- 642(c)(2)(B)(ii)(I)
- 642(c)(2)(B)(ii)(II)
Members of the governing body and the Policy Council receive appropriate training and technical assistance 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.

*Federal Regulations:*

- 642(d)(3)
Governing Body Responsibility

The governing body is responsible for required activities and makes decisions pertaining to:

- Program administration and operations
- Selecting delegates
- Selecting service areas
- Establishing procedures and criteria for recruitment, selection, and enrollment;
- Reviewing all applications for funding;
- Establishing procedures for selecting Policy Council members

Federal Regulations:

- 642(c)(1)(E)(iv)(I)
- 642(c)(1)(E)(iv)(II)
- 642(c)(1)(E)(iv)(III)
- 642(c)(1)(E)(iv)(VI)
Governing Body Responsibility

The governing body exercises Fiscal and legal responsibility and oversight and reviews and approves all major program policies.

- All major financial expenditures of the agency
- The operating budget of the agency
- 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
- The financial audit
- The agency's progress in carrying out the programmatic and Fiscal provisions in its grant application, including implementation of corrective actions
- 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

Federal regulations:

- 642(c)(1)(E)(iv)(V)(a)
- 642(c)(1)(E)(iv)(V)(b)
- 642(c)(1)(E)(iv)(V)(c)
- 642(c)(1)(E)(iv)(VII)(a)
- 642(c)(1)(E)(iv)(VII)(b)
- 642(c)(1)(E)(iv)(VII)(c)
- 642(c)(1)(E)(iv)(VII)(d)
- 642(c)(1)(E)(iv)(VIII)
- 642(c)(1)(E)(iv)(IX)
Governing Body
Required Approval Involvement

- The annual Self-Assessment
- Personnel policies of the agency regarding the hiring, evaluation, termination, and compensation of agency employees
- Results from monitoring conducted under section 641A(c), including appropriate follow-up activities
- Personnel policies and procedures, including policies and procedures 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 within the agency
Policy Council  Responsibility

The Policy Council approves and submits decisions about identified program activities to the governing body.

Federal Regulations:

- 642(c)(2)(A)
- 642(c)(2)(D)(i)
- 642(c)(2)(D)(ii)
- 642(c)(2)(D)(iii)
- 642(c)(2)(D)(iv)
- 642(c)(2)(D)(v)
- 642(c)(2)(D)(vi)
- 642(c)(2)(D)(vii)
- 642(c)(2)(D)(viii)
Policy Council Required Involvement

- Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start program is responsive to community and parent needs
- Program recruitment, selection, and enrollment priorities
- Applications for funding and amendments to applications for funding
- Budget planning for program expenditures, including policies for reimbursement related to and participation in Policy Council activities
- Developing by-laws for the operation of the Policy Council
- Program personnel policies and decisions regarding the employment of program staff consistent with 642(c)(1)(E)(iv)(IX) and including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff
- Developing procedures for how members of the Policy Council of the Head Start program are elected
- Providing recommendations on the selection of delegate agencies and the service areas for such agencies
- Program design and operations
- Planning goals and objectives
The program provides all of the required reports to the governing body and the Policy Council to ensure they have the necessary information to make decisions and provide effective oversight of the program.

- Governing body and Policy Council members regularly receive and use information or reports about program planning, policies, and operations, including:
  - Monthly financial statements (including credit card expenditures), program information summaries, program enrollment reports (including attendance reports for children whose care is partially subsidized by another public agency), and reports of meals and snacks provided through USDA programs
  - The annual financial audit, Self-Assessment (including findings related to such assessment), and Program Information Report (PIR)
  - The community-wide strategic planning and needs assessment (the Community Assessment) of the Head Start agency, including applicable updates
  - Communication and guidance from the Secretary

Required Documents to be received by the governing body and Policy Council.

- Annual reports
- The financial audit
- The Self-Assessment, including any related findings
- Program Information Report (PIR)

- Monthly Reports
- Financial statements, including credit card expenditures (if the program uses credit cards)
- Program information summaries
- Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency
- Reports of meals and snacks provided through programs of the U.S. Department of Agriculture (USDA)

- Additional reports
- Every 3 years, the community-wide strategic planning and needs assessment (Community Assessment) of the Head Start agency

- Applicable current updates from the Secretary (i.e., Program Instructions, Information Memoranda, etc.)
Questions & Answers