SIU CARBONDALE HEAD START
SHARED GOVERNANCE PLAN

The SIU Governing Board, acting as a proxy for the SIU Board of trustees, works in partnership with key management staff and the Policy Council in the shared governance of the SIU Carbondale Head Start program. In accordance with Head Start Program Performance Standard 1302.101, the program must “ensure the effective management and oversight of all program areas and fiduciary responsibilities to enable delivery of high quality services.” The Shared Governance Plan describes the responsibilities ascribed to each area of the governing system, the nature of these duties, and the timeframe in which they are conducted.

Policy Council. The Policy Council is a group of comprised of current parents elected by their respective parent committees and selected community representatives that provide oversight and input into programmatic decisions. The number of parents representing each center is based on enrollment and is detailed in the Policy Council by-laws. Two Community Representatives from Jackson and Williamson Counties are selected and approved by the parents to serve on the Policy Council. Both parents and community representatives may serve five consecutive one-year terms.

The Policy Council performs the duties, primarily approval or disapproval or recommendations to the Governing Body of personnel policies/procedures, program design and operation, long-term and short-term goals, grant applications, activities to support parent involvement, recruitment, selection and enrollment priorities, by-laws for operation of the Council, etc., as outlined in the Head Start Program Performance Standards.

Governance Board. The grantee is represented by the Head Start Governance Board, which assumes the role of the governing body. The five-member board is comprised of university employees and community members with a background in fiscal management/accounting, early childhood education, a licensed attorney, a past/present Head Start parent whose background is reflective of the community served, and a community member with expertise in education, business administration, or community affairs. The Chancellor of Southern Illinois University Carbondale, per Board of Trustees Statues, Article II, Section 3, authorizes delegation of certain administrative responsibilities to University officers. No member of the Governance Board may be a current Head Start employee or the relative of a current Head Start employee. The Governance Board has legal and fiscal responsibilities which involve ensuring appropriate internal controls to safeguard federal funding, approving all major policies including personnel policies, procedures for overall program policy, and overseeing the program budget.

Management Staff. The management staff consists of the Executive Director, the Head Start Director, and the Head Start Assistant Director. The Head Start Director reports to the Executive Director and is responsible for the day-to-day management and oversight of the Head Start Program. The Assistant Director functions as the fiscal officer and assumes the oversight of the daily financial operations of the program and reporting to the Director, Governing Board, and Policy Council. The management staff assume the daily operations of the program and
take action to monitor compliance of actions taken by Governance Board and Policy Council. Management staff implement policies and develop procedures, share pertinent information with the Governing Board and Policy Council, and generate required reports.

**Internal Dispute.** It is agreed that all decision makers will work in concert to achieve the purpose, goals and objectives of the Head Start program. When the group with approval/disapproval responsibility reviews an issue and does not uphold the decision of the other group, it shall be the responsibility of the chairperson or designee of this group to notify the Executive Director, Head Start Director and the chairperson of the other decision making group of an impasse. Refer to approved Impasse Policy procedures as outlined.

**Policy Council Parent Representative Training.** Annual governance training will be conducted for the Policy Council. New Policy Council members are provided an orientation session during the September Policy Council Transition Meeting. Parent representatives who are seated in October and throughout the year are provided individual basic training by the Family/Community Partnership Coordinator. In the event that the individual training cannot be scheduled within one month of being seated on the council, a training packet will be provided.

**Policy Council Community Representative Training.** Newly seated Community Representatives receive an orientation/training packet. The Director is available to address any questions related to the role of Policy Council members and shared governance. Training sessions are conducted at Policy Council meetings throughout the program year that include In-kind requirements, budget/parent activity line and financial reports, self-assessment and community assessment process, grant application process, selection criteria.

**Governance Board Training.** Governance training will be conducted for the Governance Board on an as needed basis covering the DHHS Head Start 45 CFR Chapter XIII 1301.5 to ensure that members can effectively oversee and participate in the oversight of the program. A Head Start overview packet is provided for orientation to any new Governance Board members. Notebooks are provided that include the Shared Governance Plan and policies and procedures related to governance requirements.

**Responsibilities.** Please see the table below, which details the responsibilities of both the Governing Board and Policy Council.
<table>
<thead>
<tr>
<th>DECISIONS REGARDING</th>
<th>POLICY COUNCIL ACTION</th>
<th>GOVERNING BOARD ACTION</th>
<th>TIMEFRAME</th>
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</thead>
<tbody>
<tr>
<td>Annual Report</td>
<td>Review</td>
<td>Review</td>
<td>September meetings</td>
</tr>
<tr>
<td>Budgets</td>
<td>Provide input</td>
<td>Approve</td>
<td>January-March</td>
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<tr>
<td>Child Outcomes</td>
<td>Review</td>
<td>Review and approve follow up actions if necessary</td>
<td>Fall and spring annually</td>
</tr>
<tr>
<td>Communication and guidance from OHS</td>
<td>Review</td>
<td>Review and approve any follow up action</td>
<td>As needed</td>
</tr>
<tr>
<td>Community Complaints</td>
<td>Review</td>
<td>Approve process</td>
<td>December meeting</td>
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<tr>
<td>Coordinated Approaches</td>
<td>Review</td>
<td>Review</td>
<td>Per timeschedule</td>
</tr>
<tr>
<td>Corrective Action</td>
<td>Review</td>
<td>Review and approve follow up actions if necessary</td>
<td>As necessary</td>
</tr>
<tr>
<td>Enrollment</td>
<td>Review</td>
<td>Review and approve follow up actions if necessary</td>
<td>Monthly, as necessary</td>
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<tr>
<td>Establish Impasse Procedures</td>
<td>Approve</td>
<td>Approve</td>
<td>June meetings</td>
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<tr>
<td>Financial Audit</td>
<td>Review and approve actions on audit findings</td>
<td>Review findings</td>
<td>As needed</td>
</tr>
<tr>
<td>Funding Applications</td>
<td>Approve</td>
<td>Approve</td>
<td>March meetings</td>
</tr>
<tr>
<td>Governing Body By Laws</td>
<td>None</td>
<td>Review and approve</td>
<td>As needed</td>
</tr>
<tr>
<td>Hire and Terminate Staff</td>
<td>Approve</td>
<td>Review</td>
<td>Monthly</td>
</tr>
<tr>
<td>Hire/Terminate Director</td>
<td>Approve</td>
<td>Approve</td>
<td>As needed</td>
</tr>
<tr>
<td>Major Expenditures*</td>
<td>None</td>
<td>Approve</td>
<td>As needed</td>
</tr>
<tr>
<td>Mid-year Progress Report</td>
<td>Review</td>
<td>Review</td>
<td>December</td>
</tr>
<tr>
<td>Monthly financial and credit card expenditure reports</td>
<td>Approve</td>
<td>Review</td>
<td>Monthly</td>
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<tr>
<td>Monthly Monitoring Reports</td>
<td>Review</td>
<td>Review</td>
<td>Monthly</td>
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<tr>
<td>Parent involvement activities</td>
<td>Contribute</td>
<td>Review</td>
<td>Monthly</td>
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<tr>
<td>Personnel Policies</td>
<td>Approve</td>
<td>Approve</td>
<td>June meeting</td>
</tr>
<tr>
<td>PIR</td>
<td>Review</td>
<td>Review</td>
<td>September meeting</td>
</tr>
<tr>
<td>Policy Council Bylaws</td>
<td>Review and approve</td>
<td>None</td>
<td>As needed</td>
</tr>
</tbody>
</table>

Policy Council Approval 8/27/18
Governance Board Approval 8/22/18
Policy Council Approval 6/16/16
Advisory Board Approval 7/27/16
### DECISIONS REGARDING

<table>
<thead>
<tr>
<th>Policy Council Action</th>
<th>Governing Board Action</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Mission, Long Term Goals, and Short-Term Objectives</strong></td>
<td>Approve</td>
<td>Approve</td>
</tr>
<tr>
<td><strong>Results from federal monitoring</strong></td>
<td>Review</td>
<td>Review and approve follow up activities</td>
</tr>
<tr>
<td><strong>Selection Criteria</strong></td>
<td>Approve</td>
<td>Approve</td>
</tr>
<tr>
<td><strong>Self Assessment Process</strong></td>
<td>Approve</td>
<td>Approve process</td>
</tr>
<tr>
<td><strong>Self Assessment Results</strong></td>
<td>Participate in and approve plans for immediate correction</td>
<td>Participate in and approve plans for immediate correction</td>
</tr>
</tbody>
</table>

*Proposed expenditures over $50,000.00 must have Governance Board approval and proposed expenditures over $20,000.00 must have the Executive Director/Chancellor’s approval.*
Shared Governance Plan

**Head Start Governance and Management Responsibilities**

**Governing Body/Tribal Council**
Assumes Legal and Fiscal Responsibility for Head Start and the Safeguarding of Federal Funds

- Select:
  - Delegate agencies and the service areas for such agencies
  - Procedures and criteria for recruitment, selection, and enrollment

- Review:
  - All funding applications and amendments
  - Results and follow-up activities from federal monitoring

- Review and Approve:
  - Major policies and procedures, including Self-Assessment, financial audit, and personnel policies
  - Progress on implementing the HS grant, including corrective actions

- Major expenditures
- Operating budget
- Selection of auditor
- Actions to correct audit findings

**Provide Legal Oversight**
- Ensure compliance with federal laws and state, tribal, and local laws

**Policy Council**
Assumes Responsibility for Head Start Program Direction

- Take Action:
  - Hire/terminate Head Start Director and other lead staff
  - Establish Impasse procedures

- Approve and submit to the governing body decisions regarding:
  - Activities for parent involvement/engagement
  - Program recruitment, selection, and enrollment priorities
  - Funding applications/amendments
  - Budget planning, including reimbursement and participation in Policy Council activities
  - Policy Council bylaws
  - Head Start program personnel policies and decisions, including criteria for employment and dismissal of program staff
  - Policy Council election procedures
  - Recommendations on delegates/service areas

- Receive and Use:
  - Annual, monthly, and periodic reports*

**Provide Leadership and Strategic Direction**
- Focus on Self-Assessment
- Develop, plan, and evaluate the Head Start program

**Policy Council Approval 6/16/16**
**Advisory Board Approval 7/27/16**

**Management Staff**
Assumes Operating Responsibility for Head Start Day-to-Day Functions

- Take action:
  - Implement policies
  - Develop procedures
  - Provide T/F/A to governing body and Policy Council
  - Supervise staff
  - Monitor compliance
  - Generate and use annual, monthly, and periodic reports*
  - Share reports with Policy Council and governing body*

- Reports that are generated and used by management, then shared with and used by Policy Council and governing body:
  - Narrative or report
  - Financial statements
  - Program information summaries
  - Enrollment
  - USDA
  - Financial audit
  - Self-Assessment
  - Community assessment
  - PIR