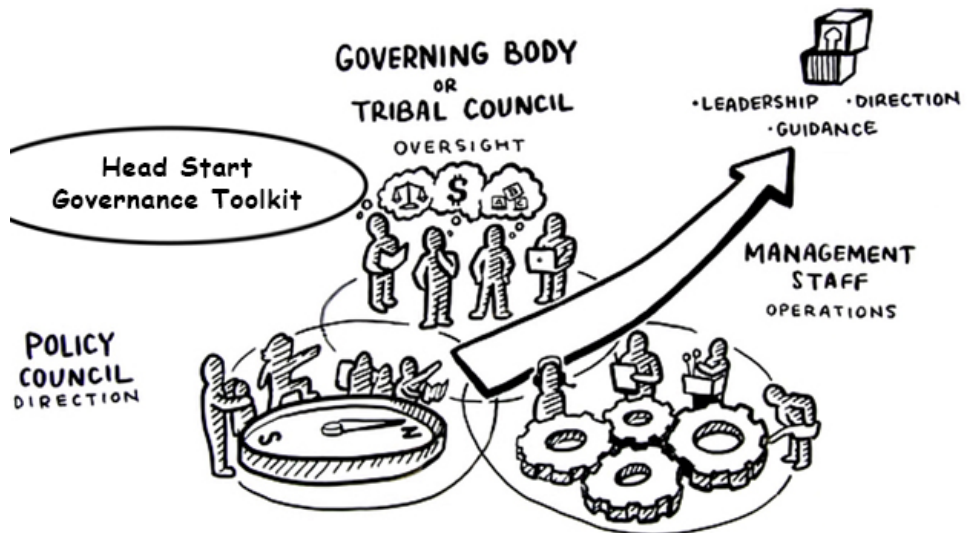


Head Start Governance Toolkit

Description:

A strong Governance System is built on clear processes, adherence to requirements, and development of positive relationships between management and Governing Bodies, which are essential to support compliance, continuous improvement and innovation.



This on-demand, virtual series will educate participants about the roles and responsibilities of Governing bodies including requirements and regulations and provide participants with the required Governing Body training in an overview of the Head Start Program Performance Standards (HSPPS) and in HSPPS's eligibility, selection and enrollment requirements. Additionally, because many Grantees go beyond minimum requirements to achieve continuous improvement in their Governance systems, this series will include a discussion of operational best practices of Policy Councils and strategies to elevate Policy Council members and families as leaders in your organization.

This series is ideal for Policy Council and Governing Body members, as well as staff who design and/or support Governance systems and operations. The on-demand series is divided into several small sections, allowing programs to incorporate them into their meeting structure and pace. All series materials (including a short training and recruitment video, slides, references, and polls to keep participants engaged) are included.

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WHSA Governance Toolkit

Video 1 - Roles in HS Governance: [Watch Full Video Here \(1:09:04\)](#)

[Desired Outcomes - 2:38](#)

[Guiding Regulations for Governance - 7:30](#)

[Governance Wheel & Leadership - 11:24](#)

[Who Can Serve? - 16:40](#)

[Roles and Responsibilities - 25:43](#)

[Advisory Committees - 34:15](#)

[Question: Does the Bod have to approve the program bylaws? - 39:13](#)

[Program Governance Administration: IMs, Pls oh my! - 41:00](#)

[Duties and Responsibilities; Monitoring Goals 1301.2-1301.3 - 54:00](#)

[Parent Committees 1302.4 - 58:37](#)

[Impasse Procedures 1301.6 - 1:01:56](#)

[Policy Council Reimbursement 1301.3 \(e\) - 1:03:43](#)

[Program Governance/Admin: TTA & Required Trainings - 1:05:02](#)

[Video 1 Governance Polls/Knowledge Checks](#)

Video 2 - Governing Body Overview (A Deeper Dive): [Watch Full Video Here \(48:48\)](#)

[Head Start Performance standards overview - 2:50](#)

[Program Operations Section 1302 HSPPS - 5:48](#)

[Fiscal Performance Standards Section 1303 - 17:23](#)

[Federal Administrative Procedures Section 13:04 - 21:59](#)

[Determining Eligibility 1302.12 - 24:36](#)

[Question: Copying Birth Certificates? - 35:05](#)

[Eligibility Duration - 37:10](#)

[Record Keeping - 41:17](#)

[Video 2 Governance Polls/Knowledge Checks](#)

Video 3 - Operational Best Practices: [Watch Full Video Here \(34:56\)](#)

[Quality Decision Making – 15:34](#)

[It's All About Relationships – 23:42](#)

[Engage and Empower – 28:12](#)

Video 4 - Resources and Review: [Watch Full Video Here \(7:15\)](#)

[Resource Review](#)

Presentation Slide Deck:

[WHSA Head Start Governance Board PC Training Slide Deck](#)

5-Minute Policy Council Governance Training Video

<https://vimeo.com/759290794/17c60352b9?share=copy>

All Polls/"Knowledge Checks" from Above Videos

[WHSA Governance Poll Questions](#)

Additional Resources:

Regulations Specific to Governance

(referenced in-training as "pre-session materials")

- Head Start Program Performance Standards (Full):
<https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii>
- Head Start Program Performance Standards sec 1301.1 - 1301.6:
<https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii/part-1301-program-governance>
- Head Start Act sec 642: <https://eclkc.ohs.acf.hhs.gov/policy/head-start-act/sec-642-powers-functions-head-start-agencies>



A Historical Perspective

(referenced in-training as "pre-session materials")

- <https://www.raisingofamerica.org/was-perry-preschool-worth-it>
- <https://highscope.org/perry-preschool-project/>
- <https://eclkc.ohs.acf.hhs.gov/video/president-lyndon-b-johnson-announces-project-head-start>
- <https://www.acf.hhs.gov/ohs/about/history-head-start>
-

ACF, ECLKC & Early Childhood National Centers

- ECLKC Management Systems Wheel: <https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/management-systems-wheel>
- Head Start Program Performance Standards Final Rule: General Fact Sheet [hs-prog-pstandards-final-rule-factsheet_0](https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii/part-1301-program-governance)
- National Center on Program Management and Fiscal Operations Head Start Program Governance Reference Book: [hs-program-governance-reference-book](https://eclkc.ohs.acf.hhs.gov/policy/head-start-act/sec-642-powers-functions-head-start-agencies)

Robert's Rules Cheat Sheet

- https://www.donordock.com/tools/roberts-rules-cheat-sheet?fbclid=IwAR2nVJHuPdo9RN2AumhoNQXY--yz_7tLp_eCQrB-SvFiXV-pYVmczzlAbU8

National Council of Nonprofits

- [10 Steps to a More Diverse Board](#)
- [5 Ways to Simplify Your Data Practices So You Can Focus on Your Mission](#)
- [Board Engagement](#)
- [Board Orientation](#)
- [Board Roles and Responsibilities](#)
- [Building, Renovating, Infrastructure. Oh My! Here's a New Toolkit for You!](#)
- [Conflicts of Interest](#)
- [Creating a Culture That Cares](#)
- [Diversity on Nonprofit Boards](#)
- [Effective Board Meetings for Good Governance](#)
- [Financial Literacy for Nonprofit Boards](#)
- [And much more: NCoN Governance/Leadership Resource Library](#)

Board Source

- Another resource library for nonprofit boards: <https://boardsource.org/fundamental-topics-of-nonprofit-board-service/>
- [The Board-Staff Partnership](#)
- [Structure, Committees, & Meetings](#)
- [Executive Transition](#)
- [Assessing Board Performance](#)

Region 7 Office of Head Start

- New Director's Tool Kit (dated information): [new-directors-toolkit-1012 condensed](#)

VIDEO CONTENT PROVIDED BY:



Katharine Mason is a management consultant and trainer who has dedicated her 30 year career to improving outcomes for vulnerable children and their families. With this passion as her foundation Katharine provides consultation and training services to Head Start administrators and Governing Bodies that support data-driven decision making, continuous improvement and compliance in a strategic, innovative and inclusive manner.

Katharine holds a Master Degree in Public Administration focusing in Management and Organizational Change, is a graduate of the Johnson & Johnson Head Start Management Fellowship program, and has over a decade of experience as a senior leader at a large and innovative Head Start program. As a result of knowledge gained from these experiences, Katharine provides comprehensive support to Early Care and Education and Family Support programs to develop Strategic Plans, redesign administrative and procedural systems, prepare proposals, conduct internal assessments, and become ready for compliance reviews. She is experienced in project management and establishing community collaborations to meet and enhance program outcomes. She is knowledgeable of Head Start Performance Standards and California Title V and XXII regulations, and has supported grantees in creating systems and policies that are compliant across all regulations.