

## SCHOOL BOARD WORKSHOP

GADSDEN COUNTY SCHOOL BOARD  
MAX D. WALKER ADMINISTRATION BUILDING  
35 MARTIN LUTHER KING, JR. BLVD.  
QUINCY, FLORIDA

February 25, 2014

1:00 P.M.

This workshop was open the public and electronically recorded.

The following Board members were present: Mr. Roger P. Milton, Chairman; Ms. Audrey D. Lewis; Mr. Judge B. Helms; and Mr. Isaac Simmons. Also present were Mr. Reginald C. James; and others. Mr. Charlie D. Frost, and Mrs. Deborah Minnis, Attorney for the Board, were absent.

1. CALL TO ORDER

The workshop was called to order by the Chairman, Mr. Roger P. Milton, at 1:10 p.m.

2. OVERVIEW OF HEADSTART/PRE-K STANDARDS AND REGULATIONS

Ms. Robin Chandler Jones, Head Start National Training Technical Services, shared with the Board a power-point presentation outlining an overview of the Head Start/PreK standards and regulations. She stated that the Head Start governing body shall be composed as the following: i) not less than one member shall have a background and expertise in fiscal management or accounting; ii) not less than one member shall have a background and expertise in early childhood education and development; iii) not less than one member shall be a licensed attorney familiar with issues that come before the governing body; iv) additional members shall: i) reflect the community to be served and include parents of children who are currently, or were formerly, enrolled in Head Start programs; ii) are selected for their expertise in education, business administration, or community affairs; v) exceptions shall be made to the requirements of clauses (i) through (iv) for members of a governing body when those members oversee a public entity and are selected to their positions with the public entity by public election or political appointments; and vi) if a person described in clause (i), (ii), or (iii) is not available to serve as a member of the governing body, the governing body shall use a consultant, or another individual with relevant expertise, with the qualifications described in that clause, who shall work directly with the governing body. She stated that the responsibilities of the governing body shall (i) have legal and fiscal responsibilities or administering and overseeing programs under the subchapter, including the safeguarding of federal funds; (ii) adopt practices that assure active, independent, and informed governance of the Head Start agency, including practices consistent with subsection (d)(1), and fully participate in the development, planning and evaluation of the Head Start programs involved; (iii) be responsible for ensuring compliance with Federal laws (including regulations) and applicable state, tribal and local laws (including regulations); (iv) and be responsible for other activities, including: (i) selecting delegate agencies and the service areas for such agencies; (ii) establishing procedures and criteria for recruitment, selection, and enrollment of children; (iii) reviewing applications for funding and amendments to applications for funding for

programs under this subchapter; (iv) establishing procedures and guidelines for accessing and collecting information described in subsection (d)(2); (v) reviewing and approving all major policies of the agency, including the following: aa) annual self assessment and financial audit; bb) such agency's progress in carrying out the programmatic and fiscal provisions in such agency's grant application, including implementation of corrective actions; and cc) personnel policies of such agencies regarding the hiring, evaluation, termination, and compensation of agency employees; developing procedures for how members of the policy council are selected consistent with paragraph (2)(b); (viii) approving financial management, accounting, and reporting policies, and compliance with laws and regulations related to financial statements, including the (aa) approval of all major financial expenditures of the agency; (bb) annual approval of the operating budget; (cc) selection (except when a financial auditor is assigned by the State under State laws or is assigned under local law) of independent financial auditors who shall report all critical accounting policies and practices to the governing body; and (dd) monitoring of the agency's actions to correct any audit findings and of other actions necessary to comply with applicable laws (including regulations) governing financial statements and accounting practices; (viii) reviewing results from monitoring conducted under section 641A(c) including appropriate follow-up activities; (ix) approving personnel policies and procedures, including policies and procedures regarding the hiring, evaluation and compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Financial Officer, and any other person in an equivalent position with the agency; (x) establishing, adopting, and periodically updating written standards of conduct that establish standards and formal procedures for disclosing, addressing and resolving: (aa) any conflict of interest, and any appearance of conflict of interest, by members of the governing body, officers and employees of the Head Start agency, and consultants and agents who provide services or furnish goods to the Head Start agency; and (bb) complaints, including investigations, when appropriate; and (xi) to the extent practicable and appropriate at the discretions of the governing body, establishing advisory committees to oversee key responsibilities related to program governance and improvement of the Head Start program involved. She stated that composition and selection was: (i) the policy council shall be selected by the parents of children who are currently enrolled in the Head Start program of the Head Start agency; (ii) the policy council shall be composed of: (i) parents of children who are currently enrolled in the Head Start program of the Head Start agency (including any delegate agency), who shall constitute a majority of the members of the policy council; and (ii) members at large of the community served by the Head Start agency (including any delegate agency), who may include parents of children who were formerly enrolled in the Head Start program of the agency.

Ms. Jones stated in general that each Head Start agency shall have a policy council responsible for the direction of the Head Start program, including program design and operation, and long-and-short-term planning goals and objectives, taking into account annual communitywide strategic planning and needs assessment and self-assessment. She stated that the responsibilities of the policy council shall approve and submit to the governing body decisions about each of the following activities: (i) activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs; (ii) program recruitment, selection, and enrollment priorities; (iii) applications for funding and amendments to applications for funding for programs under the subchapter, prior to submission of application described in this clause; (iv) budget planning for program expenditures, including policies for reimbursement and participation in policy council activities; (v) bylaws for the operation of the policy council; (vi) program personnel policies and decisions regarding the employment of program staff, consistent with paragraph (1)(e)(iv)(ix), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff; (vii) developing procedures for how members of the policy council of the Head Start agency will be elected; (viii) recommendations on the selection of delegate agencies and the service areas for such agencies. She stated the conduct of responsibilities of the conduct of responsibilities for each Head Start agency shall ensure the sharing of accurate and

regular information of use by the governing body and policy council, about program planning, policies, and Head Start agency operations, including: (a) monthly financial statements, including credit card expenditures; (b) monthly program information summaries; (c) program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency; (d) monthly reports of meals and snacks provided through programs of the Department of Agriculture; (e) the financial audit; (f) the annual self-assessment, including any findings related to such assessment; (g) the communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates; (h) communication and guidance from the Secretary; and (i) the program information reports.

Board members asked questions, shared their concerns, and made comments throughout the discussion of the HeadStart/PreK standards and regulations. Board members thanked Ms. Jones for a very informative workshop on the HeadStart/PreK standards and regulations.

3. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

None.

4. SCHOOL BOARD REQUESTS AND CONCERNS

None.

5. The workshop adjourned at 2:15 p.m.