

**HEAD START PROCEDURES FOR:  
Duties/Responsibilities of Governing Body Members  
COMPONENT: CENTER FOR YOUNG LEARNERS**

**1.0 Scope: Performance Standard 1301.2(b) Duties and Responsibilities of Members of the Governing Body.**

**2.0 Responsibility:**

- 2.1 Executive Director
- 2.2 Head Start Director
- 2.3 Grantee/Delegate ESC Board of Directors

**3.0 Resources:**

- 3.1 Head Start Performance Standard
- 3.2 Policy Council By-Laws
- 3.3 Policy Council Orientation Handbooks
- 3.4 ESC 14 Board Orientation Handbooks
- 3.5 Program Governance Chart

**4.0 Procedures:**

- 4.1 Grantee/Delegate Head Start Director will conduct an annual Orientation training of the Grantee/Delegate ESC Board members as the acting governing body of the ESC 14 Head Start program.
- 4.2 Grantee/Delegate ESC Board Orientation will include the following written documents:
  - 4.2.1 Center for Young Learners Staff Roster
  - 4.2.2 Who to contact at ESC 14 Head Start
  - 4.2.3 Head Start Organizational Chart
  - 4.2.4 Purpose of ESC 14 Head Start
  - 4.2.5 Philosophy of ESC 14 Head Start
  - 4.2.6 Community Assessment Community Summary
  - 4.2.7 The Responsibilities of a Board Member
  - 4.2.8 Governance and Management Responsibilities
  - 4.2.9 Overview of Head Start Operational Plan
  - 4.2.10 ERSEA
  - 4.2.11 Head Start Performance Standards
  - 4.2.12 Active Supervision P & P 1302.47(b)5 iii
- 4.3 Grantee/Delegate ESC Board will support compliance with Federal laws and regulations including the Head Start Program Performance Standards.
- 4.4 Grantee/Delegate ESC Board will understand the Head Start philosophy and the role of parents and Policy Council in the Head Start governance.
- 4.5 Grantee/Delegate ESC Board will assume fiscal and legal responsibility for overseeing the Head start program

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- 4.6 Grantee/Delegate ESC Board will take responsibility for guiding and directing, planning, general procedures, and human resources management.
- 4.7 Grantee/Delegate ESC Board will ensure that the agency develops internal control procedures
- 4.8 Grantee/Delegate ESC Board will establish written procedures for resolving internal disputes between the Grantee/Delegate ESC Board and Policy Council (See Policy Council By-Laws)

**5.0 Associated Documents:**

- 5.1 Operational Plan

**6.0 Record Retention Table:**

<b>Identification</b>	<b>Format</b>	<b>Storage</b>	<b>Retention</b>	<b>Disposition</b>	<b>Protection</b>
ESC 14 Board Orientation meeting minutes	Print	Policy Council Binder and Exec. Director's Office	7 years	Shredded	Back-up
Policy Council Orientation meeting minutes	Print	Policy Council Binder	7 years	Shredded	Back-up

**7.0 Monitoring:**

- 7.1 n/a

**8.0 Revision History:**

<b>Date:</b>	<b>Revision#</b>	<b>Description of Revision</b>
6-2006		
8-2009		Reviewed
11-2012		Reviewed
8-2015		Reviewed
10-2015	2.3, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8	Added "Grantee/Delegate"
6-2016		Reviewed
5-2017	1.0	Changed Performance Standard from 1304.50(g)(1) to 1301.2(b)
5-2018	4.2.12	Revised and added Active Supervision P & P 1302.47(b)5 iii

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6-2019		Reviewed
12/2022		Reviewed