

OLYMPIC ESD 114 ADMINISTRATIVE PROCEDURE HEAD START SHARED DECISION MAKING

2550P

Appendix A: Program Governance and Management Responsibilities and Shared Decision Making

Function	OESD Board	OESD Policy Council	Program Director	Superintendent
1. Planning				
Procedures for program planning in accordance with this Part and includes community assessment	General Responsibility Must Approve	Must Approve	Operating Responsibility	Determined locally
Program's philosophy & long- and short-range program goals and objectives & includes community assessment	General Responsibility Must Approve	Must Approve	Operating Responsibility	Determined locally
Criteria for defining recruitment, selection, and enrollment priorities	General Responsibility	Must Approve	Operating Responsibility	Determined locally
All funding applications and amendments including administrative services prior to the submission	General Responsibility Must Approve	Must Approve	Operating Responsibility	Determined locally
Enable low-income members to fully participate in their Policy Council or Parent Center Committee meetings by providing reimbursement for reasonable expenses	General Responsibility	Must Approve	Operating Responsibility	Determined locally
The annual self assessment of the agency's progress in carrying out the programmatic and fiscal intent of its grant application including planning or other actions that may result from the review of the annual audit and findings from the Federal Monitoring Review	General Responsibility Must Approve (Head Start Act)	Must Approve	Operating Responsibility	Determined locally
2. General Procedures (Operations)				
The composition of Policy Council and procedures by which they are chosen	General Responsibility Must Approve	Must Approve	Operating Responsibility	Determined locally
Must have written policies that define the roles and responsibilities of the Board members and that inform them of the management procedures and functions necessary to implement a high quality program	General Responsibility Must Approve			Determined locally
Procedures describing how the Board and Policy Council will implement shared decision making	General Responsibility Must Approve	Must Approve	Determined locally	Determined locally
The Board and Policy Council must jointly establish written procedures for resolving internal disputes, including impasse procedures between the Board and Policy Council	General Responsibility Must Approve	Must Approve	Determined locally	Determined locally
Establish and maintain procedures for hearing and working with agency to resolve community complaints about the program	Operating Responsibility	Operating Responsibility	Determined locally	Determined locally
Must ensure appropriate internal controls are established and implemented to safeguard Federal funds	General Responsibility		Determined locally	Determined locally
The annual independent audit that must be conducted	General Responsibility		Determined locally	Determined locally
3. Human Resources Management (Operations)				
Program personnel policies and changes including standards of conduct for program staff, consultants & volunteers	General Responsibility Must Approve	Must Approve	Determined locally	Determined locally
Decisions to hire or terminate director	General Responsibility Must Approve	Must Approve		Determined locally
Decisions to hire or terminate staff	General Responsibility	Must Approve	Operating Responsibility	Determined locally

General Responsibility: The group with legal and fiscal responsibility that guides and oversees the carrying out of the functions described through the individual or group given operating responsibility.

Operating Responsibility: The individual or group that is directly responsible for carrying out or performing the functions consistent with the general guidance and oversight from the group holding general responsibility.

Must Approve or Disapprove: The group that must be involved in the decision-making process prior to the point of seeking approval. If it does not approve, a proposal cannot be adopted, or the proposed action taken until agreement is reached between the disagreeing groups.

Determined locally: Management and functions as determined by the local governing body and in accordance with all Head Start regulations.