



## Head Start Supplemental Checklist

### Board Composition Best Practices Checklist

\_\_\_ Is there one board member with fiscal management or accounting background and expertise?

\_\_\_ Is there one board member with early childhood education and development expertise?

\_\_\_ Is there one board member who is a licensed attorney familiar with issues before the board?

\_\_\_ If one board member in each of the areas listed in the three bullets above is not available, does the agency use consultants or other individuals instead who work directly with the board?

\_\_\_ Do any of the board members have a financial conflict of interest with Head Start or a delegate agency? Are any board members or their immediate family members employed by Head Start or a delegate agency? Are any of the board members receiving compensation for serving on the board or for providing services to Head Start?\*

\_\_\_ Is there a current or former Head Start parent on your board?

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\_\_\_ Are some board members selected for their expertise in education, business administration, or community affairs?

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\* Elected officials who serve as board members by virtue of holding a public office are not subject to the restrictions on employment and compensation but are subject to the restrictions on financial conflicts of interest.

## Board Responsibilities Best Practices Checklist

\_\_\_ Is the board legally and financially responsible for administering and overseeing Head Start programs, including the safeguarding of Federal funds?

\_\_\_ Has the board adopted practices that assure active, independent and informed governance?

\_\_\_ Is the board responsible for ensuring compliance with Federal laws (including regulations) and applicable State, tribal and local laws (including regulations)?

\_\_\_ Is the board selecting delegate agencies and the service areas for Head Start agencies?

\_\_\_ Is the board establishing procedures and criteria for recruitment, selection, and enrollment of children?

\_\_\_ Is the board reviewing all applications for funding and amendments to applications for funding for programs?

Is the board reviewing and approving all major policies of the agency, including the following:

\_\_\_ the annual self-assessment and financial audit

\_\_\_ such agency's progress in carrying out the programmatic and fiscal provisions in such agency's grant application, including implementation of corrective actions; and

\_\_\_ personnel policies of such agencies regarding the hiring, evaluation, termination, and compensation of agency employees?

\_\_\_ Is the board developing procedures for how members of the policy counsel are selected?

\_\_\_ Is the board approving the annual operating budget of the agency?

\_\_\_ Is the board approving personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the agency?

Is the board establishing, adopting and periodically updating written standards of conduct that establish standards and formal procedures for disclosing, addressing and resolving the following:

- any conflict of interest, and any appearance of a 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
- complaints, including investigations, when appropriate?

To the extent practicable and appropriate, is the board establishing advisory committees to oversee key responsibilities related to program governance and improvement of the Head Start program involved?

Is the board establishing procedures and guidelines for accessing and collecting the following information:

- monthly financial statements, including credit card expenditures;
- monthly program information summaries;
- program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
- monthly reports of meals and snacks provided through programs of the Department of Agriculture;
- the financial audit;
- the annual self-assessment, including any findings related to such assessment;
- the communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- communication and guidance from the Secretary; and
- the program information reports?

Is the board receiving appropriate training and technical assistance so that they may effectively oversee and participate in the programs of the Head Start agency?