Governing Board Training

Roles and Responsibilities

By Bernadette Harris
Head Start/Early Head Start Director

How does the Governing Board use data to participate in the oversight, planning, and evaluation of the Head Start Program?

CRITICAL DATA

1. On-Going Monitoring Results
2. Monthly Finance Reports
3. School Readiness Data

Answers Continued…

4. CLASS Observation Results
5. Annual Audits
6. Annual Self-Assessment
7. Head Start Director's Report

How does the Governing Body maintain financial oversight of the Head Start Program?

1. Approving Program Budgets/Expenditures
2. PC Members Serving on Key Program Committees
3. Check Signers
4. Finance Committee Meetings

Answers Continued…

8. Auditor Selection
9. Discussing Audit Findings w/Auditor

What procedures has the Board developed for selection of Policy Council members?

1. One PC Member is elected by parents from each location during the Parent Committee Meetings

2. One County Representative is elected from the counties represented by the Head Start Program: Bowie, Camp, Cass, Morris

How does the Governing Board participate in Head Start Program Planning and Evaluation?

1. Governing Board Members serve on key Head Start Committees throughout the program year
2. Governing Board Members vote on policies and procedures that govern the Head Start Program

How does the Governing Board incorporate decisions submitted by the Policy Council into its decision-making process?
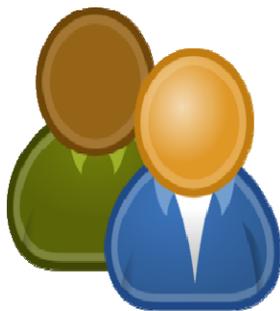
The Governing Body appoints one member to serve on the Policy Council and the Policy Council appoints a member/parent or former member/parent to serve on the Governing Board

What training and technical assistance do you receive to ensure you understand the Head Start Program and the information that you receive?

1. Roles and Responsibilities (Agency & Head Start)
2. Policy Council/Board Orientation Training
3. Roberts Rules of Order
4. Board Reports/Documents – Explained
5. Head Start Eligibility Training

Does the Governing Board and the Policy Council have an Impasse Procedure? If yes, where is it located?

1. Yes, there is an impasse procedure
2. It is located in the by-laws for Policy Council and Governing Board
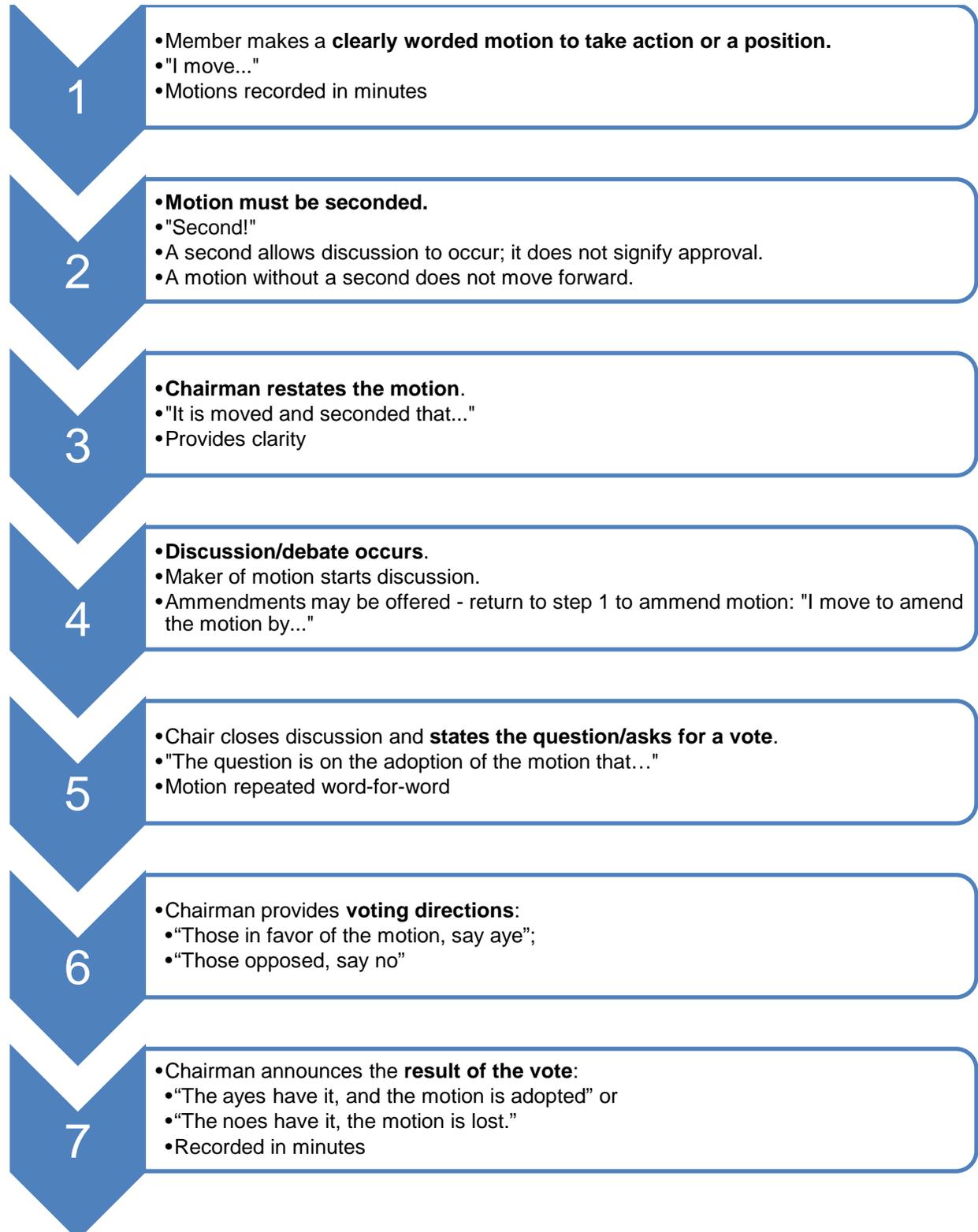
Questions/Comments

During A Federal Review:

Answer questions as a group.

One member responds to a question, with other members building/adding to the response.

Robert's Rules of Order Cheat Sheet

HOW TO INTRODUCE NEW BUSINESS – The Main Motion Process

1
- Member makes a **clearly worded motion to take action or a position.**
- "I move..."
- Motions recorded in minutes

2
- **Motion must be seconded.**
- "Second!"
- A second allows discussion to occur; it does not signify approval.
- A motion without a second does not move forward.

3
- **Chairman restates the motion**.
- "It is moved and seconded that..."
- Provides clarity

4
- **Discussion/debate occurs**.
- Maker of motion starts discussion.
- Ammendments may be offered - return to step 1 to ammend motion: "I move to amend the motion by..."

5
- Chair closes discussion and **states the question/asks for a vote**.
- "The question is on the adoption of the motion that…"
- Motion repeated word-for-word

6
- Chairman provides **voting directions**:
  - "Those in favor of the motion, say aye";
  - "Those opposed, say no"

7
- Chairman announces the **result of the vote**:
  - "The ayes have it, and the motion is adopted" or
  - "The noes have it, the motion is lost."
  - Recorded in minutes

Robert's Rules of Order Cheat Sheet

WHAT DO I SAY?

To Do This	Motion	You Say This	Debate Allowed?	Vote Required
Introduce Business	Main	"I move that…"	Yes	Majority
Second a Motion	Second	"Second!"	No	No
Change the Wording or add Clarity of a Motion	Amend	"I move to amend the motion by…" (adding words; striking out words; substitute words)	Yes	Majority
Send to Committee	Commit/ Refer	"I move the motion be referred to …"	Yes	Majority
Postpone Action until a Specific Time	Postpone	"I move the motion be postponed until…" (provide a specific time on the agenda or next meeting date)	Yes	Majority
Postpone Action until an Unspecified Time (a motion will be required to discuss in the future)	Lay on the Table	"I move to lay the motion on the table."	No	Majority
Limit Debate	Limit Debate	"I move that the debate on this motion be limited to (one) speech of (two) minutes for each member."	No	Two-thirds
End Debate or Request a Vote	Previous Question	"I move the previous question."	No	Two-thirds
Take Intermission	Recess	"I move to recess for (time)."	No	Majority
Close Meeting	Adjourn	"I move to adjourn."	No	Majority