

**Puget Sound Educational Service District
Head Start Advisory Committee Charter**

Approved by Puget Sound Educational Service District Board on: October 15, 2014

Authority: On October 15, 2014, the Board of Puget Sound Educational Service District (“PSESD”) established a Head Start Advisory Committee (“Committee”), pursuant to its authority in Section 642(c)(1)(E)(iv)(XI) of the amended Head Start Act and after giving notice to the Head Start Regional Office.

Purpose: The primary function of the Committee is to oversee key responsibilities related to governance and improvement of PSESD’s Head Start program subject to the limitations listed below.

Membership: The Committee shall consist of five (5) members. Such members shall be comprised of two (2) currently elected Policy Council Vice-Chairs, two (2) currently sitting PSESD Board members, one (1) PSESD Early Learning Policy & Governance Advisor (or his/her designee), and one (1) Superintendent Liaison and shall be chaired by PSESD Early Learning Policy & Governance Advisor.

Appointment/Election: The PSESD Board membership of the Committee will be appointed by and serve a one (1) year term (reviewed annually during Board elections) at the pleasure of the Board. The Superintendent Liaison on the committee will be appointed by and serve at the pleasure of the Superintendent. The Policy Council Vice-Chair membership of the Committee shall be elected by the current Policy Council membership annually. Terms of office are one year and coincide with the PSESD Board annual review process each January and the PSESD EL Executive Board annual elections each November.

Meetings: Meetings of the Committee shall be held on the second Tuesday of each month in conjunction with the EL Policy Council Executive Board meeting, prior to meetings of the PSESD Board which are held on the 3rd Wednesday of each month. Fifty-one percent (51%) of the Committee shall constitute a quorum. Committee meetings may be held in person or via teleconference, as long as all persons participating can hear each other, if allowable under state law.

Reporting to the Board: The Committee shall maintain written minutes of its meetings, which will be distributed to the Board at its next meeting following any meeting of the Committee.

Key Responsibilities and Limitations:

1. Under the direction of the full PSESD Board, the Committee shall oversee key responsibilities related to governance and improvement of PSESD’s Head Start program.
2. The Committee shall answer to the full PSESD Board and regularly report on its recommendations. The Committee’s recommendations shall form the basis by which the full Board shall decide to take actions related to PSESD’s Head Start program.
3. The Committee shall not usurp or supplant the PSESD Board’s legal and fiscal responsibilities related to Head Start program governance.

4. The Committee shall review all documentation required to be provided under Section 642(d)(2) of the Head Start Act, 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 U.S. Department of Agriculture;
 - e. The financial audit;
 - f. The annual self-assessment, including any findings related to such self- assessment;
 - g. The community-wide strategic planning and needs assessment of PSESD's Head Start program, including any applicable updates;
 - h. Communications and guidance from the Secretary of the US Department of Health and Human Services, the Administration for Children and Families, the Office of Head Start, or other designees; and
 - i. Program Information Reports.

5. The Committee shall make recommendations to the full PSESD Board for the full Board to take action on the following:
 - a. administering and overseeing PSESD programs and activities funded under the Head Start Act and ensuring that federal funds are appropriately safeguarded;
 - b. adopting practices that assure active, independent, and informed governance of PSESD's Head Start program;
 - c. facilitating meaningful consultation and collaboration between the Board and the Policy Council about their respective responsibilities and decisions;
 - d. fully participating in the development, planning, and evaluation of PSESD's programs funded under the Head Start Act;
 - e. ensuring compliance with federal laws (including regulations) and applicable state, tribal, and local laws (including regulations);
 - f. reviewing and making recommendations to approve the following actions, policies and decisions:
 - i. selection of delegate agencies and the service areas for such agencies (if any);

- ii. procedures and criteria for recruitment, selection, and enrollment of children;
- iii. all applications for funding and amendments to applications for Head Start funding;
- iv. procedures and guidelines for accessing and collecting accurate information and regularly providing such information to the Board and Policy Council; such information to include, at a minimum, the following:
 - A. monthly financial statements, including credit card expenditures;
 - B. monthly program information summaries and reports;
 - 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, including any applicable updates;
 - H. communication and guidance from the Secretary of the US Department of Health and Human Services, the Administration for Children and Families, the Office of Head Start, or other designees; and
 - I. Program Information Reports.
- v. all major policies of PSESD, including—
 - A. the annual self-assessment and financial audit;
 - B. policies measuring PSESD's progress in carrying out the programmatic and fiscal provisions of its Head Start grant award, including implementation of any necessary corrective actions; and
 - C. personnel policies of PSESD including provisions regarding the hiring, evaluation, termination, and compensation of employees including, specifically, provisions regarding the hiring, evaluation, termination and compensation of the Director, Head Start Program and Director, Head

Start Operations;¹

- vi. procedures for how members of the Policy Council are elected;
- vii. financial management, accounting, and reporting policies that are in compliance with laws and regulations related to financial statements, including the—
 - A. approval of all major financial expenditures PSESD;
 - B. annual approval of PSESD’s operating budget;
 - C. monitoring of PSESD’s actions to correct any audit findings and of other action necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices; and
 - D. selection of independent financial auditors who shall report all critical accounting policies and practices to the Board of Directors;
- viii. written standards of conduct (as well as recommending periodic updates to those standards) that establish standards and formal procedures for disclosing, addressing, and resolving—
 - A. any conflict of interest, and any appearance of a conflict of interest, by members of the Board of Directors, officers and employees of PSESD, and consultants and agents who provide services or furnish goods to PSESD; and
 - B. complaints, including investigations, when appropriate;
- g. reviewing results from audits or monitoring visits conducted by PSESD’s independent Certified Public Accountants, state, federal or local officials including those conducted by federal officials under the authority of the Head Start Act and ensuring that PSESD appropriately follows-up on the results of any such audits or visits and implements any necessary corrective action; and
- h. reviewing, considering and recommending action to the Board regarding decisions submitted by the Policy Council.

¹ Note: The Committee shall not be required to review or make recommendations about the employment of the Superintendent, Assistant Superintendent Financial Services, Executive Director, Human Resources & Organizational Development, Assistant Superintendent Learning, Teaching, Family Support, Associate Superintendent Learning, Teaching Family Support/Early Learning or any other person in an equivalent position because oversight of these positions remains at the full Board level. The Board hires and oversees the Superintendent and these other positions. It delegates evaluations of the Assistant Superintendents, Associate Superintendents, and the Executive Director of Human Resources to the Superintendent.