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ASSISTANCE SERVICES  
Western Kentucky University



# **MRI: Management Review Instrument for Head Start & Early Head Start Program Evaluation/Self-Assessment**

**First Edition**



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## **1301.2 Governing body**

(a) *Composition.* The composition of a governing body must be in accordance with the requirements specified at section 642(c)(1)(B) of the Act, except where specific exceptions are authorized in the case of public entities at section 642(c)(1)(D) of the Act. Agencies must ensure members of the governing body do not have a conflict of interest, pursuant to section 642(c)(1)(C) of the Act.

### **642(c)(1)(B) Composition**

The governing body shall be composed as follows:

- (i) Not less than 1 member shall have a background and expertise in fiscal management or accounting;
- (ii) Not less than 1 member shall have a background and expertise in early childhood education and development;
- (iii) Not less than 1 member shall be a licensed attorney familiar with issues that come before the governing body;
- (iv) Additional members shall—
  - (I) reflect the community to be served and include parents of children who are currently, or were formerly, enrolled in Head Start programs; and
  - (II) are selected for their expertise in education, business administration, or community affairs.
- (v) Exceptions shall be made to the requirements for clauses (i) through (iv) for members of a governing body when those members oversee a public entity and are selected to their positions with the public entity by public election or political appointment;
- (vi) If a person described in clause (i), (ii), or (iii) is not available to serve as a member of the governing body, the governing body shall use a consultant, or another individual with relevant expertise, with the qualifications described in that clause, who shall work directly with the governing body.

*Does the governing body have the required composition?  Y     N*

*If not, are they an exempt governing body?  Y     N*

### **642(c)(1)(C) Conflict of Interest**

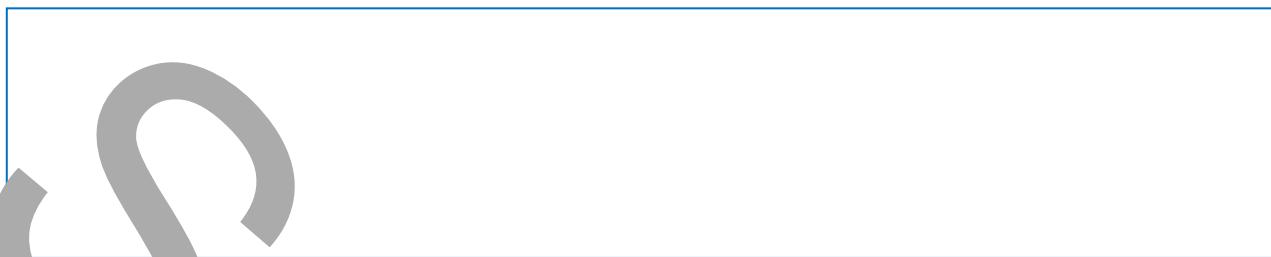
Members of the governing body shall

- (i) not have a financial conflict of interest with the Head Start agency (including any delegate agency);
- (ii) not receive compensation for serving on the governing body or for providing services to the Head Start agency;
- (iii) not be employed, nor shall members of their immediate family be employed, by the Head Start agency (including any delegate agency); and
- (iv) operate as an entity independent of staff employed by the Head Start agency.

*Does the governing body review and approve the selection criteria?  Y  N*

*Does the governing body approve personnel policies and procedures?  Y  N*

*How does the governing body work to resolve complaints?*



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*Are there personnel processes in place that have been updated since 2016?  
 Y  N*

*Are there procedures for how Policy Council members are selected?  Y  N*

*Is there documentation showing:*

- *Approval of large expenditure?  Y  N*
- *Approval of operating budget?  Y  N*
- *Selection of auditors?  Y  N*
- *Approval of personnel policies?  Y  N*
- *Updating written standards or conditions?  Y  N*

### **1302.102 Achieving program goals**

(a) Establishing program goals.

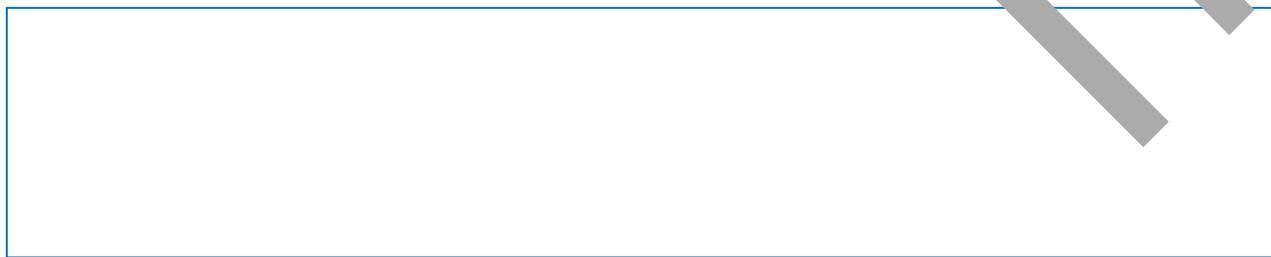
(2) Goals for the provision of educational, health, nutritional, and social and community engagement program services as described in the program performance standards to further promote the school readiness of enrolled children;

(3) School readiness goals that are aligned with the Head Start Early Learning Outcomes Framework: Ages Birth to Five, state and tribal early learning standards; and,

(4) Effective health and safety practices to ensure children are safe all times.

*Interview the Board Members:*

*Ask: What are the long-term (5 Year) goals for this program?*



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## **REVIEWER REPORT**

### **Program Governance**

Dates of Review:

Reviewed \_\_\_\_\_ Name: \_\_\_\_\_

**STRENGTHS -** this section, where did the program exceed federal requirements?

**WEAKNESSES** – In this section, where did the program have difficulty meeting federal requirements?