**Template Shared Calendar of CSBG and Head Start Required Board Actions**

**MAINTAIN**

[ ]  **CSBG Org. Std. 5.1** The organization’s board is structured in compliance with the CSBG Act:

1. At least one third democratically-selected representatives of the low-income community;
2. One-third local elected officials (or their representatives); and
3. The remaining membership from major groups and interests in the community.

[ ]  **HSPPS § 1301.2(a)** The organization’s governing body is structured in compliance with the requirements of the Head Start Act, Sec. 642(c)(1)(B):

1. At least one member has background and expertise in fiscal management or accounting;
2. At least one member has a background and expertise in early childhood education and development;
3. At least one member is a licensed attorney familiar with issues that come before the governing body; and
4. Additional members are former or current Head Start parents and those with expertise in education, business administration or community affairs.

[ ]  **CSBG Org. Std. 1.3** The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.

[ ]  **Head Start Act § 642(c)(1)(E)(iv)(IV)** The organization’s governing body has established procedures and guidelines for accessing and collecting information described in the Head Start Act at 642(d)(2).[[1]](#footnote-1)

[ ]  **HSPPS § 1301.2(b)** The organization’s governing body uses ongoing monitoring results, data on school readiness goals, and other information found in Head Start Performance Standards at § 1302.102 to conduct, and information described in the Head Start Act at 642(d)(2)[[2]](#footnote-2) to conduct its responsibilities.

[ ]  **HSPPS § 1302.101(b)(4)** The organization’s governing body has approved procedures on data management.

[ ]  **HSPPS § 1302.102(a)** The organization’s governing body and policy council have jointly established goals and measurable objectives.

[ ]  **CSBG Org. Std. 4.5** The organization has a written succession plan in place for the CEO/ED, approved by the board, which contains procedures for covering an emergency/unplanned, short-term absence of 3 months or less, as well as outlines the process for filling a permanent vacancy.

[ ]  **CSBG Org. Std. 5.2** The organization’s board has written procedures that document a democratic selection process for low-income board members adequate to assure that they are representative of the low-income community.

[ ]  **Head Start Act § 642(c)(1)(E)(iv)(VI)** The organization’s governing body has developed procedures for how members of the policy council are selected.

[ ]  **Head Start Act § 642(c)(1)(E)(iv)(X) and HSPPS § 1301.2(a)** The organization’s governing body has established, adopted, and periodically updated written standards of conduct that address:

1. Conflicts of interest by members of the governing board, officers and employees of the organization, and consultants and agents who provide services or furnish goods to the organization;
2. Complaints, including investigations, when appropriate.

[ ]  **HSPPS § 1301.6** The organization has written procedures, including impasse procedures, for resolving internal disputes, which has been established jointly by the governing body and policy council.

[ ]  **CSBG Org. Std. 7.7** The organization has a whistleblower policy that has been approved by the board.

[ ]  **Head Start Act § 642(c)(1)(E)(iv)(VIII) and HSPPS § 1302.102(b)** The organization’s governing body reviews results from a Head Start monitoring, including follow-up activities. It also works with program staff and the policy council to address issues during the ongoing oversight and correction process and during a monitoring.

[ ]  **Head Start Act § 642(c)(1)(E)(iv)(VII)** The organization’s governing body has approved the organization’s financial management, accounting, and reporting policies.

[ ]  **Head Start Act § 642(c)(1)(E)(iv)** The organization keeps track of progress in carrying out the programmatic and fiscal provisions in the grantee’s grant application, which is approved by the governing body.

[ ]  **Head Start Act § 642(c)(1)(E)(iv)(II)** The organization has procedures and criteria for recruitment, selection, and enrollment of children which have been established by the governing board.

[ ]  **Head Start Act § 642(c)(1)(e)(iv)(V)** The organization’s governing body reviews and approves all major policies of the organization.[[3]](#footnote-3)

**MORE FREQUENT THAN ANNUAL / AS NEEDED**

[ ]  **CSBG Org. Std. 5.5** The organization’s board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws.

[ ]  **CSBG Org. Std. 5.7** The organization has a process to provide a structured orientation for board members within 6 months of being seated.

[ ]  **HSPPS §§ 1301.5 and 1302.12(m)** The organization’s governing body must receive appropriate training and technical assistance (T/TA), or orientation, to ensure that the members understand the information they receive and can effectively oversee and participate in the agency’s programs. The training must cover program performance standards and specific eligibility requirements.[[4]](#footnote-4) The training on eligibility requirements must be completed by all governing body members within 180 days of the beginning of the term of a new governing body.

[ ]  **CSBG Org. Std. 5.9** The organization’s board receives programmatic reports at each regular board meeting.

[ ]  **HSPPS § 1302.102(d)** The organization’s governing body receives Head Start program status reports at least semi-annually.

[ ]  **CSBG Org. Std. 8.7** The board receives financial reports at each regular meeting that include the following:

1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and
2. Balance sheet/statement of financial position.

[ ]  **Head Start Act § 642(c)(1)(e)(iv)(VII)(cc)** The organization’s governing body approves the selection of independent financial auditors who must report all critical accounting policies and practices to the governing body.

[ ]  **Head Start Act § 642(c)(1)(e)(iv)(VII)(dd)** The organization’s governing body monitors the grantee'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.

[ ]  **Head Start Act § 642(c)(1)(e)(iv)(I)** The organization’s governing body selects delegate agencies and the service areas for such agencies.

[ ]  **Head Start Act § 642(c)(1)(e)(iv)(III)** The organization’s governing body approves all Head Start funding applications and amendments to applications for funding.

[ ]  **HSPPS § 1302.20(c)(2)** The organization’s governing body approves any proposal for a conversion of Head Start services to Early Head Start services.

**ANNUALLY**

[ ]  **CSBG Org. Std. 4.4** The board receives an annual update on the success of specific strategies included in the Community Action plan.

[ ]  **CSBG Org. Std. 6.5** The board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months.

[ ]  **HSPPS § 1302.102(b)(2)** The organization’s governing body must communicate and collaborate with programs and policy council when conducting the annual self-assessment of progress meeting program goals.

[ ]  **CSBG Org. Std. 9.3** The organization has presented to the board for review or action, at least within the past 12 months, an analysis of the agency’s outcomes and any operational or strategic program adjustments and improvements identified as necessary.

[ ]  **CSBG Org. Std. 7.4** The board conducts a performance appraisal of the CEO/executive director within each calendar year.

[ ]  **CSBG Org. Std. 7.5** The board reviews and approves CEO/executive director compensation within every calendar year.

[ ]  **CSBG Org. Std. 8.2** All findings from the prior year’s annual audit have been assessed by the organization and addressed where the board has deemed it appropriate.

[ ]  **CSBG Org. Std. 8.3** The organization’s auditor presents the audit to the governing board.

[ ]  **CSBG Org. Std. 8.4 and Head Start Act § 642(c)(1)(E)(iv)** The governing body/board formally receives, reviews, and approves the financial audit.

[ ]  **CSBG Org. Std. 8.6** The IRS Form 990 is completed annually and made available to the board for review.

[ ]  **CSBG Org. Std. 8.9 and Head Start Act § 642(c)(1)(E)(iv)(VII)(bb)** The governing body annually approves an organization-wide budget, including a Head Start operating budget, including all major financial expenditures of the CAA.

[ ]  **Head Start Act § 642(c)(1)(E)(iv)(VII)(aa)** The governing body annually approves all major financial expenditures of the Head Start program.

**EVERY 2 YEARS**

[ ]  **CSBG Org. Std. 4.6** An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the board.

[ ]  **CSBG Org. Std. 5.4** The organization documents that each board member has received a copy of the bylaws within the past 2 years.

[ ]  **CSBG Org. Std. 5.6** Each board member has signed a conflict of interest policy within the past 2 years.

[ ]  **CSBG Org. Std. 5.8** Board members have been provided with training on their duties and responsibilities within the past 2 years.

[ ]  **CSBG Org. Std. 8.10** The fiscal policies have been reviewed by staff within the past 2 years, updated as necessary, with changes approved by the board.

**EVERY 3 YEARS**

[ ]  **CSBG Org. Std. 3.5** The board formally accepts the completed community assessment.

**EVERY 5 YEARS**

[ ]  **CSBG Org. Std. 4.1** The board has reviewed the organization’s mission statement within the past 5 years and assured that:

1. The mission addresses poverty; and
2. The organization’s programs and services are in alignment with the mission.

[ ]  **CSBG Org. Std. 6.1** The organization has an agency-wide strategic plan in place that has been approved by the board within the past 5 years.

[ ]  **CSBG Org. Std. 7.1** The organization has written personnel policies that have been reviewed by an attorney and approved by the board within the past 5 years.

[ ]  **Head Start Act § 642(c)(1)(E)(iv)(V), (IX) and HSPPS § 1302.90(a)[[5]](#footnote-5)** The organization has written personnel policies and procedures that are available to all staff, and approved by the governing body. They include policies and procedures regarding the hiring, evaluation, compensation, and termination of all Head Start staff and those CAA employees primarily paid with Head Start funds (i.e., a majority of the salary) such as the Executive Director, Director of Human Resources, Chief Fiscal Officer and any other person in an equivalent position.

[ ]  **CSBG Org. Std. 8.11** A written procurement policy is in place and has been reviewed by the board within the past 5 years.

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1. Head Start Act § 642(d)(1)(2) requires the grantee to ensure the sharing of accurate and regular information for use by the governing body and the policy council, about program planning, policies, and grantee operations, including: (i) monthly financial statements, including credit card expenditures; (ii) monthly program information summaries; (iii) program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency; (iv) monthly reports of meals and snacks provided through programs of the Department of Agriculture; (v) the financial audit; (vi) the annual self-assessment, including any findings related to such assessment; (vii) the communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates; (viii) communication and guidance from the Secretary; and (ix) the program information reports. [↑](#footnote-ref-1)
2. See Footnote 1. [↑](#footnote-ref-2)
3. These policies include:

The annual self-assessment and financial audit;

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

The agency’s personnel policies regarding the hiring, evaluation, termination, and compensation of Head Start employees. [↑](#footnote-ref-3)
4. This training must, at a minimum:

Include methods on how to collect complete and accurate eligibility information from families and third party sources;

Incorporate strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy; and,

Explain program policies and procedures that describe actions taken against staff, families, or participants who attempt to provide or intentionally provide false information. [↑](#footnote-ref-4)
5. CSBG Organizational Standard 7.1 requires the CAA to have its personnel policies reviewed every five years by an attorney and then approved by the board. Head Start also requires the board to approve its personnel policies and procedures, but doesn’t require a specific timeframe to do so. Thus, this template board calendar lists these two board requirements side-by-side, to remind CAAs to get board approval for CSBG as well as Head Start purpose at the same time. [↑](#footnote-ref-5)