

## City of Alexandria, Virginia

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9-23-08

## MEMORANDUM

DATE: SEPTEMBER 17, 2008

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER

SUBJECT: CONSIDERATION OF CONTINUED DELEGATION OF HEAD START PROGRAM RESPONSIBILITIES TO THE CAMPAGNA CENTER

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**ISSUE:** Delegation of program operation and governance.

**RECOMMENDATION:** That City Council:

- (1) Delegate the daily operation of the Alexandria Head Start program to The Campagna Center and the responsibilities of the governing body to The Campagna Center Executive Board; and
- (2) Authorize the City Manager to execute all necessary documents.

**BACKGROUND:** The City of Alexandria is the grantee for Alexandria Head Start (AHS). For the past 41 years, the City has contracted with The Campagna Center to provide the day-to-day operation of the program. AHS serves 252 children at nine sites in the City.

On December 12, 2007, the Head Start Act was passed by Congress which reauthorizes the federal Head Start program (Public Law 100-134). As part of the reauthorization, the roles and responsibilities of the Grantee Governing Board have been changed substantially with new requirements for composition and reporting. As the delegate agency, the Campagna Center Board of Directors has acted as the governing authority for the program and currently meets all the requirements of the new law.

**DISCUSSION:** The purpose of this docket item is to bring the program into compliance with new Head Start regulations.

Each year the City and The Campagna Center sign a delegation agreement that defines the responsibilities of each party, including fiscal and program reports to the Head Start Bureau and the daily management of the program. Historically, The Campagna Center (TCC) Executive Board has acted as the governing body for the Head Start grant. In that capacity, they review and approve budgets, numerous local and federal reports and personnel actions.

In the delegation agreement between the City and The Campagna Center (TCC), the roles, responsibilities and authority for program governance are not specifically delegated to TCC. However, with the implementation of the new law, this area will come under greater scrutiny in the future; therefore, it is necessary that Council officially delegate all program governance responsibilities to The Campagna Center and that this authority be specifically included in the delegation agreement.

To keep the City informed of the operations and governance responsibilities of the Head Start program, The Campagna Center will: (1) meet quarterly with City staff to discuss Head Start operational issues; (2) submit Campagna Center Governing Board minutes for any month in which new or old business addresses Head Start operations; and (3) provide an annual report to City Council documenting that they are meeting all the Program Governance responsibilities as required by Public Law 110-134.

**FISCAL IMPACT:** The Alexandria Head Start allocation for the FY 2009 program year was in excess of \$1.7 million and the program serves 252 children. The City should receive notification in February of the amount of the 2010 allocation. Grant application authority will be requested of Council in the spring to meet the June 1, 2009, grant application deadline. The 20% local match requirement is made up of a \$196,541 local City-provided supplement for salaries and in-kind contributions of space by the Alexandria City Public Schools.

**STAFF:**

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