

Getting to Know Policy Council





1301.3 Policy Council & Policy Committee

- (a) Each <u>agency</u> must establish and maintain a policy council responsible for the direction of the Head Start program at the agency level.
- (b) Composition.
 - 1) A program must establish a policy council in accordance with <u>section 642(c)(2)(B)</u> of the Act, or a policy committee at the delegate level in accordance with <u>section 642(c)(3)</u> of the Act, as early in the program year as possible. <u>Parents</u> of children currently <u>enrolled</u> in each program option must be proportionately represented on the policy council and on the policy committee at the delegate level.
 - 2) The program must ensure members of the policy council, and of the policy committee at the delegate level, do not have a conflict of interest pursuant to <u>sections 642(c)(2)(C) and 642(c)(3)(B)</u> of the Act. <u>Staff</u> may not serve on the policy council or policy committee at the <u>delegate level</u> except parents who occasionally substitute as staff.
- (c) Duties and responsibilities.
 - 1) A policy council is responsible for activities specified at section 642(c)(2)(D) of the Act. A policy committee must approve and submit to the delegate agency its decisions in each of the following areas referenced at section 642(c)(2)(D)(i) through (vii) of the Act.
 - 2) A policy council must use ongoing monitoring results, data on <u>school readiness goals</u>, other information described in <u>§1302.102</u>, and information described in <u>section 642(d)(2)</u> of the Act to conduct its responsibilities.
- (d) Term.
 - 1) A member will serve for one year.
 - 2) If the member intends to serve for another year, s/he must stand for re-election.
 - 3) The policy council, and policy committee at the delegate level, must include in its bylaws how many one-year terms, not to exceed five terms, a person may serve.
 - 4) A program must seat a successor policy council, or policy committee at the delegate level, before an existing policy council, or policy committee at the delegate level, may be dissolved.
- (e) *Reimbursement*. A program must enable low-income members to participate fully in their policy council or policy committee responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members.

Head Start Governance and Management Responsibilities

Governing Body/Tribal Council

Assumes Legal and Fiscal Responsibility for Head Start and the Safeguarding of Federal Funds



Adopt practices to ensure active, independent and informed governance:

- Governing body bylaws
- · Procedures for accessing and collecting information
- · Written standards of conduct, including conflicts of interest and complaints
- · Procedures for selecting Policy Council members
- Advisory committees

Select:

- · Delegate agencies and the service areas for such agencies Establish:
- · Procedures and criteria for recruitment, selection, and enrollment Review:
- · All funding applications and amendments
- · Results and follow-up activities from federal monitoring

Review and Approve:

- · Major policies and procedures, including Self-Assessment, financial audit, and personnel policies
- · Progress on implementing the HS grant, including corrective actions
- · Major expenditures
- · Operating budget
- · Selection of auditor
- Actions to correct audit findings

Receive and Use:

· Annual, monthly, and periodic reports*

*Reports that are generated and used by management, then shared with and used by Policy Council and governing body:

- HHS secretary communication
- · Financial statements
- · Program information summaries
- Enrollment
- USDA
- · Financial audit
- Self-Assessment
- Community assessment
- PIR

Policy Council

Assumes Responsibility for Head Start Program Direction

Take Action:

- Head Start Director and other lead staff
- Establish impasse procedures

Approve and submit to the governing body decisions regarding:

- · Activities for parent involvement/engagement
- · Program recruitment, selection, and enrollment priorities
- Funding applications/amendments
- · Budget planning, including reimbursement and participation in Policy Council activities
- · Policy Council bylaws
- Head Start program personnel policies and decisions, including criteria for employment and dismissal of program staff
- Policy Council election procedures
- · Recommendations on delegates/service areas

Receive and Use:

Annual, monthly, and periodic reports*

· Hire/terminate

Provide Leadership

- Focus on Self-Assessment
- Develop, plan, and

Provide Legal Oversight:

· Ensure compliance with federal laws and state, tribal, and local laws

Management Staff

Assumes Operating Responsibility for Head Start Day-to-Day Functions

Take action:

- · Implement policies
- · Develop procedures
- Provide T/TA to governing body and Policy Council
- · Supervise staff
- Monitor compliance
- · Generate and use annual, monthly, and periodic reports*
- · Share reports with Policy Council and governing body*



Head Start Program Performance Standards

Part 1301—Progran	n
Governance	

- Governing body
- Policy council and policy committee
- Parent committees
- Training
- Impasse procedures

Part 1302—Program Operations

- ERSEA
- Program structure
- Education services
- Health services
- Family services

Part 1303—Financial and Administrative Requirements

- Finance
- Administration
- Transportation
- Facilities
- Privacy of children's records

Part 1304—Federal Administrative Procedures

- Monitoring
- Designation renewal
- Competition

Things that will guide our work...



- Board officers are parents from the program
- Roberts Rule of Order for meetings
- Approved By-laws
- 20-21 Meeting Schedule (virtual)

September 15th:

October 20th:

November 17th:

December 15th:

January 19th:

February 16th:

March 16th:

April 20th:

May 18th:

June 15th:

July & Aug: no meeting

- 30 minutes on formal business
- 60 min on committee work

SEPT: VOTE FOR POLICY COUNCIL REPS OCT: VOTE FOR OFFICERS NEXT MONTH

Board Chairperson

Vice Chairperson

Secretary

