

 Policy #: PG-2	Page # 1 of 3
Ref #: HSA 642(c)(2)(B); 1301.3(b)(1); 1301.3(d); 1301.3(e)	Policy Council Approval Date: 07/25/2023

COMPONENT: PROGRAM DESIGN & MANAGEMENT – PROGRAM GOVERNANCE

SUBJECT: POLICY COUNCIL COMPOSITION & FORMATION

PERFORMANCE OBJECTIVE: To determine the total size of the policy groups, the procedures for the election of parent members, and the procedure for the selection of community representatives. These proposals must be approved by the Policy Council. Policy Council must be comprised of two types of representatives: parents of currently enrolled children and community representatives. At least 51 percent of the members of these policy groups must be the parents of currently enrolled children. Community representatives must be drawn from the local community: businesses; public or private community, civic, and professional organizations; and others who are familiar with resources and services for low-income children and families. All parent members of Policy Council must stand for election or re-election annually. All community representatives also must be selected annually. Policy Council and must limit the number of one-year terms any individual may serve on either body to a combined total of three terms. No agency staff (or members of their immediate families) may serve on Policy Council. Parents of children currently enrolled in all program options must be proportionately represented on established policy groups.

POLICY AND PROCEDURE:

The governing body purposes and approves the Policy Council composition, structure, and procedures for election of parent members and selection of community representatives. These proposals are approved by the Policy Council and can be found in the Policy Council By-laws.

These procedures are reviewed by the Policy Council, Board of Directors, Executive Director and Head Start Director and may be revised periodically in the event of new regulations.

Policy Council Composition and Formation for Highland Rim Head Start

A minimum of fifty-one percent (51%) of the Policy Council will consist of parents of children currently enrolled in the program based on the following proportions:

There shall be one (1) Policy Council parent representative elected per center.

Community Representatives composition of the total Policy Council:

Dickson County one (1) Community Representative
Houston County one (1) Community Representative
Humphreys County one (1) Community Representative
Stewart County one (1) Community Representative

The Policy Council will consist of 20 members and is composed as follows:

One (1) parent from each of the **six (6)** centers
One (1) parent alternate from each of the **six (6)** centers
Four (4) community representatives

Election of Parent Members and Alternates:

During the first parent meeting, the parent committees will elect **six (6)** parents and **six (6)** alternate representatives (one per parent committee) by a democratic process.

These committees are established at the center level. In this program the parent committees are established at the following sites:

Charlotte Center
Dickson Complex
Houston Complex
McEwen Center
Stewart Complex
Waverly Center

Parent members of Policy Council must be elected or re-elected annually. Community representatives are selected annually and approved by the parent members of the Policy Council.

Selection of Community Representatives:

The Executive Director/Head Start Director will identify representatives from the community such as businesses, public or private community, civic, and professional organizations; and others who are familiar with resources and service for low-income children and families and may include the parents of formerly enrolled children. The identified community representatives will be presented to the Policy Council and must be approved by the parent members of the Policy Council before they can be seated.

Staff Membership on the Policy Council:

No staff member, or members of their immediate families, may serve on Policy Council as defined in personnel policies and by-laws.

Term of Membership:

Policy Council terms are limited to five one-year terms. This is for any individual in the group, whether parent or community representative.

Reimbursement:

Policy Council parent members who meet the income eligibility guidelines are enabled to attend meetings through the provision of reimbursement for childcare (at a predetermined rate) or transportation arrangements and are provided refreshments.