

 <b>Policy #: PG-3</b>	<b>Effective Date:</b>	<b>Page #: 1 of 3</b>
<b>Ref #:</b> 1301.3(c)(1); HSA 642(c)(2)(D), p.55	<b>Policy Council Approval Date:</b>	

**COMPONENT: PROGRAM DESIGN & MANAGEMENT – PROGRAM GOVERNANCE**

**SUBJECT: PARENT COMMITTEE, POLICY COUNCIL AND GOVERNING BODY RESPONSIBILITIES**

**PERFORMANCE OBJECTIVE:** At a minimum policy groups must be charged with the responsibilities described in Performance Standards 1301.3(c)(1).

**PROCEDURE:**

The Policy Council will be charged with the responsibilities listed in Appendix A of this section.

The Policy Council will work in partnership with key management staff and the governing body to develop, review, and approve:

- All funding applications and amendments to funding applications for Head Start, including administrative services, prior to submission of such applications.
- Procedures describing how the sharing of responsibilities across the functions of the governing body, and how the Policy Council will implement shared decision making;
- Procedures for program planning;
- The composition of the Policy Council and the procedures by which policy group members are chosen;
- The programs’ philosophy and long- and short-range program goals and objectives;
- Criteria for defining recruitment, selection, and enrollment priorities; and
- Procedures for conducting the annual self-assessment;
- Program personnel policies and subsequent changes to those policies, including standards of conduct for program staff, consultants, and volunteers.

The Policy Council will perform the following functions directly:

- Serve as a link to the Parent Committees, public and private organizations, and the communities served by the Highland Rim Head Start Program;
- Assist the Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in Head Start and to encourage parental participation;
- Assist the Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities;
- Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs; and
- Establish and maintain procedures for working with the grantee to resolve community complaints about the program.

The Parent Committee responsibilities will include, but are not limited to the following:

- Advise staff in developing and implementing local program policies, activities, and services,
- Plan, conduct, and participate in informal as well as formal programs and activities for parents and staff; and
- Within the guidelines established by the governing body, and the Policy Council, participate in the recruitment and screening of the Highland Rim Head Start Employees, to include the following:
  - Assist Highland Rim Head Start in determining how and where to recruit potential employees;

Generally, members will serve without compensations, reimbursement to low-income members for reasonable expenses in fulfilling their group responsibilities will be provided to include:

- Travel, lodging and per diem expenses, in line with Highland Rim Head Start policies for staff travel,
- Child care expenses (caregiver services) if not provided by Highland Rim Head Start; and/or
- Mileage, if transportation is not provided.

The responsibilities of the governing body shall include, but not be limited to the following;

- Ensuring compliance with Federal laws and regulations, including the Head Start Program Performance Standards, as well as applicable State and local laws and regulations, including laws defining the nature and operations of the governing body;
- Understanding the Head Start philosophy and the role of parents and the Policy Council in the Head Start shared governance structure, including the need to secure approval of policies and procedures by the Policy Council;
- Being fiscally and legally accountable for overseeing the Head Start program, including taking general responsibility for guiding and directing planning, general procedures, and human resource management as outlined in Appendix A
- Identifying and developing resources to augment Federal funds;
- Initiating joint training opportunities with the Policy Council and
- Obtaining feedback from parents and community members about the quality of services.