

Highland Rim Economic Corporation  
Head Start Policies and Procedures Manual

**Policy ID 50011 (PG) Program Governance Training**

Related Regulations:	1301.5; 1302.12 m		
Revised by:	Jamie Davenport, Operations Manager	Revision Date:	5/8/2017
Approved by:	Elizabeth McLaughlin, Head Start Director	Approval Date:	9/26/2017
Responsibility:	Head Start Director		
Timeline:	As needed		
Evaluation:	Training plans, agendas, meeting minutes		
Forms:			

Performance Objective: The agency provides appropriate training for program governance.

**1.0 Program Governance Training**

1.1 To ensure the members understand the information they receive and can effectively oversee and participate in the programs in the Head Start agency, the agency provides appropriate training and technical assistance or orientation to the governing body, any advisory committee members, and the policy council.

a) This includes training on program performance standards and:

i) Training on eligibility, which:

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

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

C) Explains program policies and procedures that describe actions taken against staff, families, or participants who attempt to provide or intentionally provide false information.

b) The program trains all governing body and policy council members within 180 days of the beginning of the term of a new governing body or policy council.

i) After the initial training, the program provides training monthly.

1.2 Training plans, agendas, meeting minutes, guidance documentation, and other materials show the dates and topics of training received by governing body and other program governance members.

**2.0 Policy Council Governance Training (1304.52 k 4)**

2.1 Mandatory revisions to training include:

a) Policy Council Membership Roster and Policy Council Composition;

b) Policy Council Meeting Schedule; and

c) Head Start Grantee Calendar

2.2 Mandatory changes are submitted to Grantee administration staff for typing, designing, and assembling the Policy Council binder by October.

**3.0 Policy Council Information Binder Contents**

3.1 The Communications Assistant and the Head Start Director review the Policy Council information binder in October of each year.

3.2 The following items are included in the Policy Council Information Binder:

Highland Rim Economic Corporation  
Head Start Policies and Procedures Manual

*a) Mission Statement and Organizational Chart*

*b) Creed*

*c) Head Start Mission, Vision, and Core Values*

*d) Governance Plan and Governance Chart*

*e) Parliamentary Procedures (Roberts Rules of Order)*

*f) Policy Council By-Laws*

*g) Policy Council Membership Roster and Policy Council Composition information sheet*

*h) Policy Council Meeting Schedule*

*i) Center Information Sheet*

*j) Head Start Dictionary*

*k) Head Start Performance Standards and Day Care Licensing Regulations*

*l) Head Start Governing Body Approval/Disapproval Chart*

*m) Other items as applicable such as notes, Policy Council Monthly Mailing, and Announcements.*

3.3 Once the binder is completed by the Communications/Data Entry Assistant, it is submitted to the Head Start Director for review and final approval.

3.4 The Policy Council binder is distributed to members at the orientation in October.