

 Policy #: PG-6	Page #: 1 of 2
Ref #: 1301.5; 1302.12 m	Policy Council Approval: 07/25/2023

COMPONENT: PROGRAM DESIGN AND MANAGEMENT- PROGRAM GOVERNANCE

SUBJECT: PROGRAM GOVERNANCE TRAINING

PERFORMANCE OBJECTIVE: The agency provides appropriate training for program governance.

POLICY AND PROCEDURE:

Program Governance Training

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.

- This includes training on program performance standards and:
 - Training on eligibility, which:
 - Includes methods on how to collect complete and accurate eligibility information from families and third-party sources;
 - Incorporates strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy; and,
 - Explains program policies and procedures that describe actions taken against staff, families, or participants who attempt to provide or intentionally provide false information.
- 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.
 - After the initial training, the program provides training monthly.

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.

Policy Council Governance Training

Mandatory revisions to training include:

- Policy Council Membership Roster and Policy Council Composition;
- Policy Council Meeting Schedule; and
- Head Start Grantee Calendar

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