

Head Start
1301 Subpart B –
Program Governance

**POLICIES &
PROCEDURES**

Aiken County Public School District

Policy ID: 001 (PG) Governing Body Composition

Related Regulations:	1301.2 a, Act 642 c 1 B, 642 c 1 D		
Developed by:	HS/EHS Director & Chief Instructional Officer	Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date:	
Responsibility:	Superintendent		
Timeline:	Ongoing		
Evaluation:	Governing body roster		
Forms:			

Performance Objective: The governing body has legal and fiscal responsibility to administer and oversee the agency's HS/EHS programs.

1.0 Governing Body Composition

1.1 The composition of a governing body is in accordance with the requirements of Act 642 c 1 B, except where specific exceptions are authorized in the case of public entities at Act 642 c 1 D:

- a) Not less than 1 member shall have a background and expertise in fiscal management or accounting.
- b) Not less than 1 member shall have a background and expertise in early childhood education and development.
- c) Not less than 1 member shall be a licensed attorney familiar with issues that come before the governing body.

1.2 If a person described in 1.1 above is not available to serve as a member of the governing body, the governing body shall use a consultant, or another individual with relevant expertise, with the qualifications described, who shall work directly with the governing body.

1.3 If an individual holds a position as a result of public election and such individual has any conflict of interest (Act 642 c 1 C),

- a) such individual shall not be prohibited from serving on such body and the Head Start agency shall report such conflict to the Secretary of HHS; and
- b) the position held as a result of public election shall not provide compensation and such individual shall be prohibited from receiving such compensation.

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Policy ID 002 (PG) Governing Body Conflict of Interest

Related Regulations:	1301.2 a, Act 642 c 1 C		
Developed by:	HS/EHS Director & Chief Instructional Officer	Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date:	
Responsibility:	Superintendent		
Timeline:	Ongoing		
Evaluation:			
Forms:			

Performance Objective: The governing body has legal and fiscal responsibility to administer and oversee the agency's HS/EHS programs.

1.0 No Conflict of Interest

1.1 The agency ensures members of the governing body do not have a conflict of interest, pursuant to section 642(c)(1)(C) of the Act:

- a) Members of the governing body shall not have a financial conflict of interest with the Head Start agency (including any delegate agency).
- b) Members of the governing body shall not receive compensation for serving on the governing body or for providing services to the Head Start agency.
- c) Members of the governing body shall not be employed, nor shall members of their immediate family be employed, by the Head Start agency (including any delegate agency).
- d) Members of the governing body operate as an entity independent of staff employed by the Head Start agency.

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Policy ID 003 (PG) Governing Body Duties and Responsibilities

Related Regulations:	1301.2 b 1, Act 642 d 2		
Developed by:	HS/EHS Director & Chief Instructional Officer	Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date	
Responsibility:	Superintendent		
Timeline:	Ongoing		
Evaluation:			
Forms:			

Performance Objective: The governing body has legal and fiscal responsibility to administer and oversee the agency's HS/EHS programs.

1.0 Duties and Responsibilities

1.1 The governing body shall:

- a) have legal and fiscal responsibility for administering and overseeing Head Start programs, including the safeguarding of Federal funds.
- b) adopt practices that assure active, independent, and informed governance of the Head Start program (including impasse procedures, internal dispute resolution, and facilitation of meaningful consultation and collaboration about policy council and governing body decisions) (see Act 642 d 1), and fully participate in the development, planning, and evaluation of the Head Start program.
- c) be responsible for ensuring compliance with Federal laws (including regulations) and applicable State, tribal, and local laws (including regulations).
- d) be responsible for other activities, including:
 - i) selecting delegate agencies and the service areas for such agencies,
 - ii) establishing procedures and criteria for recruitment, selection, and enrollment of children,
 - iii) reviewing all applications for funding and amendments to applications for funding for programs,
 - iv) establishing procedures and guidelines for accessing and collecting information; the agency ensures the sharing of accurate and regular information for use by the governing body and the policy council, about program planning, policies, and Head Start agency operations, including:
 - A) monthly financial statements, including credit card expenditures;
 - B) monthly program information summaries;
 - C) program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
 - D) monthly reports of meals and snacks provided through programs of the Department of Agriculture;
 - E) the financial audit;
 - F) the annual self-assessment, including any findings related to such assessment;
 - G) the community-wide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
 - H) communication and guidance from the Secretary of Health and Human Services (HHS); and

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- l) the program information reports;
- v) reviewing and approving all major policies of the Head Start program, including:
 - A) the annual self-assessment and financial audit,
 - B) the agency's progress in carrying out the programmatic and fiscal provisions in the agency's grant application, including implementation of corrective actions; and
 - C) personnel policies of the agency regarding the hiring, evaluation, termination, and compensation of agency employees in accordance with the agency's Human Resources Department and Governing Body's policies and procedures;
- vi) developing procedures for how members of the policy council are selected (see Act 642 c 2 B),
- vii) approving financial management, accounting, and reporting policies, and compliance with laws and regulations related to financial statements, including the—
 - A) approval of all major financial expenditures of the Head Start program;
 - B) annual approval of the operating budget of the program;
 - C) selection (except when a financial auditor is assigned by the State under State law or is assigned under local law) of independent financial auditors who shall report all critical accounting policies and practices to the governing body; and
 - D) monitoring of the agency's actions to correct any audit findings and of other action necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices;
- viii) reviewing results from monitoring (see Act 641A c) including appropriate follow-up activities,
- ix) approving personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation, and termination of the Head Start Director and any other person in an equivalent position within the Head Start program,
- x) establishing, adopting, and periodically updating written standards of conduct that establish standards and formal procedures for disclosing, addressing, and resolving:
 - A) any conflict of interest, and any appearance of a conflict of interest, by members of the governing body, officers and employees of the Head Start agency, and consultants and agents who provide services or furnish goods to the Head Start agency; and
 - B) complaints, including investigations, when appropriate,
- xi) to the extent practicable and appropriate, at the discretion of the governing body, establishing advisory committees to oversee key responsibilities related to program governance and improvement of the Head Start program involved.

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Policy ID 004 (PG) Governing Body Use of Data

Related Regulations:	1301.2 b 2		
Developed by:	HS/EHS Director & Chief Instructional Officer	Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date:	
Responsibility:	Superintendent and HS/EHS Director		
Timeline:	Ongoing		
Evaluation:			
Forms:			

Performance Objective: The governing body has legal and fiscal responsibility to administer and oversee the agency's HS/EHS programs.

1.0 Governing Body Use of Data

1.1 The governing body uses ongoing monitoring results, data on school readiness goals, other information described in §1302.102 (listed below), and information described at section 642(d)(2) of the Act to conduct its responsibilities. This includes:

a) Establishing program goals that include:

- i) strategic long-term goals for ensuring programs are and remain responsive to community needs as identified in the community assessment,
- ii) goals for the provision of educational, health, nutritional, and family and community engagement program services,
- iii) school readiness goals,
- iv) effective health and safety practices.

b) Monitoring program performance.

c) Ongoing assessment of program goals.

d) Using data for continuous improvement, the program:

- i) implements a process for using data to identify program strengths and needs,
- ii) develops and implements plans that address program needs, and
- iii) continually evaluates compliance with program performance standards and progress towards achieving program goals (see 1302.102 a, [Policy ID \(PMQI\) Achieving Program Goals](#)).

1.2 See [Policy ID \(PG\) Governing Body Duties and Responsibilities](#) for the list of responsibilities from Act 642 d 2.

2.0 Reporting

a) The program submits status reports, determined by ongoing oversight data, to the governing body and policy council, at least semi-annually.

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Policy ID 005 (PG) Governing Body Advisory Committees

Related Regulations:	1301.2 c		
Developed by:	HS/EHS Director & Chief Instructional Officer	Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date:	
Responsibility:	Board Chair		
Timeline:	As needed		
Evaluation:	Governing body meeting minutes		
Forms:			

Performance Objective: The governing body has legal and fiscal responsibility to administer and oversee the agency's HS/EHS programs.

1.0 Governing Body Advisory Committees

1.1 The governing body may establish advisory committees as it deems necessary for effective governance and improvement of the program.

a) If the governing body establishes an advisory committee to oversee key responsibilities related to program governance, it:

- i) Establishes the structure, communication, and oversight in such a way that the governing body continues to maintain its legal and fiscal responsibility for the Head Start agency; and,
- ii) Notifies the responsible HHS official of its intent to establish such an advisory committee.

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Policy ID 006 (PG) Policy Council Establishment

Related Regulations:	1301.3 a		
Developed by:	HS/EHS Director & Chief Instructional Officer	Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date:	
Responsibility:	HS/EHS Director		
Timeline:	As early in program year as possible		
Evaluation:	PC rosters		
Forms:			

Performance Objective: The agency establishes and maintains a policy council responsible for the direction of the Head Start program at the agency level, and a policy committee at the delegate level.

1.0 Policy Council Establishment

- 1.1 All Policy Councils and Parent Committees are established as early in the program year as possible (typically September – October).
- 1.2 The Agency Policy Council is not dissolved until the successor Policy Council is elected and seated.
- 1.3 The Governing body and the Policy Council do not have identical memberships and functions.

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Policy ID 007 (PG) Policy Council Composition

Related Regulations:	1301.3 b 1-2; Act 642 c 2 B, Act 642 c 2 B i, Act 642 c 2 B ii		
Developed by:	HS/EHS Director & Chief Instructional Officer	Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date:	
Responsibility:	PFCE/ERSEA Manager and HS/EHS Director		
Timeline:	As early in the program year as possible		
Evaluation:	PC rosters		
Forms:			

Performance Objective: The program establishes a policy council in accordance with section 642(c)(2)(B) of the Act as early in the program year as possible.

1.0 Policy Council Composition

1.1 The policy council is elected by the parents of children who are currently enrolled in the Head Start program of the Head Start agency. (Act 642 c 2 B i)

1.2 In accordance with Act 642 c 2 B ii, the policy council is composed of:

- a) parents of children who are currently enrolled in the Head Start program of the Head Start agency who constitute a majority of the members of the policy council; and
- b) members at large of the community served by the Head Start agency, who may include parents of children who were formerly enrolled in the Head Start program of the agency.

1.3 Parents of children currently enrolled in each program option are proportionately represented on the policy council.

1.4 The program ensures members of the policy council do not have a conflict of interest with the Head Start agency.

- a) Staff do not serve on the policy council or policy committee at the delegate level except parents who occasionally substitute as staff.
- b) Members of the policy council do not receive compensation for serving on the policy council or for providing services to the Head Start agency. (Head Start Act 642 c 2 C)

2.0 Policy Group Composition (1304.50 a 1-5; 1304.50 b 1-7)

2.1 Policy Council is comprised of two types of representatives: parents of currently enrolled children and community representatives. At least 51% of the members of these policy groups are the parents of currently enrolled children (see 1306.3 h for a definition of a Head Start parent).

2.2 Community representatives are 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, including, for example, the parents of formerly enrolled children.

2.3 All parent members of Policy Councils must stand for election or re-election annually. All community representatives also must be elected annually.

2.4 Policy Council must limit the number of one-year terms any individual may serve on the body a combined total of five terms. <See [Policy ID \(PG\) Policy Council and Policy Committee Term of Service](#) for performance standards term requirements.>

2.5 No Grantee or program staff or members of their immediate families may serve on the Policy Council or Policy Committee.

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2.6 Program options must be proportionately represented on established policy groups.

3.0 Policy Groups: Selection and How Members Are Chosen (1304.50 a 1-5; 1304.50 b 1-7)

3.1 The procedures by which policy group members are chosen include:

a) Members are elected annually at the center committee level to serve on the Policy Council.

b) The HS/EHS Director, staff, and parents identify a few people in various professional areas of expertise, based on the needs and goals of the Policy Council, and submit the names of the people identified, along with their areas of expertise, to the Superintendent for final selection and submission to Policy Council for voting.

4.0 Election of Community Representatives for Policy Council (1304.50 b 1-3)

4.1 The Superintendent or designee performs outreach to the community to solicit interest in Policy Council participation and membership.

4.2 Interested parties are asked to complete the Policy Council Community Representative Nomination Form.

4.3 The HS/EHS Director and Chief Instructional Officer consults with Superintendent to ensure that none of the applicants present a conflict of interest.

4.4 The HS/EHS Director processes the final Form: Policy Council Community Representative Nomination Forms and submits the info to Policy Council members for a vote.

4.5 The HS/EHS Director notifies the candidates of vote results and distributes the meeting schedule to those elected.

4.6 The elected Community Representatives join the Council with equal rights and responsibilities.

4.7 The elected Community Representatives attend the Policy Council orientation and share briefly with the group their expertise and background.

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Policy ID (GOV) PC Program Governance

Related Regulations:	1304.50 a 1-5; 1304.50 b 1-7; 1304.50 g 1-2		
Developed by:	HS/EHS Director & Chief Instructional Officer	Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date:	
Responsibility:	HS/EHS Director		
Timeline:	Ongoing		
Evaluation:	Meeting minutes, sign-in sheets		
Forms:			

Performance Objective: Every Head Start Program must have parent participation in the process of making decisions about the nature and operation of the Head Start Program.

1.0 Policy Council (Grantee)

1.1 The Policy Council holds its monthly meeting with the support of the PFCE/ERSEA Manager, HS/EHS Director and/or designated staff.

1.2 The first order of business of the newly established Policy Council is to elect Officers. Also, during the first meeting:

- a) The Policy Council votes to approve community representatives to serve on the council.
- b) Establishes the monthly meeting dates.

1.3 The Policy Council elect members to serve on standing committees and ad hoc committees.

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Policy ID (GOV) Policy Council and Center Committee Meeting Minutes

Related Regulations:	1304.50 d 1 v; 1301.33, 1304.51 b, 1304.51 d, 1304.52 g		
Developed by:	HS/EHS Director & Chief Instructional Officer	Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date:	
Responsibility:	PFCE/ERSEA Manager		
Timeline:	Monthly		
Evaluation:	Policy Council and Parent Center Committee Meeting minutes		
Forms:			

Performance Objective: The Policy Council meets monthly to conduct program activities and must file the meeting minutes. The original copies of the meeting minutes shall be filed in the office of the PFCE/ERSEA Manager and a copy submitted to the HS/EHS Director.

1.0 Policy Council Minutes

1.1 The Policy Council Minutes Form should include, but is not limited to the following:

- a) Location of meeting
- b) Date and time of meeting
- c) List of names of members present:
 - i) Parents
 - ii) Staff
 - iii) Guests
- d) Name of Policy Council Secretary who records the minutes or the identification of the recording secretary (if applicable) in the absence of the secretary
- e) Training conducted, if any
- f) Business conducted
- g) Grantee budget report
- h) Review of all required reports
- i) All motions, who made the motion, who seconded the motion, and if the motion passed or failed.

1.2 The Policy Council Secretary may use the Policy Council Minutes Form during the meeting to document the minutes or type up the minutes at the conclusion of the meeting.

3.0 Parent Center Committee Minutes

3.1 The *Parent Center Committee Minutes Form* should include, but is not limited to the following:

- a) Name of the Head Start Center
- b) Date and time of meeting
- c) List of Names of members present:
 - i) Parents
 - ii) Staff
 - iii) Presenters/Trainers
- d) Name of Parent Committee Secretary recording the minutes

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e) Training conducted, if any

f) Center business conducted

g) Parent Fund Request as applicable

h) Policy Council Representative Report

i) All motions, who made the motion, who seconded the motion, and if the motion passed or failed.

3.2 Parent Committee Secretaries may use the *Parent Committee Minutes Form* during the meeting to document the minutes or type up the minutes at the conclusion of the meeting.

3.3 With staff support, the Parent Center Committee Secretaries attach the completed *Parent Committee Minutes Form* to the *Sign-In Roster*, respectively, and place it in the Center Notebook for review.

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Policy ID (PG) Policy Council Duties and Responsibilities

Related Regulations:	1301.3 c 1-2; Act 642 c 2 D		
Developed by:	HS/EHS Director & Chief Instructional Officer	Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date:	
Responsibility:	HS/EHS Director		
Timeline:	Ongoing		
Evaluation:	PC meeting minutes		
Forms:			

Performance Objective: The Policy Council and the Policy Committee (if applicable) shall fulfill their duties and responsibilities in accordance with requirements outlined within the regulations of the Head Start Act.

1.0 Policy Council Responsibilities

1.1 The Policy Council is responsible for approving and submitting to the governing body decisions about:

- a) Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs. (Act 642 c 2 D i)
- b) Program recruitment, selection, and enrollment priorities. (Act 642 c 2 D ii)
- c) Applications for funding and amendments to applications for funding for programs, prior to submission of applications. (Act 642 c 2 D iii)
- d) Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities. (Act 642 c 2 D iv)
- e) Bylaws for the operation of the policy council. (Act 642 c 2 D v)
- f) Program personnel policies and decisions regarding:
 - i) the employment of program staff, regarding the hiring, evaluation, compensation, and termination of the Head Start Director, and any other person in an equivalent position with the agency in accordance with the Grantee’s Human Resources policies and procedures, including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff. (Act 642 c 1 E iv IX and Act 642 c 2 D vi; 1304.50 d 1 x)
 - A) **Staff Changes.** The HS/EHS Director presents to the Policy Groups information regarding potential staff changes.
 - B) **Decisions to Hire Staff.** The Policy Council approves hires for the Head Start program based on the agency’s Personnel Policies and Procedures.
 - C) **Decisions to Terminate Staff.** The Policy Council approves termination of staff based on the agency’s Personnel Policies and Procedures.
- g) Developing procedures for how members of the policy council of the Head Start agency will be elected. (Act 642 c 2 D vii)

2.0 Policy Council Use of Information

2.1 The policy council uses the following information to conduct responsibilities:

- a) ongoing monitoring reports,
- b) data on school readiness goals,

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c) other information described in §1302.102 (see [Policy ID \(PMQI\) Achieving Program Goals](#)) which includes:

i) Establishing program goals that include:

A) strategic long-term goals for ensuring programs are and remain responsive to community needs as identified in the community assessment;

B) goals for the provision of educational, health, nutritional, and family and community engagement program services;

C) school readiness goals;

D) effective health and safety practices

ii) Monitoring program performance,

iii) Ongoing assessment of program goals,

iv) Using data for continuous improvement, the program:

A) implements a process for using data to identify program strengths and needs,

B) develops and implements plans that address program needs, and

C) continually evaluates compliance with program performance standards and progress towards achieving program goals (see 1302.102 a and see [Policy ID \(PMQI\) Achieving Program Goals](#)).

3.0 Reporting

3.1 The program submits *in a timely manner* status reports, determined by ongoing oversight data, to the governing body and policy council, at least bi-monthly (every two months) which include the information described in section 642(d)(2)(A-I) of the Act, which includes:

a) monthly financial statements, including credit card expenditures;

b) monthly program information summaries;

c) program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;

d) monthly reports of meals and snacks provided through programs of the Department of Agriculture;

e) the financial audit;

f) the annual self-assessment, including any findings related to such assessment;

g) the community-wide strategic planning and needs assessment of the Head Start agency, including any applicable updates;

h) communication and guidance from the Secretary of HHS; and

i) the Program Information Reports.

3.2 When the Policy Council members have questions about reports, the Head Start/Early Head Start Director or his/her designee will answer them or seek the additional information.

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Policy ID (PG) Policy Council Term of Service

Related Regulations:	1301.3 d 1-4		
Developed by:	HS/EHS Director & Chief Instructional Officer	Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date:	
Responsibility:	PFCE/ERSEA Manager and HS/EHS Director		
Timeline:	Ongoing		
Evaluation:	Policy Council Rosters		
Forms:			

Performance Objective: Members of Policy Council serve for a specified period of time.

1.0 Policy Council Term

1.1 A Policy Council member shall serve for one year.

a) If the member intends to serve for another year, s/he must stand for re-election.

1.2 The policy council terms are outlined within the Policy Council bylaws and members may not exceed serving more than five one-year terms.

1.3 The program must seat a successor policy council, before an existing policy council, may be dissolved.

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Policy ID (PG) Policy Council Reimbursement

Related Regulations:	1301.3 e		
Developed by:	HS/EHS Director & Chief Instructional Officer	Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date:	
Responsibility:	PFCE/ERSEA Manager		
Timeline:	As applicable		
Evaluation:			
Forms:			

Performance Objective: The program enables low-income members to participate fully in policy council or policy committee responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred.

1.0 Policy Council Reimbursement for Reasonable Expenses

- 1.1 In accordance with Head Start regulations, the program shall provide reasonable reimbursement for childcare expenses if onsite childcare cannot be provided by the Head Start program and travel expenses (mileage) incurred due to parents’ participation in Policy Council meetings.
- 1.2 Parents must submit a *Travel/Child Care Expense Reimbursement Form* to the PFCE/ERSEA Manager within 5 days of the conclusion of the Policy Council meeting
- 1.3 The PFCE/ERSEA Manager shall review and approve the *Travel/Child Care Expense Reimbursement Form* and submit it to the HS/EHS Director for final approval.

2.0 Travel Advance

- 2.1 If travel is out of town, the HS/EHS Director’s Program Support Specialist/Bookkeeper generates a *Travel Authorization Request Form* to cover hotel, per diem and other anticipated costs associated with the trip. Per diem will shall align with ACPD’s travel policies.
- 2.2 The HS/EHS Director’s Program Support Specialist/Bookkeeper issues checks to parents for these expenses.
- 2.3 Parents must submit the *Travel/Child Care Expense Reimbursement Form* to their Family Advocate or PFCE/ERSEA Manager within 5 days of the conclusion of the trip. The Family Advocate or PFCE/ERSEA Manager will submit the form to the Program Support Specialist/Bookkeeper.
- 2.4 The Program Support Specialist/Bookkeeper reviews the expense form for approval and submit it to the HS/EHS Director for final approval.

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Policy ID (PG) Parent Committees

Related Regulations:	1301.4		
Developed by:	HS/EHS Director & Chief Instructional Officer	Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date:	
Responsibility:	Family Advocate(s) of Assigned Centers		
Timeline:	Established as early in program year as possible		
Evaluation:	Parent Center Committee roster, meeting minutes		
Forms:			

Performance Objective: The program establishes parent committees at the center level and/or local program level.

1.0 Establishing Parent Center Committees

- 1.1 The program establishes a parent committee comprised exclusively of parents of currently enrolled children as early in the program year as possible.
- 1.2 The parent committee is established at the center level for center-based programs and at the local program level for other program options.
- 1.3 When the program operates more than one option, parents may choose to have a separate committee for each option or combine membership.
- 1.4 The program ensures that parents of currently enrolled children understand the process for elections to the policy council or policy committee and other leadership opportunities.

2.0 Requirements of Parent Center Committees

- 2.1 Within the parent committee structure, the program may determine the best methods to engage families using strategies that are most effective in the community, as long as the parent committee carries out the following minimum responsibilities:
 - a) Advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families;
 - b) Have a process for communication with the policy council and policy committee; and
 - c) Within the guidelines established by the governing body, policy council or policy committee, participate in the recruitment and interviewing of Head Start/Early Head Start employees.

3.0 Parent Center Committee (1304.50 a 1-5; 1304.50 b 1-7)

- 3.1 *Parents are encouraged to attend Parent Center Committee meetings via in-person conversations, informational memorandums, flyers, parent newsletters, and social media*
- 3.2 *Only current parents, including parents employed by the agency, who have a child enrolled in the Center, are eligible to participate in the Parent Center Committee.*
- 3.3 *Parent Center committee officers are elected during the Parent Center Committee meetings held as early in the program year as possible (typically September – October) of each program year.*

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Policy ID: (PG) Program Governance Training

Related Regulations:	1301.5; 1302.12 m		
Developed by:	HS/EHS Director	Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date:	
Responsibility:	HS/EHS Director or Designee		
Timeline:	As needed		
Evaluation:	Training plans, agendas, meeting minutes, training documents		
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 offers and/or provides training throughout the term of the governing body and policy council as the need arises which may include web-based training events via the Early Childhood Learning and Knowledge Center (eclkc.org).

1.2 Training plans, agendas, meeting minutes, 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 annual training include:

a) Policy Council Membership Roster and Policy Council Composition;

b) Policy Council Meeting Schedule; and

c) Head Start Grantee Calendar

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3.4 The Parent Center Committee elects Policy Council representatives during their first meeting.

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Policy ID (PG) Impasse Procedures

Related Regulations:	1301.6		
Developed by:	HS/EHS Director & Chief Instructional Officer	Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date:	
Responsibility:	HS/EHS Director, Chief Instructional Officer, and Superintendent		
Timeline:	As applicable		
Evaluation:			
Forms:			

Performance Objective: To facilitate meaningful consultation and collaboration about decisions of the governing body and the policy council, the agency’s governing body and policy council jointly establish these written procedures for resolving internal disputes between the governing board and policy council in a timely manner that include impasse procedures.

1.0 Impasse Procedures/Internal Dispute Resolution Rules

- 1.1 The HS/EHS Director represents the HS/EHS program in the impasse process.
- 1.2 The Executive Committee of the Policy Council serves as the Representative of the Policy Council in the Impasse process.
- 1.3 The governing body and policy council review this Impasse Procedure (aka Internal Dispute Resolution) annually.
- 1.4 The governing body considers proposed decisions from the policy council and the policy council considers proposed decisions from the governing body.
- 1.5 If there is a disagreement, the governing body and policy council are required to notify the other in writing why it does not accept a decision.
 - a) If the written reasoning to not accept a decision does not resolve the matter, a written response is required by the receiving party.
 - i) The receiving party has 10 days to submit the written response with intent to resolve the issue.
 - b) If the written response does not satisfy the originating party, and if no other resolution can take place, an impasse is declared.
 - i) The party declaring the impasse notifies all involved parties in writing within 5 working days.

2.0 Impasse Procedures/Internal Dispute Resolution Steps Ensure the following:

- 2.1 Involved parties abide by this decision-making process and timeline to resolve disputes and reach decisions that are not arbitrary, capricious, or illegal.
- 2.2 The decision-making process and timeline to resolve disputes and reach decisions are not arbitrary, capricious, or illegal.
- 2.3 Within 7 days of receiving notification of an impasse or internal dispute, the Executive Committee of the Policy Council meets without the presence of staff to determine the reasons the proposal at issue failed approval.

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3.0 Policy Council Information Binder Contents

3.1 The PFCE/ERSEA Manager and Bookkeeper/Program Support Specialist will develop the Policy Council information binder in October of each year.

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

- a) ACPSD's Mission Statement and Organizational Chart
- c) Head Start Mission, Vision, and Core Values
- d) Program Governance Training Plan
- e) Questionnaire: Why Be a Committee/Council Representative or Alternate?
- f) Parliamentary Procedures (Roberts Rules of Order)
- g) Policy Council By-Laws
- i) Policy Council Membership Roster/Composition Contact information sheet
- j) Policy Council Meeting Schedule; ACPSD Board Meeting Schedule
- k) Head Start Directory (Site and Program Services Directory)
- l) Policy Council Member Standards of Conduct
- o) Other items as applicable such as notes, Policy Council Monthly Mailing, and Announcements.

3.3 Once the binder is completed, it is submitted to the HS/EHS Director for review and final approval.

3.4 The Policy Council binder is distributed to members at the orientation/training in November.

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- 2.4 Thereafter, the HS/EHS Director and the Executive Committee meet to decide how to resolve the issue/s involved.
 - a) If the HS/EHS Director and the Executive Committee reach an understanding which may resolve the issue/s, a special meeting of the Policy Council is called for resubmission of a vote on the matter which failed to originally receive approval.
- 2.5 If a resolution of the matter is not reached by the foregoing processes, the Superintendent and the Chairperson of the Policy Council meet and review lists of Mediators available to resolve controversies between parties.
 - a) Once a Mediator has been selected and agreed upon, they set a date for a Mediation conference to be held.
 - b) The involved parties attend the Mediation conference with intent to resolve the matter.
- 2.6 If a Mediator cannot be obtained or Mediation is not successful, the impasse is referred to the governing body for resolution.
 - a) The governing body reviews the matter with intent to resolve the issue/s.
- 2.7 Failing resolution at the governing body level, and if timeliness of resolution is not an issue, the HS/EHS Director and Policy Council Chairperson contact appropriate organizations for a list of qualified Arbitrators from which to select an Arbitrator to resolve the impasse or dispute.
 - a) When the Arbitrator is selected, an arbitration session is convened.
 - i) The Arbitrator hears the presentations by the parties and issues a decision which becomes final.

