

**§1301.1 Purpose.**

| Head Start Performance Standard Number | Who is Responsible                                      | Who Implements  | Timelines or Ongoing | Form Name |
|--|---|---|----------------------|-----------|
| 1301.1                                 | H.B. ED. Coord.<br>F&C Services Coord.<br>Exe. Director | H.B. ED. Coord.<br>F&C Services Coord.<br>Exe. Director |                      |           |

**An agency, as defined in part 1305 of this chapter, must establish and maintain a formal structure for program governance that includes a governing body, a policy council at the agency level and policy committee at the delegate level, and a parent committee. Governing bodies have a legal and fiscal responsibility to administer and oversee the agency's Head Start and Early Head Start programs. Policy councils are responsible for the direction of the agency's Head Start and Early Head Start programs.**

**Communication - Governing Bodies and Policy Groups**

Grantee Board meetings are held once every six (6) weeks at a minimum. Policy Council meetings are held once a month throughout the program year. Additional meetings with both groups are scheduled as needed through tele-conferencing or by committee.

Members receive a mailed or emailed packet of information to be discussed at the next scheduled meeting at least one (1) week prior to the meeting date. Included in these packets are: draft agendas; secretary reports; monthly financial and non-federal share in-kind reports; semi-annual progress reports; results of self-assessment or federal monitoring team visits; draft budgets and grant applications; union negotiation materials; community assessment information; staff changes and personnel issues; personal policy or job description changes; program long- and short-term goals or objectives; procedures and timetables for program planning; and communication from the Department of Health and Human Services.

The Grantee Board receives monthly minutes from the Policy Council.

The Executive Director, along with input from the Grantee Board Chairperson, prepares the draft agenda for the Board Meeting. The Executive Director outlines all the information to be presented at the meeting. The Executive Director or his/her assigned designee is responsible for the preparation of the agenda and materials for Policy Council meetings. The agenda is prepared with input from the Executive Director and the Policy Council Chairperson.

The Office Manager is responsible for ensuring that all materials are assembled and mailed by the due date. The Office Manager also prepares one (1) additional Board and Policy Council meeting packet which is kept on file in the Executive Director's office. Original Grantee Board Meeting and Policy Council minutes are located in the clerical office and are maintained by the Office Manager.

1301.4 in this section contains specific information concerning parent committee operations.

## **§1301.2 Governing body.**

| Head Start Performance Standard Number | Who is Responsible | Who Implements | Timelines or Ongoing | Form Name |
|--|--------------------|----------------|----------------------|-----------|
| 1301.2                                 | Exe. Director      | Exe. Director  |                      |           |

**(a) Composition. The composition of a governing body must be in accordance with the requirements specified at section 642(c)(1)(B) of the Act, except where specific exceptions are authorized in the case of public entities at section 642(c)(1)(D) of the Act. Agencies must ensure members of the governing body do not have a conflict of interest, pursuant to section 642(c)(1)(C) of the Act.**

The governing body (Board of Directors) elect community leaders, former parents, and members of the educational system to the PACT Board. Members are comprised of leaders in the health, mental health, social service, education, and parent engagement fields.

The Board composition is a maximum of 12 members. Members are elected to three-year terms and there are no term limits. One seat on the Board is reserved for a Board Representative to the Policy Council, and one seat for a Representative from the Policy Council. Persons elected in these seats can only serve the maximum 5 year requirements as outlined for Policy Council. The Grantee Board is responsible for the legal and fiscal operations of the agency. The membership roster of the governing body will contain information concerning the qualifications of each member. Members will have on file with PACT a resume detailing their area of expertise. When members leave the board, members will be recruited that will fulfill needed areas of expertise on the governing board.

All PACT board members will sign a Governing Board Code of Conduct which stipulates the above issues as conflicts of interest, which would preclude their holding a position on the governing board. This statement shall indicate that the Board member “will not solicit, or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors.” The Executive Director or designee is responsible for ensuring that Board members understand the policy and agree to abide by the policy. Signed statements will be collected annually and filed with the Grantee Board minute.

Board members are also required to sign and abide by the agency Standards of Conduct, as outlined in Subpart I, 1302.90(c).

### **(b) Duties and responsibilities.**

#### **(1) The governing body is responsible for activities specified at section 642(c)(1)(E) of the Act.**

The Fiscal Procedures Manual outlines the policies and procedures regarding internal controls that have been established and implemented in accordance with 45 CFR 1301.13. The Fiscal Procedures Manual is annually reviewed, revised and approved by the Grantee Board (Governing Body) and the Policy Council.

The Governing Board approves the Fiscal Procedures Manual and the Standard Operating Procedures Manual which contain personnel policies and procedures for all fiscal processes. Formal board oversight in ensuring compliance with Federal laws and regulations includes participation in the annual self-assessment, the Federal Program Monitoring Activities and the annual agency audit.

Each spring, the board is presented with the work plan procedures for the recruitment, selection and enrollment of children and families. Criteria for selection is based on HS regulations, information from the community assessment, and input from Policy Council. The board reviews the information and gives feedback and guidance for change before approving the procedures for staff to implement.

All applications for funding, including applications for federal funds, state funds and local/community funds are presented to the governing board for approval prior to submission. The board participates in the annual self assessment and approves correction plans for any compliance issues before they are submitted to the regional office. The auditor is selected by the board and the results of the annual audit are presented in a meeting to all board members.

The board approves the annual grant application, including the program goals. The board receives reports on progress towards meeting program goals.

Personnel policies are contained in the Standard Operating Procedures Manual (SOPM). All policies and changes to existing policies are approved by the board prior to implementation.

The Board manual contains a spreadsheet detailing the information that the board receives at their regular meetings and how often each item is received.

The Policy Council recommends and submits to the board, procedures for the election of policy council members. The board approves those procedures as submitted or makes suggestions to the Policy Council to consider for revisions and resubmission for approval.

**(2) The governing body must use ongoing monitoring results, data on school readiness goals, other information described in §1302.102, and information described at section 642(d)(2) of the Act to conduct its responsibilities.**

The Board Chair receives the results of each monitoring review in writing from the Office of Head Start. The information is shared with the entire board. The board approves any plan for corrective action prior to the submission to the Office of Head Start. Results of any required corrective actions or follow-up activities are submitted to the board.

A timetable for the collection of data and report submission on school readiness is contained in 1302.102.

According to Program Instruction (PI) HS-06-01, Grantee Boards are expected to notify the Regional Office prior to making a job offer to any staff identified as key personnel. (Directors and Chief Financial Officers). Included in the notification should be person's name, process used to recruit for the position and why this person was determined to be most qualified.

**(c) Advisory committees.**

**(1) A governing body may establish advisory committees as it deems necessary for effective governance and improvement of the program.**

**(2) If a governing body establishes an advisory committee to oversee key responsibilities related to program governance, it must:**

**(i) Establish 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) Notify the responsible HHS official of its intent to establish such an advisory committee.**

This does not apply to PACT. The governing board has not established advisory committees.

**§1301.3 Policy council and policy committee.**

| Head Start Performance Standard Number | Who is Responsible | Who Implements                  | Timelines or Ongoing | Form Name |
|--|--------------------|---------------------------------|----------------------|-----------|
| 1301.3                                 | H.B. ED. Coord.    | HB ED. Coord, FA's, HB Teachers |                      |           |

**(a) Establishing policy councils and policy committees. Each agency must establish and maintain a policy council responsible for the direction of the Head Start program at the agency level, and a policy committee at the delegate level. If an agency delegates operational responsibility for the entire Head Start or Early Head Start program to one delegate agency, the policy council and policy committee may be the same body.**

**(b) Composition.**

**(1) A program must establish a policy council in accordance with section 642(c)(2)(B) of the Act, or a policy committee at the delegate level in accordance with section 642(c)(3) of the Act, as early in the program year as possible. Parents of children currently enrolled in each program option must be proportionately represented on the policy council and on the policy committee at the delegate level.**

Policy Council members are elected at Family Event Orientations and will have an orientation meeting soon after elections are completed. Both the Parent Committee and Policy Council members serve terms until the new Parent Committee and Policy Council members are elected (approximately 1 year). New Policy Council members are seated and new officers are elected the first meeting after Policy Council Orientation. Community Representatives to Policy Council are elected by the new Policy Council at their first meeting or as openings occur throughout the year.

The Policy Council will consist of Parent Representatives and no more than five (5) Community Representatives. All Parent Representatives must be parents of currently enrolled children. Composition as approved by the board and policy council is as follows:

|  |   |  |
|--|---|--|
| <b>Macomb</b><br><br><b>2 HS CB</b><br><b>3 EHS CB</b> | <b>Beardstown</b><br><br><b>2 HS CB</b> | <b>Pittsfield</b><br><br><b>2 HS CB</b><br><b>2 EHS CB</b> |
|--|---|--|

|  |  |   |
|--|--|---|
| <b>Carthage</b><br><br><b>1 EHS CB</b> | <b>Camp Point</b><br><br><b>1 HS CB</b><br><b>1 EHS CB</b> | <b>Home Based</b><br><b>Area 1      1</b><br><b>Area 2      1</b><br><b>Area 3      1</b><br><b>Area 4      1</b><br><b>Area 5      1</b><br><b>Area 6      1</b><br><b>Area 7      1</b> |
|--|--|---|

|   |  |
|---|--|
| <b>TOTAL=26</b><br><b>7 HS Reps</b><br><b>14 EHS reps</b><br><b>5 Com. Reps</b> | <b>Community Representatives</b><br><b>1-PACT Board Member</b><br><b>1 Past EHS/HS Parent</b><br><b>3-Community at Large</b><br><b>(May be past Parents)</b> |
|---|--|

Center Based Representatives:

New Center Based Policy Council Representatives are elected at each center during the Family Events Orientation held in the fall. Once Representatives are selected the Family Advocates will contact the H.B. ED. Coordinator with contact information of the Representatives. Documentation of contact information is made at the meeting to reflect the election results by the Family Advocate(s) who will forward them to the H.B. Education Coordinator.

During the year, individuals interested in becoming Policy Council Representatives or Representatives that needed re-elected, (due to missed Policy Council meetings) will go to the Committee meeting for Family Events that are held at least once quarterly at the centers to get elected/ reelected to the Policy

Council. Individuals interested in becoming Policy Council Representatives must notify the Family Advocate(s) at the center closest to them that they are interested. The interested individual will attend the Committee meeting to ask to be elected. Once the individual is elected, it is noted in the Committee minutes. The Family Advocate will then contact the H.B. Education Coordinator with contact information and name of the new Representative. The Family Advocate will let the new Representative know the date and time of the next Policy Council meeting. A packet will be sent to the new representative from the central office with the information for the next meeting. The Representative will then attend the next Policy Council meeting that is held monthly at Mt. Sterling.

#### Home Based Representatives

There are seven Home Based Areas. Each Home Based Area will elect one Representative from their area to represent them on Policy Council. Home Based Areas will attend a Center Family Event Orientation that is held in the fall of each year. Home Based areas who are not normally within a center, will attend the Family Event Orientation closest to them. When Home Based Representatives are elected at the Family Event Orientation, the Family Advocates will notify the H.B. Education Coordinator with the contact information of the new Representative. Documentation of the election should be noted on the Parent Committee minutes.

During the year, when representatives need to be elected, the HB Teacher will make a ballot sheet marked yes/no, and have the parent write something about why they want to represent that area and sign it plus date it. The Teacher will take the ballot to all enrolled families and explain what it is to the parents. If there are 2 parents in the home, then allow both of them to vote.

The Teacher will place the ballots in an envelope marked confidential and send to the H.B. Education Coordinator at the central office. The Teacher is responsible for making sure all contact information is forwarded to the H.B. Education Coordinator. The ballots will be kept on file at the central office.

Once ballots are counted, the H.B. Education Coordinator will send the information to the Teacher, who will let the parent know they have been elected. A packet will be sent to the new representative from the central office with the information for the next meeting.

#### Community Representatives

By August of each year, Policy Council members should be thinking about potential Community Representatives and letting the H.B. Education Coordinator know, so that they can be contacted to see if they are interested in serving on Policy Council. Yearly at the first meeting of the new Council, the names of Community Representatives who are interested will be presented to Policy Council for election. They will be trained at Policy Council Orientation. Community Representatives may include parents of formerly enrolled children.

#### Board Representative

The Governing Board elects a representative to the Policy Council and the Policy Council elects a representative to the Board. Ongoing communication flows between the Policy Council and the governing Board in this way. Minutes from Policy Council meetings are mailed to Board Members in Meeting Packets.

### Policy Council By-Laws

The Policy Council has a set of established By-Laws. The By-Laws ensure the Council is aware of their roles and responsibilities, procedures, and federal requirements concerning their capacity and function. The council is trained at an orientation session after their election in the fall and before they officially conduct business. During the orientation the By-Laws are reviewed and given to the Council as part of their Handbook. The By-Laws are reviewed annually in April by the current Policy Council. Any changes can be made by a two thirds vote of members present. The By-Laws are then submitted to the governing board for approval.

### Policy Council Operating Procedures

1. The group present at the Policy Council meeting sets the next meeting date.
2. Arrangements for the meeting place are made with PACT's H.B. Education Coordinator.
3. Arrangements for the meal at Policy Council meetings are made by the H.B. Education Coordinator with assistance from the Office Manager.
4. The Executive Director, H.B. Education Coordinator, and Chairperson prepare meeting agendas.
5. Minutes from the Policy Council Secretary will be typed and made available for review at the next Policy Council meeting by PACT's Office Manager.
6. The Office Manager is responsible for copying and distributing approved minutes of Policy Council meetings. Approved minutes are sent to Center Based Site Supervisors and Home Based Teachers. Minutes are posted at centers on Parent Board and shared with Parent Committees. Original, signed minutes are on file in Policy Council Binder and kept by Office Manager.
7. Notification to Policy Council members about upcoming meetings, 7 to 10 days before meeting date to give location, time, date, directions, reminding about babysitting arrangements, and requesting advance notice if bringing children as to how many children will be coming and their ages, will be provided by H.B. Education Coordinator and Office Manager.
8. Typed agendas will be sent to each Policy Council member at least 7 to 10 days prior to the next scheduled Council meeting, extra copies will be forwarded to the Executive Director and filed in the Policy Council Meeting file by the Office Manager. Agendas will list any training to be conducted.
9. Draft budgets, results of program self-assessments, information from Quarterly Reports, and communication from federal and state regulatory agencies are mailed at the appropriate times to all members by the Executive Director and Office Manager.
10. Policy Council meeting is held. H.B. Education Coordinator is responsible for reimbursement of mileage and babysitting expenses incurred by the PC members while attending duly called meetings.
11. Any "handouts" distributed at the Policy Council meeting will be mailed, by the H.B. Education

Coordinator, to those absent from the meeting. This mailing will also include the date, time and location for the next Policy Council meeting.

12. The H.B. Education Coordinator will send an “all staff” e-mail notifying them of the next Policy Council meeting date, time and location.
13. After each Policy Council meeting, the Policy Council Secretary will forward the meeting minutes to the H.B. Education Coordinator for review and typing by the Office Manager. Minutes will contain documentation of any training conducted in conjunction with the meeting.
14. The H.B. Education Coordinator is responsible for disseminating information on Policy Council actions to other staff as appropriate. Personnel files will be given to the Personnel Manager the day after the meeting.
15. Minutes of the previous Policy Council meeting are amended, if needed, and approved at the next regularly scheduled meeting of the Policy Council.
16. All materials regarding attendance, membership, original minutes and copies of PC training will be kept on file with PACT's Office Manager. Official agendas, approved minutes and reports are filed in the Executive Director's office.
17. H.B. Education Coordinator reconciles petty cash and submits receipts to Chief Financial Officer.



## POLICY COUNCIL PROCESS TIME TABLE

| Policy Council Timeline for Training and Input to Program Policies and Procedures |   |  |
|---|---|--|
| Month   | Training  | Program Input/Approval/Information   |
| Aug/Sept  | Elections and Orientation at Family Events<br>Representation to Policy Council<br>Roles and Responsibilities<br>Parent Engagement in Head Start   | SOPM revisions   |
| October   |   | Discuss Community Representative positions   |
| October<br>Orientation  | Policy Council handbook<br>Introduction to Head Start Terms<br>Confidentiality/ Standards of Conduct<br>Officer job descriptions<br>Resolution of Internal Disputes<br>Meeting procedures including Robert's Rules of Order<br>Conflict of Interest | Strategic Plan<br>Annual Report  |
| November  | Overview of Fiscal Procedures and Reports<br>Conference procedures<br>Parent Training Money<br>Federal Regulations and Work Plans   | Elect Officers/appoint committee members<br>Elect Community Representatives<br>Financial and Inkind Reports<br>Annual Audit<br>School Readiness (SR) team report |
| December  | Self Assessment Overview  | Child & Family Outcomes  |
| January   |   | Recruitment/Eligibility Selection Criteria/child   |
| February  | Eligibility Training  | Agency Training Plan and SR Team Report  |
| March   |   | Grant Input and Approval<br>Child & Family Outcomes  |
| April   |   | Review of Policy Council By-Laws   |
| May   |   | School Readiness Plan & SR Team Report<br>PC By-Laws Approval  |
| June  |   | Child & Family Outcomes<br>Work Plan Changes   |
| July  |   |  |
|   |   |  |

### **Additional items as they occur:**

Additional Grant applications  
Audit Report  
Self-Assessment Corrections  
Community Assessment  
PIR  
Communication and guidance from the Secretary of DHS

### **Monthly action and reports on:**

Finances including credit card, child care and USDA  
Inkind  
Enrollment and Attendance  
Personnel

**(2) The program must ensure members of the policy council, and of the policy committee at the delegate level, do not have a conflict of interest pursuant to sections 642(c)(2)(C) and 642(c)(3)(B) of the Act. Staff may not serve on the policy council or policy committee at the delegate level except parents who occasionally substitute as staff. In the case of tribal grantees, this exclusion applies only to tribal staff who work in areas directly related to or which directly impact administrative, fiscal, or programmatic issues.**

Grantee staff (or members of their immediate families) may not serve on Policy Council.

Policy Council members are required to sign a Policy Council Code of Conduct signifying that they do not have a conflict of interest with the Head Start agency and may not receive compensation for serving on the Policy Council or for providing services to the Head Start agency, including employment. Code of Conduct forms signed by the Policy Council members will be filed in binder by Office Manager and are updated yearly.

**(c) Duties and responsibilities.**

**(1) A policy council is responsible for activities specified at section 642(c)(2)(D) of the Act. A policy committee must approve and submit to the delegate agency its decisions in each of the following areas referenced at section 642(c)(2)(D)(i) through (vii) of the Act.**

While the Board and the Policy Council share responsibility for many areas of the program, such as: approving financial and in-kind reports, grant applications, results of self-assessment, the audit, and long- and short-term goals and objectives, they also have separate responsibilities and functions. The responsibilities of both parties are outlined in this section, 1304.50 Appendix A for Policy Council and 1304.50 (g) (1) for Board, as well as in the By-Laws of the Board of Directors and By-Laws of the Policy Council. It is the responsibility of the Executive Director to ensure that both parties follow the approved By-Laws. The Executive Director trains the full Board and Policy Council on their roles and responsibilities, as well as providing new member orientation.

Community Assessment

The Policy Council is presented with the community assessment with discussion held regarding the issues and opportunities identified within the assessment.

Self-Assessment

Policy Council members are involved in the program's self-assessment each year. Members receive the results of self-assessment, including non-compliance issues (when the agency does not meet the requirements of the Performance Standards) and program improvement recommendations. All Policy Council members have the opportunity to discuss and give input on the results of self-assessment at the Council's monthly meeting. Policy Council members are also informed of the date and time of the federal monitoring review that occurs every three years. Policy Council members discuss and provide input for any correction plans which are the result of self-assessment or federal monitoring review. The Executive Director is responsible for ensuring the Policy Council is kept up-to-date on the status of any correction plans.

Program Goals and Objectives

The program includes long range program goals, with short term objectives within the 5 year grant application submitted to the Office of Head Start. These goals are based upon information from the community assessment, self-assessment results, kindergarten readiness outcomes, family engagement outcomes, and staff and parent input. Goals and objectives are reviewed and approved by the Policy Council and Board prior to submission. Yearly progress is documented, reviewed by Board and Policy Council and submitted to the Office of Head Start within the annual grant renewal submission.

### Policies and Procedures

Policy Council, Management Staff, and the governing body (Grantee Board) work closely together to ensure that policies and procedures are developed in such a way that directly benefits service delivery. Policy Council reviews the following items monthly:

- Financial statements, including credit card expenditures
- Program information summaries
- Program enrollment reports for all enrolled children regardless of additional funding source
- Monthly reports of meals and snacks provided through programs of the Department of Agriculture.

### Program Recruitment and Selection

Program recruitment and selection priority are approved by Policy Council and then sent to the Board.

### Funding Applications

All funding applications and amendments to funding applications for Head Start, including administrative services, are presented to Policy Council members and the Board by key Management Staff, for review and input before submission to HHS. At the Policy Council and Board of Directors meetings, there are opportunities for questions and input. Significant program changes are discussed prior to their approval. The Policy Council and Board can discuss and give input and direction to Management staff.

### Budget Planning

Budget planning is part of the funding application process. Policy Council members are involved in budget planning and have input into all budget areas, including policies for reimbursement for Policy Council participation and the budget amount set aside for Policy Council training and conference attendance. Criteria for Recruitment and Selection of Policy Council Members

Criteria for recruiting, selecting, and nominating are located in PACT Policy Council Procedures (By-Laws) and PACT agency work plans. This information is reviewed annually by the Policy Council, and any recommendations for change are approved and forwarded to the governing board for approval.

The selection of delegate agencies is not applicable. PACT is the grantee and has no delegates.

The composition of Policy Council and the procedures for election are located in this section.

### Annual Audit

Policy Council receives a copy of the annual audit report for review and discussion regarding any recommendations or findings resulting from the independent audit.

### Personnel Policies

The Policy Council approves all personnel policies, union contracts, and standards of conduct. Changes to policies throughout the program year must also have the approval of the Policy Council. The Executive Director is responsible for ensuring Policy Council members are trained and have a thorough knowledge of all policies prior to submission to the Council for approval. Policy Council must approve or disapprove any decision to hire or terminate any PACT staff, with the exception of the Executive

Director, Head Start Director (these two positions are the same at PACT), Director of Human Resources, (not applicable at PACT) Chief Financial Officer, and any other person in an equivalent position with the agency. These positions fall under the responsibilities of the governing board.

**(2) A policy council, and a policy committee at the delegate level, must use ongoing monitoring results, data on school readiness goals, other information described in §1302.102, and information described in section 642(d)(2) of the Act to conduct its responsibilities.**

(See timetable on page 8 for list of information Policy Council receives and reviews in order to conduct business)

**d) Term.**

**(1) A member will serve for one year.**

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

**(3) The policy council, and policy committee at the delegate level, must include in its bylaws how many one-year terms, not to exceed five terms, a person may serve.**

**(4) A program must seat a successor policy council, or policy committee at the delegate level, before an existing policy council, or policy committee at the delegate level, may be dissolved.**

All Policy Council Members and Community Representatives shall be elected to serve a term of one (1) year, the term of office to begin the first meeting after Policy Council Orientation and end after the next year's Policy Council Orientation, with the exceptions of the Officers, who serve until new officers are elected. No Representative may serve more than five (5) years. Only duly elected parents and Community Representatives shall hold voting rights. The Chairperson shall vote only in the case of a tie.

**Termination of Membership**

Membership on the PACT Policy Council is automatically terminated if a member is absent from three (3) duly called meetings. Meetings may be in person or virtual by phone or video-conferencing, thus a member will be counted present whether in attendance by person or virtual communication. Absences from special meetings will not be counted against Policy Council Members. When members miss the Policy Council Orientation this will count as one (1) towards missed meetings. If elected at Family Event Orientation in September, the new Policy Council member must attend Policy Council Orientation in October as the Orientation will count towards the missed meetings.

**Resignation**

Resignation of members or alternates from the Policy Council shall be by letter, telephone call, or in person to the H.B. Education Coordinator or to the Chairperson. As soon as the H.B. Education Coordinator becomes aware of the resignation, she will notify (in writing) the Parent Committee Chair and the appropriate Family Advocates and home based teachers. The Family Advocates, home based teachers, and the Parent Chair will make Parent Committee (parent group) members aware of the resignation and encourage the group to elect another representative

to the policy council. The resignation shall be reported by the H.B. Education Coordinator to the Policy Council at the next meeting.

Policy Council membership numbers by center/area are a part of PACT's program data collection and updated monthly. The Assistant Director shares this information with staff and Policy Council monthly.

**(e) Reimbursement. A program must enable low-income members to participate fully in their policy council or policy committee responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members.**

Transportation is not routinely available for Policy Council meetings due to the distances between members' home. Members are encouraged to car pool where feasible and are responsible for arranging this. However, if lack of transportation is preventing a member from attending, every effort will be made by the H.B. Education Coordinator to arrange for transportation.

Babysitting for parents who wish to have a sitter is reimbursed at the rates set and approved by the Policy Council. Those needing reimbursement must complete the *Babysitting Record Sheet*, available at the Central Office. This form must be signed by the Policy Council member. Reimbursement for babysitting will be made to the Policy Council member from petty cash the day of the meeting. Mileage to the meeting is also reimbursed at the currently approved program rate. Reimbursement for mileage may be made from petty cash or by check. Checks are normally mailed within three (3) weeks. All Babysitting Record Sheets and Mileage Reimbursement forms submitted by Policy Council members must be approved by the H.B. Education Coordinator or the Executive Director prior to reimbursement. The following are the maximum rates that may be reimbursed for Policy Council member's babysitting costs. If the sitter does not normally charge the member that much or a relative or friend usually watches the children free of charge, then

PACT will pay only what the member would normally pay.

1 child.....\$7.50 per hour

2 children..... \$8.50 per hour

3 or more children..... \$9.00 per hour

If Policy Council members have to pay more than the above amounts, the member will be responsible for paying the remainder. PACT will not pay immediate family members (such as siblings, spouses, grandparents, etc.) that reside in the same household for babysitting. Babysitting is not paid when parents attend conferences.

#### §1301.4 Parent committees.

| Head Start Performance Standard Number | Who is Responsible             | Who Implements                                       | Timelines or Ongoing | Form Name |
|--|--------------------------------|--|----------------------|-----------|
| 1301.4 (a)                             | Family & Comm. Services Coord. | Family & Community Service Coord., FA's, HB Teachers | September & Ongoing  |           |

**(a) Establishing parent committees.** A program must establish a parent committee comprised exclusively of parents of currently enrolled children as early in the program year as possible. This committee must be established at the center level for center-based programs and at the local program level for other program options. When a program operates more than one option, parents may choose to have a separate committee for each option or combine membership. A program must ensure that parents of currently enrolled children understand the process for elections to the policy council or policy committee and other leadership opportunities.

Orientation is held as the first Family Event, scheduled in September. Families will be able to tour the center or home based socialization site and meet staff. Managers will conduct parent orientation with the parents while children enjoy activities with the teaching staff in the classrooms. Emphasis at the orientation is placed on enabling each parent to become acquainted with other parents, learning about the election process, and gathering ideas/potential dates for future Family Events.

Parent Committee members and Policy Council representatives will be elected from groups of parents present at each Parent Orientation. The election process is also outlined in the parent handbook that is distributed to all families at intake.

Each center has a parent committee that will be comprised of the parents of children currently enrolled with no limit on membership should additional parents wish to be on the committee. All parents will be invited to parent committees. Home-based parents are encouraged to join the parent committee at their closest center.

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|--|--------------------------------|--|----------------------|--|
| 1301.4 (b)(1)                          | Family & Comm. Services Coord. | Family & Community Service Coord., FA's, HB Teachers | September & Ongoing  | <i>Request for Event Pay, Parent Committee Minutes</i> |

**(b) Requirements of parent committees.** Within the parent committee structure, a program may determine the best methods to engage families using strategies that are most effective in their community, as long as the program ensures the parent committee carries out the following minimum responsibilities:

**(1) Advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families;**

Parent committees will meet, at a minimum, on a quarterly basis, during September, December, March, and June (for those locations with EHS and HS summer programming) and document discussions from the meetings on the *Parent Committee Minutes* form.

#### Family Events

Family events at each center and in designated home based areas will be held on a regular basis as scheduled and planned by the Parent Committee members and Family Advocates with input from staff and parents. Planning should ensure that families are provided with enjoyable and worthwhile activities at each event. Family events are open to the entire family and the planning should take into account the ages of those attending. Parent Committee members and Family Advocates are given Parent Committee packets that outline committee responsibilities, goals, and family event guidelines and ideas. Each Parent Committee has a budget assigned for their use for Family Events.

1. Plans for use of the Family Event funds are to be developed by the Parent Committee with input from the parent group they represent.
  2. Family Event funds should be used for events that are learning activities for children and parents. Therefore, presents for children, party supplies, etc. will not be approved.
  3. Funds may be used for such things as speaker fees, mileage reimbursement for speakers, babysitting during parent education activities if needed, activities that help children gain or progress in skills needed for school readiness and activities that encourage parents/families to network and share experiences. A list of possible activities is included in parent committee handbooks.
- If a group wishes to serve a light meal or snack during the event, the fund may be used for food costs.
4. The Parent Committee must vote on the use of funds and it must be documented on the *Parent Committee Minutes* form. If the committee wishes to spend the funds on something not included in the

provided list, the Director or Chief Financial Officer should be consulted first to ensure that it is an allowable use of Head Start funds.

5. It is the responsibility of the Family Advocate or Home Based Teacher to determine how payment will be handled, including completing the *Request for Event Pay* form for prior receipt of funds or presenting a bill or receipt for payment. The Chief Financial Officer will keep an updated total of the balance remaining in each parent fund. The money is to be used or its use planned by May 31.

#### Goals of the Family Events are:

1. To provide parents an opportunity to meet other parents in the program.
2. To develop opportunities for parents to participate in program planning and assist with activities.
3. To provide a forum for parents to explore areas of common interest and develop plans for dealing with common concerns.
4. To improve communication between parents and program staff.
5. To provide training for parents in Early Child Development, Health, Nutrition, and Social Services.
6. To enhance parenting skills.
7. To provide leadership opportunities and growth.
8. Provide enjoyable activities for the whole family while providing support for their children's readiness for school.

#### Duties of Staff Members at Family Events

First Family Event/Program Orientation: Managers will conduct the program orientation using the agenda and power point provided from the central office. Agenda items will include:

- Overview of PACT
- Election Process
- Election of Parent Committee members
- Election of Policy Council member
- Discussion of future Family Events/event funding
- Q&A

#### Family Advocates

Before Family Event:

1. Make flyers for each event, give to home based teachers, send home with children/parents, post at center and post to Facebook if applicable.
2. Ensure that all other center staff are aware of the event
3. Ensure space is set up for the event, if it is to be held at the center. If the event is going to be held off-site, make arrangements to reserve the space and make arrangements for payment if necessary.
4. Arrange for child care, if needed
5. Arrange for food/drinks as necessary
6. If speaker or workshop presenter is needed, schedule at least 3 weeks in advance & confirm again 1 week in advance
7. Provide any necessary forms

During Family Event:

1. Assist in greeting families and making introductions
2. Serve or make arrangements for food to be served



3. Provide Policy Council minutes and introduce policy council member for questions
4. Get any necessary paperwork completed
5. Join families in the activities, provide monitoring and support as needed

After Family Event:

1. Along with other center staff present, clean up all areas used
2. Check *Volunteer Sign-In Sheet* and ensure all volunteers are accounted for
3. Mail required paperwork to the central office

All CB HS & EH Teachers

Before Family Event:

1. Be at the event 15 min before it is scheduled to start
2. Communicate with Family Advocate about planning issues
3. Invite parents to attend the Family Event through weekly classroom notes, verbally as parents are encountered, and by posting a flyer in the classroom.
4. Encourage parents to attend and communicate any known transportation issue or other barriers to attendance to the Family Advocate
5. Teachers are expected to attend Family Events as scheduled by their supervisors. At a minimum there will be one center based teacher from each classroom. Staff are expected to stay for the entire event.

During Family Event:

1. Assist with set up
2. Greet parents and guide them to the appropriate location for activities
3. Help with activities as needed
4. If parents are participating in an activity for a period of time without children, teachers should provide child care in the appropriate classrooms.

After Family Event

1. Help clean up after the event

HB Teachers

Before the Family Event:

1. If your assigned events are at a center location, contact the FA for dates and event information.
2. Invite families, in advance, through distribution of the flyer provided by the family advocate or, if event is in your home based location, by providing families with a flyer you have made
3. HBT are expected to attend the first Family Event/Orientation at their assigned center, as well as other Family Events at the centers throughout the year if they have parents attending. Staff are expected to stay for the entire event.
4. If the Family Event is in your area, do the following:
  - A. Ensure space is set up for the event, if it is to be held at the center. If the event is going to be held off-site, make arrangements to reserve the space and make arrangements for payment if necessary.
  - B. Arrange for child care, if needed
  - C. Arrange for food and drinks
  - D. If speaker or workshop presenter is needed, schedule at least 3 weeks in advance & confirm again 1 week in advance
  - E. Provide any necessary forms

During the Family Event:

1. Be at the event at least 15 min. before it is to start
2. Greet and introduce parents and guide them to the appropriate location for the activities
3. Assist with activities as needed
4. Complete any necessary paperwork

After the Family Event:

1. Assist with or complete clean up
2. Send any required paperwork to the central office

#### Site Supervisors

1. At team meetings discuss plans for upcoming Family Events and monitor teamwork
2. Assist with arrangements for paying for food, if needed
3. Attend Family Events to observe, supervise, oversee the assurance of child safety
4. Help with scheduling staff to adjust work hours if needed to avoid overtime

#### Cooks

1. Be aware of Family Event dates and help with any food service arrangements as needed (see paragraph below)
2. Communicate with Site Supervisor or Family Advocate about number of people attending

#### **Food for Family Events**

Food for family events may be purchased from local restaurants, grocery store, or at the venue for the Family Event, etc. No food may be home prepared and brought in. Food and drinks purchased and served for Family Events should follow the nutritional guidelines for Head Start.

Depending on the time/location of the event, a light meal may be served or only a snack. Cooks may be asked to complete purchasing and/or light preparation, such as arranging prepackaged food in serving containers and placing on carts or in refrigerator the day of the event.

#### Additional Activities

Parent committees are given time to discuss and develop their own activities. Some of these activities may be chosen due to a parent survey completed at the beginning of the year concerning interest in community volunteer projects and community needs. Parents are referred to appropriate community program if they express an individual or group interest. If a group does not exist, parents are encouraged to start their own special interest group.

Parent committee members are also encouraged to attend program self-assessment and are involved in developing local program policies, activities, etc., that are located throughout these work plans.

| Head Start Performance Standard Number | Who is Responsible             | Who Implements                    | Timelines or Ongoing | Form Name |
|--|--------------------------------|-----------------------------------|----------------------|-----------|
| 1301.4 (b)(2)                          | Family & Comm. Services Coord. | Family & Community Service Coord. | September & Ongoing  |           |

**(2) Have a process for communication with the policy council and policy committee; and**

Policy Council members will be parent committee members and/or parent committee chairpersons at the center/area level to serve as a link between Policy Council and the Parent Committees. If there are multiple Policy Council representatives from one center/area, at least one of the Policy Council members will be a parent committee member and/or chairperson.

These Policy Council members report to the committees at each meeting and inform them of planning and program updates. They also report to the Policy Council at each meeting any updates from their center/area committees and any plans for upcoming family events. Policy Council representatives are invited to be present during Parent Orientation, ensuring that parents understand their rights, responsibilities, and opportunities in Head Start and encouraging their participation.

| Head Start Performance Standard Number | Who is Responsible             | Who Implements                    | Timelines or Ongoing | Form Name |
|--|--------------------------------|-----------------------------------|----------------------|-----------|
| 1301.4 (b)(3)                          | Family & Comm. Services Coord. | Family & Community Service Coord. | September & Ongoing  |           |

**(3) Within the guidelines established by the governing body, policy council or policy committee, participate in the recruitment and screening of Early Head Start and Head Start employees.**

Policy Council members are parent committee members and are participants in the screening of EHS and HS employees, as outlined in the Policy Council By-laws.

**§1301.5 Training.**

| Head Start Performance Standard Number | Who is Responsible                 | Who Implements  | Timelines or Ongoing | Form Name |
|--|------------------------------------|---|----------------------|-----------|
| 1301.5                                 | H.B. ED. Coord. Executive Director | H.B. ED. Coord. Executive Director, Chief Financial Officer |                      |           |

**An agency must provide appropriate training and technical assistance or orientation to the governing body, any advisory committee members, and the policy council, including training on program performance standards and training indicated in §1302.12(m) to ensure the members**

**understand the information they receive and can effectively oversee and participate in the programs in the Head Start agency.**

#### Board Training

The Executive Director is responsible for determining the orientation and training needs of the Grantee Board and the Policy Council. New Grantee Board members receive orientation and training on: ACF Rules and Regulations; the Roles and Responsibilities of Policy Council and the Grantee Board; Board By-Laws; Head Start Administrative Policies, Guidelines and Communications; Performance Standards; Organizational Structure; Mission and Philosophy; Leadership Training; Robert's Rules of Order; Financial Reports and Non-Federal Share; Grant Application Processes and Timelines; Program Work Plans; Eligibility; Personnel Policies, including the Standards of Conduct; Job Descriptions; PACT/Union Negotiations and Contract; Communication Systems; Role Clarification; Reimbursement Procedures and Fiscal Procedures Manual; Community Assessment Procedures; Self-Assessment Procedures; Program Indicator Reports (PIR); DCFS Mandated Reporter Training; Grievance Procedures; and the agency's Internal Dispute Resolution Policy. The Executive Director is also responsible for ensuring that the Grantee Board receive any additional training to enable them to carry out their program governance duties effectively.

Each Grantee Board member receives a Board Member Orientation Handbook which outlines their responsibilities as well as includes materials regarding the Board By-Laws, the Mission/Philosophy of the Agency, Program History, etc. The Executive Director is responsible for ensuring handbooks and training are given to all new members.

#### Policy Council Training

It is the responsibility of the Executive Director, H.B. Education Coordinator, and Chief Financial Officer to provide orientation and training to Policy Council members on: Leadership Training, the Roles and Responsibilities of the Policy Council and Grantee Board; Policy Council By-Laws; Robert's Rules of Order; Organizational Structure; Mission and Philosophy; Head Start Policies, Guidelines and Communications; Eligibility; Financial Reports and Non-Federal Share; Grant Application Processes and Timelines; Program Work Plans; Personnel Policies, including the Standards of Conduct; Job Descriptions, PACT/Union Negotiations and Contract; Communication Systems; Role Clarification; Parent Committees; Reimbursement Procedures; Community Assessment Procedures; Self-Assessment Procedures, Performance Standards; Program Indicator Reports (PIR); and the agency's Internal Dispute Resolution Policy.

It is the responsibility of both the Executive Director and the H.B. Education Coordinator to provide additional training as needed to enable the Policy Council to carry out their duties effectively.

The Office Manager, Chief Financial Officer, and H.B. Education Coordinator are responsible for the assembling of any materials and supplies to be utilized for Grantee Board and Policy Council Training.

#### Policy Council and Board Attendance at Conferences/Training

Policy Council and Board members may utilize training money set aside for conference/workshop attendance for pertinent training that will assist them in carrying out their responsibilities. Procedures and requirements for reimbursement for training activities is contained in the Fiscal Procedures Manual

and the Policy Council Handbook. PACT does not pay babysitting expenses while a Policy Council member is attending a conference.

### **§1301.6 Impasse procedures.**

| Head Start Performance Standard Number | Who is Responsible | Who Implements | Timelines or Ongoing | Form Name |
|--|--------------------|----------------|----------------------|-----------|
| 1301.6                                 | Exe. Director      | Exe. Director  |                      |           |

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

**(1) Demonstrate that the governing body considers proposed decisions from the policy council and that the policy council considers proposed decisions from the governing body;**

**(2) If there is a disagreement, require the governing body and the policy council to notify the other in writing why it does not accept a decision; and,**

**(3) Describe a decision-making process and a timeline to resolve disputes and reach decisions that are not arbitrary, capricious, or illegal.**

**(b) If the agency’s decision-making process does not result in a resolution and an impasse continues, the governing body and policy council must select a mutually agreeable third party mediator and participate in a formal process of mediation that leads to a resolution of the dispute.**

**(c) For all programs except American Indian and Alaska Native programs, if no resolution is reached with a mediator, the governing body and policy council must select a mutually agreeable arbitrator whose decision is final.**

### Internal Dispute Resolution

The Executive Director in conjunction with the Grantee Board and Policy Council has established a written procedure for resolving internal disputes, including impasse procedures between the governing body and Policy Council. These written procedures are located in the Grantee Board and Policy Council Orientation Handbooks, as well as included in this section.

### Policy Regarding the Resolution of Internal Disputes

The Policy Council By-Laws state that the Board of Directors may appoint a Board member to serve as a Community Representative to the Policy Council. The Council must approve this Representative, and the Board Representative is a voting member of the Council.

The Policy Council By-Laws also state that one of the Officers of the Council is designated as a Representative to the Board. The Policy Council Representative must be approved by a simple majority of the Board and also has voting rights.

This composition allows for on-going communication between the Grantee Board and the Policy Council.

Should disagreement/internal dispute occur between the Council and the Board of Directors, both parties shall notify the other within 10 days, in writing, as to why they do not accept the decision of the other.

The Executive Committee (consisting of Officers) of both parties shall meet within 10 days of the written notification to discuss and attempt to resolve the conflict or dispute.

If the dispute is not resolved between the Executive Committees, the Executive Committees will select a mutually agreeable third party mediator within 30 days and begin formal mediation to resolve the dispute.