

Area:	Program Governance
Subject:	PG01 - Policy Council, Policy Committee, and Parent Committee Structure
Reference:	1304.50(a)(1-5)
Policy:	Grantee will establish and maintain a formal structure of governance through which parents can participate in appropriate policy making or in other decisions about the program. Grantee will maintain Policy Councils and monitor Delegate Agency Policy and Parent Committees.

Procedure:

1. Grantee will ensure that Parent Committees are established at its directly operated classrooms/centers and at classrooms/centers operated by delegate agencies. When more than one program option from the same site exists, the Parent Committee membership is combined. The Parent Committee will be composed of enrolled families. Each Parent Committee will elect representatives to the Policy Committee.
2. Grantee will ensure that a Policy Committee is established at each delegate agency. The Policy Committee will represent delegate agency program options. Delegate agencies will complete and submit to the grantee the *Center Committee Data* form. Distribution copy will be forwarded to the Grantee staff assigned to monitor delegate agencies by October (RHS/EHS) or June (MHS) of each program year.
3. Grantee will establish Policy Councils for Migrant and Seasonal Head Start each program year. The Policy Council will be comprised of representatives from delegate agencies and directly operated programs. (Delegate agencies and directly operated programs will complete and submit the *Delegate Policy Committee Data* form.) Distribution copy will be forwarded to the Grantee staff responsible for Policy Council activities by October (RHS/EHS) or June (MHS) of each program year.
4. Bylaws will be established for each Policy Council, Policy Committee and submitted to the Governing Board for final approval.
5. Policy Groups will adhere to the Brown Act and to Robert's Rule of Order.
6. Agendas and minutes for meetings will be maintained in a central location for monitoring purposes. Monthly agendas and minutes will be posted in an agency's public area and it is recommended to be posted in each classroom's parent area.
7. All communication to Policy Council, Policy Committees and Parent Committees will be carried out as prescribed in bylaws and translated to the language of its membership where feasible.
8. Grantee staff will monitor delegate agencies and SCOE directly operated programs to ensure compliance. Monitors will utilize a Site Visit form within COPA to document such visits.

Supervised by: Director II

Performed by: Coordinator of Early Childhood Education Programs, Child Development Supervisor II/III, Project Technician, Family Service Worker

Forms needed: Site Visit Report, Center Committee Data, Delegate Policy Committee Data

Frequency: Established Annually