

**Area:** Program Governance

**Subject:** PG07 – Policy Groups: Program Planning/Policy Group Responsibilities

**Reference:** 1304.50(d)(1)(iii), 1304.51(a)

**Policy:** Central California Migrant Head Start Policy Council (CCMHSPC) and the Stanislaus Head Start Policy Council (SHSPC) will work with key management staff and participate in program planning that is based upon internal program data from program self assessments, community assessments, training needs assessments, monitoring results, external community data and any other appropriate data such as PIR.

**Procedure:**

1. Two months before the end of the program year Family and Community Services Supervisor and Coordinator develops a planning calendar that identifies information and action items that will be presented to the Policy Councils as part of the refunding application process.
2. Executive Director and/or Director II will provide the relevant governing body with planning calendar at the beginning of each program year.
3. The Policy Councils are responsible for participating in, reviewing, and/or approving relevant items on the planning calendar prior to submission to the Governing Body for final approval.
4. The Governing Body will have an opportunity to provide input and give final approval for each action item.
5. The Binding Arbitration procedure will be initiated if the Policy Councils disagree on the approval of any required action item.
6. After approved, the Family and Community Services Supervisor will orient new Council members to the planning calendar during their roles and responsibilities training.

**Supervised by:** Director II

**Performed by:** Coordinator of Early Childhood Education Programs, Family and Community Services Supervisor

**Forms needed:** N/A

**Frequency:** Annually