

- Area:** Program Governance
- Subject:** PG15 – Policy Group Functions
- Reference:** 1304.50(d)(2)(I-v)
- Policy:** Central California Migrant Head Start Policy Council (CCMHSPC) and the Stanislaus Head Start Policy Council (SHSPC) will perform the following functions as outlined in the Head Start School Readiness Act of December 2007:
1. Be responsible for the direction of the program, consistent with the responsibilities of the governing body, including program design and operation, and long- and short-term planning goals and objectives, taking into account the annual communitywide strategic planning and needs assessment and self-assessment.
  2. Shall be elected by the parents of children who are currently enrolled in the program.
  3. Not have a conflict of interest with the Grantee and delegate agency.
  4. Not receive compensation for serving on the Policy Council or for providing services to the agency.
  5. Approve and submit to the governing body for final approval, decisions about the following activities:
    - a. Activities to support parent involvement
    - b. Recruitment, selection, and enrollment priorities
    - c. Applications for funding and amendments to applications for funding
    - d. Budget planning for program expenditures, including policies for reimbursement and participation in Policy Council activities
    - e. Bylaws for the operation of the Policy Council
    - f. Program personnel policies and decisions regarding the employment of program staff paid more than 50% for Head Start funds, including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff
    - g. Development of procedures for how members of the Policy Council will be elected, and
    - h. Give recommendations on the selection of delegate agencies and their services areas.

**Procedure:**

1. Family & Community Services Supervisor will provide training to members on the above functions prior to the first meeting of each Policy Council term year.
2. Training will be included on annual planning calendar.

- Supervised by:** Director II
- Performed by:** Family & Community Services Supervisor
- Forms needed:** N/A
- Frequency:** Annually