

Area: Program Governance

Subject: PG21-Training and Development

Reference: 1304.52 (k)(4)

Policy: Grantee and delegate agencies will provide training or orientation to MHS/RHS/EHS governing body members. Grantee and delegate agencies will also provide orientation and ongoing training to Policy Council and Policy Committee members to enable them to carry out their program governance responsibilities effectively.

Procedure:

1. The program provides training or orientation to governing body members.
 - a. Parent involvement training will be provided by Grantee Director, Delegate Director, Child Development Supervisor II, Child Development Supervisor I, Project Technician, Family Service Worker III, grantee staff, and delegate staff to enhance parents' skills and knowledge as educators and decision makers.
 - b. Training includes the Head Start Performance Standards and Philosophy, review of bylaws, parliamentary procedures, duties of officers, planning and conducting meetings, leadership skills, and appropriate documentation.
2. Grantee Director I & II, Delegate Director, Child Development Supervisor I & II, Project Technician, Family Service Worker III, grantee staff, delegate staff provides training and ongoing training to Head Start Policy Council and Policy Committee members to enable them to carry out their program governance responsibilities effectively.
 - a. All Council members will be provided with training to gain a thorough understanding of their role on the Council and how it relates to their delegate agency program options: center, home-based program or family child care homes
 - b. The Council Bylaws will be reviewed to ensure an understanding of representation, quorums, grievance procedures, and general operating procedures
 - c. Training will be provided to build Council members' skills in advocacy
 - d. One-on-one training will be provided for changes of officers occurring during the year
 - e. Training will be provided on "How to Prepare a Budget"
 - f. There will be a Parent Education Day scheduled annually (MHS)

Supervised by:	Director III, Delegate Director
Performed by:	Child Development Supervisor II, Child Development Supervisor I, Project Technician, Family Service Worker III, Grantee Staff, Delegate Staff
Forms needed:	Performance Standards, Training Plan, Translations of all correspondence, Bylaws, List of Elected Parents and Community Agency Representatives, Policy Council and Parent Council Meeting and Parent Meeting announcements/fliers, agendas, Calendar, Center Meeting Planning Sheet, Parent Meeting Minutes, Center Committee/PPC Sign-In Sheet, Center Committee Data, Delegate Policy Committee Data, Community Assessment, Program Area Plans, Goals and Objectives, Budgets, How to Conduct a Meeting (<i>Roberts Rules of Order</i>)
Frequency:	Annually, (at the beginning of the program year); one-on-one as needed during the year