

**HEAD START PROCEDURES FOR:
POLICY COUNCIL
COMPONENT: CENTER FOR YOUNG LEARNERS**

1.0 Scope: Performance Standard 1301.3 Policy Group Composition and Formation

2.0 Responsibility:

- 2.1 Head Start Director
- 2.2 Parent Engagement Consultant
- 2.3 Family Service Worker
- 2.4 Parents

3.0 Resources:

- 3.1 Parent Orientation Notebook
- 3.2 Policy Council By-Laws
- 3.3 Policy Council Orientation Manual

4.0 Procedures:

- 4.1 Parents will be informed of their vital role in program governance during Head Start Parent Orientation.
- 4.2 Grantee/Delegate and ISD Staff will ensure a fair method of nomination by parents nominating themselves or other parents nominating them for Policy Council or committee membership.
- 4.3 Grantee/Delegate Staff will ensure proportionate representation of parents from all types of programs.
- 4.4 Grantee/Delegate Staff will ensure that at least 51% of the membership of the Policy Council is made up of parents of currently enrolled children.
- 4.5 All parents of Policy Councils or Policy committees will stand for election or reelection annually.
- 4.6 Policy Council members will not exceed five terms served.
- 4.7 See Policy Council By-Laws.

5.0 Associated Documents:

- 5.1 Parent Orientation Meeting Minutes
- 5.2 Parent Committee Meeting Minutes
- 5.3 Policy Council Meeting Minutes

6.0 Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
Parent Orientation Meeting Minutes	Print/Electronic	Cabinet at ESC/Google Docs	7 years	Shred/Delete	Locked/Password protected
Parent Committee Meeting Minutes	Print/Electronic	Cabinet at ESC/	7 years	Shred/Delete	Locked/Password protected

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		Google Docs			
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7.0 Monitoring:

7.1 Quarterly review

8.0 Revision History:

Date:	Revision#	Description of Revision
6-2006		
8-2009		Reviewed
11-2012	2.2	Revised “Involvement” to “Engagement”
8-2015		Reviewed
10-2015	4.2, 4.3, 4.4	Added “Grantee/Delegate”
6-2016		Reviewed
5-2017	4.5	Added 4.5; Changed 1304.50 (b) to 1301.3
5-2018	6.0	Added “Delete”
6-2019		Reviewed
12/2022		Reviewed