

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

- 1.0 **Scope:** Performance Standard 1301.3(c) Policy Council By-Laws
- 2.0 **Responsibility:**
- 2.1 Policy Council
  - 2.2 Parents
  - 2.3 Head Start Director
- 3.0 **Resources:**
- 3.1 Community Assessment
  - 3.2 Policy Council By-Laws
  - 3.3 Policy Council and ESC Board Rosters
  - 3.4 Policy Council Orientation Manual
  - 3.5 Parent Orientation Booklet
- 4.0 **Procedures:**
- 4.1 The Policy Council will propose and approve the total size of their respective policy groups, procedures for election of parent members, and the procedure for the selection of community representatives.
  - 4.2 The Policy Council will consist of two types of representative; parents of currently enrolled children and community representatives.
  - 4.3 Parents will be informed of their vital role in program governance during Head Start Parent Orientation.
  - 4.4 The Grantee/Delegate will ensure no Head Start Staff or Language Facilitators serve on the Policy Council.
    - 4.4.1 Allowing for exceptions for Policy Council members who occasionally substitute for regular staff members.
    - 4.4.2 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.
    - 4.4.3 Grantee/Delegate Staff will ensure proportionate representation of parents from all types of programs.
  - 4.5 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.
    - 4.5.1 All parents of Policy Councils or Policy committees will stand for election or re-election annually. One-year terms for any individual (parent and community representative) are limited to five terms.
    - 4.5.2 Community representatives will be selected annually.
  - 4.6 Community representatives will be drawn from:

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- 4.6.1 Local community businesses (public or private),
- 4.6.2 Community, civic, and professional organizations,
- 4.6.3 Others familiar with resources and services for disadvantaged children and families,
- 4.6.4 Parents of formerly enrolled children.
- 4.7 Head Start Director will act as liaison attending body Policy Council and ESC Board of Directors meetings.

**5.0 Associated Documents:**

- 5.1 Policy Council Minutes

**6.0 Record Retention Table:**

Identification	Format	Storage	Retention	Disposition	Protection
Policy Council Minutes	Print Electronic	Policy Council Binder/ Google docs	7 years	Shred/ Delete	CYLOffice/ Password Protected

**7.0 Monitoring:**

- 7.1 Head Start Director participation and liaison with ESC Board of Directors

**8.0 Revision History:**

Date:	Revision#	Description of Revision
6-2006		
8-2009		Reviewed
11-2012		Reviewed
8-2015		Reviewed
10-2015	4.4, 4.5, 4.6, 4.6.1, 4.7	Change “ESC” to “Grantee/Delegate”
6-2016		Reviewed
5-2017	Title; 4.5.1	Changed 1304.5 to 1301.3(c); changed three year terms to five
5-2018	6.0	Added “Delete”
6-2019		Reviewed
4-2022		Reviewed
12/2022		Reviewed