

CONTRA COSTA COUNTY EHSD COMMUNITY SERVICES BUREAU
HEAD START/EARLY HEAD START BYLAWS

Appendix I

I. Appendix 1: Head Start Performance Standards: Governance and Policy Council

Policy Council must approve or disapprove actions before they are finalized or actions can be taken about program changes. The Policy Council must also have been consulted in the decision-making process prior to the point of seeking approval for the items outlined below.

- 1304.50(d)(1)(i) All funding applications and amendments to funding applications for Early Head Start and Head Start, including administrative services, prior to the submission of such applications to the grantee (in the case of Policy Committees) or to HHS (in the case of Policy Councils);
- 1304.50(d)(1)(ii) Procedures describing how the governing body and the appropriate policy group will implement shared decision-making;
- 1304.50(d)(1)(iv) The program's philosophy and long and short range program goals and objectives (see 45CFR 1304.51(a) and 45CFR 1305.3 for additional requirements regarding program planning);
- 1304.50(d)(1)(v) The selection of delegate agencies and their service areas (this regulation is binding on Policy Councils exclusively)(see 45 CFR 1301.33 and 45 CFR 1305.3(a) for additional requirements about delegate agency and service area selection, respectively);
- 1304.50(d)(1)(vi) The composition of the Policy Council or the Policy Committee and the procedures by which policy group members are chosen;
- 1304.50(d)(1)(vii) Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR part 1305;
- 1304.50(d)(1)(viii) The annual self-assessment of the grantee or delegate agency's progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review (see 45 CFR 1304.51(l) for additional requirements about the annual self-assessment);
- 1304.50(d)(1)(ix) Program Personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff consultants, and volunteers;
- 1304.50(d)(1)(x)(xi) Decisions to hire or terminate the Early Head Start or Head Start director of the grantee or delegate agency; and decisions to hire or terminate any person who works primarily for the Early Head Start or Head Start program of the grantee or delegate agency.

Head Start Performance Standards on Policy Council activities:

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- 1304.50(d)(2)(i) Serve as a link to the Parent Committees, grantee and delegate agency governing bodies, public and private organizations, and the communities they serve;
- 1304.50(d)(2)(ii) Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in Early Head Start and Head Start to encourage their participation in the program;
- 1304.50(d)(2)(iii) Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities;
- 1304.50(d)(2)(iv) Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs; and
- 1304.50(d)(2)(v) Establish and maintain procedures for working with the grantee or delegate agency to resolve community complaints about the program.

Head Start Performance Standards on Policy Council Membership:

- 1304.50(b)(2) Policy Councils and Policy Committees must be comprised of two types of representatives: parents of currently enrolled children and community representatives. At least 51 percent of the members of these policy groups must be the parents of currently enrolled Head Start/Early Head Start children (see 45 CFR 1306.3(h) for a definition of a Head Start parent).
- 1304.50(a)(3) All Policy Councils, Policy Committees, and Parent Committees must be established as early in the program year as possible. Grantee Policy Councils and delegate Policy Committees may not be dissolved until successor Councils or Committees are elected and seated.
- 1304.50(a)(4) When a grantee has delegated the entire Head Start program to one delegate agency, it is not necessary to have a Policy Committee in addition to a grantee agency Policy Council.
- 1304.50(b)(3) Community representatives must be drawn from the local community: businesses; public or private community, civic, and professional organizations; and others who are familiar with resources and services for low-income children and families, including, for example, the parents of formerly enrolled children.
- 1304.50(a)(5) The governing body, (Board of Supervisors) (the group with legal and fiscal responsibility for administering the Early Head Start or Head Start program) and the Policy Council or Policy Committee must not have identical memberships and functions.
- 1304.50(b)(5) Policy Councils and Policy Committees must limit the number of one-year terms any individual may serve on either body to a combined total of three terms.

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- 1304.50(b)(1)(6) No grantee or delegate agency staff (or members of their immediate families) may serve on Policy Councils or Policy Committees except parents who occasionally substitute for regular Early Head Start or Head Start staff. In the case of Tribal grantees, this exclusion applies only to Tribal staff who work in areas directly related to or which directly impact upon any Early Head Start or Head Start administrative, fiscal or programmatic issues.
- 1304.50(b)(1)(7) Parents of children currently enrolled in all program options must be proportionately represented on established policy groups.

Head Start Performance Standards on reimbursement:

- 1304.50(f) Policy Council, Policy Committee, and Parent Committee reimbursement. Grantee and delegate agencies must enable low-income members to participate fully in their group responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the members (i.e. childcare and transportation).