



Performance Standards–1304.50
Subpart D- Program Design and
Management Program
Governance Plan

Program Year: 2015-2016

Approved: June 10, 2015

**Performance Standards-1304 Subpart D- Program Design and Management
1304.50 Program governance.**

(a) Policy Council, Policy Committee, and Parent Committee structure.

(1) Grantee and delegate agencies must establish and maintain a formal structure of shared governance through which parents can participate in policy making or in other decisions about the program. This structure must consist of the following groups, as required:

Procedure	Responsibility	Time Frame	Documentation
- Policy Council and staff work together on: a. Program Planning, b. Personnel Committee, c. Grant proposals d. Budgets, e. Self-Assessment, f. Parent Committee - Policy Council members are elected from all classrooms. Parents are elected through Parent Committee and/or special parent meeting at orientation where all parents attend. - Policy Council holds an election to elect its officers. The officers are: Chairperson, Vice-Chairperson, and Secretary. - Policy Council members receive an orientation and training on duties, by-laws, responsibilities and overview of the Head Start program.	FSM	Ongoing	Minutes
	FSM	September	P.C. Minutes
	FSM	October	P.C. Minutes
	FSM & Director	First in October and then on-going	Minutes Attendance

(1) Policy Council. This council must be established at the grantee level.

Procedure	Responsibility	Time Frame	Documentation
-Two parents from each classroom, one voting member and one alternate attends Policy Council meeting, accordance with PC by-laws. -The roles and functions are outline in the Policy Council by-laws	FSM	Ongoing	Policy Council minutes

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(ii) Policy Committee. This Committee must be established at the delegate agency level when the program is administered in whole or in part by such agencies (see 45 CFR 1301.2 for a definition of a delegate agency).

Procedure (N/A)	Responsibility	Time Frame	Documentation
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(iii) **Parent Committee.** For center –based programs, this committee must be established at the center level. For other program options, an equivalent Committee must be established at the local level. When programs operate more than one option from the same site, the parent Committee membership is combined unless parents choose to have a separate Committee for each option.

Procedure	Responsibility	Time Frame	Documentation
<ul style="list-style-type: none"> - Parent center meetings provide parents with an opportunity to share and develop ideas with the teacher and other parents who attend the meeting. - Parents can work on curriculum planning; help plan field trips, plan the annual family picnic, volunteer for special events and work on self-assessments. 	<u>Teacher,</u> <u>EM, FSM,</u> <u>FA</u> <u>FSM-</u> <u>Director</u>	<u>On-going</u>	<u>Minutes form</u>

1304.50(a) (2)

(2) **Parent Committees must be comprised exclusively of the parent of children currently enrolled at the center level for center-based programs or at the equivalent level for other program options (see 45 CFR 1306.3(h) for a definition of a Head Start parent).**

Procedure	Responsibility	Time Frame	Documentation
<ul style="list-style-type: none"> -Parents of enrolled children are automatically members of the Parent Center Committee - In order to encourage the participation of as many parents as possible, parents are asked for the best time to schedule these meetings. 	FA, Teachers, PI/FSM	Ongoing Ongoing	Monthly Meeting Minutes

(5) The governing body (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.

Procedure	Responsibility	Time Frame	Documentation
- The governing body, which is the Manchester Board Of Education and Policy Council, the membership consist of different people. Policy Council chair is the liaison between the Board of Education and the Policy Council.	FSM, Director Parent Reps.	Ongoing	Parent Committee Minutes

1304.50(b)(1) - (b) (7)

(b)- Policy group composition and formation.

(1)- Each grantee and delegate agency governing body operating and Early Head Start or Head Start program must (except where such authority is ceded to the Policy Council or Policy Committee) propose, within the framework of these regulations, the total size of their respective policy groups (based on the number of centers, classrooms, or other program options units, and the number of children served by their Early Head Start or Head Start program), the procedures for the selection of parent members, and the procedure for the selection of community representatives. The Policy Committee or Policy Council must approve these proposals.

Procedure	Responsibility	Time Frame	Documentation
- Two parents, one voting and one alternate are elected from each classroom to serve on Policy Council. The Policy Council by-laws indicate the representation. -The Community representatives are approved yearly by the Policy Council. - Parents indicate the desire to serve through the parent Volunteer Survey or be nominated or self. - Parent Center meeting nominate and elect representatives to the Policy Council. - Membership proportionately represents all classrooms and program options.	FSM	Ongoing	Parent Committee Minutes

(2) Policy Council and Policy Committee 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 children (see 45 CFR 1306.3 (h) for a definition of a Head Start parent

Procedure	Responsibility	Time Frame	Documentation
<ul style="list-style-type: none"> - Parents are involved in the process of selecting community representatives considering issues of interest to the council and the types of community representatives needed in the coming year. - Nominations for the community representatives will be sought from parents. - A biography of the persons nominated will be presented to the Policy Council. Three representatives will be elected to serve on Policy Council. 	FSM, Director, Policy Council	Ongoing Ongoing	Policy Council Attendance & records

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..

Procedure	Responsibility	Time Frame	Documentation
<ul style="list-style-type: none"> - Agencies and community, civic, or professional organizations are given the opportunity to participate on Policy Council via word of mouth or invitation by parents or any staff member. - Community Representatives may be former Head Start parents who have become active in community affairs. - Community Representatives are volunteers who are interest, and have the skills, knowledge, experience and the desire to support the Manchester Head Start program, activities and operation. - Parents will be asked for recommendations for community representatives. 	FSM, Director, Policy Council	Ongoing Ongoing	Policy Council Attendance & records

(4) All parent members of Policy Councils or Policy Committee must stand for election or re-election annually. All community representatives also must be selected annually.

Procedure	Responsibility	Time Frame	Documentation
<ul style="list-style-type: none"> - All Policy Council members are elected yearly. - All Policy Council members who wish to return to the Policy Council must be re-elected yearly and cannot serve more than three terms. - Policy Council must approve all community representatives on a yearly basis. 	FSM Director, Policy Council	Ongoing Ongoing	Policy Council Attendance & records

(5) Policy Councils and Policy Committee must limit the number of one-year terms any individual may serve on either body to a combined total of three terms.

Procedure	Responsibility	Time Frame	Documentation
- No member of the Policy Council shall serve for more than three years; however, a parent can be elected to an additional two terms as a parent representative to the Policy Council if one or more years exist between the terms. - A former parent who has no child in the Head Start program may be elected as a community representative. No one individual can serve more than three terms in any capacity on either body. - The Policy Council membership list will remain in the Policy Council Notebook and be reviewed to ensure that no member serves more than three years on Policy Council.	PIM, FSM, Policy Council members	Ongoing Ongoing	Policy Council Roster

(6) No grantee or delegate agency staff (or members of their immediate families) may serve on the Policy Council or Policy Committee 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 that works in areas directly related to or which directly impact upon any Early Head Start or Head Start administrative, fiscal or programmatic issues.

Procedure	Responsibility	Time Frame	Documentation
Staff (or members of their families) shall not serve on Policy Council.	PIM, FSM, Director	Ongoing	Policy Council Roster

(7) Parents of children currently enrolled in all program options must be proportionately represented on established policy groups.

Procedure	Responsibility	Time Frame	Documentation
<ul style="list-style-type: none"> - Avery effort is made by the staff to have representation from the majority of the ethnic group of the children attending. - Parent membership is clearly defined and represents all Manchester Head Start options. 	PIM, FSM, FA	Ongoing	Policy Council Roster

1304.50 (c) & (d) (c) Policy group responsibilities - general.

At a minimum policy groups must be charged with the responsibilities described in paragraphs (d), (f), (g), and (h) of this section and repeated in appendix A of this section.

Procedure	Responsibility	Time Frame	Documentation
- Policy Council receives training on Appendix A of the Performance Standards regarding roles and responsibilities of the membership, governing body, and key management.	FSM/ Director	Ongoing	By-Laws

(d) The Policy Council or Policy Committee. (1) Policy Council and Policy Committee must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:

Procedure	Responsibility	Time Frame	Documentation
<p>The Policy Council considers and acts on the following policies and procedures:</p> <ul style="list-style-type: none"> -The goals and objectives of the program and the financial plans to implement them; - Curriculum, Staffing, Program plans such as those presented by the Family Service Manager, Parent Involvement Manager, Health & Nutrition Manager and the Education Manager - Adjustments to the Board of Education's school year calendar to accommodate special circumstances of Head Start; the location of Center, enrollment procedures, Self-Assessment. 	PIM ,FSM, Director,	Ongoing,	Policy Minutes

1304.50 (d) (1) (i)

(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 Committee) or to HHS (in the case of Policy Councils):

<i>Procedure</i>	<i>Responsibility</i>	<i>Time Frame</i>	<i>Documentation</i>
<ul style="list-style-type: none"> - The Policy Council members are trained so they will understand the interrelationship of funding and program planning. - The development of a funding application is an ongoing planning process in which the Policy Council is involved. - Prior to the drafting of the application and related materials, the Policy Council is involved in the formulation of the goals and the objectives of the funding application. - During the funding year, the Director shall present a financial statement at each Policy Council meeting so that the Council can make informed decisions about agency activities and expenditures. 	PIM, FSM, Director	October, & ongoing	Policy Council Minutes

1304.50 (d) (1) (ii)

(ii) Procedures describing how the governing body and appropriate policy group will implement shared decision-making

<i>Procedure</i>	<i>Responsibility</i>	<i>Time Frame</i>	<i>Documentation</i>
<ul style="list-style-type: none"> - A written procedure clearly defines the roles of the Policy Council, governing body, Parent Center Committee and key Manchester Head Start staff. - Shared decision-making is encouraged in the following ways: The staff and the Council confer frequently about policies, practices and procedures. 	All staff, PC members	Ongoing	Reports and minutes

1304.50 (d) (1) (iii) & (iv)

(iii) Procedures for program planning in accordance with this part and the requirements of 45 CFR part 1305.3;

<i>Procedure</i>	<i>Responsibility</i>	<i>Time Frame</i>	<i>Documentation</i>
<ul style="list-style-type: none"> - Policy Council input is solicited at every meeting for program planning. - Program planning and review process is ongoing throughout the program year. - The program director has the opportunity to share information and/or concerns at Policy Council and staff meetings. - The Policy Council acts on the goals and objectives for the program as presented by the Director (note: 1305.3 Deals with the Community Assessment). 	PIM, FSM, Director	Ongoing	Minutes/attendance Reports

(i) The program’s philosophy and long-and short -range program goals and objectives (see 45CRF 1304.51 (a) and 45 CRF 1305.3 for additional requirements regarding program planning);

<i>Procedure</i>	<i>Responsibility</i>	<i>Time Frame</i>	<i>Documentation</i>
<p>The Policy Council:</p> <ul style="list-style-type: none"> - Participates in discussions formulating the program vision and are aware of program planning and time frames for implementation of the vision; - Forms sub-committee to work with the Director or other staff on projects of particular interest or needs - Can, at any time, make recommendations to community agencies to take actions, which may better the lives of families and children. Suggestions from Parent Center Committees can be a part of the Policy Council’s recommendations; 	PIM/EM/Director	Ongoing	Minutes

- Reviews financial statements of the program and discuss with staff the resources needed to support the goals and objectives.			
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1304.50 (d) (1) (vi)

(vi) The composition of the Policy Council or the Policy Committee and the procedures which policy group chooses members;

Procedure	<i>Responsibility</i>	<i>Time Frame</i>	<i>Documentation</i>
-Policy Council reviews guidelines yearly, which includes composition of Policy Council and procedures for choosing members.	All staff, PC members	Ongoing	Reports and minutes

(See 1304.50 (b) (1) regarding policy group composition and formation)

1304.50 (d) (1) (vii)

(vii) **Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45CFR part 1305;**

<i>Procedure</i>	<i>Responsibility</i>	<i>Time Frame</i>	<i>Documentation</i>
- The recruitment committee meets yearly to discuss and make recommendations to the Policy Council regarding recruitment, (such as the type and placement of recruitment notices selection, and enrollment. - The Policy Council members are familiar with the pertinent points of 1305 (Eligibility, Recruitment, Selection, Enrollment and Attendance in Head Start) in order for the committee to make an informed review of enrollment policies	Policy Council, FSM FSM, Director	February	Policy Council Minutes, Recruitment Committee Minutes

<p>- The Members should examine the enrollment process in relation to the regulations, the program philosophy and the needs of children and families in the community.</p>			
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1304.50 (d) (1) (viii)

(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 1304.51 (i) (1) for additional requirements about the annual self-assessment);

<i>Procedure</i>	<i>Responsibility</i>	<i>Time Frame</i>	<i>Documentation</i>
<p>Manchester Head Start has a clearly defined procedure which outlines the process for self-assessment and the involvement of parents, community representatives, Policy Council members and staff: The Policy Council is an active participant in the annual self-assessment and, as such, considers the extent to which:</p> <ul style="list-style-type: none"> ◆ The time schedule for assessment is reasonable; ◆ An appropriate assessment team is formed including parents and representation from the community; ◆ The team is trained in conducting an assessment; ◆ The team is knowledgeable in the previous year’s self-assessment and as well as the Federal monitoring review; <p>-The measures used to conduct the self-assessment adequately evaluate the program -The team reports the findings to the Policy Council and Parent Committee; -Improvement plans are appropriate and feasible in terms of resources and time frames.</p>	<p>Director, Policy Council, All staff</p>	<p>April</p>	<p>Policy Council Minutes</p>

1304.50 (d) (1) (ix)

(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; and

<i>Procedure</i>	<i>Responsibility</i>	<i>Time Frame</i>	<i>Documentation</i>
- As appropriate, the Policy Council is made aware of Head Start personnel policies and the interrelatedness with the Board of Education personnel policies in view of; --The role the Council plays in approving or disapproving staffing decisions; --That both the Federal Regulations and the Manchester Board of Education personnel policies govern this Head Start.	PIM, Director	Ongoing	Policy Council Minutes Training

1304.50 (d) (1) (x) & (xi)

(x) Decisions to hire or terminate the Early Head Start or Head Start director of the grantee or delegate agency; and

(xi) 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.

<i>Procedure</i>	<i>Responsibility</i>	<i>Time Frame</i>	<i>Documentation</i>
Some roles of the Policy Council in personnel matters are to: - Establish a Personnel Committee (including staff members and community representatives) which would be charged with reviewing applications, interviewing candidates and making recommendations to the full Policy Council; - Ensure that positions are openly advertised in such publications as the Head Start newsletter and newspaper serving the local area; - Work with Parent Committee to involve them in the recruitment, selection and approval process; - Encourage parents to understand the employment process and apply for any job for which they were qualified. - Participate in the approval process, without taking responsibility for directly hiring or terminating individuals, because this is a management function.			

1304.50(d)(2)(1)

(2) In addition, Policy Councils and Policy Committee must perform the following functions directly:

(I) Serve as a link to the Parent Committee, grantee and delegate agency governing bodies, public and private organizations, and the community they serve;

<i>Procedure</i>	<i>Responsibility</i>	<i>Time Frame</i>	<i>Documentation</i>
<p>Members of the Policy Council can serve as a link in the following ways:</p> <ul style="list-style-type: none"> - Providing training for parents in developing effective listening and communication skills - Being members of community agencies in order to share information about service for children and families - Reporting to parents about Policy Council actions through such means as Parent Committee, posting news on bulletin boards, and one-to-one contacts - Being familiar with community resources and fostering positive community relationships - Becoming advocates and leaders at the local Head Start level or beyond including Head Start and/or in the public schools. 			

1304.50(d)(2)(ii)

(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 and to encourage their participation in the program;

1304.50(d)(2)(iii)

(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;

<i>Procedure</i>	<i>Responsibility</i>	<i>Time Frame</i>	<i>Documentation</i>
<ul style="list-style-type: none"> - At orientation, regulations and policies of the program are explained and parents are encouraged to become active by attending Parent Center meetings. - Parents are also informed about activities such as The Breakfast Club meetings and volunteer opportunities. - The parents choose the most convenient day and time for Parent Center meeting. - In Parent Center meetings, parents are encouraged to discuss the parent activities offered by the program and make suggestions for others. 	PIM, Director FA	September & ongoing	Policy Council Minutes & Parent Committee Minutes

1304.50(d)(2)(iv)

(iv) Assist in recruiting volunteer service from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs; and

<i>Procedure</i>	<i>Responsibility</i>	<i>Time Frame</i>	<i>Documentation</i>
- The Policy Council works through its community representatives to make contact with community agencies to support our families.	PIM/FSM	Ongoing	Minutes
- The Family Service Manager informs the Policy Council about the roles of community volunteers in the program.			
- The Policy Council is kept apprised of volunteer activities through newsletters and the Family Service Manager’s monthly report.	PIM	Ongoing	Newsletter/Minutes
-The Policy Council members are asked to give their suggestions as to community agencies, which should be represented on the Policy Council and possible person to serve on the Policy Council from those agencies.	PIM/Director	Ongoing	Minutes

1304.50(d)(2)(v) (v) Establish and maintain procedures for working with the grantee or delegate agency to resolve community complaints about the program.

Procedure	Responsibility	Time Frame	Documentation
The procedure for resolving community complaints is as follows: PLEASE SEE ATTACHED	Director	Ongoing	Meeting minutes

1304.50(e)(1), (2) & (3)

(e) Parent Committee. The Parent Committee must carry out at least the following minimum responsibilities:

- (1) Advise staff in developing and implementing local program policies, activities and services;
- (2) Plan, conduct, and participate in informal as well as formal program, and activities for parents and staff; and
- (3) Within the guidelines established by the governing body, Policy Council, or Policy Committee, participate in the recruitment and screening of Early Head Start and Head Start employees.

<i>Procedure</i>	<i>Responsibility</i>	<i>Time Frame</i>	<i>Documentation</i>
<p>Parent Committees contribute to program development and operations in the following ways:</p> <ul style="list-style-type: none"> -Developing curriculum with the teacher and assisting the teacher in finding field trip opportunities; - Electing the representatives to the Policy Council at the September meeting; - Suggesting activities to the Policy Council for various purposes; - Bringing parents together for common interest; - Discussing what parents would like to do and what parents would like to learn. Within guidelines set by the Policy Council, Parent Center members assist in the recruitment of employees: - Suggesting to staff how and where to recruit employees; - Discussing the criteria for the selection of personnel, especially for their classroom. - Participate in the interview process for teachers, paraprofessionals and Family Advocates who will work specially with their classroom. 	Teacher/ Director/PIM	Monthly	Parent Committee Minutes/PC Minutes

1304.50(f)

(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>Procedure</i>	<i>Responsibility</i>	<i>Time Frame</i>	<i>Documentation</i>
- Members who incur reasonable expenses in fulfilling group responsibilities are to be reimbursed for travel, lodging, and per diem expenses consistent with Board of Education policies for staff travel.	FSM/Director	Ongoing	Monthly Budget/Parent Check Book

1304.50(g)(1) & (2)

(g) Governing body responsibilities.

(1) Grantee and delegate agencies must have written policies that define the roles and responsibilities of the governing body members and that inform them of the management procedures and functions necessary to implement a high quality program.

<i>Procedure</i>	<i>Responsibility</i>	<i>Time Frame</i>	<i>Documentation</i>
- Policy Council members receive written documentation of their roles and responsibilities and guidelines. - Policy Council members receive training on governance, management responsibilities and Robert Rules of order. - The Manchester Board of Education follows the mandates indicated in Appendix A- Governance and Management	FSM, Director	September & Ongoing	Policy Council Training Minutes & Policy Council Minutes

1304.50(g)(1) & (2) continued

(2) Grantee and delegate agencies must ensure that appropriate internal controls are established and implemented to safeguard Federal funds in accordance with 45 CFR 1301.13.

<i>Procedure</i>	<i>Responsibility</i>	<i>Time Frame</i>	<i>Documentation</i>
- The receipt of Federal funds is approved by the Policy Council and the forwarded to the Board of Education, who creates an appropriation. The Policy Council oversees how grants funds are spent, while the Board of Education is responsible for all payrolls, account receivable and payable, as well as timely submission of reporting forms as required by Federal, State and local authorities.	Director	April	Policy Council Minutes

1304.50 (h)(h) Internal dispute resolution. Each grantee and delegate agency and Policy Council or Policy Committee jointly must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.

<i>Procedure</i>	<i>Responsibility</i>	<i>Time Frame</i>	<i>Documentation</i>
- Specific procedure outlines internal dispute mediation and impasse situation.	FSM, Director	March/April	Policy Council Minutes
- The executive board of the Policy Council and the director of Human Services for the Manchester Board work together to establish a written procedure for resolving internal conflict that is reviewed as needed.	FSM, Director	March/April	Policy Council Minutes
- The impasse procedure is approved by both the Policy Council and Manchester Board of Education and reviewed as needed.			
SEE ATTACHED			

Updated 5/13/15