

Policy Council or Policy Committee Side by Side Federal Regulations Comparisons

1301.3 Policy council and policy committee – HSPPS	Section 642 - Head Start Act
<p>(a) <u>Establishing policy councils and policy committees.</u> Each agency must establish and maintain a policy council responsible for the direction of the Head Start program at the agency level, and a policy committee at the delegate level. If an agency delegates operational responsibility for the entire Head Start or Early Head Start program to one delegate agency, the policy council and policy committee may be the same body.</p>	<p>642(c)(2)(A) IN GENERAL- Consistent with paragraph (1)(E), each Head Start agency shall have a policy council responsible for the direction of the Head Start program, including program design and operation, and long- and short-term planning goals and objectives, taking into account the annual communitywide strategic planning and needs assessment and self-assessment.</p>
<p>(b) <u>Composition.</u></p> <p>(1) A program must establish a policy council in accordance with section 642(c)(2)(B) of the Act, or a policy committee at the delegate level in accordance with section 642(c)(3) of the Act, as early in the program year as possible. Parents of children currently enrolled in each program option must be proportionately represented on the policy council and on the policy committee at the delegate level.</p> <p>(2) The program must ensure members of the policy council, and of the policy committee at the delegate level, do not have a conflict of interest pursuant to sections 642(c)(2)(C) and 642(c)(3)(B) of the Act. Staff may not serve on the policy council or policy committee at the delegate level except parents who occasionally substitute as 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 administrative, fiscal, or programmatic issues.</p>	<p>642(c)(2)(B) COMPOSITION AND SELECTION-</p> <p>(i) The policy council shall be elected by the parents of children who are currently enrolled in the Head Start program of the Head Start agency.</p> <p>(ii) The policy council shall be composed of—</p> <p style="padding-left: 40px;">(I) parents of children who are currently enrolled in the Head Start program of the Head Start agency (including any delegate agency), who shall constitute a majority of the members of the policy council; and</p> <p style="padding-left: 40px;">(II) members at large of the community served by the Head Start agency (including any delegate agency), who may include parents of children who were formerly enrolled in the Head Start program of the agency.</p> <p>642(c)(2)(C) CONFLICT OF INTEREST- Members of the policy council shall</p> <p>(i) not have a conflict of interest with the Head Start agency (including any delegate agency); and</p> <p>(ii) not receive compensation for serving on the policy council or for providing services to the Head Start agency.</p> <p>642(c)(3)(B) POLICY COMMITTEES- Each delegate agency shall create a policy committee, which shall—</p> <p style="padding-left: 40px;">(A) be elected and composed of members, consistent with paragraph (2)(B) (with respect to delegate agencies);</p> <p style="padding-left: 40px;">(B) follow procedures to prohibit conflict of interest, consistent with clauses (i) and (ii) of paragraph (2)(C) (with respect to delegate agencies); and</p> <p style="padding-left: 40px;">(C) be responsible for approval and submission of decisions about activities as they relate to the delegate agency,</p>

	<p>consistent with paragraph (2)(D) (with respect to delegate agencies).</p>
<p>(c) <u>Duties and responsibilities</u></p> <p>(1) A policy council is responsible for activities specified at section 642(c)(2)(D) of the Act. A policy committee must approve and submit to the delegate agency its decisions in each of the following areas referenced at section 642(c)(2)(D)(i) through (vii) of the Act.</p> <p>(2) A policy council, and a policy committee at the delegate level, must use ongoing monitoring results, data on school readiness goals, other information described in §1302.102, and information described in section 642(d)(2) of the Act to conduct its responsibilities.</p>	<p>642(c)(2)(D) RESPONSIBILITIES - The policy council shall approve and submit to the governing body decisions about each of the following activities:</p> <ul style="list-style-type: none"> (i) Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs. (ii) Program recruitment, selection, and enrollment priorities. (iii) Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause. (iv) Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities. (v) Bylaws for the operation of the policy council. (vi) Program personnel policies and decisions regarding the employment of program staff, consistent (in agreement with; in accordance to, compatible) with paragraph (1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff. (vii) Developing procedures for how members of the policy council of the Head Start agency will be elected. (viii) Recommendations on the selection of delegate agencies and the service areas for such agencies. <p>642(d)(2) CONDUCT OF RESPONSIBILITIES - Each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and the policy council, about program planning, policies, and Head Start agency operations, including—</p> <ul style="list-style-type: none"> (A) monthly financial statements, including credit card expenditures; (B) monthly program information summaries; (C) program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency; (D) monthly reports of meals and snacks provided through programs

	<p>of the Department of Agriculture;</p> <p>(E) the financial audit;</p> <p>(F) the annual self-assessment, including any findings related to such assessment;</p> <p>(G) the communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates;</p> <p>(H) communication and guidance from the Secretary; and</p> <p>(I) the program information reports.</p>
<p>(d) <u>Term.</u></p> <p>(1) A member will serve for one year.</p> <p>(2) If the member intends to serve for another year, s/he must stand for re-election.</p> <p>(3) The policy council, and policy committee at the delegate level, must include in its bylaws how many one-year terms, not to exceed five terms, a person may serve.</p> <p>(4) A program must seat a successor policy council, or policy committee at the delegate level, before an existing policy council, or policy committee at the delegate level, may be dissolved.</p>	
<p>(e) <u>Reimbursement.</u> A program must enable low-income members to participate fully in their policy council or policy committee responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members.</p>	<p>642(c)(2)(D)(iv) Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.</p>
<p>1301.4 Parent committees.</p> <p>(a) <u>Establishing parent committees.</u> A program must establish a parent committee comprised exclusively of parents of currently enrolled children as early in the program year as possible. This committee must be established at the center level for center-based programs and at the local program level for other program options. When a program operates more than one option, parents may choose to have a separate committee for each option or combine membership. A program must ensure that parents of currently enrolled children understand the process for elections to the policy council or policy committee and other leadership opportunities.</p> <p>(b) <u>Requirements of parent committees.</u> Within the parent committee structure, a program may determine the best methods to engage families using strategies that are most effective in their community, as long as the program ensures the parent committee carries out the following minimum responsibilities:</p> <p>(1) Advise staff in developing and implementing local program policies, activities, and services to ensure they meet the</p>	

<p>needs of children and families;</p> <p>(2) Have a process for communication with the policy council and policy committee; and</p> <p>(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.</p>	
<p>1301.5 Training</p> <p>An agency must provide appropriate training and technical assistance or orientation to the governing body, any advisory committee members, and the policy council, including training on program performance standards and training indicated in §1302.12(m) to ensure the members understand the information they receive and can effectively oversee and participate in the programs in the Head Start agency.</p>	<p>642(d)(3) TRAINING AND TECHNICAL ASSISTANCE-</p> <p>Appropriate training and technical assistance shall be provided to the members of the governing body and the policy council to ensure that the members understand the information the members receive and can effectively oversee and participate in the programs of the Head Start agency.</p>
<p>1301.6 Impasse Procedures</p> <p>(a) To facilitate meaningful consultation and collaboration about decisions of the governing body and the policy council, each agency’s governing body and policy council jointly must establish written procedures for resolving internal disputes between the governing board and policy council in a timely manner that include impasse procedures.</p> <p>(1) Demonstrate that the governing body considers proposed decisions from the policy council and that the policy council considers proposed decisions from the governing body;</p> <p>(2) If there is a disagreement, require the governing body and the policy council to notify the other in writing why it does not accept a decision; and,</p> <p>(3) Describe a decision-making process and a timeline to resolve disputes and reach decisions that are not arbitrary, capricious, or illegal.</p> <p>(b) If the agency’s decision-making process does not result in a resolution and an impasse continues, the governing body and policy council must select a mutually agreeable third party mediator and participate in a formal process of mediation that leads to a resolution of the dispute.</p> <p>(c) For all programs except American Indian and Alaska Native programs, if no resolution is reached with a mediator, the governing body and policy council must select a mutually agreeable arbitrator whose decision is final.</p>	<p>642(d)(1) IMPASSE POLICIES- The Secretary shall develop policies, procedures, and guidance for Head Start agencies concerning—</p> <p>(A) the resolution of internal disputes, including any impasse in the governance of Head Start programs; and</p> <p>(B) the facilitation of meaningful consultation and collaboration about decisions of the governing body and policy council.</p>