

# **Bourbon County Preschool Head Start**

## **Governing Body Handbook 2025-2026**

## **ABOUT BOURBON COUNTY PRESCHOOL HEADSTART**

Head Start is a federal program that was established as part of President Johnson's "War on Poverty" in 1965. It began as an eight-week summer program, but was soon changed to an eight-month program.

Head Start is the only comprehensive early childhood program, providing not only education services, but also many other services for children and families. The Head Start components include education, health, medical and dental, nutrition, mental health, parent involvement, and social services.

Three principles have guided the Head Start program since its inception in 1965. These principles are:

- Comprehensive child development services. To develop and achieve social competence, children and their families need a comprehensive, interdisciplinary approach to early childhood development and health services and family and community partnerships.
- Parent Involvement. Parents are encouraged to become involved in all aspects of the Head Start program. This can be in shared governance in policy and program decisions that respond to their interests and needs. In addition, Head Start programs work closely with parents and other family members to develop and utilize their strengths in order to successfully meet child, family, and personal goals.
- Community Partnerships and community-based services. Specific models of service provision flow out of the characteristics of different communities. To fulfill program and community goals, Head Start programs build linkages and collaboration with other service providers and leaders in the community.

The Bourbon County Preschool Head Start serves Bourbon County. We serve 152 children and families from Head Start. The Bourbon County Preschool Head Start is located at 369 Bethlehem Rd. We offer a blended program, combining state-funded preschool with locally funded preschool. The program has five full-day Head Start classrooms that operate five days a week, and four half-day classrooms that are blended Head Start, state-funded preschool, and locally funded preschool that operate four days a week. We have the capacity to serve 236 students with our current classroom design.

## **Bourbon County Preschool Head Start Vision and Mission Statement**

### **Vision:**

**We believe in our commitment to providing the highest quality family-focused services.**

**We believe that every child deserves the opportunity to develop positive values and to live life fully.**

**We believe that cooperatively uniting our best efforts will enhance and support the achievement of our common goals.**

**We believe in fostering creativity and innovation as we develop effective services for children and families.**

**We believe that being loyal to our beliefs, even in the face of adversity, will ensure that trust exists at all levels.**

**We believe that acceptance of and respect for the individuality of all students, families, and staff contribute to our continual development.**

### **Mission:**

**To enhance school readiness for all young children in Bourbon County by ensuring quality services that are comprehensive, integrated, and family-focused.**

## **Things to Know**

The Governing Body of a Head Start organization is responsible for the stewardship – the legal and fiduciary oversight – of the organization. The empowered governing body exists on behalf of persons who are not seated at the table. The governing body represents the children and families that the program serves. The governing body must be attuned to the issues and concerns of Head Start eligible families to plan and oversee the delivery of quality services. The governing body represents the people receiving the services rather than the staff managing the program.

### **Board of Education Group Responsibilities**

- The governing body is responsible for ensuring that the Head Start program operates effectively and responds to issues and concerns in the community.
- Determine the purpose of the organization
- Head Start Program Performance Standards require the governing body to approve the selection of the Head Start director.
- Ensure that effective organizational planning occurs and that resources are available to implement planning goals and objectives.
- Settle grievances from staff (when disputes cannot be resolved at lower levels of the organization).
- Resolve complaints from the community.
- Determine new services and monitor ongoing programs and services.
- Act as a liaison between the organization and the community.
- Safeguard the organization's assets.
- Provide accountability to members.
- Share decision-making about program direction with the policy council.

### **Board of Education Individual Member Responsibilities**

- Exercise the duty of care (attend meetings, read material that is pertinent to making decisions, and carry out their duties reasonably and responsibly).
- Understand the organization's policies and how services are implemented.
- Be aware of developments that impact the organization
- Advocate for the organization
- Inform others about the organization
- Adhere to conflict of interest and confidentiality policies.
- Participate in programmatic and fiscal reviews of performance

## **Key Elements of a High-Functioning Board**

### **The Duty of Care Requirements for Board Members**

- When making agency decisions, demonstrate the care and diligence a reasonable person would exhibit when making financial or investment decisions.
- Participate in Board meetings and on assigned committees regularly
- Prepare for meetings by reading Board materials in advance.
- Stay abreast of the key issues and financial health of the agency
- Use sound judgment when analyzing matters that affect the agency
- Take the fiduciary responsibility seriously when making decisions that impact the agency's financial health.

### **The Duty of Loyalty Requirements for Board Members**

- Always act in the best interest of the organization
- Consistently perform Board duties in good faith.
- Do not seek personal gain from the organization's business transactions
- Avoid conflict of interests and appearance of impropriety

### **The Duty of Obedience Requirements for Board Members**

- Act in alignment with the organization's mission
- Disclose a conflict of interest regarding a business decision or any matter that involves the organization
- Disclose financial, business, or personal interest in an entity with which the organization will be doing business
- Disclose if family members have financial, business, or personal interests in an entity with which the organization is or will be doing business
- Disclose if business relationships or business competition exist with a director or employee of another organization.

*\*\*Taken from GRAVELY GROUP Governing Body Training 6/16*

## **ABOUT THE POLICY COUNCIL**

The Policy Council shares governing power for the Head Start Program with the Bourbon County Board of Education. The School Board has ultimate responsibility for the governing of the program, but with input from the Policy Council. The Policy Council members work with Head Start management staff to establish policy.

The Policy Council is made up of both parents of currently enrolled children and representatives from community partners. There are nine parent representatives and two community representatives. There is also a non-voting member who is the Board of Education liaison.

### **OFFICERS:**

The Chairperson conducts the policy council meetings and signs approval forms.

The Vice-Chairperson performs the duties of the Chairperson in their absence.

The Secretary takes the roll and the minutes at Policy Council Meetings.

### **MEETINGS:**

Meetings of the policy council are held every month with the exception of July. The time and place of the meeting are determined each year by the members. Members who must bring their children will be provided with child care if notice is given in advance.

Members must notify the Head Start director if they cannot attend a meeting. Without a quorum, business cannot be conducted.

Members serve as liaisons to the classrooms, parent committee, governing body, and community.

## **POLICY COUNCIL RESPONSIBILITIES**

Working with Head Start management staff, members must approve or disapprove:

- All funding applications or amendments before submission
- Procedures describing how the governing body and the Policy Council will share decision-making
- Procedures for program planning
- The program's philosophy and goals
- The composition of the Policy Council and the procedures by which members are chosen.
- Criteria for defining recruitment, selection, and enrollment priorities
- Annual self-assessment
- Program policies and procedures

Policy Council members perform the following functions directly:

- Serve as a link to the Parent Committee
- Assist the Parent Committee in communicating with parents about their rights and responsibilities, and opportunities in Head Start
- Assist Parent Committee in planning, coordinating, and organizing program activities for parents and making sure funds are set aside for those purposes.
- Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist with the mobilization of community resources to meet identified needs
- Establish and maintain procedures for working with the Bourbon County Board of Education to resolve community complaints about the program.

## **Policy Council Roster**

### **9 Parents**

- at least 5 Head Start
- at least 1 State
- at least 1 Local

### **Alternate Members**

- at least 5 Head Start
- at least 1 State
- at least 1 Local

**Board-appointed Liaison – (non-voting member)**

**Fiscal Officer (non-voting member)**

**Head Start Director (non-voting member)**

- 2 community representatives to be elected by the parents



## Governing Body Planning Calendar

<b>July</b> Annual Report to the Public Review and approve PIR	<b>August</b> Survey for Policy Council Members Family Orientation Appoint Liaisons between the board and policy council Governance Leadership and Oversight Capacity Screener Health and Safety Screener Health and Safety Certification School Readiness Goals Review/Revise Safety and Emergency Plan	<b>September</b> Seat new policy council members Election of Policy Council Officers Set Policy Council meeting times and dates Governing Body Handbook
<b>October</b> Governing Body Training (Combined training for Policy Council and Board if allowable) Internal dispute training Review Policy Council By-laws Holiday Planning Review Impasse Procedure Training Eligibility Training (Final Rule Training) Review ByLaws	<b>November</b> School Readiness Goals CLASS Fall School Readiness Report	<b>December</b>
<b>January</b> Independent Audit Begin/Review Community Assessment Training Self-Assessment Training	<b>February</b> Parent Surveys/Evaluations Budget and Grant Application Service Area Plan ERSEA Review (Child Recruitment, Selection & Enrollment Procedures) Disability Plan Annual Review	<b>March</b> Community Assessment Complete Approval of Professional Development Plan Transition plan/ activities Grant and Budget Approval Staff surveys/evaluations Training Program Improvement Plan 5 Year Goals Program Options and types of services Winter School Readiness Report
<b>April</b> Annual Curriculum Review Registration	<b>May</b>	<b>June</b> End of Fiscal Year Spring School Readiness Report Program Emergency Plan Governing Body Performance Survey Self Assessment

**BOURBON COUNTY**  
**PRESCHOOL HEAD START POLICY COUNCIL BY-LAWS**

**ARTICLE I: NAME**

The name of this organization shall be the Bourbon County Preschool Head Start Policy Council.

**ARTICLE II: PURPOSES**

**Section 1**

The purpose shall be to: implement the Department of Health and Human Services Head Start Program Governance regulations for which this Bourbon County Preschool Head Start Policy Council is created to serve as a link between public and private organizations, the Grantee Board of Directors, the communities served and the parents of the children enrolled in the planning and coordinating of the Preschool Head Start program in the county of Bourbon in the state of Kentucky.

**Section 2**

The Policy Council shall approve and submit to the governing body decisions about each of the following activities: (1301.3 Policy Council and Policy Committee)

1. 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.
2. Program recruitment, selection, and enrollment priorities.
3. Applications for funding and amendments to applications for funding, before submission of applications.
4. Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities
5. Bylaws for the operation of the policy council
6. Program personnel policies and decisions regarding employment of program staff, including standards of conduct for program staff, contractors, and volunteers, and criteria for the employment and dismissal of program staff.
7. Developing procedures for how members of the Policy Council of the Head Start agency will be elected.
8. Recommendations on the selection of delegate agencies and the service areas for such agencies.
9. Initiate suggestions and ideas for program improvements, and receive periodic reports on action taken by the administering agency about its recommendations.
10. Plan, coordinate, and organize agency-wide activities for parents with the assistance of

- staff and parent committees.
11. Recruit volunteer services from parents, community residents, and community organizations, and mobilize community resources to meet identified needs.
  12. Assist in communicating with parents and encourage their full participation in the Preschool Head Start Program.
  13. Approve the program plans and goals for Preschool Head Start within the agency as proposed by the grantee Board of Directors, and develop ways to meet these goals.
  14. Receive communication and guidance from the Department of Health and Human Services
  15. Share information on the monthly financial statement for Head Start.
  16. Share information summaries on program enrollment reports.
  17. The Policy Council will serve as an intermediary or group that assists or attempts to resolve complaints about Preschool Head Start.
  18. Receive information on the financial audit.
  19. Conduct a self-evaluation of the Preschool/Head Start program.
  20. Assist with a communitywide strategic plan and needs assessment of the Head Start agency, including any applicable updates.
  21. To attend appropriate training and technical assistance to ensure that members understand the information and can effectively oversee and participate in the programs of the Head Start agency.

### **ARTICLE III: MEMBERSHIP**

#### **Section 1**

The Policy Council shall be composed of members, with at least 51 percent of the membership composed of parents of a child currently enrolled in the Preschool Head Start program. At least five Head Start parents, one parent from the State At-Risk Program, and one parent from the local board program. No Policy Council member can serve on the council if they are an employee of the Preschool Head Start Program or Bourbon County Schools, except parents who occasionally substitute as staff (1301.3 Policy Council and policy committee)

#### **Section 2: Two Categories**

Membership on the Policy Council shall consist of three categories: parent members, alternate members, and community representatives.

- A. Each Preschool Head Start classroom is eligible to elect one parent member and one alternate parent member to the Policy Council. Parents with a child currently enrolled in that classroom will be elected to these positions. If more than one parent per classroom wants to serve on the council, names will be sent to parents of that classroom for an election.
- B. The parent members of the Policy Council must approve two community representatives before they can be seated. Community representatives shall represent

major agencies of the community served by the Preschool Head Start agency or a former Preschool Head Start parent.

C. Section 3 Term of Office (1301.3 Policy Council and Policy Committee)

- Policy Council members shall serve for a term of one (1) year.
- If the member intends to serve for another year, he/she must stand for re-election.
- No member shall serve on the Policy Council as a parent member and/or community representative for more than five (5) years.
- The existing Policy Council must not be dissolved until a new Policy Council is seated.

Section 4 Voting Rights

Each member of the Policy Council shall have one (1) vote.

- Alternate parent members will only vote in the absence of the regular parent member.
- A policy council member will accept written absentee votes when an emergency occurs. (Illness, death of a family member, or prior engagement.)

Section 5 Termination of Membership

A member of the Policy Council can be terminated by a two-thirds vote of the Policy Council if he/she is absent from three (3) consecutive meetings without having submitted a legitimate excuse in writing to the Policy Council Chairperson.

Section 6 Resignations

A member shall give a written statement of reasons before resigning.

Section 7 Nepotism

No person can serve as a member of this Policy Council while any member of his immediate family is employed in the Preschool Head Start program.

Section 8 Duties

All members of this Policy Council shall attend meetings regularly; actively participate in meetings, read agenda and discuss matters to be considered with other parents in the classroom he/she represents, keep informed of the Policy Council's purpose, plans, and progress, report to parents in the classroom he/she represents any actions taken by the Policy council, consider all information and arguments before voting; debate the issues, and accept and support any final decisions of the majority of the Policy Council.

**ARTICLE IV: OFFICERS**

Section 1

The Policy Council shall elect a Chairperson, Vice-Chairperson, and Secretary. Other officers may be deemed necessary.

#### Section 2 Elections and Term of Office

Each officer shall be elected by the full membership of the Policy Council once the full Policy Council has been seated and shall serve a term of one (1) year.

#### Section 3 Replacements

Any officer or member of this Policy Council who fails to perform his/her duties as outlined above or below may be replaced by a two-thirds vote of the Policy Council.

#### Section 4 Chairperson

The Chairperson shall preside at all meetings; have an understanding of the by-laws of the Policy Council; shall extend every courtesy to the discussions of the motions; shall call meetings to order and formally close them; note whether a quorum is present and declaration of same; help prepare an agenda for each meeting, may call special meetings, appoint chairperson's to all committees; explain each motion before it is voted upon; and may only vote to break a tie.

#### Section 5 Vice-Chairperson

The Vice-Chairperson shall preside in the absence of the Chairperson whenever the Chairperson temporarily vacates the chair; in case of resignation or death of the Chairperson, the Vice-Chairperson shall assume the office of Chairperson until a permanent Chairperson is elected.

#### Section 6 Secretary

The Secretary shall record the minutes of every Policy Council meeting after the meeting has been called to order, keep a copy of the by-laws, list of members, copies of minutes of previous meetings, provide a record of minutes to be kept on file in the Preschool Head Start Office, and receive mail addressed to the Policy Council.

### **ARTICLE V: MEETINGS**

#### Section 1 Regular Meeting

Regular meetings of the Policy Council will be held monthly.

#### Section 2 Special Meetings

There will be special meetings of this Policy Council only when the council sees a need, and the Chairperson shall call all special meetings three (3) days in advance.

### Section 3 Notices of Meetings

Written notices shall be mailed to each member of the Policy Council by the Program Director at least five (5) days prior to the date of each meeting.

### Section 4 Quorums

An official quorum of the membership necessary to conduct the business of the Policy Council shall consist of three (2) members present, provided sufficient notice, as per the By-Laws, is given to each member.

When a quorum is not established for a scheduled meeting, a Policy Council member may make a motion to conduct an official meeting with those members present so important business can be done. The motion must receive a second and be passed unanimously by those in attendance. If approved, the meeting shall be deemed official. Decisions and rulings shall stand. If the motion lacks a second or is not passed unanimously, then an official meeting will not take place, and no decisions will be made.

### Article VI: Amendments

Sending a copy of the proposed amendment to each Policy Council member at least one (1) week before the meeting may amend these by-laws. The Policy Council may debate an amendment before adoption. Amendments must be approved by a two-thirds vote of the Policy Council.

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Superintendent, Bourbon County Schools

Melissa Hamilton

Bourbon County Preschool/Head Start Principal

Morgan Taylor

Chairperson, Policy Council

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Date

9/9/25

Date

9/9/25

Revised 12/8/21

## **Relationship between the Bourbon County Preschool Head Start and the Bourbon County Board of Education**

These procedures are to ensure proper interaction takes place between the Bourbon County Preschool Head Start and the Bourbon County Board of Education

1. The Policy Council will meet monthly, or as needed, before the regular meeting of the Board of Education. The Policy Council designee will present an oral report to the Board of Education. The Board of Education will take the appropriate action as it deems necessary at the meeting after hearing the report.
2. The Chairman of the Board of Education, or his/her designee, will be the liaison between the Board and the Policy Council.

## **BOURBON COUNTY Preschool Head Start**

### **Internal Dispute Procedure / Impasse Procedure**

#### **POLICY:**

It is the policy of the Bourbon County Preschool Head Start program to resolve all disagreements between any parties in its executive leadership, fairly and expeditiously. Whenever possible, disagreements will be resolved through a process of mediation and conciliation, including discussion, compromise, and consensus-seeking among the parties, and, if necessary, professional mediation. Failure of mediation, either formal or informal, to produce an agreement will result in binding arbitration. Executive leadership includes the School Board of Bourbon County, the superintendent, the policy council, and the program director.

#### **JUSTIFICATION:**

Disagreement, i.e., an internal dispute, exists when two (or more) groups (or individuals) who share the formal approval/disapproval function as defined in Appendix A of the Head Start Program Performance Standards (revised 11/96), fail to agree. The grantee and the policy council must establish written procedures for resolving internal disputes, including impasse procedures between governing bodies and the policy group. 1304.50 (h)

Also: Head Start Bureau ACF Log No. ACYF-PI-HS-96-16. Key word: Mediation

<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE OF COMPLETION</b>
<b>INFORMAL PROCESS</b>		
• A copy of the written grievance shall be forwarded by the Policy Council to the School Board.	Policy Council Chairperson: Program Director	Within three working days
• Reasonable attempts should be made to resolve an internal dispute including: a two –tiered mediation procedure; informal discussions; compromise; or consensus seeking activities.	Board Member; Program Director; Policy Council Chair; other members as needed, who represent the issue under dispute.	A meeting will be scheduled within 10 working days.



## **Important Documents in Head Start**

### **Head Start Logo**

- Registered on 3/11/86. The Office of Head Start authorizes Head Start grantees to use it without further authorization

### **Head Start Act**

- The document that reauthorizes Head Start as a federal program every five years. The last re-authorization was on December 12, 2007. The Head Start Act always outlines new requirements for the next five-year period.

### **Performance Standards**

### **OMB Circular (Office of Management and Budget)**

- Cost principles

### **A-122**

- Cost principles for non-profits

### **Part 74**

- Administrative requirements

### **Information Memorandums**

- Changes to or additions to the regulations directly for the Office of Head Start

### **Program Instruction**

- Instruction for Head Start programs from the Office of Head Start

### **Federal Monitoring Protocol**

- The Protocol is the document used by the federal government to review Head Start programs every three years.

### **Annual Report**

- Summary of the program year

### **Audit and Financial Statements**

### **Program plans**

### **Long and short-term goals**

Bourbon County Preschool Head Start  
Board of Education  
Paris, Kentucky

BOARD OF EDUCATION POLICY

ADMINISTRATION

Head Start Shared Governance

The Bourbon County Board of Education is the grantee agency designated by the United States Department of Health and Human Services (HHS) to oversee and operate the Bourbon County Preschool Head Start Program.

The Federal Head Start Performance Standards related to the governance of Head Start programs mandate that three parties (management team, policy council, and governing board) work together to oversee the program. The role of the Board of Education (the governing board) is defined as one with legal and fiscal responsibility as well as general governance and oversight. The role of the *Policy Council*, whose membership is composed of parents of children in the Head Start Program who are elected annually by Head Start parents and of community representatives, is one of active, ongoing involvement as a policy-making body in the decision-making process. *Head Start Management*, the program director, supervisors, and staff, is accountable for operational governance and management responsibilities.

Additional details regarding responsibilities of the three parties involved in the Head Start Shared Governance Process can be found in the *Head Start Performance Standards: 1304.50 Appendix A: Governance and Management Responsibilities*.

In cases where a necessary course of action relative to the Head Start Program may not be specifically defined, the Board of Education, held accountable by the Federal government for all legal and fiscal matters as well as general governance and program oversight, shall determine the course of action to be taken. Decisions shall be based on the policies and procedures of the Board of Education and in accordance with all Federal Head Start regulations.

## **Bourbon County Preschool Head Start Procedures for Shared Decision Making**

These procedures are designed to meet Federal Regulations governing the Head Start Program, as required in the Head Start Grant awarded to the Bourbon County Board of Education. Requirements for shared decision making between the Bourbon County Board of Education and the Bourbon County Preschool Head Start Policy Council are set forth in 45 CFR 1304.50 (d)(1)(ii), which states in part:

**“Policy Councils and Policy Committees must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures: (ii) Procedures describing how the governing body and the appropriate policy group will implement shared decision-making.”**

### **General**

The shared decision-making process includes the sharing of information, grant approval, management of the award, and ongoing updates and exchanges of information between the Policy Council and the School Board.

The Policy Council will use its By-Laws and will work in partnership with the Head Start management staff and the School Board to follow the shared governance standards found in 45 CFR 1304.50 Appendix A: Governance and Management Responsibilities.

The School Board will follow Board policies and procedures.

### **Grant Approval**

Before submitting a Head Start grant application, the application will be approved by the Policy Council, in accordance with its By-Laws and Federal Performance Standards, and will also be approved by the School Board, in accordance with Board Policy. The Head Start director will seek Board approval prior to submitting the Head Start grant application to the Regional Head Start Office. The Head Start Director will also seek Policy Council and Board approval whenever amendments to the grant require Board approval.

In order for the School Board to make an informed decision on the grant application, information will be presented as follows:

- The Fiscal Officer will present the proposed budget portion of the Head Start grant application to the Governing Board prior to introduction and voting on the full grant package by the School Board.
- The Head Start Director will:
  - Inform the Policy Council and School Board of progress made in achieving the Head Start program's goals and objectives as outlined in the previous Head Start grant application
  - Seek Policy Council and Board ideas on shaping the school district's Head Start agenda

- Describe goals, objectives, and any changes in the Head Start grant submittal from the previous year
- Seek approval of the required written procedures for resolving internal disputes, including impasse, between the School Board and the Policy Council from both parties
- Present the proposed budget supporting the grant application to the Policy Council and Board.

### **Management of Grant Award**

Once the grant has been approved by the Policy Council and Board, and awarded by the Federal government, the School Board delegates to the Superintendent authority to manage the award in accordance with the grant. The Superintendent, along with the Head Start director, will establish operating procedures for the administration and management of the award.

### **On-going Information and Updates**

- Once a month, the Head Start Director or designee will provide reports and/or updates to the Board. Monthly reports will include:
  - revenues and expenditures
  - eligibility, recruitment, selection, enrollment, and attendance
  - Health services
  - Family Partnership Information
  - Early Childhood Education Information
- Three times a year, the Head Start Director or designee will provide reports on school readiness goals and assessment information of children.
- The governing board will be asked to approve the following items annually:
  - Training and Technical Assistance Plan
  - Program Improvement Plan (Based on Self Assessment)
- All members of the Governing Board are invited to attend any Policy Council meetings.
- The Head Start Director prepares and presents written and oral reports to both the policy council and governing board. These reports include all required topics as well as information on new services offered, strategic planning outcomes, self-assessment, and program planning procedures.
- Approval of items required by the Head Start Performance Standards that are included in the director's report occurs upon acceptance of the monthly school board meeting consent items or approval of individual action items listed on the monthly school board meeting agenda.

## **SHARED DECISION-MAKING RESPONSIBILITY**

**The parent committee, policy council, and governing board have specific areas of responsibility in the Head Start program.**

### **Parent Committee:**

- The parent committee carries out at least the following minimum responsibilities:
  - Advise staff in developing and implementing local program policies, activities, and services.
  - Plan, conduct, and participate in informal as well as formal programs and activities for parents and staff

### **Parent Policy Council:**

- Works with key management staff and the governing board to develop, review, and approve or disapprove the following policies and procedures:
  - All funding applications and amendments to funding applications for Head Start prior to the submission of such applications to HHS.
  - Procedures describing how the governing board and the Policy Council will implement shared decision-making
  - Procedures for program planning in accordance with the requirements of 45CFR 1305.3
  - Program's philosophy and long and short-range program goals and objectives (45CFR 1304.51(a) and 45CFR 1305.3).
  - Composition of the Policy Council and the procedures by which its members are chosen.
  - Criteria for defining recruitment, selection, and enrollment priorities (45CFR1305).
  - The annual self-assessment of the program'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 (45 CFR 1304.51(i)(1)).
  - Program personnel policies and subsequent changes to those policies, including standards of conduct for program staff, consultants, and volunteers (45CFR1301.31).
  - Decisions to hire or terminate the Head Start Director
- In addition, the Policy Council performs the following functions directly:
  - Serve as a link to the parent committee, governing body, public and private organizations, and the communities they serve.
  - Assist the parent committee in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensure that funds are set aside from program budgets to support these activities.
  - Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.

- Establish and maintain procedures for resolving community complaints about the program.
- The Policy Council operates according to its bylaws.

### **Governing Body:**

- Legal and fiscal responsibility for the Head Start Program. The Governing Board is ultimately responsible for all actions of the Head Start Program and is responsible for establishing and maintaining effective policies for the program. The Governing Body members are publicly elected representatives.
- The School Board determines Policy and monitors the Delivery of Services for the Head Start program.
- Approval of any grant proposal prior to submission
- Appoint a liaison to the policy council
- Approves all fiscal and accounting policies and ensures that appropriate internal controls are established and implemented.
- Ensuring an agency-wide fiscal audit is conducted and reviewing the results of that audit. Audit is shared with the policy council.

### **Monitoring and Assessment**

Policy Council and Governing Board members are asked to participate in the annual self-assessment. They may also be asked to volunteer to complete specific monitoring tasks.

Self-assessment committees identify the program's strengths and areas for improvement and recommend approval of the program improvement plans developed by staff to address areas needing improvement. When completed, the program improvement plans and any revisions to the service plans will be submitted to the policy council and governing board for approval.

New and/or revised policies are submitted to the policy council and governing body for approval.

## **POLICY COUNCIL LEVELS OF RESPONSIBILITY**

### **◆ GENERAL Responsibility**

The Policy Council's general responsibility is to maintain a shared decision-making process partnership with the Head Start program.

### **PLANNING**

- ◆ Procedures for Program Planning
- ◆ Program Goals and Objectives
- ◆ Criteria for Defining Recruitment, Selection, and Enrollment Priorities
- ◆ All Funding Applications and Amendments to applications prior to submission
- ◆ Program Self-Assessment and Program Improvement Plans

### **GENERAL PROCEDURES**

- ◆ Composition and Recruitment of Policy Council members
- ◆ Procedures of Implementing Shared Decision-Making
- ◆ Internal Dispute Resolution

### **HUMAN RESOURCES**

- ◆ Personnel Policies and Revisions to Policies, including Standards of Conduct for Program staff, consultants, and Volunteers
- ◆ Hiring or Terminating of Head Start Director and Staff

### **MUST BE CONSULTED**

The Policy Council must be given the opportunity to offer suggestions or ideas before the final decisions are made.

Policy Council's two functions here are:

- ◆ To discuss the Child Development needs identified in the areas the Head Start program will serve.
- ◆ To discuss the Standards for acquiring space, equipment, and supplies for the Head Start program.

(These Standards Must be Met)

### **MAY BE CONSULTED**

Policy Council may be asked for information needed to make a decision or to assist in making decisions that affect the day-to-day operations of the program.

**Shared Governance Policy and Procedures:**

The Bourbon County Board of Education will appoint a board member to sit on the Head Start Policy Council as a non-voting member. This board member will serve as a liaison between the Policy Council and the Bourbon County Board of Education. Duties of the liaison will include:

- A. Attending Policy Council Meetings
- B. Providing information to the governing board concerning Head Start information.
- C. Giving input to the policy council and management team staff.
- D. Participating in the Head Start Self-Assessment and review processes;

642(c)(1)(E)(ii)

Action	Outcomes	Person Responsible	Time Frame	Documentation
The Bourbon County Board of Education will appoint a liaison to the Bourbon County Preschool Head Start Policy Council	<p>The Board Liaison will share information between the Bourbon County Preschool Head Start Policy Council and the Bourbon County Board of Education</p> <p>Enhanced communication between the Bourbon County Board of Education and Policy Council</p>	Bourbon County Preschool Head Start Chairperson	Annually	Board meeting minutes



All Governing Body members will receive a shared governance handbook.

642(c)(1)(E)(ii)

<b>Action</b>	<b>Outcomes</b>	<b>Person Responsible</b>	<b>Time Frame</b>	<b>Documentation</b>
All governing body members (policy council and board of education) will receive a shared governance handbook	Governing body members will understand their roles and responsibilities in fulfilling their duties to the Head Start program	Director	Annually – September	Signed document that each member received the handbook

All governing body members (policy council and board of education members) will receive shared governance training.

642(c)(1)(E)(ii)

Action	Outcomes	Person Responsible	Time Frame	Documentation
All governing body members (policy council and board of education members) will be invited to shared governance training	Governing body members will understand their roles and responsibilities in fulfilling their duties to the Head Start program	Director	Annually – October	Shared Governance Training sign-in sheet

Head Start information will be shared monthly with the Bourbon County Preschool Head Start Policy Council and the Bourbon County Board of Education

## 642(c)(1)(E)(ii)

Action	Outcomes	Person Responsible	Time Frame	Documentation
Head Start reports will be shared monthly with the Bourbon County Preschool Head Start Policy Council and the Bourbon County Board of Education Monthly Meetings. These monthly reports will include attendance and enrollment information, health service information, family service information, volunteer information, early childhood education service information, and fiscal information	To ensure active, independent, and informed governance of the Head Start agency	Director Management Team	Monthly	Policy council meeting minutes  Board of Education meeting minutes
Bourbon County Preschool Head Start newsletters will be shared monthly with the Policy Council and Board of Education	To ensure active, independent, and informed governance of the Head Start agency	Director	Monthly	Information Packets

Bourbon County Preschool Head Start Reports and Plans will be submitted to the Policy Council and Board of Education for approval

642(c)(1)(E)(ii)

Action	Outcomes	Person Responsible	Time Frame	Documentation
Bourbon County Preschool Head Start Policy Council Minutes will be shared with the Board of Education	To ensure active, independent, and informed governance of the Head Start agency	Director	Monthly	Email submission
Preschool Head Start Program reports will be shared with the policy council and the board of education	To ensure active, independent, and informed governance of the Head Start agency	Director	<ul style="list-style-type: none"> <li>• PIR – July</li> <li>• School Readiness – November, March, June</li> <li>• Program evaluation (parents/staff) February</li> <li>• Community Assessment – March</li> <li>• Professional Development Plan-March</li> <li>• Transition Plan – March</li> </ul>	<ul style="list-style-type: none"> <li>• Approved PIR</li> <li>• Policy Council and Board meeting agendas</li> <li>• Policy council and board meeting agendas</li> <li>• Policy council and board meeting agendas</li> <li>• Approved plan</li> <li>• Approved plan</li> <li>• Approved plan</li> </ul>

			<ul style="list-style-type: none"> <li>• ERSEA Plan – March</li> <li>• Program Improvement Plan – March</li> <li>• Grant/Budget- March</li> <li>• Self-Assessment – March</li> <li>• Annual Report to The Public – July</li> </ul>	<ul style="list-style-type: none"> <li>• Approved Plan</li> <li>• Approved grant/budget</li> <li>• Approved self-assessment</li> <li>• Approved annual report to the public</li> </ul>
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Office of Head Start Information Memorandums and Program Instructions will be shared with the policy council and board of education.

642(c)(1)(E)(ii)

Action	Outcomes	Person Responsible	Time Frame	Documentation
Office of Head Start Information Memorandums and Program Instructions will be shared with the policy council and board of education	To ensure active, independent, and informed governance of the Head Start agency	Director	As Information memorandums and/or program instructions are released by the Office of Head Start	Meeting agendas and minutes

# Bourbon County Head Start Program

Organizational Chart

