
Subject: Policy Council Provision of Information

Source: Head Start Performance Standard 45 CFR Section 1304.50.

Policy

A system for the regular provision of information to members of Policy Council is provided.

Procedure

1. Information provided to Policy Council members includes:
 1. Timetables for planning, development, submission of proposals
 2. Early Head Start policies, guidelines, communications from ACYF
 3. Financial reports and statement of funds expended
 4. Work plans, grant applications, personnel policies
2. Appropriate staff distributes information and materials to parents in a timely manner. Program Secretary, Social Services/Parent Involvement Manager and Executive Director take primary responsibility as support staff on Policy Council.
3. Distributions may include written handouts, minutes of meetings, official correspondence, and oral presentations at meetings or training sessions.
4. Minutes of the meeting are mailed to all Policy Council members prior to the Policy Council meeting. All items to be approved must be included in this packet to allow for informed decision-making.
5. The packet includes:
 1. minutes of previous meeting
 2. agenda for upcoming meeting
 3. Director's report
 4. any items to be approved by Council