Policy Council

Handbook



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600 Mission Statement

“CenClear is an organization dedicated to leading our community with superior quality and innovative services to children and families by providing physical, social, emotional, educational, and leadership development.”

601 Definition

Policy Council is the governing board of Head Start and Early Head Start that works together with the Board of Directors and Administrative Staff.

602 Function

1. Policy Council provides assistance to the Parent Committee by promoting collaborative thinking and problem solving to develop program activities while assuring funds are available to support activities by using strategies that are most effective in their community. (e.g. Recognizing volunteers, Program Awareness, etc.)

2. Policy Council encourages currently enrolled parents to volunteer in the program along with seeking volunteers from community agencies by establishing healthy attachment relationships. Specialized efforts are utilized when there is an identified need such as transportation.

3. Policy Council participates in the recruitment and screening of EHS and HS employees.

4. Hold regularly scheduled parent committee meetings during months where Policy Council meetings occur ensuring open communication

603 Governing Body

1. Ensures that there is an active and well-functioning Policy Council and works effectively with it
2. Has the following required composition
    a. At least one member with fiscal/accounting background and expertise
    b. At least one member has early childhood education and development background and expertise
    c. At least one member is a licensed attorney
    d. Members reflect the community served and include parents of children who are currently, or were formerly, enrolled in Head Start programs

604 Election of Representatives

1. The Policy Council is composed of:

    a. A representative from each Head Start and Early Head Start center are annually elected and approved by the parents of children who are currently enrolled in the Head Start/Early Head Start Programs. This approval must be documented in Parent Committee (PC) minutes

2. The Home Visitor/Teacher/Family Service Worker will notify the Parent Engagement Director with name, address, email address, and telephone number.

3. If there is not a PC representative voted in due to a lack of interest, the Home Visitor/Teacher/Family Service Worker must continue searching for a PC representative until one is appointed.

4. The term of office for all Policy Council representatives shall be October through October of the following year.

5. A representative can sit on the Policy Council for 5 years.

605 Executive Committee

1. Chairperson:

The Chairperson shall be executive officer of the Council and shall preside at all meetings. The Chairperson shall:

a. See that orders and resolutions of the council are executed
b. Shall understand the By-Laws
c. Refrain from entering debates of questions before the assembly
d. Call meetings to order and formally close them
e. Note whether a quorum is present
f. Explain each motion before it is voted on
g. Serve as a representative of the Policy Council to the Board of Directors
h. Shall call special meetings
i. Shall note any changes in PC representation and bring these changes to the attention of Policy Council
j. Check signer on the Policy Council Account

2. Vice-Chairperson:

The Vice-Chairperson shall act in the absence of the Chairperson and perform those duties assigned by the Chairperson. The Vice-Chairperson shall:

a. Also be responsible for organizing special programs and/or activities
b. Check signer on the Policy Council Account

3. Secretary:

The Secretary shall:

a. Record the minutes of each Policy Council Meeting
b. Keep an attendance sheet of Policy Council members present at meetings and record those who are absent in the Policy Council minutes
c. Send completed minutes to office for typing within 1 week from the date of the last Policy Council meeting
d. Perform other duties as set by the Council
e. Check signer on the Policy Council Account

4. Treasurer:

The Treasurer shall:

a. Oversee Parent Activity Funds
b. Give a monthly Treasurer's Report regarding Policy Council accounts
c. Check signer on the Policy Council Account

5. Policy Council Board Representative
    a. Serve as a representative to the Board of Directors to ensure open communication between the Board and Policy Council
    b. Check signer on the Policy Council Account

The Officers of the Council shall perform such other duties and functions as may from time to time be required by the Council, By-Laws, or Federal requirements

606 Conflict of Interest/Confidentiality

AD-28 form must be signed by the governing body, executive committee, and policy council representatives to ensure the following

a. They are not employees nor relatives of employees working for CenClear
b. They have not been convicted of crimes against children
    1) If CenClear becomes aware of any parents who have crimes against children, they will be terminated from their seat
c. They are in compliance with all program requirements

The Policy Council Confidentiality Statement must be signed by policy council representatives to ensure:

a. All information obtained at Policy Council meetings or committee meetings regarding any CenClear family/child(ren) or staff is considered confidential and may not be shared with other individuals.
b. Information obtained and collected is shared with Policy Council representatives on a “need to know” basis. Sensitive information must not be shared with everyone, only those people who are directly involved.
c. Any other family information that is seen or heard when volunteering or participating in program activities is confidential and will not be discussed with anyone.

607 Training

a. Training will be provided for all representatives in October to ensure representatives understand the structure of policy council

608 Responsibilities

1. The Policy Council shall approve and submit to the governing body decisions about each of the following activities:
    a. Activities to support the active involvement of parents in supporting program operation, including policies to ensure that the Head Start agency is responsive to the community and parent needs
    b. Actively assist with recruitment, selection, and enrollment priorities
        1) Eligibility Criteria Points are reviewed once a year
    c. Review and approve applications for funding and amendments to the application for funding
    d. Budget planning for program expenditures, including policies for reimbursement and participation on the Policy Council
    e. Review and update By-Laws annually
    f. Approve program personnel policies and decisions regarding the employment of program staff. This includes the conduct for program staff, contractors, volunteers, and criteria for employment and dismissal of program staff
    g. Recommendations on service areas
    h. Roberts Rule of Order will be used to elect representatives

2. Review the HS/EHS/HSSP budget at each meeting, provide input, and ask questions.

3. Review monthly financial statements, including credit card expenditures
    a. The Chairperson will sign off on all credit card reports

4. Review the PIR
    a. This report will be shared in October at meeting

5. Review enrollment reports, including attendance reports

6. Review monthly meals and snacks

7. Review number of dental and physical exams completed (shared at annual board meeting)

8. The financial audit will be shared at the March meeting

9. Review of the Annual Self-Assessment and how Policy Council is encouraged to participate

10. Participate in the strategic planning, needs assessment, and school readiness plan by discussing their needs and those of the community at large

11. Approve program Personnel policies and changes to policies in accordance with Federal Regulations, to include standards of conduct for program staff, consultants, and volunteers

12. Receive program reports and make comments and/or recommendations

13. Early Childhood Engagement Plan
    a. Assist in program planning and development/changes

14. Community Assessment
    a. completed and approved every 5 years with annual updates to also be approved

15. Long-term goals for ensuring programs are and remain responsible to community needs, goals for the provision of educational, health, nutritional, family and community engagement, program services to promote the school readiness goals, and short-term measurable programmatic and financial objectives

16. Implement Positive Behavior Interventions and Supports (PBIS) through the framework of the pyramid model

609 Meetings

1. All Policy Council meetings are held at the CenClear Administrative Office 50 Bigler Road Woodland or virtually through Teams
2. Policy Council shall meet once per month, excluding July, August, and September
3. The meetings will be held at a time and day of the week determined by policy council representatives through survey.
4. Special meetings may be called at the discretion of the Chairperson
5. Notices of all regular meetings shall be sent out at least one week in advance for special meetings.
6. All new members will be seated at the October meeting or through a Class Dojo vote.
7. It is permissible for phone conference calls to conduct meetings in an emergency situation

610 Reimbursements

1. All Policy Council Representatives who require child care in order to attend Policy Council meetings will be paid $3.00 per hour.
    a. According to current By-Laws, immediate family will not be paid for babysitting
2. All Policy Council Representatives are reimbursed mileage for any Policy Council meeting attended or Policy Council business as designated by the Policy Council with the rate to be determined by Policy council, not to exceed the agency rate. The current Policy Council rate is .60/mile. The agency rate is .60/mi

611 Head Start Terminology

Appoint- To assign a person to a job or position (i.e. the Chairperson for the special committee)

Approve- (i.e. Motion approved)

Indicates endorsement and adoption of the idea and commits the committee to action

Chair (The)- Position held by the Chairperson or leader of the group

Committee- A small group that studies, reports on and recommends part of an organizations program

Community Representatives- Interested volunteer persons from the community who are on the Policy Council (i.e. Motion rejected)

Disapprove- Indicates an unwillingness to endorse and adopt the motion

In-Kind- Donated time, clothing, toys materials, money, space, furniture, etc.

Minutes- Official record of a meeting

Motion- (i.e. to make a motion)

A suggested recommendation that the group takes specific action. It requires the group to <u>work together</u> on a definite issue

Nominate- To recommend a person for election of office (nominations are not required a second)

Parent Committee (PC)- A volunteer group, made up of parents enrolled children who assist staff in developing parent and child activities and are a part of the Policy Council decision making process

Policy Council- A decision making group, made of parent representatives from each PCC. They and community representatives deal with program-wide activities and concerns

Self-Assessment Committee-
A group of Head Start parents and staff who review the various component (i.e. Education, SS/PI, Health, Nutrition, Administration, and Special Services) plans to insure that out program complies with the performance standards and provides all families with a quality program

Second- (the motion)
A statement of support for a motion

Special Committee- A temporary committee; a group that is appointed or elected to handle only a specific thing

Standing Committee- A permanent committee; a group (committee) that continues from yer to year (i.e. Executive Committee)

Subcommittee- A smaller group formed within a committee

Unanimous vote-When everyone in the group votes the same way

Veto- To disapprove

612 Making a Motion

Definition: A suggestion/recommendation presented to the group for discussion and action

1. Parent makes a motion:

   "I made a motion that we … (I move that we)

   (Example: discuss officers' role before elections)

   (Example: we set priorities before spending activities money)

   (Example: pay the bus driver for his/her time)

2. Parent seconds the motion:

   Another parent must agree with your motion and say, "I second that motion." Your motion cannot be discussed until it is seconded. If no one seconds the motion, the motion is dead

3. Discuss the motion:

   The Chairperson asks, "Is there any discussion on this motion?" The Chairperson then asks the group to voice their (individual) opinions. After all discussion has concluded the chair asks for a vote

4. Voting on the motion:

   The Chairperson should repeat the motion. Then the Chairperson asks the group who is in favor of the motion. Then who is not in favor? If the majority of the group approves (in favor of) the motion, the motion passes

   -Voting can be done by voice, show of hands, or written ballot

   -Only parents (no staff) can make motions and vote on motions

   -Staff may voice their opinions during the discussion

5. The result:

The Chairperson announces whether or not the motion was approved

613 Impasse Procedures

An impasse occurs when there is a disagreement between the Board of Directors and the Head Start Policy Council with regards to decision making as specified in the performance Standards (1304.50)

1. Procedures

a. If the Board of Directors and the Policy Council do not agree on an action to be taken, regarding decision making for services to children and families, each entity is responsible to notify the other, in writing, of the reasons that support the proposed action or decision.
b. Within 10 (ten) days after the receipt of the notice, the Policy Council must hold a special meeting to review the statement of the Board regarding the proposed action. Immediately following the meeting the Policy Council must notify the Board of their decision and the reason for the decision.
c. If the issue is resolved the matter is settled. If the issue is not resolved, a joint meeting of the Board and the Policy Council is scheduled to attempt to resolve the matter.
d. If the issue is resolved at this meeting the matter is settled. If the issue is not resolved the issue will go to arbitration.

2. Arbitration

The arbitration shall be conducted by a panel of three (3) arbiters, one to be designated by the Board, one to be designated by the Policy Council and the third, the chairperson, to be designated by the other two arbiters. The arbiters should be persons of good standing in the community and not associated with the Head Start Program. If the two arbiters appointed by the Board and the Policy Council cannot agree on the third, an attorney will be contacted for assistance in assigning the third person, which will serve as the Chairperson.

a. When the Board decides to submit the impasse to arbitration, it shall notify the Policy Council in writing, The notice will include: a statement of the issue, the name and address of the person selected by the Board as the member of the arbitration panel and a request that the

Policy Council designate a member of the arbitration panel within seven (7) days. The Policy Council member of the panel must contact the Board's designated member of the panel to select the third member.

b. Failure of either party to designate a member of the arbitration panel within seven (7) days will be deemed a default and considered to be an approval of the decision as stated in the written notification.

3. Arbitration Panel

The arbitration panel will resolve the issues in question as quickly and fairly as possible.

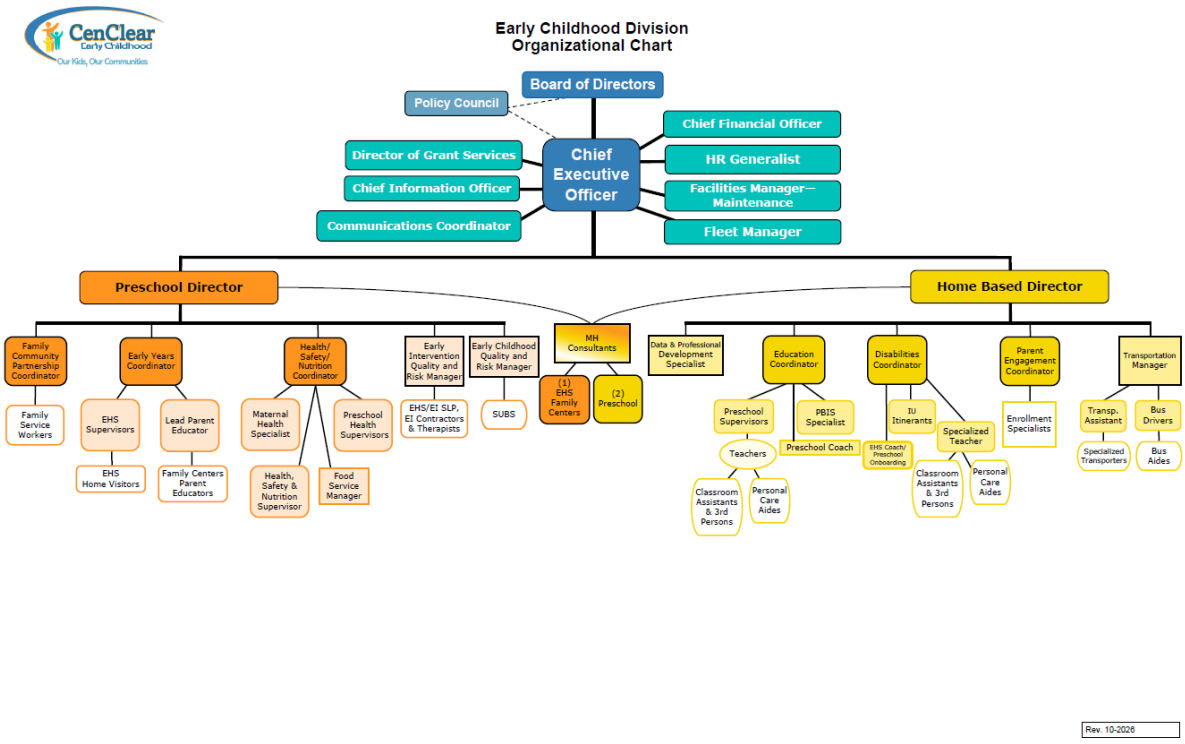
a. The proceedings will include: oral presentations of each entity, responses by both entities to questions asked by the panel, responses to each other as allowed by the panel, any additional information or materials needed to make an informed decision.
b. The arbitration panel shall issue its decision in writing fifteen (15) days after the panel meets. Copies are to be sent to each entity.

4. Compromise

The arbitration procedures do not preclude both entities from compromising their differences and reaching a settlement. In the event a compromise is reached the panel must be notified in writing. A compromise must be met prior to a decision being reached by the pane,

The decision of the panel is final

614 Organization Chart



Revised: November 4, 2026

615 Forms

615.1 Conflict of Interest/Disclosure Statement-AD-28
615.2 Parent Reimbursement-PG-07 (Babysitting and Mileage)
615.3 In-Kind Contribution Form-PG-11
615.4 Policy Council Confidentiality Statement

A

CenClear
Policy Council Agreement
Conflict of Interest/Disclosure Statement – AD – 28

For Policy Council Representatives and Community Representatives for CenClear.

Review the following information and sign to verify you understand the following requirements for serving on Policy Council:

- I am not a CenClear staff person nor do I have members of my immediate family working for CenClear.
- I understand any person convicted of crimes against children or violent crimes may not sit on Policy Council. If the conviction occurs while on Policy Council, my seat will be automatically terminated.
- I understand all parents serving on any CenClear committees or governing boards must be in compliance with all requirements for Head Start and/or Early Head Start. If requirements are not met, it could lead up to and include the termination of my seat.

By signing this statement, I acknowledge and agree that as a Policy Council Representative, I must act in good faith and in a manner that I reasonably believe to be in the best interest of CenClear.

Date: _____

Signature: _____

Printed Name: _____

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CenClear

Parent Reimbursement – PG – 07
(Babysitting and Mileage)



Name: _____ Date: _____

Address: _____ Center: _____

_____

_____

Mileage Reimbursement

Reading	Miles	Area Covered	Purpose
_____			
_____			

Babysitting Reimbursement

Sitter's Name: _____ Relationship to Child: _____
(Please Print)

Address: _____ Phone Number: _____

_____

Time Started: _____ Time Finished: _____ Total Hours: _____

Sitter's Signature: _____

***When a babysitter is used, the check will be made out to the babysitter.**

I verify that the above information is correct and true: _____
Signature of parent

OFFICE USE ONLY

Date Approved: _____ Approved by: _____
Check Number: _____ Amount: $ _____
Check Number: _____ Amount: $ _____

S:\FORMS\Program Governance\Revised Forms 2013/Parent Reimbursement 1-15 .DOC PR Light Green

Revised: November 4, 2026

CenClear

In-Kind Contribution – PG – 11

I have donated the following time, material, space and/or services to CenClear which will count toward the non-federal/non-state share of the program operated by the agency.

Name: _____ Start: _____ End: _____

Description of Training/Contribution/Goods: _____

_____

_____ _____

Volunteer/Donor Signature (Date) Agency Representative Signature (Date)

Value of Services/Training (to be completed by volunteer/donor): _____ (Rate) x _____ (Duration) = _____ (Total)

Value of Donated Goods (to be completed by volunteer/donor): _____

PG-11 S:\FORMS\Program Governance\In-Kind Contribution 1-23 .DOC

CenClear

Policy Council Confidentiality Statement

If a program is an educational agency or institution that receives funds under a program administered by the Department of Education and therefore is subject to the confidentiality provisions under the Family Educational Rights and Privacy Act (FERPA), then it must comply with those confidentiality provisions of FERPA.

1. All information obtained at Policy Council meetings or committee meetings regarding any CenClear family/child(ren) or staff is considered confidential and may not be shared with other individuals.

2. Information obtained and collected by our program can be shared with Policy Council representatives on a "need to know" basis. Sensitive information must not be shared with everyone, only those persons who are directly involved.

3. I understand that any other family information that I see or hear when volunteering or participating in program activities is confidential and I will not discuss this with anyone.

Parent/Guardian Signature _____

Printed Name: _____ Date: _____