

<b>Department:</b> Governance	<b>Effective Date:</b> 7/1/2018	<b>Procedure Number:</b> 6741
<b>Regulation Number:</b> 1301.4	<b>Regulation Topic:</b> Policy Committees	<b>Procedure Title:</b> Policy Committee Meetings Procedures:
<b>Version:</b> 1:2014		<b>Version Date:</b> 7/1/18

Tier 3 Direct Service Providers will develop procedures for establishing and implementing Policy Committees. These procedures will include the following elements:

- Procedures to ensure that a Policy Committee is established as early as possible in the program year.
- A committee that is comprised of 51% parents of currently enrolled children.
- Procedures for the election of two members of the Policy Council to serve on the MARC Head Start Policy Council. One will serve as a Representative and one will serve as an Alternate.
- A regular, planned schedule of meetings. This schedule will provide sufficient opportunity for parents to be informed about the program’s activities and to be included in important decision-making discussions.
- Members will be responsible for approval and submission of decisions about agency activities to the agency’s governing body.
- Procedures to prohibit conflict of interest
- A meeting calendar that outlines how, when and what information will be shared on the topics below:
  - a. Monthly budgeting and expenditures including credit card reports
  - b. Recruitment and enrollment
  - c. Program options and services
  - d. Parent education activities
  - e. Recruitment and screening of Early Head Start and Head Start employees.
  - f. Ongoing monitoring data that reflects program’s progress toward goals and objectives
  - g. Methods for communication with the MARC Policy Council. (Includes information received from Policy Council meetings as well as information to be provided to the Policy Council)
  - h. Methods for communication with the Direct Service Provider’s Governing Body that include how, when and what information will be shared.
- A method for recording meeting minutes and documenting parent involvement in decision making.