Department: Governance	Effective Date: 7/1/2018	Procedure Number: 6741
Regulation Number: 1301.4 Head Start Act; Section 642	Regulation Topic: Policy Committees	Procedure Title: Policy Committee Meetings Procedures:
Version: 2:2024		Version Date: 4/2/2024

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.
- A meeting calendar that outlines how, when and what information will be shared on the topics below:
- (1) IMPASSE Policies
    a. The resolution of internal disputes, including any impasse in the governance of Head Start programs.
    b. The facilitation of meaningful consultation and collaboration about decisions of the governing body and policy committee
- (2) Conduct of Responsibilities
    a. Monthly financial statements, including budgeting expenditures and credit card expenditures.
    b Monthly program information summaries
    c. Program enrollment reports, including attendance reports for children partially subsidized by another public agency.
    d. Monthly reports of meals and snacks provided through programs of the Department of Agriculture
    e. The financial audit
    f. The annual self- assessment, including any findings related to such assessment.
    g. The community wide strategic plan, and needs assessment of the Head Start agency, including any applicable updates.
    h. Communication and guidance from the Secretary
    i. Program Information Reports
    j. Program options and services
    k. Parent education activities
    l. Recruitment and screening of Early Head Start and Head Start employees.
    m. Ongoing monitoring data that reflects program's progress toward goals and objectives

n. 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)
o. Methods for communication with the Direct Service Provider's Governing Body that include how, when and what information will be shared.

- Members will be responsible for approval and submission of decisions about agency activities to the agency's governing body.