

POLICY COUNCIL Orientation Training

Community Services of Northeast
Texas, Inc.

- ## Training Agenda
- Meeting Overview
 - Governance
 - Monitoring, Evaluation, Planning
 - Financial Management
 - Personnel Management

- ## Meeting Overview
- The PC meets:
- Every month in the Linden Community Bldg. Conference Room (except Nov/Dec are combined)
 - Typically the 4th Tuesday of the month at 9:00 AM
 - Members are served a brunch
 - Normally, meetings do not occur in July/August
 - Governing Board meets at noon

Meeting Overview

PC membership consists of:	PC membership counties represented:
<ul style="list-style-type: none">• Elected parents/guardians of currently enrolled Head Start students• Community Representatives• Can not serve more than 5 years	<ul style="list-style-type: none">• Bowie• Camp• Cass• Morris

Meeting Overview

<p>Board membership consists of:</p> <ul style="list-style-type: none"> • Private • Public • Poverty 	<p>Board members may represent these counties:</p> <ul style="list-style-type: none"> • Bowie • Camp • Cass • Delta • Franklin • Hopkins • Lamar • Marion • Morris • Rains • Red River • Titus
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Meeting Overview

PC membership consists of:
 Elected parents/guardians of currently enrolled Head Start students and community representatives

- One parent representative from each Campus is elected to serve on the Policy Council and at least one alternate parent is elected to serve in the absence of the parent representative.
- One community representative from each of the four counties in the Head Start service area. Each representative must be from the county being represented and reflect the communities being served.
- One member of the Board of Directors serves on Policy Council/one member of Policy Council serves of Board

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Meeting Overview

Board membership consists of:
 Individuals that reflect the communities served and have expertise in education, business, administration, or community affairs.

- Head Start funding requires at least one member with background and expertise in fiscal management or accounting; one with early childhood education and development; and one who is an attorney. If someone with those qualifications is not available to serve as a member, the Board hires a consultant to work with the Board; and parents of current and former Head Start students.
- A member of the Policy Council

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Meeting Overview

PC Agenda:

- Packets are made available at least one week before the meeting date (to meet the 72 Hour rule)

PC meetings are:

- Professional, but informal meetings
- Interactive, with questions and open discussions encouraged and expected
- Designed so that PC members have time and opportunity to be informed about the topics which will come before them

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SHARED GOVERNANCE

Shared Governance:

- A key value and requirement

Board has majority of governance responsibility but shares it with:

- Policy Council

Governance

Community Services governance is defined by:

- Non-profit agency laws
- The CSBG Act
- Contracts with funding sources
- Head Start Regulations
- The Board of Directors By-Laws

Governance

Policy Council responsibilities:

- Work in partnership with management staff and Board of Directors
- Approve/disapprove policies and procedures described in standards
- Develop/review policies and procedures described in standards

Monitoring, Evaluation, Planning

Part of every PC Meeting and Committee Meetings:

Members monitor:

- Reports, planned updates, budgets

Members evaluate:

- Annual/monthly program assessments, monthly program performance reports

Members planning:

- Long/short-range plans, all program improvement plans, all program issues brought before the Council

Financial Management

CSNT's Fiscal Year runs October 1 – September 30, although funding is received from multiple funding sources with various funding years.

- Head Start Funding Year Dec. 1 – Nov. 30
- Early Head Start Year Dec. 1 – Nov. 30
- CSBG Funding Year Jan. 1 – Dec. 31
- CEAP Funding Year Jan. 1 – Dec. 31
- CACFP Funding Year Oct. 1 – Sep. 30

Financial Management

Policy Council must approve:

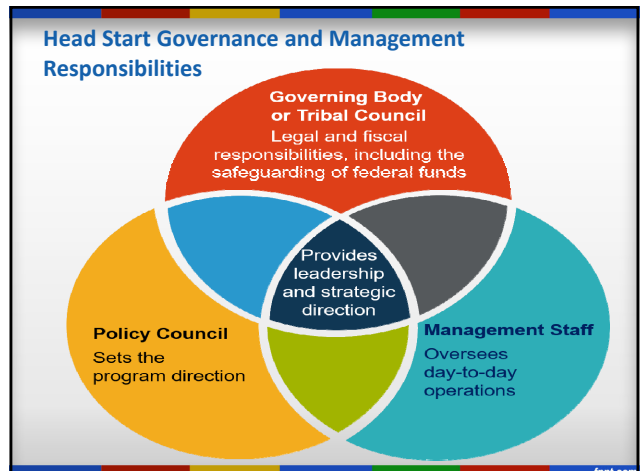
- Head Start/Early Head Start budget
- All Head Start/Early Head Start budget changes
- All Head Start/Early Head Start funding applications

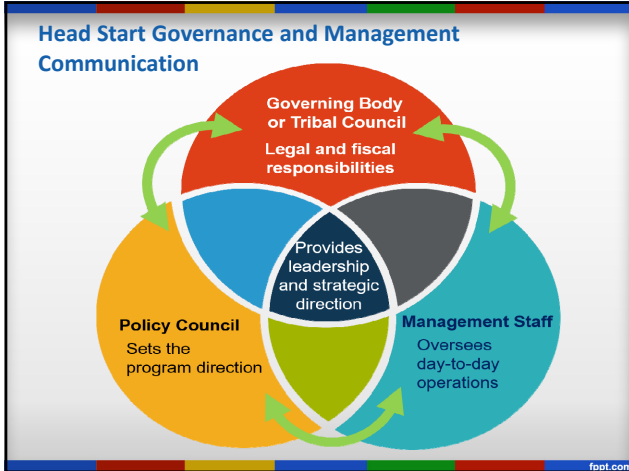
✓ Will receive information on Audits and other financial information as needed

Personnel Management

PC approves hiring of:

- Head Start Director
- Human Resources Director
- Chief Financial Office
- All personnel paid at least 50% from Head Start funding





WHEW!!!!!!!

***Any questions,
comments,
or concerns?***

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