

Policy Council Training



Roles and Responsibilities

*By Bernadette Harris
Head Start Director*

How does the Policy Council use program data to support ongoing program improvement of the Head Start Program?



1. On-Going Monitoring Results
2. Monthly Finance Reports
3. School Readiness Data



Answers Continued...



4. CLASS Observation Results
5. Annual Audits
6. Annual Self-Assessment
7. Head Start Director's Report

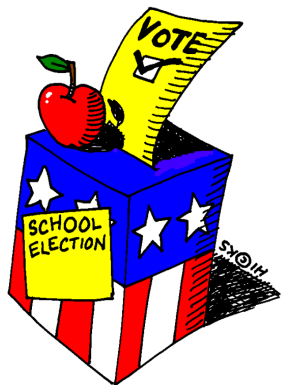
Answers Continued...



8. Approving Program Budgets/Expenditures
9. PC Members Serving on Key Program Committees



What procedures have been developed on how the Policy Council members are selected?



1. One PC Member is elected by parents at each location during the Parent Committee Meeting
2. One County Representative is elected from the counties represented by the Head Start Program: Bowie, Camp, Cass, Morris

How does the Governing Board incorporate decisions submitted by the Policy Council into its decision-making process?



The Governing Body appoints one member to serve on the Policy Council and the Policy Council appoints a member/parent or former member/parent to serve on the Governing Board

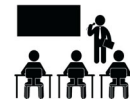


Members

What training and technical assistance do you receive to ensure you understand the Head Start Program and the information that you receive?



1. Roles and Responsibilities (Agency & Head Start)
2. Policy Council Orientation Training
3. Roberts Rules of Order
4. Board Reports/Documents – Explained
5. Head Start Eligibility Training



Does the Governing Board and the Policy Council have an Impasse Procedure? If yes, where is it located?



1. Yes, there is an impasse procedure
2. It is located in the by-laws for Policy Council and Governing Board



Questions/Comments



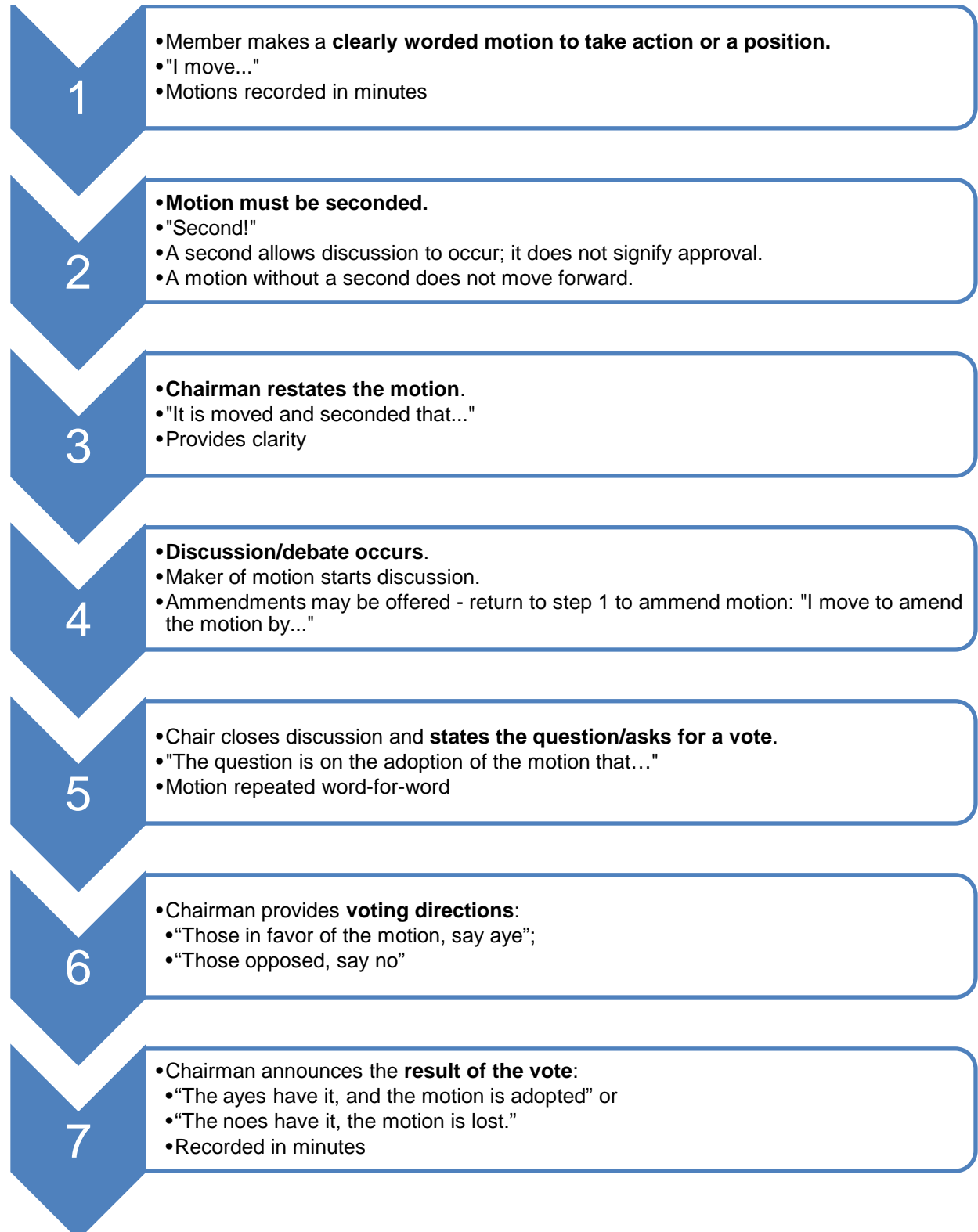
During A Federal Review Interview:

Answer questions as a group.

One member responds to a question, with other members building/adding to the response.

Robert's Rules of Order Cheat Sheet

HOW TO INTRODUCE NEW BUSINESS – The Main Motion Process



Robert's Rules of Order Cheat Sheet

WHAT DO I SAY?

To Do This	Motion	You Say This	Debate Allowed?	Vote Required
Introduce Business	Main	"I move that..."	Yes	Majority
Second a Motion	Second	"Second!"	No	No
Change the Wording or add Clarity of a Motion	Amend	"I move to amend the motion by..." (adding words; striking out words; substitute words)	Yes	Majority
Send to Committee	Commit/Refer	"I move the motion be referred to ..."	Yes	Majority
Postpone Action until a Specific Time	Postpone	"I move the motion be postponed until..." (provide a specific time on the agenda or next meeting date)	Yes	Majority
Postpone Action until an Unspecified Time (a motion will be required to discuss in the future)	Lay on the Table	"I move to lay the motion on the table."	No	Majority
Limit Debate	Limit Debate	"I move that the debate on this motion be limited to (one) speech of (two) minutes for each member."	No	Two-thirds
End Debate or Request a Vote	Previous Question	"I move the previous question."	No	Two-thirds
Take Intermission	Recess	"I move to recess for (time)."	No	Majority
Close Meeting	Adjourn	"I move to adjourn."	No	Majority