

Policy Council/Policy Committee Provision Of Information

POLICY:

A system for regular distribution of information to members of the Policy Council/Policy Committee is provided.

This policy relates to [Head Start Performance Standards 45 CFR Part 1301.3](#)

PROCEDURE:

1. Information provided to Policy Council/Policy Committee members includes:
 - Timetables for planning, development and submission of proposals
 - Head Start policies, guidelines and communications from ACF
 - Financial reports and statements of funds expended
 - Work plans, grant applications and personnel policies
2. Appropriate staff distribute information and materials to Policy Council/Committee members in a timely manner. The Grantee Head Start Director, the Administrative Secretary and the Family Services Manager take primary responsibility as support staff to the Policy Council.
3. Distribution of information may include written reports, minutes of meetings, official correspondence and oral presentations at meeting or training sessions.
4. Notification of date and time and location of the next regular Policy Council/Committee meetings will be mailed to all members at least five working days prior to the meeting. The written notification will include:
 - minutes of the previous meeting
 - agenda for upcoming meeting
 - items to be approved by the Council/Committee

Approved by Policy Council: February 2019