School Board Governance and Operations

Head Start/Board of Education Shared Governance Policy and Procedures

It is the policy of Adrian Public Schools, the grantee agency, to fully adhere to and comply with all requirements as outlined in the Head Start Act, as amended in 2007, and the Head Start Program Performance Standards, as amended in 2016. This document describes how responsibilities are shared among the decision makers and how the responsibilities are aligned. The four decision makers will implement shared decision making in a manner that promotes open communication, trust, respect and clear lines of authority and honors the chain of command. The decision makers outlined are:

1. Adrian Public School’s Board of Education (Governing Body)
2. Adrian Public School’s Superintendent (Agency Director)
3. Adrian Public School’s Head Start Preschool Program’s Policy Council
4. Adrian Public School’s Head Start Preschool Program’s Director

Adrian Public Schools, the Grantee is represented by the Board of Education; they assume the role of the governing body. The governing body has legal and fiscal responsibilities which involve funding, personnel policies and procedures, procedures for overall program policy, establishing, maintaining and ensuring adherence to internal controls. The Agency Director is represented by the Superintendent, this position reports to the Governing Body and supervises the Head Start Early Childhood Programs Director. The Head Start Early Childhood Programs Director is responsible for the day to day management and oversight of the Head Start program. The Policy Council performs the duties, primarily approval or disapproval of recommendations, procedures, grant applications, etc., as outlined in the Head Start Program Performance Standards.

It is agreed that all decision makers will work in concert to achieve the purpose, goals and objectives of the Head Start Preschool Programs.

Policy
Adopted: January 22, 2007
Amended: October 22, 2018
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General Procedures

1. **Policy Council Composition and Formation**
   The Policy Council will consist of no fewer than five (5) and no more than twenty six (26) members with voting rights. Two ex-officio members will also be included on the Policy Council roster. Membership is composed as follows:

   - 14 Head Start parents from 14 preschool classroom sessions
   - 2 Early Head Start parents, 1 from the center-based program option and 1 from the home-based program option
   - 10 community representatives
   - 1 Board of Education representative (ex-officio)
   - 1 Head Start Early Childhood Program Director (ex-officio)

   Total size is 28.

2. **Election of Parent Representatives**
   By the end of the first week of October, the Parent Committee(s) will elect 16 parent(s) to serve as Policy Council Representatives.

3. **Selection of Community Representatives**
   The Governing Body may recommend actual nominees to serve on the Policy Council. The Policy Council and other management staff may recommend nominees to serve on the Policy Council. The Director will present community representatives for approval by Policy Council. The individuals recommended to serve as community representatives are drawn from the local community, businesses, public/private sector, civic and professional organizations and others familiar with resources and services for low income families. Representatives may include former Head Start parents. The nominees will be presented for approval or disapproval to the parent members of the Policy Council in person or in writing beginning at the October meeting. Upon approval they will be notified about the first meeting and the seating/installation.
4. **Board of Education Representative**
The Board of Education will have one member serve on Policy Council. This individual will not need approval or disapproval by Policy Council. It is the Board’s responsibility to ensure that one member will attend each Policy Council meeting. The Board of Education may rotate attendance at Policy Council meetings amongst its own membership.

5. **Staff Membership on the Policy Council**
No staff member or members of their immediate family will be permitted to serve on the Policy Council. Immediate family is defined as spouse/significant other, child, step-child, foster child, parents, brothers, sisters, grandparents, grandchildren and any of these related to the staff member by marriage.

6. **Approval/Disapproval**
In most instances the Policy Council will act on issues regarding the Head Start program prior to those items of business being presented to the Governing Body. If the Policy Council does not approve the issue Head Start management can modify its content so it is acceptable to the Policy Council. The item should be revised and resubmitted to the Policy Council and, if approved, submitted to the Governing Body. If time is an issue and the meeting of the Governing Body is scheduled before the Policy Council will meet, the item may be presented to the Governing Body for approval before the Policy Council acts on that issue. For issues with broader implications beyond the Head Start program those items of business may be presented to whichever group holds its meeting first.

7. **Internal Dispute**
When the group with approval/disapproval responsibility reviews an issue and does not uphold the decision of the other group, it shall be the responsibility of the Chairperson to notify the Superintendent, Head Start Preschool Programs Director and the Chairperson of the other decision making group that the two groups are in disagreement on the issue. Refer to approved Internal Dispute Resolution.

8. **Orientation/Training**
Policy Council members will receive an annual orientation to the Head Start program during the November Policy Council meeting. New Board of Education members will receive an orientation to the Head Start program by February, at the start of their term.