**MISSISSIPPI COUNTY, ARKANSAS, E.O.C.**

**EARLY CHILDHOOD EDUCATION DEPARTMENT**

1301.3(b) (1-2); Act 642(c)(2)(B), Act 642(c)(2)(B)(i), Act 642(c)(2)(B)(ii)

**POLICY COUNCIL**

**POLICY:**

The program establishes a policy council in accordance with section 642(c)(2)(B) of the Act, or a policy committee at the delegate level in accordance with section 642(c)(3) of the Act, as early in the program year as possible.

**PROCEDURE:**

**1.0 Policy Council Composition**

1.1 The policy council is elected by the parents of children who are currently enrolled in the Head Start program of the Head Start agency. (Act 642(c)(2)(B)(i).

1.2 In accordance with Act 642(c)(2)(B)(ii), the policy council is composed of:

1. parents of children who are currently enrolled in the Head Start program of the Head Start agency, who constitute a majority of the members of the policy council; and
2. members at large of the community served by the Head Start agency, who may include parents of children who were formerly enrolled in the Head Start program of the agency.

1.3 Parents of children currently enrolled in each program option are proportionately represented on the policy council.

1.4 The program ensures members of the policy council, and of the policy committee at the delegate level, do not have a conflict of interest with the Head Start agency.

1. Staff do not serve on the policy council.
2. Members of the policy council do not receive compensation for serving on the policy council or for providing services to the Head Start agency. (Head Start Act 642 c 2 C)

***2.0 Policy Group Composition*** *(1304.50(a) (1-5); 1304.50(b) (1-7)*

*2.1 Policy Councils are comprised of two types of representatives: parents of currently enrolled children and community representatives. At least 51% of the members of these policy groups are the parents of currently enrolled children (see 1306.3 h for a definition of a Head Start parent).*

*2.2 Community representatives are drawn from the local community: businesses; public or private community, civic, and professional organizations; and others who are familiar with resources and services for low-income children and families, including, for example the parents of formerly enrolled children.*

*2.3 All parent members of Policy Councils must stand for election or re-election annually. All community representatives also must be elected annually.*

*2.4 Policy Councils must limit the number of one-year terms any individual may serve on either body to a combined total of five terms.*

*2.5 Staff or members of their immediate families may serve on Policy Councils.*

*2.6 Program options must be proportionately represented on established policy groups.*

***3.0 Policy Groups: Selection and How Members Are Chosen****(1304.50 (a) (1-5); 1304.50 (b) (1-7)*

*3.1 The procedures by which policy group members are chosen include:*

1. *Members are elected annually at the center committee level to serve on the Policy Council.*
2. *The Program Director, staff, and parents identify a few people in various professional areas of expertise, based on the needs and goals of the Policy Council, and submit the names of the people identified, along with their areas of expertise, for final selection and submission to Policy Council for voting.*

***4.0 Election of Community Representatives for Policy Council*** *(1304.50 (b) (1-3)*

*4.1 The Program Director or designee performs outreach to the community to solicit interest in Policy Council participation and membership.*

*4.2 Interested parties are interviewed by Program Director.*

*4.3 The Program Director consults with the Executive Director to ensure that none of the applicants present a conflict of interest.*

*4.4 The Program Director submits the info to Policy Council members for a vote.*

*4.5 The elected Community Representatives join the Council with equal rights and responsibilities.*

*4.6 The elected Community Representatives attend the December Policy Council orientation and share briefly with the group their expertise and background.*