

**College of Southern Idaho Board of Trustees  
College of Southern Idaho Head Start/ Early Head Start  
Shared Governance Policy**

Performance Standard: **45CFR 1304.50**  
Revision Date: **March 22, 2012**  
Timeline for review: **Annually by Director, Policy Council, and Board of Trustees**

**Policy:** College of Southern Idaho Board of Trustees and the Head Start/ Early Head Start staff will establish a formal structure of shared governance for the Head Start/ Early Head Start program through which parents can participate in policy making and the decision making process as outlined by Program Performance Standards and the Head Start Act of 2007. This structure includes a Policy Council, Parent Committees, grantee Governing Board, and staff. Specific procedures and timelines for carrying out required responsibilities delineated in the Head Start/ Early Head Start Performance Standards are outlined within this Policy, in the Procedures for Shared Governance, and in the Policy Council By-laws.

**Definitions:**

**Policy Council (PC):** This group has policy making authority and therefore, is governed by locally determined Bylaws that ensure clarity and consistency in function and purpose. The Bylaws outline representation by parent and community representatives, Policy Council functions, how and when representatives are elected, officers, terms of service, etc.

**Center Parent Committee:** This committee is made up of parents and immediate families of all enrolled children. The parent committee provides opportunities for parents to assist in the development of activities that address their interests and needs as well as support the education and healthy development of their children. Representatives to Policy Council are elected from the Center Parent Committees. The Center Parent Committees meet once each month for a business meeting coupled with an activity or program planned by the parents.

**Grantee Governing Board:** The College of Southern Idaho Board of Trustees, which has the legal and fiscal responsibility for College of Southern Idaho Head Start/ Early Head Start.

**Staff:** College of Southern Idaho Head Start/ Early Head Start staff, which has the day-to-day operational responsibility for the program.

Policy Council and the College of Southern Idaho Board of Trustees facilitate shared governance through:

- An annual report will be presented by the Head Start/ Early Head Start Director to board members at the College of Southern Idaho Board of Trustees meeting.
- Informational materials and training opportunities will be shared with new board members and new Policy Council members as they begin their term.
- In order to ensure communication, consultation and prompt action on Head Start/ Early Head Start issues and needs throughout the year, the College of Southern Idaho Board of Trustees will appoint a Liaison (a connection between the Board of Trustees, the College of Southern Idaho Head Start/ Early Head Start Policy Council, and the staff).
- The Liaison will receive all Policy Council materials including agendas, minutes, reports, and notices. Additionally, the Liaison will be consulted by Head Staff/Early Head Start Staff and have the authority to act on behalf of the full Board of Trustees on issues which arise between Board of Trustee meetings.
- The Liaison will attend and/or participate in Policy Council meetings.
- Written reports and information will be sent to the Liaison before each Board meeting to share with members as appropriate. Updates will be given to the Board of Trustees at each meeting which may include recommendations or Policy Council approvals with the intent that any shared information by the Liaison to the Board of Trustee will allow them to be kept up-to-date and appropriate board action can be taken.
- College of Southern Idaho Head Start/ Early Head Start Newsletters will be sent to the Liaison and shared with Board members.
- A summary of Board of Trustees meeting minutes and/or actions related to Head Start/ Early Head Start will be available to Policy Council members after the meetings on the College of Southern Idaho website.
- Letters or announcements from the regional office or the Office of Head Start, grant applications, monthly enrollment tracking report, monthly meals and snacks provided by the USDA, monthly financial report and information on program activities, the annual Self-Assessment including any findings, annual Program Information Reports, annual community-wide strategic planning and needs assessment (Community Assessment), ongoing community news and updates on committees, annual procedures for Eligibility, Recruitment Selection, Enrollment, and Attendance (ERSEA), annual procedures for the selection of Policy Council members, ongoing planning/evaluation activities and progress on program goals will be shared with Policy Council and the Board of Trustees' Liaison for the board's review and approval.

**College of Southern Idaho  
Board of Trustees Approval Date:** \_\_\_\_\_

**College of Southern Idaho Head Start/ Early Head Start  
Policy Council Approval Date:** \_\_\_\_\_