

## Program Design & Management

### Abbreviations used in service area plans

Board of Directors	Board
Policy Council	PC
Executive Director	Ex. Dir.
Program Director	Prog. Dir.
Fiscal Director	Fiscal
Human Resource/Fiscal Assistant	HR
Maintenance/Custodians	Custodian
Data Encoder/Program Assistant	Tech.
Executive Secretary/Receptionist	Secretary
Program Nutrition Specialist	Nutrition
Program Health and Safety Specialists	H & S
Program Behavioral/Mental Health Specialist	MH
Program Family and Community Partnership Specialists	FCP
Education Managers	Ed. Mgr.
Program Disabilities/Transition Specialist	Disabilities
Assistant Cook	Asst. Cook
Cook	Cook
HS Teachers	Teacher
HS Teacher Assistants	T. Asst.
HS Home Visitor and EHS Home Visitor	HV
Disabilities/Transition Coordinator	Dis. Coord.
Transportation Coordinator	Trans. Coord.
Mental Health Consultant	MHC
Management Team (Directors, Managers, All Specialists)	Management Team



	<b>equivalent level for other program options (see 45 CFR 1306.3(h) for a definition of a Head Start parent).</b>	classroom or Home Base unit is a parent committee and has the right to voice opinions and concerns in regard to improvement of program services or change in service or options of delivery of service. Parents have the opportunity to: be involved in planning and developing activities and services that will meet the educational and health needs of their children; participate in training and education which they have requested via the Parent Information Training Form that is completed by the parents at enrollment.			Parent Information Training Form
<b>1304.50 (a)(3)</b>	<b>(a)(3) All Policy Councils, Policy Committees and Parent Committees must be established as early in the program year as possible. Grantee Policy Councils and delegate Policy Committees may not be dissolved until successor Councils or Committees are elected and seated.</b>	At time of enrollment, parents receive information on Policy Council and committees. Policy Council members are recruited at orientation and elected by Parent Committees at the first meeting of the program year. Policy Council members receive training on roles and responsibilities. Terms on Policy Council are for 13 months in order for experienced council members to provide training and guidance to new members and provide continuity to program operation. Formal training for the Policy Council members regarding the rights and responsibilities of the Policy Council will take place within 60 days of seating the new members.	FCP Ex. Dir Prog. Dir.  PC Members	Fall & ongoing	Results of election  PC Agendas & Minutes
<b>1304.50 (a)(4)</b>	<b>(a)(4) When a grantee has delegated the entire Head Start program to one</b>	Delegate- Not Applicable			

	<b>delegate agency, it is not necessary to have a Policy Committee in addition to a grantee agency Policy Council.</b>				
<b>1304.50 (a)(5)</b>	<b>(a)(5) The governing body (the group with legal and fiscal responsibility for administering the Early Head Start or Head Start program) and the Policy Council or Policy Committee must not have identical memberships and functions.</b>	The Policy Council membership and function is separate from the Board of Directors. The roles and responsibilities of the governing body (Board) and the Policy Council and management staff are described in 45 CFR 1304.50 (g) Appendix A- "Governance and Management Responsibilities." There will be one Policy Council member elected to serve on the Board as a liaison to facilitate communication between the two groups.	Ex. Dir. Board PC	Ongoing	Minutes from PC and Board orientation and training Appendix A Board Bylaws PC Bylaws
<b>1304.50 (b)(1)</b>	<b>(b) Policy group composition and formation. (1) Each grantee and delegate agency governing body operating an Early Head Start or Head Start program must (except where such authority is ceded to the Policy Council or Policy Committee) propose, within the framework of these regulations, the total size of their respective policy groups (based on the number of centers, classrooms or other program option units and the number of children served by their Early Head Start or Head Start program), the procedures for the election of parent members, and the procedures for the selection of community representatives. These proposals must be approved by the Policy Council or Policy Committee.</b>	OCDC Board and Policy Council develop procedures for how member of the PC are selected through the Policy Council Bylaws. Policy Council representation is as follows: Six representatives from Stanley/Hughes and at least one rep. from each of the following areas: Sully, Jones, Hyde, and Mellette. All Policy Council members will represent center base, home base, early head start and any combination options. At least two community reps. can be elected. Policy Council will have a maximum of 14 members. All may serve three one year terms, but must stand for election each year. 51% of Council must be current parents.	Board PC	Annually	Board and PC Agenda & Minutes PC Bylaws

<p><b>1304.50 (b)(2)</b></p>	<p><b>(b) (2) Policy Councils and Policy Committees must be comprised of two types of representatives: Parents of currently enrolled children and community representatives. At least 51% of the members of these policy groups must be the parents of currently enrolled children (see 45CFR 1306.3(h) for a definition of a Head Start parent).</b></p>	<p>Federally regulated compositions are outlined in Policy Council Bylaws, which are reviewed annually by Policy Council and Board. OCDC Policy Council has at least 51% are current parents and at least two community representatives.</p>	<p>Policy Council Board Ex.Dir.</p>	<p>Annually</p>	<p>PC Bylaws PC Membership Roster</p>
<p><b>1304.50 (b)(3)</b></p>	<p><b>(b)(3) Community representatives must be 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.</b></p>	<p>Board and Policy Council members recruit community members during September. Community Representatives will be seated at October meeting.</p>	<p>PC&amp;BD members</p>	<p>June-Sept. Recruit Oct. Comm. Rep elected</p>	<p>PC and Board minutes</p>
<p><b>1304.50 (b)(4)</b></p>	<p><b>(b)(4) All parent members of Policy Council or Policy Committees must stand for election or re-election annually. All community representatives also must be selected annually.</b></p>	<p>Election takes place at the first Parent meeting in September.</p>	<p>Ex. Dir. Prog. Dir.</p>	<p>Annually in Sept</p>	<p>PC Agenda and Minutes</p>
<p><b>1304.50 (b)(5)</b></p>	<p><b>(b)(5) Policy Councils and Policy Committees must limit the number of one-year terms any individual may serve on either body to a combined total of three terms.</b></p>	<p>Prior to Policy Council elections, nominees will be reviewed for any previous years served on other HS Policy Councils. Membership on the Policy Council is limited to three one year terms.</p>	<p>Ex. Dir. Prog. Dir.</p>	<p>Sept</p>	<p>PC Membership Roster PC Bylaws</p>
<p><b>1304.50 (b)(6)</b></p>	<p><b>(b)(6) No grantee or delegate agency staff (or members of their immediate families) may serve on Policy Council or Policy Committees except parents who occasionally substitute for regular Early Head Start or Head Start staff. In the</b></p>	<p>This performance standard is explained to parents at orientation. OCDC Policies &amp; Procedures addresses conflict of interest and prohibits any program staff or members of their immediate family</p>	<p>Ex. Dir. Prog. Dir</p>	<p>Sept</p>	<p>PC Bylaws</p>

	<b>case of Tribal grantees, this exclusion applies only to Tribal staff that works in areas directly related to or which directly impact upon any Early Head Start or Head Start administrative, fiscal or programmatic issues.</b>	from serving on the Policy Council or Board.			
<b>1304.50 (b)(7)</b>	<b>(b)(7) Parents of children currently enrolled in all program options must be proportionately represented on established policy groups.</b>	Composition is indicated in Policy Council by-laws. All program areas are represented on the Policy Council. See 1304.50 (b)(1) above	Ex.Dir. PC Board	Sept	PC By-laws
<b>1304.50 (c)</b>	<b>(c) Policy group responsibilities-general. At a minimum policy groups must be charged with the responsibilities described in paragraphs (d), (f), (g), and (h) of this section and repeated in appendix A of this section.</b>	Training provided annually, usually in October. In addition, training is held on an on-going basis, as needed.	Ex. Dir. Prog. Dir.	Sept Oct	PC Training Agenda & Sign in Sheet
<b>1304.50 (d)</b>	<b>(d) The Policy Council or Parent Committee.</b>				
<b>1304.50 (d)(1)</b>	<b>(d) (1) Policy Councils and Policy Committees must work in partnership with key management staff and the develop, review, and approve or disapprove the following policies and procedures:</b>	PC members and parent committee members serve on committees of their selection to assist management staff. Policy Council committees include: By-laws, Grant/Fiscal/Budget, SDHSA, Board Liaison, ERSEA, Personnel, Curriculum, and Grievance.	Ex.Dir. Prog. Dir PC	Ongoing	PC Committee Sheet
<b>1304.50 (d)(1) (i)</b>	<b>(d)(1)(i) All funding applications and amendments to funding applications for Early Head Start and Head Start, including administrative services, prior to the submission of such applications to the grantee (in the case of Policy Committees) or to HHS (in the case of Policy Councils);</b>	Policy Council works in partnership with administrative and management staff and the Board to develop, review, approve or disapprove all funding applications before the applications are submitted to the funding source.	Ex. Dir. Prog. Dir.	Ongoing	PC Agendas & Minutes Grant Application 424 applications

<p><b>1304.50 (d)(1) (ii)</b></p>	<p><b>(d)(1)(ii) Procedures describing how the governing body and the appropriate policy group will implement shared decision-making;</b></p>	<p>Shared Governance plan describes shared decision-making. Reviewed and signed annually. The Policy Council and Board receive minutes from both group meetings, have a policy Council Board Liaison as a voting member of both groups and have members from both groups serve on committees that meet on specific issues such as program planning to ensure shared decision-making.</p>	<p>Ex. Dir. Prog. Dir.</p>	<p>Ongoing</p>	<p>Shared Governance Plan Operational Policies &amp; Procedures PC Bylaws Board Bylaws Appendix A PC &amp; Board Training Agenda</p>
<p><b>1304.50 (d)(1) (iii)</b></p>	<p><b>(d)(1)(iii) Procedures for program planning in accordance with this part and the requirements of 45 CFR 1305.3 (this regulation is binding on Policy Councils exclusively);</b></p>	<p>Policy Council and Board meet to review relevant community information, financial information and program information to determine goals of the program. PC &amp; Board meet jointly twice a year and then individual monthly meetings.</p>	<p>Ex.Dir. Prog. Dir.</p>	<p>December &amp; July  Ongoing</p>	<p>CNA-Report PC &amp; Board Agendas &amp; Minutes</p>
<p><b>1304.50 (d)(1) (iv)</b></p>	<p><b>(d)(1)(iv) The program’s philosophy and long- and short-range program goals and objectives (see 45 CFR 1304.51 (a) and 45 CFR 1305.3 for additional requirements for regarding program planning);</b></p>	<p>The Community Needs Assessment is utilized by Board and Policy Council members in creating the programs long-range and short-range goals.</p>	<p>Ex.Dir. Prog. Dir. PC Board</p>		<p>Monthly Reports  PC &amp; Board minutes</p>
<p><b>1304.50 (d)(1) (v)</b></p>	<p><b>(d)(1)(v)The selection of delegate agencies and their service areas (this regulation is binding on Policy Councils exclusively)(see 45 CFR 1301.33 and 45 CFR 1305.3(a) for additional requirements about delegate agency and service area selection, respectively);</b></p>	<p>Delegate- Not Applicable</p>			
<p><b>1304.50 (d)(1) (vi)</b></p>	<p><b>(d)(1)(vi) The composition of the Policy Council or the Policy Committee and the</b></p>	<p>The Policy Council and Board have established a procedure for electing</p>	<p>Ex.Dir. PC</p>	<p>Annually</p>	<p>PC Bylaws</p>

	<b>procedures by which policy group members are chosen;</b>	parent members and selecting community representative members to serve on Policy Council. See 1304.50 (a) & (b) above	Board		
<b>1304.50 (d)(1) (vii)</b>	<b>(d)(1)(vii) Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR part 1305;</b>	The Policy Council reviews the ERSEA Procedure annually and makes changes in the criteria and priorities if deemed necessary to meet the needs determined through Community Assessment and program planning.	PC Prog. Dir. FCP	Annually	PC minutes ERSEA Committee Minutes ERSEA Procedure
<b>1304.50 (d)(1) (viii)</b>	<b>(d)(1)(viii) The annual self-assessment of the grantee or delegate agency's progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review (see 45 CFR 1304.51 (i)(1) for additional requirements about the annual self-assessment); The annual independent audit that must be conducted in accordance with CFR 1301.12;</b>	Annual self assessment is discussed at Pre-service and end of year Reflection Day, as well as throughout the year. Plans for conducting are discussed at Dec. staff meeting. Policy Council and Board members will be assigned to one of the self- assessment teams and trained. They monitor assigned Protocol area on an ongoing basis. Immediate concerns are given to Directors and addressed as soon as possible. An Office of Head Start monitoring tool will be used to monitor program progress. The Board is informed of bid letting for yearly audit. The Audit is conducted in accordance with CFR 1301.12 Auditor will interview Policy Council members asking about knowledge of budget expenditures. The Audit report is presented to Policy Council and Board annually. All recommendations are reviewed and implemented as soon as possible.	Ex. Dir. Prog. Dir. Parents and Self- Assessment Team leaders PC Board  Ex. Dir. Fiscal	January- March & Ongoing          Summer & Ongoing	Self- Assessment Report & Action Plans          Board Agenda & Minutes Audit Report

<p><b>1304.50 (d)(1) (ix)</b></p>	<p><b>(d)(1)(ix) Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, and volunteers; and</b></p>	<p>Policies and Procedures are reviewed, annually with directors, staff, Policy Council and Board. All changes in the program Personnel Policies are approved by the Policy Council and the Board annually.</p>	<p>HR Ex. Dir. Prog.Dir. Board PC</p>	<p>Ongoing</p>	<p>Board &amp; PC Agendas &amp; Minutes Personnel Policies &amp; Procedures Manual</p>
<p><b>1304.50 (d)(1) (x)</b></p>	<p><b>(d)(1)(x) Decisions to hire or terminate the Early Head Start or Head Start director of the grantee or delegate agency; and</b></p>	<p>Policy Council members volunteer to serve on Personnel committee. OCDC Personnel Policies and Procedures manual defines the role of the Policy council in the hiring and firing of Head Start staff.</p>	<p>Board PC</p>	<p>As needed</p>	<p>Board and PC minutes  Personnel Records</p>
<p><b>1304.50 (d)(1) (xi)</b></p>	<p><b>(d)(1)(xi) Decisions to hire or terminate any person who works primarily for the Early Head Start or Head Start program of the grantee or delegate agency.</b></p>	<p>Policy Council must approve all hires and terminations. Personnel committee reps make suggestions for hire. Executive Session used to discuss personnel issues. In the case of the Executive Director the Board will present to the council for action.</p>	<p>Ex. Dir. PC Board</p>	<p>Ongoing</p>	<p>Policy Council Minutes Personnel records</p>
<p><b>1304.50 (d)(2)</b></p>	<p><b>(d)(2) In addition, Policy Councils and Policy Committees must perform the following functions directly:</b></p>				
<p><b>1304.50 (d)(2) (i)</b></p>	<p><b>(i) Serve as a link to the Parent Committees, grantee and delegate agency governing bodies, public and private organizations, and the communities they serve;</b></p>	<p>Elected Policy Council Rep attends monthly parent meeting. Reports to parents on information from Policy Council and reports back to Policy Council on information from parents on all aspects of program planning. This information may be presented in writing and any parent concern can be also in writing to Policy Council Rep. Elected Policy Council Reps will speak on behalf of the program when deemed appropriate.</p>	<p>PC Ex. Dir. Prog. Dir.</p>	<p>Monthly</p>	<p>Minutes of Parent and PC Meetings</p>

<p><b>1304.50 (d)(2) (ii)</b></p>	<p><b>(d)(2)(ii) Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities and opportunities in Early Head Start and Head Start and to encourage their participation in the program;</b></p>	<p>Parent Handbook distributed to all families. Policy Council members inform the local parent groups of their rights and responsibilities, training opportunities, encourage them to participate in activities with other parent groups in the program and communicate the importance of their active participation in the program, as well as share Policy Council information at the monthly parent meetings.</p>	<p>PC</p>	<p>Ongoing</p>	<p>Minutes of Parent and PC Meetings, Enrollment Visit, Receipt of Handbook Statement</p>
<p><b>1304.50 (d)(2) (iii)</b></p>	<p><b>(d)(2)(iii) Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds are set aside from program budgets are used to support parent activities;</b></p>	<p>All parents fill out a survey on what activities and trainings they would like to see held during the program year. Funds are set aside in our budget to support parent activities.</p>	<p>FCP</p>	<p>Ongoing</p>	<p>Minutes of Parent and PC Meeting Parents Information/ Training Form Event Flyers</p>
<p><b>1304.50 (d)(2) (iv)</b></p>	<p><b>(d)(2)(iv) Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs; and</b></p>	<p>Policy Council assist in volunteer recruitment as needed.</p>	<p>FCP</p>	<p>As Needed</p>	<p>PC Minutes In-kind Sheets</p>
<p><b>1304.50 (d)(2) (v)</b></p>	<p><b>(d)(2)(v) Establish and maintain procedures for working with the grantee and delegate agency to resolve community complaints about the program.</b></p>	<p>Grievance policy is located in OCDC Policies and Procedures, as well as the parent handbook.</p>	<p>Ex. Dir. PC Board</p>	<p>Annually</p>	<p>Operational Policies and Procedures Doc.</p>
<p><b>1304.50 (e)</b></p>	<p><b>(e) Parent Committee. The Parent Committee must carry out at least the following minimum responsibilities:</b></p>				
<p><b>1304.50 (e)(1)</b></p>	<p><b>(e)(1) Advise staff in developing and implementing local program policies, activities, and services;</b></p>	<p>A parent survey is conducted two times per year to ensure services are being provided and parental input is</p>	<p>Prog. Dir. Ed Mgr. FCP</p>	<p>Spring Fall &amp; Ongoing</p>	<p>Parent Surveys Work Group Committee</p>

		used in determining curriculums and program activities.			Minutes
<b>1304.50 (e)(2)</b>	<b>(e)(2) Plan, conduct, and participate in informal as well as formal programs and activities for parents and staff; and</b>	Upon enrollment, parents complete a parent inventory of interests and availability to participate in program activities. From this, parent meeting topics can be chosen.	Prog.Dir.	Monthly	Family Involvement/ Training Sheet In-kind Sheets
<b>1304.50 (e)(3)</b>	<b>(e)(3) Within the guidelines established by the governing body, Policy Council, or Policy Committee, participate in the recruitment and screening of Early Head Start and Head Start employees.</b>	Policy Council selects parents to serve on a personnel committee. This member of the team brings recommendations to Policy Council.	BD PC Ex. Dir. Prog. Dir.	As Needed	Board & PC Minutes Committee List
<b>1304.50 (f)</b>	<b>(f) Policy Council, Policy Committee, and Parent Committee reimbursement. Grantee &amp; delegate agencies must enable low-income members to participate fully in their group responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the members.</b>	Operating Policies and Procedures for Policy Council states reimbursement rates in order to allow Policy Council members to participate in committee meetings, local and statewide meetings, and conferences from time to time. Childcare is provided at Policy Council & Parent Meetings.	Ex. Dir. Prog. Dir.	Monthly	Reimbursement sheets Operational Policies and Procedures Mileage Claims
<b>1304.50 g)</b>	<b>(g) Governing body responsibilities.</b>				
<b>1304.50 (g)(1)</b>	<b>(1) Grantee and delegate agencies must have written policies that define the roles and responsibilities of the governing body members and inform them of the management procedures and functions necessary to implement a high quality program.</b>	Governing Board roles and responsibilities are outlined in Board Bylaws and Appendix A of Governance and Management Responsibilities.	Ex. Dir. Prog. Dir.	Annually	Bylaws Board & PC Agenda & Minutes
<b>1304.50 (g)(2)</b>	<b>(g)(2) Grantee and delegate agencies must ensure that appropriate internal controls are established and implemented to safeguard Federal funds in accordance with 45 CFR 1301.13.</b>	The Board has written procedures that ensure appropriate internal control structure to safeguard deferral funds, such as the Fiscal procedures, annual audits, and monthly review of expenditures compared to budget.	Fiscal	Annually	Fiscal Procedures

<p><b>1304.50</b> <b>(h)</b></p>	<p><b>(h) Internal dispute resolution. Each grantee and delegate agency and Policy Council or Policy Committee jointly must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.</b></p>	<p>An impasse procedure has been written and approved by Board and Policy Council. It can be found in the Shared Governance Plan and the Operational Policies &amp; Procedures.</p>	<p>Ex. Dir. OCDC Board &amp; PC chair</p>	<p>Annually</p>	<p>Shared Governance Plan Operational Policies &amp; Procedures Board &amp; PC Agenda &amp; Minutes</p>
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