



**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY**

NO. 01 ISSUE 3
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EFFECTIVE: 11-19-2012
Updated

SUBJECT:

GOVERNING BODIES SHARED DECISION MAKING

APPROVED BY:

Policy Council: 11-19-2012
**Shared Governance Board:
10-22-2012**

PURPOSE:
All Head Start and Early Head Start programs must develop procedures to implement shared decision making between the Governing Body and appropriate policy groups.

POLICY:
Preschool Services Department will implement shared decision making between the Governing Body and appropriate policy groups.

REFERENCE
Performance Standards 1304.50 (d) (1) (ii) and Appendix A (b) (1) (i)

PROCEDURE:

I. PROGRAM PLANNING AND PHILOSOPHY/GOALS/OBJECTIVES

1. The Shared Governance Board and the Policy Council will collaborate with staff to develop a three-year plan, including program philosophy, goals and objectives based on the community assessment, self-assessment, monitoring reports, other indicators and regulation changes.
2. The Shared Governance Board and the Policy Council will collaborate with staff to complete annual refunding goals and objectives and community assessment updates.
3. Final draft of three-year plan and annual refunding applications are reviewed and approved by the Policy Council.
4. Three-year plan and annual refunding applications are sent to Shared Governance Board for review and approval.
5. Submit to County Board of Supervisors for final review and approval prior to submission to the Regional IX Federal Office.

II. SELECTION OF DELEGATE AGENCIES

1. Policy Council approves a priority list of Delegate Agencies and forwards results to the Shared Governance Board.
2. Shared Governance Board approves/disapproves Policy Council recommendations and forwards results to the County Board of Supervisors.
3. County Board of Supervisors will review and approve/disapprove final list of Delegate Agencies.

III. RECRUITMENT/SELECTION/ENROLLMENT POLICY AND PROCEDURES

1. San Bernardino County Head Start will annually develop and update recruitment/selection/enrollment policies and procedures.
2. Policy Council reviews and approves final draft of recruitment selection/enrollment policies and procedures.

IV. FUNDING APPLICATIONS AND AMENDMENTS

1. County Board of Supervisors will direct all refunding and amendment grant application correspondence to the Head Start Director. Director will forward this information to the Policy Council, Shared Governance and appropriate Head Start staff.
2. San Bernardino County Head Start will develop a schedule of activities necessary to complete annual refunding application and amendments.
3. San Bernardino County Head Start Director and assigned staff will develop a final draft of the annual refunding application and other grant amendments.
4. Policy Council will review and approve/disapprove the final draft of all refunding applications and amendments. Applications and amendments will be forwarded to the Shared Governance Board.
5. Shared Governance Board will review and approve/disapprove Policy Council recommendations and Preschool Services Department will forward results to the County Board of Supervisors.
6. Board of Supervisors will review and approve/disapprove all final drafts of refunding and amendment grant applications.

V. REIMBURSEMENT OF EXPENSES

1. The Shared Governance Board and the Policy Council will collaborate with staff to develop reimbursement policies and procedures to enable low-income parents and Policy Council Members to participate in group responsibilities as noted in the Head Start Performance Standards. These policies will include reasonable reimbursement for child care, service area travel and out of state travel that will enable the Policy Council and parents to participate in meetings, committees, trainings, etc.
2. The Policy Council will participate and have an opportunity to review and approve/disapprove the annual budget and any changes to the policies and/or procedures. Additionally, the Policy Council will be able to monitor the status of this line item through the Policy Council Finance Committee Chairperson at their regularly scheduled meetings.
3. The Shared Governance Board will also review and have input on the annual budget and will receive the same financial reports that will provide this group the ability to monitor Policy Council reimbursement activities.
4. The County Board of Supervisors must approve all Policy Council out of County travel and reimbursement.

VI. ANNUAL SELF-ASSESSMENT

1. San Bernardino County Head Start will conduct an annual self-assessment of program activities as required in the Head Start Performance Standards and encourage participation of staff, Shared Governance Board members, Policy Council members, and parents in appropriate self-assessment activities.
2. San Bernardino County Head Start will present final draft of updated annual self-assessment policies, procedures, schedules and self-assessment corrective action to the Policy Council and Shared Governance Board for approval/disapproval.

VII. COMPOSITION AND SELECTION OF POLICY COUNCIL

1. The Shared Governance Board and the Policy Council will collaborate with staff to develop Policy Council by-laws that are inclusive of member composition in accordance with the Head Start Performance Standards and that meet the needs of the San Bernardino County Head Start programs.
2. Preschool Services Department staff creates an ad-hoc committee to draft the Head Start Policy Council By-Laws. Committee representatives include staff, Policy Council and Shared Governance Board representatives whenever possible.
3. San Bernardino County Head Start submits the final draft of the Policy Council By-Laws and amendments for review and approval/disapproval by the Policy Council and Shared Governance Board.

VIII. WRITTEN SHARED DECISION MAKING PROCEDURES

1. San Bernardino County Head Start develops a draft copy of proposed-shared decision-making procedures.
2. San Bernardino County Head Start monitors and updates shared decision-making procedures as necessary.
3. The Policy Council will collaborate with staff to develop or revise shared decision-making procedures as needed.
4. Preschool Services Department will submit the Policy Council approved draft of the shared decision-making procedures or amendments to the Shared Governance Board for review and approval/disapproval.

IX. INTERNAL DISPUTE/RESOLUTION/IMPASSE POLICY

1. The Shared Governance Board and the Policy Council will collaborate with staff to develop a draft of the dispute/resolution and impasse policy.
2. Preschool Services Department submits the dispute/resolution and impasse policy draft to the Policy Council for review, approval/disapproval.
3. Preschool Services Department staff submits the dispute/resolution and impasse policy approved by the Policy Council to the Shared Governance Board for review and approval/disapproval.

X. ESTABLISH PROCEDURES FOR HEARING AND RESOLVING COMMUNITY COMPLAINTS

1. The County of San Bernardino and the Preschool Services Department have established a community complaint procedure to resolve the issues the community has about the program. The Shared Governance Board and the Policy Council will be made aware of the complaint(s).

XI. CONDUCT ANNUAL INDEPENDENT AUDIT

1. The Policy Council and the Shared Governance Board will review the results of the independent audit annually.

XII. DEVELOP PERSONNEL POLICIES AND SUBSEQUENT CHANGES TO THOSE POLICIES, INCLUDING STANDARDS OF CONDUCT FOR PROGRAM STAFF, CONSULTANTS AND VOLUNTEERS

1. The County of San Bernardino and the Preschool Services Department have developed written personnel policies and procedures, including standards of conduct for program staff, consultants and volunteers in accordance with Head Start Performance Standards 1304.50 (d) (1) (ix) and CFR 1301.31
2. The Policy Council and Shared Governance Board review, provide input on, and approve/disapprove proposed personnel policies and subsequent changes in accordance with Head Start Performance Standards 1304.50 (d) (1) (ix) and CFR 1301.31
3. Shared Governance Board will review and approve/disapprove proposed personnel policies and subsequent changes approved by the Policy Council.
4. The County Board of Supervisors will review, and approve/disapprove the final draft of the proposed personnel policies and subsequent changes by the Shared Governance Board.

XIII. DECISION TO HIRE OR TERMINATE THE HEAD START DIRECTOR AND ANY PERSON WHO WORKS PRIMARILY FOR THE HEAD START PROGRAM

1. The Policy Council must approve/disapprove the hiring or termination of the Head Start Director or any other person who works primarily for Head Start.
2. The Shared Governance Board recommends to the County Board of Supervisors the hiring or termination of the Head Start Director.
3. The County Board of Supervisors must approve/disapprove the hiring or termination of the Head Start Director.