

Governing Body/Policy Council Training Agenda

**Date**

<b>Date</b>	<b>Subject</b>	<b>Activity</b>	<b>Trainee</b>	<b>Location</b>	<b>Performance Items</b>	<b>Provider</b>	<b>Initial Upon Completion Meeting Chair</b>
September	Establish Policy council, Election of Officers, Approve Bylaws	Handouts	All Members	To be Announced	1301.3a 642(2)(D)(v)	Head Start Director/Family Community Partnership Specialist	
September	Reading a Budget Monthly Activity Report	Handouts	All Members	To be Announced	642(2)(D)(iv) 642(d)(2)(B)	Head Start Director/Family Community Partnership Specialist	
September/ Ongoing	Performance Standards	Handouts	All Members	To be Announced	1301.5	Head Start Director/Family Community Partnership Specialist	
September	Parliamentary Procedure, Budget Review and Finance	Handouts	All Members	To be Announced	642(2)(D)(iv)	Head Start Director/Family Community Partnership Specialist	
September	Governing Website	Handouts	All Members	To be Announced	Local	Head Start Director/Family Community Partnership Specialist	
October/ Ongoing	Determining Documenting and Verifying eligibility	Handouts	All Members	To be Announced	1302.12 642(2)(D)(ii)	Head Start Director/Family Community Partnership Specialist	

Governing Body/Policy Council Training Agenda

October	Strategic Planning	Handouts	All Members	To be Announced	642(2)(D)(iv)	Head Start Director/Family Community Partnership Specialist	
October	Standards of Conduct	Handouts	All Members	To be Announced	642(2)(A)	Head Start Director/Family Community Partnership Specialist	
October	Annual Audit	Handouts	All Members	To be Announced	642(d)(2)(E)	Head Start Director/Family Community Partnership Specialist	
October	PIR	Handouts	All Members	To be Announced	642(d)(2)(I)	Head Start Director/Family Community Partnership Specialist	
November	Effective Health and Safety Practices	Handouts	All Members	To be Announced	1302.102(a)(4)	Head Start Director/Family Community Partnership Specialist	
January/February	Planning Long and Short term goals and objectives and needs assessment	Handouts	All Members	To be Announced	642(2)(A)	Head Start Director/Family Community Partnership Specialist	
January/February	Community Assessment	Handouts	All Members	To be Announced	642(d)(2)(G)	Head Start Director/Family Community Partnership Specialist	

Governing Body/Policy Council Training Agenda

January/ February	Self assessment	Handouts	All Members	To be Announced	642(2)(A)	Head Start Director/Family Community Partnership Specialist	
January/ February	School Readiness Goals	Handouts	All Members	To be Announced	1301.3(c)(2)	Head Start Director/Family Community Partnership Specialist	
March/ Ongong	Application for Funding/Budget Planning	Handouts	All Members	To be Announced	642(2)(D)(iii)	Head Start Director/Family Community Partnership Specialist	
Ongoing	Policies and Employment of staff	Handouts	All Members	To be Announced	642(2)(D)(vi)	Head Start Director/Family Community Partnership Specialist	
Ongoing	Communication and Guidance from OHS	Handouts	All Members	To be Announced	642(d)(2)(H)	Head Start Director/Family Community Partnership Specialist	