

Policy Council Training Plan

Tasks	Time Frame	Completed
Establish Policy Council, gather parent nominations, and hold a meeting to determine community representatives	August	
Election of Officers Approve Bylaws Train on the budget review and finance Present the June Final budget for approval Present the June monthly activity for approval Present the July budget for approval Present the July monthly activity for approval Training on utilizing the web page to include performance standards Program recruitment, selection, and enrollment priorities Training on Parliamentary Procedures Train of Grievance Policy Obtain Code of Conduct Obtain the CACFP code of conduct form Policies and employment of staff (Ongoing) Communication/Guidance from OHS (Ongoing) Amendments to applications (Ongoing) Activities to support active involvement of parents in supporting program operations (Ongoing) Policies ensuring Head Start is responsive to community and parent needs (ongoing)	September	
Present the August budget for approval Present the August monthly activity for approval Present the September budget for approval Present the September monthly activity for approval Train on determining, documenting, and verifying eligibility. New members Strategic Planning Standards of Conduct Annual Audit SNIP Survey Train on Grievance Procedure Policies and employment of staff (Ongoing) Communication/Guidance from OHS (Ongoing) Amendments to applications (Ongoing) Activities to support active involvement of parents in supporting program operations (Ongoing) Policies ensuring Head Start is responsive to community and parent needs (ongoing)	October	
Present the October budget for approval Present the October monthly activity for approval Effective health and safety practices Policies and employment of staff (Ongoing) Communication/Guidance from OHS (Ongoing) Amendments to applications (Ongoing)	November	

<p>Activities to support active involvement of parents in supporting program operations (Ongoing) Policies ensuring Head Start is responsive to community and parent needs (ongoing)</p>		
<p>Holiday</p>	December	
<p>Present the November budget for approval Present the November monthly activity for approval Present the December budget for approval Present the December monthly activity for approval Planning long-term and short-term goals and objectives, needs assessment Community Assessment Strategic Plan & Self Assessment School readiness Goals/outcomes report Policies and employment of staff (Ongoing) Communication/Guidance from OHS (Ongoing) Amendments to applications (Ongoing) Activities to support active involvement of parents in supporting program operations (Ongoing) Policies ensuring Head Start is responsive to community and parent needs (ongoing)</p>	January	
<p>Present the January budget for approval Present the January monthly activity for approval Refunding Package for approval 1st round application approvals Policies and employment of staff (Ongoing) Communication/Guidance from OHS (Ongoing) Amendments to applications (Ongoing) Activities to support active involvement of parents in supporting program operations (Ongoing) Policies ensuring Head Start is responsive to community and parent needs (ongoing)</p>	February	
<p>Present the February budget for approval Present the February monthly activity for approval Application for Funding/Budget Planning Policies and employment of staff (Ongoing) Communication/Guidance from OHS (Ongoing) Amendments to applications (Ongoing) Policies ensuring Head Start is responsive to community and parent needs (ongoing)</p>	March	
<p>Present the March budget for approval Present the March monthly activity for approval Policies and employment of staff (Ongoing) Communication/Guidance from OHS (Ongoing) Amendments to applications (Ongoing) Activities to support active involvement of parents in supporting program operations (Ongoing) Policies ensuring Head Start is responsive to community and parent needs (ongoing)</p>	April	

<p>Present the April budget for approval Present the April monthly activity for approval Policies and employment of staff (Ongoing) Communication/Guidance from OHS (Ongoing) Amendments to applications (Ongoing) Activities to support active involvement of parents in supporting program operations (Ongoing) Policies ensuring Head Start is responsive to community and parent needs (ongoing)</p>	<p>May</p>	
<p>Present the May budget for approval Present the May monthly activity for approval Policies and employment of staff (Ongoing) Communication/Guidance from OHS (Ongoing) Amendments to applications (Ongoing) Activities to support active involvement of parents in supporting program operations (Ongoing) Policies ensuring Head Start is responsive to community and parent needs (ongoing)</p>	<p>June</p>	
<p>Present the June Final budget for approval Present the June monthly activity for approval Policies and employment of staff (Ongoing) Communication/Guidance from OHS (Ongoing) Amendments to applications (Ongoing) Activities to support active involvement of parents in supporting program operations (Ongoing) Policies ensuring Head Start is responsive to community and parent needs (ongoing)</p>	<p>July</p>	