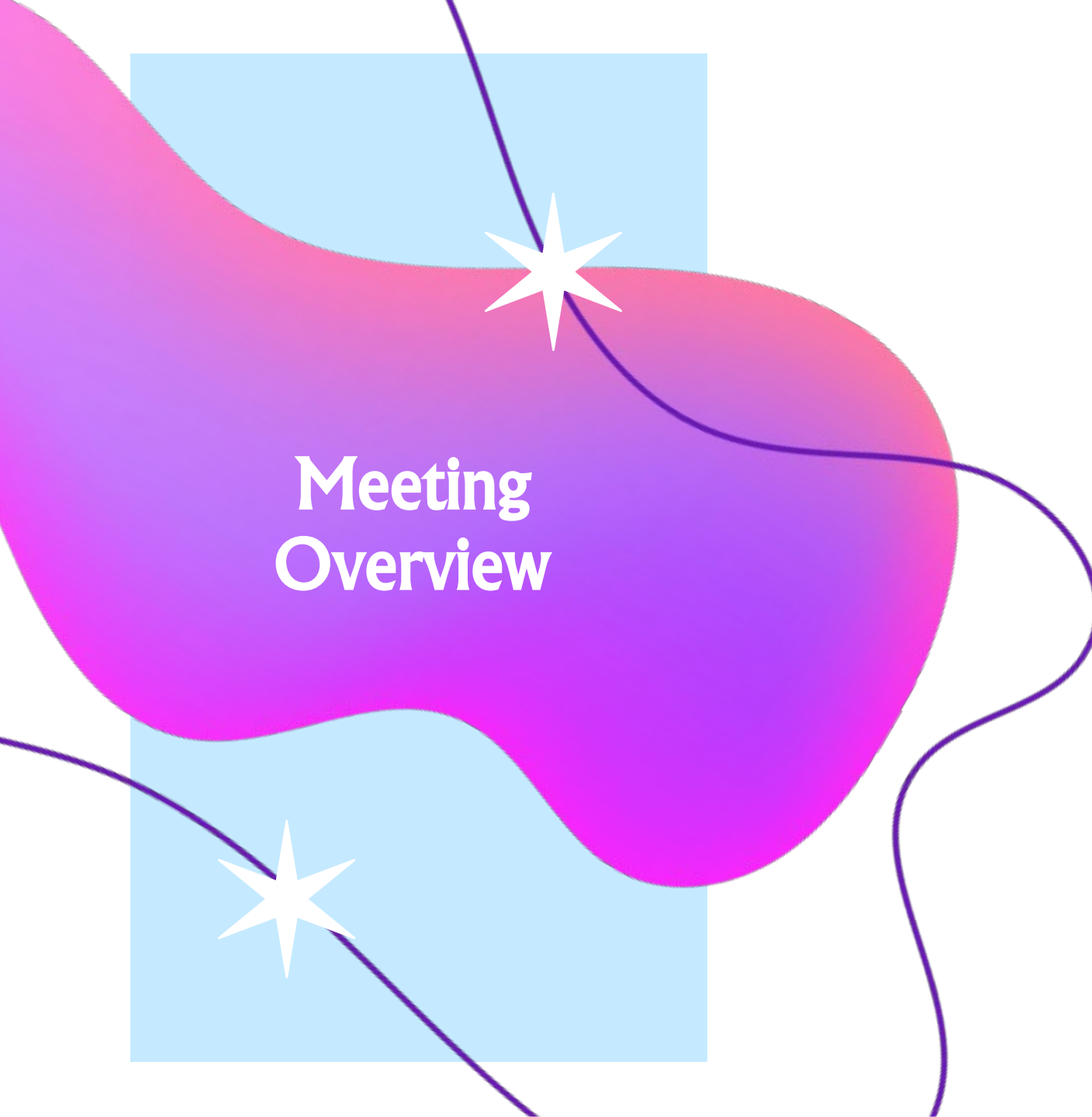




Policy Council Orientation Training

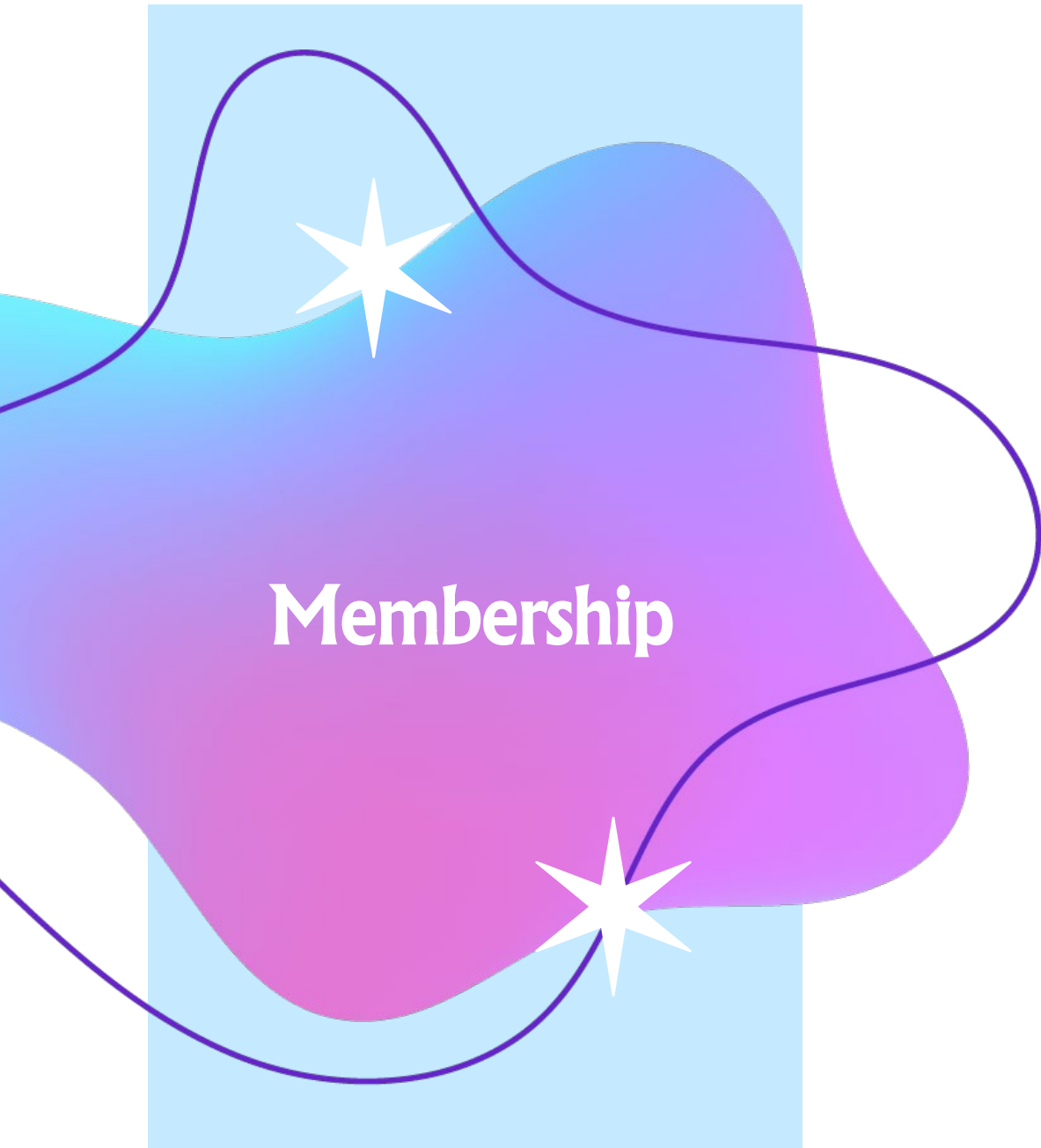
CSNT, Inc.



Meeting Overview

The PC Meets:

- Every month in the Head Start Management Building Conference Room (except Nov/Dec as they are combined)
- Typically the 4th Tuesday of the month at 9:00 am
- Members are served a brunch
- Normally, meetings do not occur in July/August



Membership consists of:	Counties Represented:
• Elected parents/guardians of currently enrolled Head Start/Early Head Start Students • Community Representatives • Can not serve more than five years	• Bowie • Camp • Cass • Morris

Policy Council Membership:

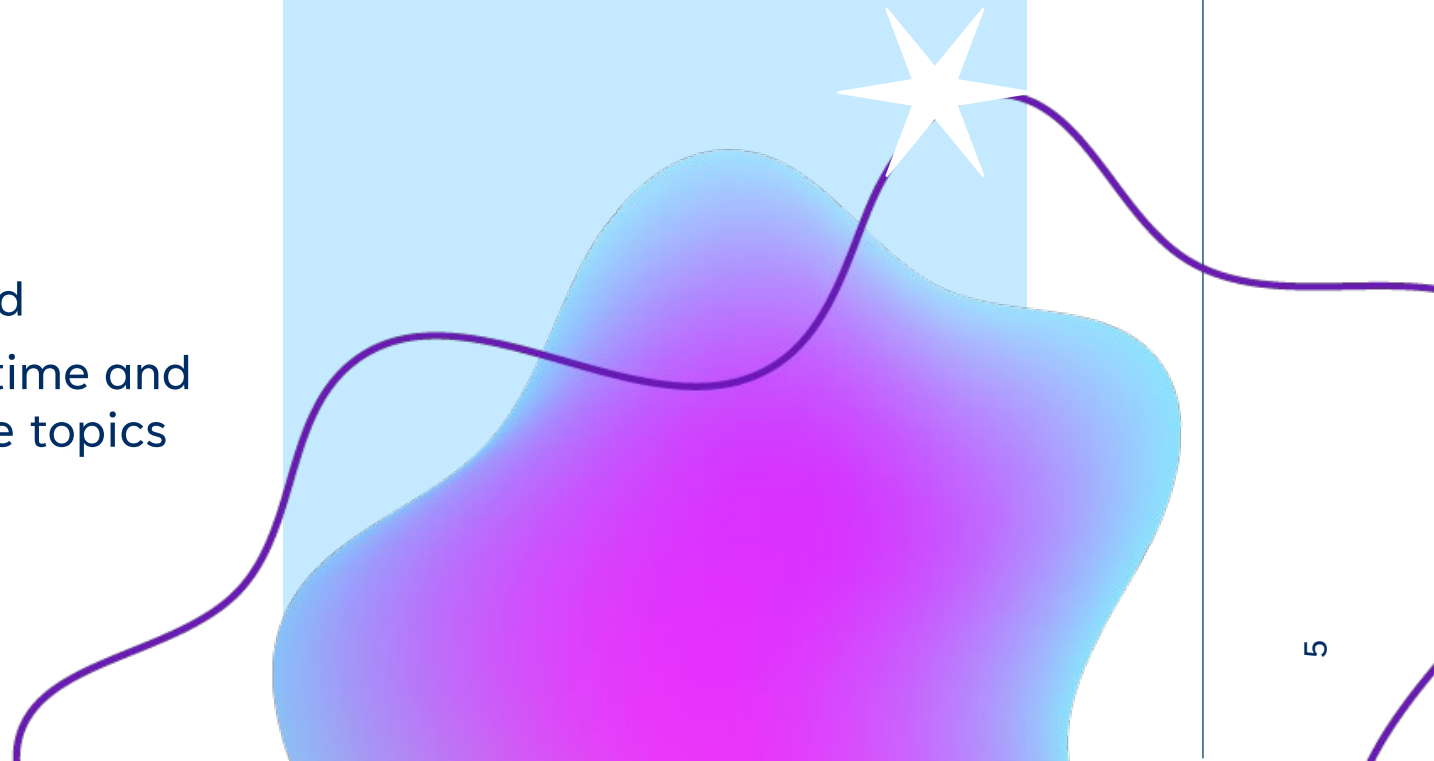
*One parent representative from each Campus is elected to serve on the Policy Council and at least one alternate parent is elected to serve in the absence of the parent representative.

*One community representative from each of the four counties in the Head Start service area. Each representative must be from the county being represented and reflect the communities being served.

*One member of the Board of Directors.

Meeting Overview

- PC Agenda:
 - Packets are made available at least 72 hours before the meeting date.
- PC Meetings are:
 - Professional, but informal meetings
 - Interactive, with questions and open discussions encouraged and expected
 - Designed so that PC members have time and opportunity to be informed about the topics which will come before them.





Governance: Exercising authority over an organization

Shared Governance:

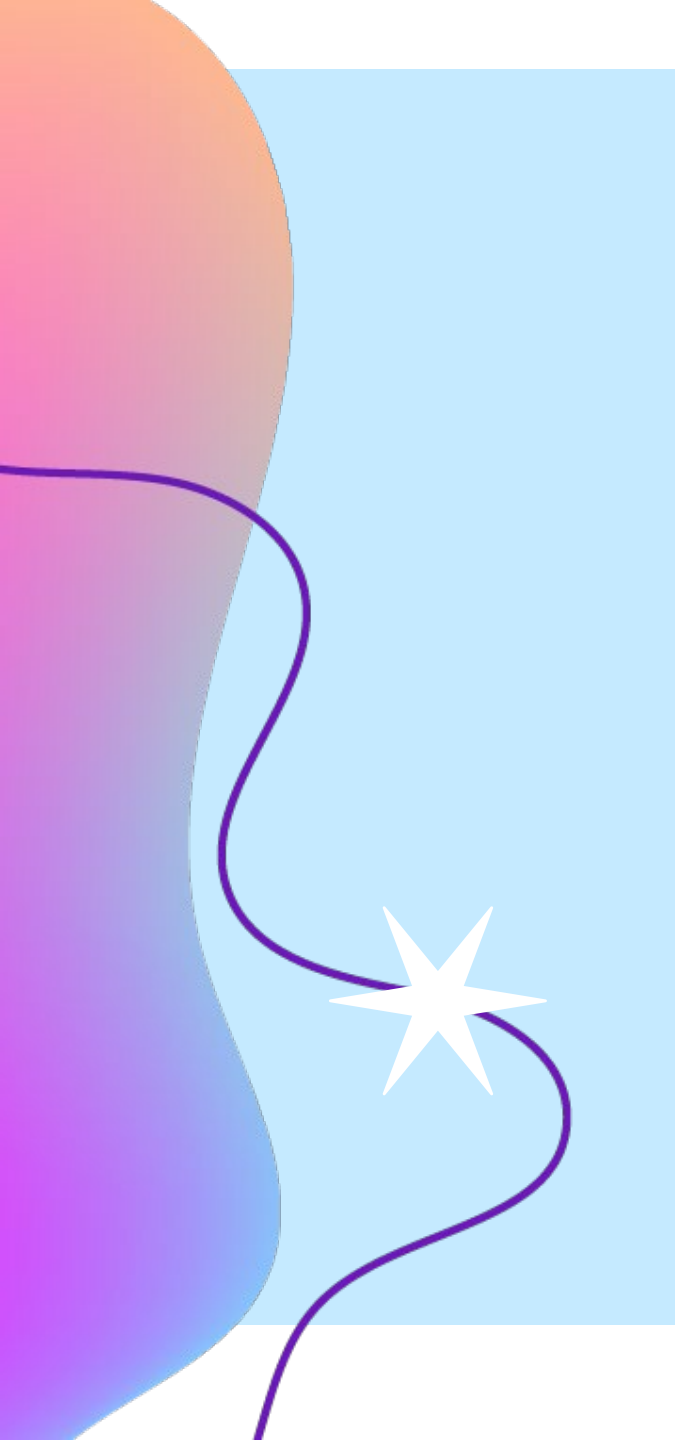
- A key value and requirement

Board has the majority of
governance responsibility but
shares it with:

- Policy Council

CSNT governance is defined by:

- Non-profit agency law
- The CSBG Act
- Contracts with funding sources
- Head Start Regulations
- The Board of Directors By-Laws



Responsibilities of Policy Council

- Work in partnership with management staff and Board of Directors
- Approve/disapprove policies and procedures described in the standards.
- Develop/review policies and procedures described in the standards.

- Head Start Funding Year:
December 1 – November 30
- Policy Council must approve:
 - Head Start budget
 - All Head Start budget changes
 - All Head Start funding applications





Personnel Management

Policy Council approves the hiring of the following positions:

Head Start Director

Human Resources Director

Chief Financial Office

All personnel paid at least 50% from Head Start funding

Internal Controls

No one person can have complete control over all aspects of a financial transaction

Financial transactions are spread over:

- Finance Director
- Chief Executive Officer
- Chief Operating Officer
- Board Check Signers
- Fiscal Assistants
- Department Heads
- Administrative Assistants/Managers

Internal Controls

- Every financial transaction has a documented trail of involved staff (signatures and dates)
 - More than one person is always involved with every cash or computer system transaction.
 - Clear roles and responsibilities for every staff involved in fiscal transactions.
-
- Independent Auditor:
 - Verifies CSNT internal controls
 - Identifies any problems or areas of concerns
 - Discusses the audit and any problems or concerns directly with the Board



Any Questions? ? ?

Thank You