

**Head Start Program  
Education Service Center, Region 20**

**Shared Governance Procedures**

The roles and responsibilities of the governing bodies are clearly defined in the By-Laws under which all three groups operate. The governing groups share similar functions yet are different in their nature as mandated by the Head Start Performance Standards. The common thread that each group shares is the role to make quality decisions on behalf of Head Start children and families. These decisions are based on information shared across the various groups.

**Parent Committees**

Each site has its' own Parent Committee group made up of Head Start parents and community members. The issues discussed at Parent Committee meetings are generally local in nature and based on the needs of the individual community. Parent Committees are kept informed about program-wide issues through Policy Council Reports that are read at each Parent Committee meeting. Policy Council meeting minutes are provided to each site to be shared with Parent Committee members.

**Policy Council**

Each site has Parent Representatives, a Community Representative and an Alternate that are members of the Policy Council Committee. The issues discussed at Policy Council meetings are generally program-wide matters. The Policy Council is kept informed about local site issues and activities through monthly Site Reports that are read at the Policy Council meeting. Education Service Center, Region 20 (ESC-20) Board of Directors meeting minutes/notes are made available at Policy Council meetings each month.

**ESC-20 Board of Directors**

The ESC-20 Board of Directors has identified Mr. Charles Carlson as the Head Start Program contact. Mr. Carlson is invited to the monthly Policy Council meetings as are all ESC-20 Board of Directors members. He attends meetings as his calendar of commitments allows. Mr. Carlson is kept abreast of all program activities through his attendance of Policy Council meetings. He shares critical program information with the ESC-20 Board of Directors at their regularly scheduled meetings.

*Updated: November 30, 2011/CM*  
ESC-20 Board Approved:  
Policy Council Approved: