

West Orange Cove Consolidated Independent School District
NORTH EARLY LEARNING CENTER
HEAD START POLICY COUNCIL BY-LAWS

Article I: Name

The name of this council shall be North Early Learning Center Head Start Policy Council.

North Early Learning Center is located at 801 Cordrey, Orange, Texas 77630. Mailing address is P.O. Box 1107, Orange, Texas 77630. 409-882-5434 Fax: 409-882-5449

Article 11: Purpose

- Section 1. The Head Start Policy Council in accordance with the Head Start Performance Standards is to formally enhance parents and other community representatives with the authority and opportunity to participate in shared decision-making concerning program design and implementation.
- Section 2. The Policy Council shall serve as a link between the Parent Committee, grantee agency, public and private organizations, and the community.
- Section 3. The Policy Council shall assist the Parent Committee in communicating with parents the importance of parental involvement, to ensure that they understand their rights, responsibilities and opportunities in North Early Learning Center Head Start and to encourage their participation in the program.
- Section 4. The Policy Council shall assist the Parent Committee in planning, coordinating, and organizing program activities for parents with the assistance of staff; and ensuring that funds set aside from the program budget are used to support parent activities.
- Section 5. The Policy Council shall assist in recruiting volunteer services from parents, community residents, and community organizations, as well as assist in the mobilization of community resources to meet North Early Learning Center Head Start parents identified needs.
- Section 6. The Policy Council shall establish and maintain procedures for working with the Superintendent and Board of Trustees (grantee) to resolve community complaints about the program.

Functions

The general functions of the WOCCISD North Early Learning Center Head Start, in accordance with 1304.50, are to work in partnership with key management staff and the governing body in accordance with the regulations of the Health and Human Services/Administration for Children and Families (HHS/ACF), to include the following:

I. Planning

- Give advice or information on the identification of child development needs in the area to be served
- Approve the goals of the Head Start Program
- Approve the procedures for program planning, the program's philosophy, and long-range and short-range goals and objectives of the program
- Approve plans to use all available community resources in Head Start
- Approve the criteria for selection of children within applicable laws and guidelines
- Approve the plan for recruitment of children
- Approve the annual independent audit
- Approve the annual self-assessment of the grantee agency's progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review
- Approve all funding applications and amendments to the refunding application for Head Start including administrative services, prior to the submission of such applications to DHHS
- Approve the procedures describing how the governing body and the policy group will implement shared decision making
- Approve the procedures describing how the governing body and the policy group will resolve internal disputes including impasse

II. General Administration

- Approve the composition of the Policy Council and the method for setting it up
- Approve what services should be provided to Head Start
- Establish a method of hearing and resolving community complaints about the Head Start program
- Review monthly financial and other reports

III. Personnel Administration

- Approve Head Start personnel policies and subsequent changes to those policies, including Standards of Conduct for program staff, consultants, and volunteers
- Approve or Disapprove the hiring and termination of Head Start Principal/Director and any person who works primarily for the Head Start program

IV. Grant Application Process

- Approve request for refunding application and proposed work prior to sending to HHS/ACF
- Approve major changes in budget and work program while program is in operation
- Approve information/application to be sent to HHS/ACF.

V. Evaluation

- Plan, conduct, and participate in the self-evaluation of agency's Head Start Program through a designated instrument

Article 111. Membership

Section 1. At least fifty-one (51%) percent of the members of the Policy Council shall be parents of children currently enrolled in the Head Start program. Membership shall be comprised of two (2) types of representatives: parents and community representatives.

15 Total Members:

1.1 **11** Parent members elected to serve on the Council.

1.2 **4** Community representatives will be drawn from the local community; businesses; public or private community, civic, and professional organizations; and others who are familiar with resources and services for low income children and families. Former Head Start parents may also be community representatives.

Section 2. The governing body will propose the procedures for election of parent members and the selection of community representatives. The proposals must be approved by the Policy Council.

Parents of Head Start children currently enrolled in the program must elect all Parents and select Community Representatives serving on Policy Council annually.

Section 3. In no case shall representatives of the community exceed 49% of the total Policy Council.

Section 4a. A member of the grantee Board of Trustees shall be a Community Representative in an ex-officio, non-voting capacity.

Section 5. The Policy Council and the Grantee Board of Trustees will recommend community Representatives and Alternates. Policy Council Parent Representatives will approve/disapprove all Community Representatives and Alternates before they can be recommended to become members of the Council.

Section 5a. **Term of Office**

Policy Council members shall serve for a term of one (1) year. No member shall serve on the Policy Council for more than three (3) one-year-terms. Terms do not have to be consecutive.

Parent Members of the Policy Council must stand for election or re-election annually. All community representatives also must be selected annually.

Membership Roster database will be maintained in an effort to have required membership and to record accurate membership tenure/term to adhere to membership compliance.

Section 6. **Termination of Membership**

Membership on the Policy Council may be terminated by resignation or by a majority vote of the Policy Council members after any members has missed three (3) meetings per year without submitting a legitimate reason in writing to the Chairperson prior to the meeting. A member of the Policy Council may also be terminated if the member violates the signed Representatives and Officers Standards of Conduct (See 45 CFR 1304.52 (h) (I) for information of Standards of Conduct.)

Section 7. **Resignation**

A member shall give a written or verbal statement prior to resignation from the Council. Resignation statement can be submitted in person or can it be submitted to Chair.

Section 8. **Voting Rights**

Each member of the Policy Council shall have one (1) vote. There shall be no proxy voting by or for any member.

Section 9. **Vacancy**

The Parent Committee shall elect a new member to the Policy Council within 30 days whenever there is a vacancy. If the vacancy is created by a community representative, that vacancy will also be filled within 30 days.

Any parent member vacancy on the Policy Council may be filled by a majority vote of the parent members at the Parent Center Committee meeting. Any Community Representative Member vacancy will be selected by the grantee and confirmed by majority vote of the Policy Council.

Section 10. **Nepotism**

No grantee agency staff may serve on the Policy Council except parents who occasionally substitute for regular Head Start staff.

No one can be on Policy Council while a member of his/her immediate family is employed by Head Start. A member of the immediate family will be defined by the Policy Council as a Mother, Father, Husband, Wife, Daughter, Son, Brother, Sister, Mother-in-Law, Father-in-Law, Son-in-Law, Brother-in-Law, Daughter-in-Law, or Sister-in-Law.

Section 9. **Duties of the members:**

- Attend meetings regularly
- Be on time for all meetings
- Read the Agenda before the meeting and discuss the matters on the Agenda with other parents
- Consider all the information
- Report to the parents the information and actions taken by the Council
- Accept the support and final decision of the Policy Council

Article IV: Officers and Their Duties

Section 1. The Policy Council shall elect a Chairperson, Vice Chairperson, Secretary, Assistant Secretary, Parliamentarian Additional, officers shall be elected as deemed necessary by the Council.

The Policy Council officer's election shall occur within the first sixty days (60) of the program year. The officers will be elected by majority vote of Council members and once the full Council has been seated, and shall serve a term of one (1) year. The council will be seated in October of every year.

Section 2. **Removal**

Any officer or member of the Council, who fails to perform the duties as outlined in the by-laws, can be removed by a majority of the Policy Council.

Section 3. **Chairperson**

The Chairperson shall preside over all council meetings and maintain order. Prior to the meeting, the Chairperson will prepare the agenda with the Head Start Director and any other pertinent persons. The Chairperson also serves on committees and coordinates activities as needed; works closely with the Head Start Director and other staff as necessary; acts as the official representative of the Council; is knowledgeable of Council By-Laws, Head Start policies and requirements and performs other duties as appropriate.

B. **Vice Chairperson** shall, preside in the absence of the Chairperson or whenever the Chairperson temporarily vacates the chair. In case of resignation or death of the Chairperson, the Vice-Chair shall assume the office until a permanent chair is elected.

C. **Secretary** shall keep an accurate record of attendance and-minutes, telephone members about special meetings as necessary; mail minutes to each member prior to the meeting; keep a file of all correspondence received; read correspondence as needed; maintain a file/record of minutes; assist the Chairperson in following the agenda and recorded and read motions as they are made; read minutes of the last meeting; and perform such other

duties as may be assigned by the council. In the absence of both the Chairperson and vice Chairperson, the Secretary will preside over Council Meetings.

- D. **Assistant Secretary** shall assist the Secretary with his/her duties and perform any other duties deemed necessary by the Council.

- E. **Parliamentarian** must become thoroughly familiar with and enforce all of the rules and procedures contained in these By-Laws. The responsibilities of the Parliamentarian include maintaining meeting order.

The following committees will be Standing Committees for the WOCCISD North Early Learning Center Policy Council:

- A. **Executive Committee** –The Executive Committee shall be composed of the Officers of the Policy Council. The Executive Committee shall have the power to conduct business for the Policy council between regular meetings of the Policy Council.

- C. **Grants/Fiscal Committee**

This committee will review and assist in the preparation of the Head Start grant application and amendments to fund. They will also work with the Fiscal Officer and monitor the Parent Activity Fund. This committee should serve as the financial advisor to the Council in all financial affairs of the Head Start program such as in those functions dealing with Grant Application process.

- D. **Personnel Committee** - At least (1) one member of this committee shall have the opportunity to sit in on all applicant interviews for potential Head Start staff. All Personnel actions and recommendations must be in compliance with 45 CFR 1303.31 including standards of conduct for program staff, consultants, and volunteers. See Appendix A Section 111-1304.50 (d) (I) (ix)-1304.50 (d)(I)(xi). This committee will assist in screening, interviewing and recommending persons to be hired to fill vacancies in the Head Start staff. The committee will review and discuss the Head Start Personnel Policies and Procedures, and will make recommendations to the Council prior to the Council’s approval of said Personnel.

Section 2. **Special Committee**

Special Committees may be appointed by the Chairperson or selected by the council as the need arise.

Article V. Meetings

Section 1. Regular meetings of this Policy Council will be held on the Second Tuesday of each month at the North Early Learning Center Parental Involvement Room or as per agreed upon by Council starting in the month of October.

The Policy Council shall meet monthly during the program year, with the option to vote for a second meeting during any given month as needed. Written reports from each of the Policy Council Committees, Head Start component managers, Head Start Director, and grantee must be made available to the Policy Council at all regularly scheduled meetings.

Section 2. **Special/Call Meetings**

There will be special meetings of the Council only when there is a need, and all special meetings shall be called by the Chairperson at least 48 hours in advance.

Section 3 **Notice of Meetings**

Written notices shall be mailed to each member at least five (5) days prior to the date of each regular meeting. A copy of the agenda for the meeting will also be enclosed. Notices of special meetings shall be mailed to each member at least 48 hours prior to the date of the meeting, with an explanation for the special meeting.

- Section 4. Document requiring approval/disapproval from the Policy Council will be presented and allocated ample time for reviewing prior to taking action. Ample time shall be identified and defined according to the time required to review the document.
- Section 5. A quorum shall constitute of a majority of voting members present. At least 51% of members present must vote in favor of action items for it to pass.
- Section 6. All Policy Council Parent Representatives must make a report to their classroom after each Policy Council meeting. Policy Council Parent Representatives must also bring any information, issues, and/or recommendations from their classroom to the Policy Council. The reports may be requested in writing.
- Section 7. Staff members may attend the Policy Council meetings as consultants but in a non-voting capacity at the request of the policy Council or any Committee.

Article VI Reimbursements

- Section 1. Reimbursement will be address In accordance with 1304.50 (f) Grantee will enable low-income members to participate fully in their group responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the members.

Article VII. Amendments

The Policy Council may debate an amendment before adoption. All amendments must be approved by a majority vote of the Policy Council. All proposed amendments should be given to Policy Council members at least (2) weeks before the meeting. Policy Council By-Laws can be changed or expanded to address additional issues as deemed appropriate by the Policy Council and Parent Committee.

The parliamentary authority and rules contained in Robert's Rules of Order shall be the authority in all cases not covered by these By-Laws.

- Section 1.** The Policy Council will be provided an opportunity to exercise all duties as prescribed by 45 CFR 1304.50.
- Section 2.** In all matters pertaining to actions taken by the Policy Council see attachments 45 CFR 1303-1308 et seq. will prevail.

Chairperson of the Governing Body

Agency Executive Director

Chairperson of the Policy Council

Head Start Director

WOCCISD BOARD OF TRUSTEE APPROVAL: _____

It was approved by the Policy Council on 11/29/11