



WEST ORANGE – COVE C.I.S.D.
NORTH EARLY LEARNING CENTER
HEAD START PROGRAM

BOARD DOCUMENT

School Board Meeting Date: 12/12/11

Agenda Item: Consider Approval of Policy Council Composition and Procedures by which Policy Council Members are Chosen

Attached, for your consideration for approval, is a copy of the Head Start Policy Council By-laws that details the Policy Council Composition and how members are chosen for, per 1304.50(d)(1)(vi).

This document is revised and submitted annually to the Governing Body and Policy Council for approval. It sets forth the requirements for the composition of the Policy Council and how they are chosen (see Article IV. Membership of the By-Laws; and attached Election Procedures; also attached is Policy Council Roster).

If members of the Board of Trustees have questions regarding this document, we request that they contact our office prior to the Board meeting so that we may have detailed answers to any questions during the Committee meeting.

James Colbert
Superintendent

Shannon Larson
Head Start Director



WEST ORANGE – COVE CISD

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HEAD START PROGRAM



2011 – 2012 Policy Council Representatives and Officers Election Procedures

Month	Action
September “I CARE” Parent Center Meeting Discuss during Parent Program Orientation	<i>Parent Center Committee Overview All Head Start parents are members of this committee</i>
Send flyers home include notice!	Parents elect Parent Center Chairperson Parents elect Parent Center Secretary
	Policy Council Overview and Recruit Council Representatives <i>Past officer assisted by staff, as appropriate</i>
51% Current Head Start Parents 15 Total membership	Interested Head Start Parents introduce themselves and tell “why” they desire to serve on the Policy Council
	Parents elect <u>11</u> parents to serve as Policy Council Representatives
	Elected Policy Council Representatives Installation/seating <i>Past officer assisted by staff, as appropriate</i>
	Policy Council Representatives and Officers sign Commitment Form and Code of Conduct
	Policy Council Representatives schedule Meeting/Training to elect officers and begin work!
Community Representatives Community representative must 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. Community representatives may include the parents of formerly enrolled children. Membership must be re-elected annually by current parents. Membership not to exceed 3 terms-staggered, consecutive or alternately.	Grantee submit <u>4</u> Community Representatives Past Parents, and/or Community Agencies/name for members approval A member of the grantee Board of Trustees shall be a Community Representative in an ex-officio, non-voting capacity.
October	Policy Council Meeting/Training Elected Representatives Elect Officers-secret ballot or hand count

	Council decide on meeting day and time
November <i>Advocacy, Commitment & Work!</i>	Council Review By-Laws Council Review Policy Council Calendar
Policy Council Photographs	Display council members picture on board

It was approved by Policy Council on 11/29/2011.

Policy Council Composition and Selection Procedure

Policy

Policy Council membership must maintain 51 percent or more current parents. Policy Council members are elected annually. Additional representation from past parents and community members will be encouraged.

Procedure

1. Participation of past parents and community members will be encouraged as long as the total Policy Council membership maintains a majority of current parents. All community representatives must submit a written request and be elected by the full Policy Council before they can be seated.
2. Until new representatives are elected, the prior year representatives shall remain as members. New Representatives election held in September and Council officers election is held in October of each program year.
3. As members are elected to the Council, the Family Services Manager will compile a roster that contains their names, mailing addresses and phone number that contains to be distributed by November. As new members are elected to fill vacancies that occur during the year, the Family Services Manager will update the roster with their names/ mailing addresses and phone number.
4. Newly elected members will be informed about the first (or upcoming) Policy Council meeting by the Family Services Manager and send agenda and minutes to elected Policy Council members as listed on the roster.
5. In electing new representatives, be aware that no representative shall be a voting member of Policy Council for more than three years. They may serve as ex-officio member **only**, without voting privileges. In accordance with Policy Council nepotism bylaws, no Council member shall be voted in if they are related to a North Head Start staff person.

Policy Council Official Duties

Chairperson

Policy

The Chairperson calls and presides over meetings of the Policy Council.

Procedure

1. The Chairperson's duties include the following:
 1. Shall preside at all Policy Council meetings
 2. Refrain from entering into debates during the Policy Council meetings.
 3. Shall extend every courtesy possible.
 4. Shall call special meetings, when necessary. (see Policy Council Emergency/Special Meetings policy)
 5. Open and closes all Policy Council meetings.
 6. Explain each motion before it is voted upon (see Policy Council Voting policy)
 7. May vote only to break a tie. (see Policy Council Voting policy)

8. Must serve as a member of the Executive committee
9. Shall be available to Policy Council members for questions pertaining to the Head Start program.
10. Shall form Ad-Hoc committees as needed.
11. Shall be a member of Policy Council at least one year, if possible.

Vice Chairperson

Policy

The Vice Chairperson assumes the duties of the Chairperson in their absence.

Procedure

1. The Vice-Chairperson's duties include the following:
 1. Shall preside in the absence of the Chairperson or whenever the Chairperson temporarily vacates the chair.
 2. Shall be responsible for calling together and presiding over the Executive committee meetings.
 3. Shall be responsible for calling together and presiding over, when necessary, the joint Executive committee (Board and Policy Council).

Secretary

Policy

The Secretary sits on the Executive committee and maintains official records for the Policy Council.

Procedure

1. The Secretary's duties include the following:
 1. Shall keep a record of members' attendance.
 2. Keep a record of all Policy Council minutes.
 3. Distribute all mail addressed to the Policy Council.
 4. Shall notify Family Services Manager of absent representatives by means of written/verbal warning following second absence.
 5. Must serve as a member of the Executive committee.

Parliamentarian

Policy

The Parliamentarian is responsible for ensuring that the Policy Council meetings run in accordance with simplified Robert's Rules of Order, Policy Council by-laws, and the Brown Act.

Procedure

1. The Parliamentarian's duties are as follows:
 1. Shall be unbiased regarding the matters being discussed at meetings.
 2. Shall be able to define the By-Laws of the Policy Council and advise the Council on these as necessary.
 3. Shall be aware of the format desired by the Chairperson at meetings and assist in keeping within the format.

4. Shall be responsible for time limitations on agenda items and holding speakers accountable to keep on time as listed on the agenda.
5. Must serve as a member of the Executive Committee.

This policy complies with Head Start Performance Standard 45 CFR Section 1304.50.
It was approved by Policy Council on September 20, 2011.

Policy Council Concern and Feedback

Policy

The Head Start program encourages communication between parents, community members and Head Start staff. If there are concerns, these should be documented after attempts have been made to resolve them through direct feedback and problem solving with the staff and supervisors involved.

Procedure

1. Written concerns should include a description of the problem, date of occurrence, names of people involved and possible solutions. Parents should consult their Policy Council Representative for advice and assistance.
2. The written concern form will be completed by the individual(s) involved and given to the Director within ten (10) working days. A meeting will be scheduled to discuss the situation. The Director may invite all or part of the following to review the situation: Policy Council Chairperson, Parent/Community member, Policy Council Representative, individual staff person addressed in the concern, Consultants, School Board President or other members of the School Board.
3. A written response will be prepared by the Director outlining action taken and given to Parent/Community Member within ten (10) working days of the meeting.
4. If Parent/Community member is not satisfied with the written response from the Director, the Parent/Community member may request a joint meeting of the Policy Council and School Board Executive Committee for final resolution of the concern through a written request to the Policy Council Chairperson.

This policy complies with Head Start Performance Standard 45 CFR Section 1304.50.
It was approved by Policy Council on September 20, 2011

Policy Council Executive Committee

Policy

The Executive Committee as appropriate and needed. Policy Council will submit agenda items to staff.

Procedure

1. The Executive Committee is comprised of all officers (Chairperson, Vice-Chairperson, Secretary, and Parliamentarian) (see Policy Council Official Duties policy)
2. Interested Policy Council members may attend Executive Committee meetings.
3. The Executive Committee assists in the preparation of Policy Council agendas with input from staff and parents.
4. The Executive Committee may also vote on approval for training funds when such requests are made between regular Policy Council meetings.