

DENTON INDEPENDENT SCHOOL DISTRICT
HEAD START POLICY COUNCIL
BY-LAWS

November, 2015
Policy Council Approved 12.4.2015

ARTICLE I

The name of this organization is Denton ISD Head Start Policy Council. The Policy Council adopts for its use all the written policies procedures established by the Denton ISD School Board Trustees (governing board), in accordance with the Texas Education Code.

ARTICLE II

PURPOSE

Section 1

The purpose of the Policy council is:

- To serve as a link between public and private organizations, the Grantee (Denton ISD) Board and the community it serves.
- To ensure the grantee has an established policy group and a well functioning governing body that shares responsibility for overseeing the delivery of high quality services to children and families in accordance with Head Start legislation, regulation and policies.
- To recruit volunteer services from parents, community residents, and community organizations.

Section 2

The major management functions of the Policy Council are, at a minimum, as follows:

- Develop and implement program planning by the grantee with the consultation of the program's governing body, policy council and staff.
- Review and approve Content Area Plans annually.
- Participate in a self-assessment of Denton ISD Head Start Program annually.
- Make informed decisions concerning Denton ISD Head Start budgets, grant proposals and operational changes as required in the Head Start Performance Standards.
- Participate in recommending for hire or termination any person that works primarily for the Denton ISD Head Start Program. The Policy Council members give the Denton ISD Head Start Director all authority to hire and terminate employees in emergency situations to benefit the welfare of staff and children in the program. All such decisions will be brought to the Policy Council for action during the next meeting immediately following the changes.
- Implement the policies and procedures for ERSEA developed and approved by the Denton ISD Board of Trustees.
- Participate in the Internal Dispute Resolution process as established by the Denton ISD District Board of Trustees and the Policy Council.

- Establish and maintain a Community Complaint/Grievance Procedure.
- Serve as a link to public and private organizations.
- Implement the policies and procedures developed and approved by the Denton ISD Board of Trustees for selecting members of the Policy Council.

ARTICLE III

PLAN FOR SHARED DECISION MAKING BETWEEN GOVERNING BODY (DENTON ISD DISTRICT BOARD OF TRUSTEES) AND POLICY COUNCIL

On occasion, needs may arise for “shared decision making” between the Governing Body and the Denton ISD Head Start Policy Council. If and when these occasions arise, the following steps will be implemented:

1. Policy Council will determine the extent of the need for shared decision making on any particular item or items.
2. If shared decision making is actually needed, the Superintendent will be notified.
3. The Superintendent will inform the Governing Board (Board of Trustees) and it will be slated as a Workshop Item for a scheduled Board of Trustees meeting. The Policy Council members may report to the Board at this meeting.
4. Following the Workshop, the decision “item” will be slated for a vote by the Governing Board (Board of Trustees).

Comment: Hopefully by this level a decision will have been made. If not, we have a “conflict”, in which case the Governing Body and the Policy Council will use the Internal Dispute Resolution Procedure for reaching a mutual agreement.

ARTICLE IV
MEMBERSHIP

The Policy Council shall consist of at least 51% parents of children presently enrolled in the Head Start program plus representatives of the community.

Section 1

All parents serving on the Policy Council must be elected by parents of Head Start children currently in the program.

Section 2

The grantee shall determine the composition of the community representation to include members of neighborhood community groups and local community or professional organizations, which have a concern for children of low income families and can contribute to the development of the program. The number of such representatives will vary, depending on the number of organizations which should appropriately be represented. Parents of former Head Start children may serve as representatives of the community. All representatives of the community selected by the Grantee must be approved by the elected parent members of the Council.

Section 3

If a member does not show for two (2) consecutive meetings, he/she will be replaced.

Section 4

The membership of the Policy Council must be rotated to assure a regular influx of new ideas into the program. For this purpose, terms of membership must be limited to no more than three (3) years.

Section 5

No staff member (nor members of their families) of the Grantee shall serve on the Policy council in a voting capacity. Staff members may attend the meetings in a consultative non-voting capacity upon request of the Council.

ARTICLE IV
OFFICERS

The officers of the Council shall be a president, vice-president, secretary and a treasurer. They will be elected annually by a majority vote of the membership at the October meeting. In the event of a vacancy, the membership will fill the office at the next official meeting. All duly elected officers shall be members of the executive committee

Section 1

The president shall preside at all meetings and appoint committees as needed.

Section 2

The vice-president shall assume and perform the duties of the president in the absence or disability of the president.

Section 3

The secretary shall record minutes at all meetings and disperse these prior to the next meeting.

Section 4

The treasurer shall be responsible for informing and disseminating to the Policy Council members all timely Head Start financial reports. The treasurer will work with Ann Windle School for Young Children staff to obtain the reports.

Section 5

All officers shall have the right to vote and to debate questions the same as any other member. The president or person presiding shall avoid taking sides on issues or entering into debate unless he/she first surrenders the chair.

ARTICLE VI
MEETINGS

The Policy Council shall have a minimum of four (4) regular meetings each school year.

Section 1

Regular meetings shall be held monthly. Notice of meetings or cancellations shall be mailed or emailed to each member not less than five (5) school days in advance.

Section 2

Special meetings may be called by the president at any time that circumstances and business deem it necessary.

Section 3

Business of the Policy Council may be officially conducted if 6 or more members are present.

Section 4

Members may be reimbursed, if necessary, for reasonable expenses to participate fully in their roles at Policy Council meetings, subject to Head Start budget and Policy Council approval.

ARTICLE VII RULES

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.

ARTICLE VIII AMENDMENTS

Amendments to these by-laws may be made at any regular or special meeting by a two-thirds majority vote of the members. Notice of the amendment(s) shall be presented to the members at least fourteen (14) days prior to the meeting when the vote will be taken.

NOTICE OF IMPASS

The Denton ISD Board of Trustees President and Policy Council Chairperson shall be authorized by their respective groups to send written notice of impasse on non-concurrence within five (5) working days following preliminary decisions of non-concurrence.

The impasse Committee shall be called to convene by the Executive Director within fifteen (15) working days (or the scheduled meeting date of the Policy Council or Board, whichever is later) following non-concurring action by the Policy Council or board of Education.

NON-BINDING ARBITRATION COMMITTEE'S COMPOSITION AND POWERS

The non-binding Arbitration Committee shall be made up of three (3) disinterested persons* who have agreed to serve as arbitrators and is composed of the following:

- One (1) representative selected by the Denton ISD Board of Trustees
- One (1) representative selected by the Policy Council
- One (1) representative mutually agreed upon/selected by the representatives of the Board and Policy council as described below.

A list of six (6) arbitrators, (3 representing Policy Council and 3 representing the Board) with addresses and phone numbers and ranked in order in which they were called upon to serve on

the Non-binding Arbitration Committee, will be submitted for consideration by the Board representative and Policy council representative. One will be selected to fill the third position on the committee.

The Non-binding Arbitration Committee shall be called on to convene with fifteen (15) working days (or the scheduled meeting date of the Policy Council or Board, whichever is later) following the Impasse Committee's final attempt to resolve issues of impasse on non-concurrence.

BREAKDOWN OF NON-BINDING ARBITRATION PROCEDURE

Should the Non-binding Arbitration Committee not convene within fifteen (15) working days of impasse, the Regional Office of Project Head Start shall be requested to convene the Non-binding Arbitration Committee.

NOTICE OF REQUEST FOR BINDING ARBITRATION

In the event the recommendation(s) submitted by the Impasse Committee and/or the Non-binding Arbitration Committee are not acceptable to either the Policy Council or the Board of Trustees, the parties agree to submit the issue(s) to binding Arbitration. An arbitrator will be selected from a list provided by either the Federal Mediation and Conciliation Service or the American Arbitration Association. A list of three (3) individuals will be provided by either of these organizations. The Policy Council may strike two names from the list. The remaining individual will serve as the arbitrator and his/her decision on the matter(s) presented for consideration will be final and binding.

The decision of the Binding Arbitrator will be based on the findings of fact and conclusions of the law. The final decision will become a part of the legal records of the Board of Trustees and the Policy Council. A copy of the decision will be reviewed during an official meeting of each party and will become a part of the minutes of that meeting.

SCOPE OF ARBITRATION

Binding arbitration, if necessary, shall prevail in the event of impasse between the Policy Council and the Board on the following issues:

- 1) 1304.50 appendix A, Function 1E Grant Application Process
- 2) 1304.50 appendix A, Function III A, B, and C Personnel Administration

COST INCURRED

Costs involved in arbitration procedures will be absorbed by the Agency.

NOTE: * Disinterested persons shall not include a parent of a family member of children currently enrolled in the Head Start Program, staff or member of their family, Board member or member of their family, or a family member of the Grantee or Delegate Agency.

STATEMENT OF COMMITMENT

The Head Start Program agrees to make every good faith effort to resolve differences between the Board of Trustees and the Policy Council on an amicable basis so as to avoid impasse and the need to enter into the Procedures for Resolving Impasse provided herein. If, in the event impasse meetings and/or arbitration impasse meeting and/or arbitration becomes necessary, the parties involved are committed to cooperate fully and completely in all respects with the Impasse Committee, the Non-binding Arbitration Committee and/or the Binding Arbitrator in their efforts to resolve issues.

This procedure is committed to resolve issues of impasse and non-concurrence. The process represents the true spirit of Head Start and thus both reflects and respects the tenets of legislation.

AGREED this date

Executive Director

Policy Council Chairperson

Head Start Director

Board of Trustees President

