

**HEAD START/EARLY HEAD START  
GOVERNANCE POLICIES**

Dispute Resolution Procedure Policy.....	GV-1
Governing Body Roles and Responsibilities.....	GV-5
Parent Committee Meetings .....	GV-7
Parent Committee Organization.....	GV-9
Policy Council Composition and Selection.....	GV-11
Policy Council Constitution .....	GV-13
Policy Council Meetings .....	GV-23
Policy Council Training.....	GV-25

**REGION 16 EDUCATION SERVICE CENTER**  
**Head Start/Early Head Start**

**Subject: Dispute Resolution Procedure**  
**Program: Head Start/Early Head Start**

**Section: Governance**  
**Date Revised: March 8, 2002**  
**Date Reviewed: April 18, 2018**

**Policy Council Approval: January 20, 2016**

**Governing Body Approval: June 24, 2016**

---

**Regulation Reference:** 45 CFR Part(s): 1301.6

**Parent and Family Engagement Outcomes:** Family Connections to Peers and Community,  
Families as Advocates and Leaders

**Policy:**

The Region 16 Education Service Center Head Start/Early Head Start will follow a jointly established written procedure for resolving internal disputes and impasse between the governing body (The Board) and the policy group (The Council).

**Procedure:**

For resolving internal disputes including impasse between the board and the policy council. Relations with outside entities: BL(REGULATION). Date issued: April 26, 2002

**BACKGROUND**

Head Start Performance Standard 1301.6 and Head Start Act: Section 642[42 U.S.C.9837] (c) (3)(1)(A)(B) requires each Grantee agency to establish written procedures to resolve internal disputes. including impasse procedures, between the governing body and the Head Start Policy Council.

**INTRODUCTION**

To ensure that the Head Start Policy Council (Council) is included on significant issues as listed in 1301.6 and Head Start Act: Section 642[42 U.S.C.9837] (c) (3)(1)(A)(B), the following procedure for internal dispute resolution has been established. Without an established procedure, the Head Start Performance Standards would be violated, the Region 16 Education Service Center (Agency) could be open to legal suits, and disruption of Head Start program services to families and children could take place. Parent and staff morale would suffer because of an impasse situation.

**PURPOSE**

To resolve internal disputes between the Council and the Region 16 ESC Board of Directors (Board) or Region 16 Executive Director (Executive Director) without disrupting services to Head Start children and families.

## **DISPUTE RESOLUTION PROCEDURE**

### **PAGE 2**

#### **DEFINITION OF DISPUTE**

Dispute occurs when the Council opposes final action by the Board or Executive Director in the functions outlined in the Head Start Performance Standard 1301.6 and Head Start Act: Section 642[42 U.S.C.9837] (c) (3)(1)(A)(B).

#### **DISPUTE RESOLUTION**

Should a dispute occur, the Council Chairperson shall be authorized by the Policy Council to send written notice within five (5) working days, following the final action by the Board or Executive Director. This written notice shall be submitted to the Head Start Director and the Executive Director.

The Head Start Director shall meet with the Council Chairperson within five (5) working days after receiving the written notice. If a resolution plan is developed, the written plan shall be submitted to the Board within five (5) working days after being agreed to by the Head Start Director and the Council Chairperson. The Board will review and approve or disapprove the resolution plan at its next meeting. If the Board approves the resolution plan, it will be submitted at the next Policy Council meeting as the approved plan of action.

If the Head Start Director and the Council Chairperson cannot develop a resolution plan, or if the Board disapproves of the resolution plan, then impasse occurs. If impasse occurs, a written notice of impasse must be submitted to the Council and the Board within five (5) working days.

#### **IMPASSE COMMITTEE'S COMPOSITION AND POWERS**

Within five (5) working days following the receipt of written notice of impasse, the Executive Director or designee shall call for an Impasse Committee meeting. The Impasse Committee shall then convene as soon as is feasible.

The Impasse committee shall be made up of four (4) persons as follows:

- Two (2) members of the Board, chosen by the Board;
- Two (2) members of the Council, chosen by the Council

In addition, the Executive Director and the Head Start Director or their respective designees shall serve as resource persons to the committee.

The four (4) Impasse Committee members shall all agree to the final written resolution plan prior to submitting it to the Board and Council.

The Impasse Committee shall have five (5) working days from the date of its first meeting to develop a written resolution plan and submit it to the Board and the Council. The Board and the Council will approve or disapprove of the plan at their next meetings and notify the other entity. If the Impasse Committee fails to agree on a resolution plan, it shall promptly notify the Board and Council.

## **DISPUTE RESOLUTION PROCEDURE**

### **PAGE 3**

#### **NON-BINDING ARBITRATION COMMITTEE'S COMPOSITION AND POWERS**

In the event that the Board and/or the Council reject the resolution plan of the Impasse Committee, or the Impasse Committee cannot agree on a resolution plan, a Non-Binding Arbitration Committee shall be established.

Within five (5) working days following the Board and/or the Council disapproval of the resolution plan or five (5) working days after the impasse committee notifies the Board and Council of its failure to agree to a resolution plan, the Executive Director or designee shall call for a meeting of the Non-Binding Arbitration Committee. The Non-Binding Arbitration Committee shall then meet as soon as is feasible.

The Non-Binding Arbitration Committee shall be made up of three (3) disinterested persons who have agreed to serve as arbitrators. Disinterested persons shall not include a parent or family member of children currently enrolled in the Head Start Program, Head Start staff or a member of their family, Region 16ESC staff or a member of their family, or a Board member or member of their family.

The Non-Binding Arbitration Committee is composed of the following.

- One (1) representative selected by the Board
- One (1) representative selected by the Policy Council Officers
- One (1) representative mutually agreed on/selected by the representative of the Board and the representative of the 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 will be submitted for consideration by the Board representative and Policy Council representative. One (1) will be selected to fill the third position on the committee.

The Non-Binding Arbitration Committee shall have five (5) working days from the date of its first meeting to develop a written resolution plan and submit it to the Board and the Council. The Board and the Council then have fifteen (15) working days to approve or disapprove of the plan.

#### **NOTICE OF REQUEST FOR BINDING ARBITRATION**

The parties agree to submit the issue(s) to Binding Arbitration in the event:

- The resolution plan submitted by the Non-Binding Arbitration Committee is not approved by either the Board or the Council
- The Non-Binding Arbitration Committee does not meet within ten (10) days
- The Non-Binding Arbitration Committee does not develop a plan within five (5) days

**DISPUTE RESOLUTION PROCEDURE**

**PAGE 4**

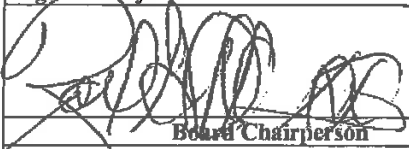



An arbitrator will be selected from a list provided by either the Federal Mediation and Conciliation Service or the American Arbitration Association. A list of five individuals, will be provided by either of these organizations. The Council officers may strike two names from the list. The Board officers 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 law. The final decision will become a part of the legal records of the Board and the Council. A copy of the decision will be received and 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 Council and the Board in the areas outlined in the Head Start Performance Standard 1301.6 and Head Start Act: Section 642[42 U.S.C.9837] (c) (3)(1)(A)(B).

**COST INCURRED**

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

<b>Agreed to by:</b>	
 <b>Board Chairperson</b>	 <b>Council Chairperson</b>
 <b>Date</b>	 <b>Date</b>

**REGION 16 EDUCATION SERVICE CENTER**  
**Head Start/Early Head Start**

<b>Subject:</b>	<b>Governing Body Roles and Responsibilities</b>	<b>Section:</b>	<b>Governance</b>
<b>Program:</b>	<b>Head Start/Early Head Start</b>	<b>Date Revised:</b>	<b>April 18, 2018</b>
<b>Policy Council Approval:</b>	<b>May 2, 2018</b>		
<b>Governing Body Approval:</b>	<b>June 29, 2018</b>		

---

---

**Regulation Reference:** 45 CFR Part(s): 1301.2 Head Start Act: Section 642(c)

Parent and Family Engagement Outcomes: Family Connections to Peers and Community,  
Families as Advocates and Leaders

**Policy:**

In order to ensure the implementation of a high-quality Head Start/Early Head Start program, the governing body, Region 16 ESC Board of Directors, will perform their roles and responsibilities as outlined in the Region 16 ESC Board Policies, Administrative Procedures Manual, the Head Start Program Performance Standards and the Head Start Act of 2007.

**Procedure:**

1. Head Start/Early Head Start is one of many programs for which the Region 16 ESC Board of Directors (Board) has oversight. The Board members' roles and responsibilities for all programs are outlined in the ESC Board Policies and Administrative Procedures Manual, Head Start Program Performance Standards and the Head Start Act of 2007. The Region 16 ESC Board of Directors and Region 16 ESC Policy Council functions must not be identical.
2. The Board must have general responsibilities and operating responsibilities as stated in Head Start Program Performance Standard 1301.2 and as stated in the Head Start Act of 2007.
3. The Board must approve or disapprove the following functions:
  - Procedures for program planning
  - Program's long- and short-range program goals and objectives
  - All funding applications and amendments to funding applications for Early Head Start and Head Start, including administrative services, prior to the submission of such applications to the grantee or to HHS
  - Composition of the Policy Council or the Policy Committee and the procedures by which policy group members are chosen
  - Written policies that define the roles and responsibilities of the governing body members and that inform them of the management procedures and functions necessary to implement a high quality program
  - Procedures describing how the governing body and the appropriate policy group will implement shared decision-making
  - Internal dispute resolution procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group
  - Program personnel policies regarding the hiring, evaluation, termination, and compensation of agency employees and subsequent changes to those policies including standards of conduct for program staff, consultants and volunteers
  - Self-assessment

## Governing Body Roles and Responsibilities

### Page 2

4. The Director for Direct Services presents annual training to the Board. Annual training includes:
  - Roles and responsibilities of the ESC Board members
  - Procedures for shared decision-making between Policy Council and the ESC Board
  - Program configuration
  - Mission of the Head Start/Early Head Start Programs
  - Description of the service area
  - Head Start Program Performance Standards
  
5. The following items will be presented annually to the ESC Board along with a regular Head Start/Early Head Start report at each Board meeting:
  - August Board Meeting – Board orientation and training (see Administration Policy entitled “Board Orientation”); Review child and program outcomes; Approve self-assessment, goals, objectives, and improvement plan
  - October Board Meeting – The names of Policy Council, Health Advisory Committee, School Readiness Leadership Committee Members for approval and Program Information Report
  - February Board Meeting – Head Start application
  - June Board Meeting – Board members make suggestions for Community Representatives for Policy Council and approve policies as needed
  
6. At each Board meeting the Board members receive information about the Head Start program as well as requests for any action that needs to be taken. The Board is given the opportunity to respond and make comments or suggestions on all Board agenda items related to Head Start/Early Head Start. Some items that come to the Board’s attention as needed are:
  - Procedures designated for approval by the Board
  - Approval of new professional positions
  - Information on personnel decisions
  - Program reports such as the Head Start/EHS Monthly Program Information Summary and financial reports
  - Any items required for approval as stated in the Head Start Program Performance Standards and the Head Start Act of 2007
  
7. To facilitate shared decision-making and keep communication open between the ESC Board and the Policy Council the following actions will be taken:
  - The functions mentioned in procedure 3 above will be approved or disapproved by the Head Start Policy Council as well as the Board (The Policy Council is not required to approve written policy of the roles and responsibilities of the Board).
  - The Director for Direct Services serves as the liaison between the ESC Board and the Policy Council and attends meetings for both entities and reports a summary of the Policy Council meeting back to the ESC Board.
  - The Director for Direct Services presents a report to the Policy Council each meeting concerning action of the ESC Board as related to Head Start/Early Head Start.
  - The ESC Board receives a copy of the Policy Council agenda and minutes.
  - Annually, the ESC Board receives a copy of all the Policy Council meeting dates and has an open invitation to attend.

**REGION 16 EDUCATION SERVICE CENTER**  
**Head Start/Early Head Start**

**Subject: Parent Committee Meetings**  
**Program: Head Start/Early Head Start**

**Section: Governance**  
**Date Revised: April 18, 2018**

**Policy Council Approval: May 2, 2018**

---

**Regulation Reference:** 45 CFR Part(s): 1301.4

**Parent and Family Engagement Outcomes:** Parents as Learners, Family Connections to Peers and Community, Families as Advocates and Leaders

**Relationship-Based Competencies:** Self-Aware and Culturally Responsive Relationships, Family Well-Being and Families as Learners, Family Access to Community Resources

**Policy:**

Head Start/Early Head Start staff will support parental engagement and education at the center level by facilitating parent committee meetings.

**Procedure:**

1. Parent committee meetings/events will be held and the number of meetings/events will be determined by the parent committee leaders
  - a. The day and time of the meeting/event will be determined after conducting a survey. (See Parent Survey)
  - b. Parent Committee Leaders will choose to have a formal or informal meeting /event that will address the interests of the parents.
  - c. The family services staff will ensure that translation at the parent committee meetings/events will be provided for those needing translation.
  - d. Parent meetings/events are encouraged to be combined with other school/center activities.
  - e. A parent meeting agenda is to be submitted for documentation with in-kind forms after each parent meeting.
2. The family services staff is responsible for making sure all parent committee meeting/events documentation is completed and filed in a notebook at each site, sending the originals to the Family Service Specialist to be filed. Documentation of parent meetings/events may consist of the following:
  - a. Parent Meeting Agenda (HS.12)
  - b. Parent Meeting Registration Sign-in (HS.11)
  - c. Meeting Notification Flyer
  - d. Parent Newsletter, if applicable
  - e. Meeting Handouts
3. The parent committee meetings/events and Policy Council dates will be placed on the parent bulletin board and in the newsletter.
4. Childcare during parent committee meetings/events is the joint responsibility of the teachers, instructional/classroom assistants and family services staff. (See Childcare Procedure)



## Parent Committee Meetings

### Page 2

5. It is also the joint responsibility of the teachers, instructional/classroom assistants and the family services staff to encourage and motivate parents to participate in parent committee meetings and activities. This encouragement should include personal contacts when parents drop off or pick up children, phone calls, and personal messages sent home with children.
6. Head Start staff may purchase snack items for the first parent meeting/event of the year to encourage attendance. If the parents choose to have snacks at the parent meetings/events, the parents can volunteer to bring snacks to the remaining meetings/events. If there is a special circumstance and Head Start staff needs to purchase snack items for a parent meeting/event (other than the first one), they may contact the family services specialist for approval.

**REGION 16 EDUCATION SERVICES CENTER**  
**Head Start/Early Head Start**

**Subject: Parent Committee Organization**  
**Program: Head Start/Early Head Start**

**Section: Governance**  
**Date Revised: April 17, 2015**  
**Date Reviewed: April 18, 2018**

**Policy Council Approval: May 6, 2015**

---

---

**Regulation Reference:** 45 CFR Part(s): 1301.4

**Parent and Family Engagement Outcomes:** Family Well-Being, Positive Parent-Child Relationships, Families as Lifelong Educators, Families as Learners, Family Engagement in Transitions, Family Connections to Peers and Community, Families as Advocates and Leaders

**Relationship-Based Competencies:** Positive, Goal-Oriented Relationships, Self-Aware and Culturally Responsive Relationships, Family Well-being and Families as Learners, Parent-Child Relationships and Families as Lifelong Educators, Family Connections to Peers and Community, Coordinated, Integrated and Comprehensive Services, Family Access to Community Resources, Data Driven Services and Systems for Continuous Improvement

**Policy:**

The Region 16 Education Service Center Head Start/Early Head Start Program will cooperate with parents to provide a planned program of experiences and activities that support and affirm the parents' role as the main influence in their children's education by annually establishing parent committees. The parent committee role will be to support local Head Start/Early Head Start staff in developing and implementing activities, policies, and services by participating in both formal and informal center/school activities.

**Procedure:**

1. Parent committees will be comprised exclusively of the parents of children currently enrolled in Head Start/Early Head Start. (See 45 CFR 1305.2) for a definition of a Head Start/Early Head Start Parent.) Each family with a child/children enrolled in the program will have one vote.
2. The family services staff will survey parents for input on meeting times and topics. The family services staff and parent committee leaders will set the meeting/event day and time for the program year. The meeting date and time may be changed to accommodate other school/center activities with the prior approval of the parent committee leaders.
3. The parent committees will assemble by October 15th of each program year. Leaders will be elected or may volunteer during the first meeting. When leader positions become vacant, positions will be filled at the next parent meeting.
4. An initial training will be scheduled for the beginning of the program year. As vacated positions are filled, individual leader's training will be available.
5. Parent committee leaders may choose to have other parents assist or facilitate meeting/events.

## Parent Committee Organization

### Page 2

6. Committee leaders' shared responsibilities:
  - Will call the meeting to order, facilitate during the meeting and adjourn the meeting.
  - Will attend all parent meetings/events.
  - Will give the Policy Council report.
  - Will work with the family services staff to coordinate the meeting/event.
  - Will work with family services staff to collaborate with community partners and other school activities.
  - Will oversee all parent activities.
  - Will encourage other parents to assist during parent/family activities.
  - Will send "Thank You" notes to community partners.
  - Will work with family services staff to complete the documentation and file in the parent committee leadership notebook.
7. Home-based parent committees will conduct a parent meeting/event once a month with the Group Socialization Activity (GSA) or separately from the GSA. The home-based parent committees may collaborate with a local area parent meeting/event.
8. Minutes of the parent committee will be translated to other languages as needed.
9. The following are optimal positions to be filled because of their vital role in communication within the parent committee:
  - Parent bulletin board coordinator – Keep parent bulletin board up-to-date.
  - Parent newsletter coordinator – Write newsletter for Head Start/EHS parents. The family services staff will distribute the newsletter.

**REGION 16 EDUCATION SERVICE CENTER**  
**Head Start/Early Head Start**

<b>Subject:</b>	<b>Policy Council Composition and Selection</b>	<b>Section:</b>	<b>Governance</b>
<b>Program:</b>	<b>Head Start/Early Head Start</b>	<b>Date Revised:</b>	<b>April 18, 2018</b>
<b>Policy Council Approval:</b>	<b>May 2, 2018</b>		
<b>Governing Body Approval:</b>	<b>June 29, 2018</b>		

---

**Regulation Reference:** 45 CFR Part(s): 1301.3 Head Start Act: Section 642(c)(2)(B)

**Policy:**

The Education Service Center Head Start/Early Head Start Program will establish a Policy Council annually. The Policy Council is made up of Head Start/Early Head Start parents who are elected representatives from the Parent Committees and other representatives of the community. The Head Start/Early Head Start Policy Council will serve as a link among the Head Start/Early Head Start Program, the parent committee, the Region 16 Education Service Center Board of Directors and the community it serves.

**Procedure:**

- Policy Council Composition:** At least 51 % of the members of the Head Start/Early Head Start Policy Council must be parents of children currently enrolled in the Head Start/Early Head Start program. The remaining members will be representatives of the community and will not exceed 49 % of the total Council. (See Policy Council Constitution Article III.)
- Parent Members:** Parents of currently enrolled Head Start/Early Head Start children may request to have his/her name placed on the ballot for the area in which the child is enrolled. Members must be elected by ballot.
- Community Representatives:** These members represent public and private agencies including civic, community, or professional organizations that have a concern for children and families. No staff member of the Region 16 Education Service Center shall serve on Policy Council as a voting member. Parents of former Head Start/Early Head Start children may serve as community representatives on the Policy Council. Region 16 Education Service Center Head Start/Early Head Start Policy Council Constitution determines the composition of the Council. (See Policy Council Constitution Article III.)
- Staff Membership:** No employee of Region 16 Education Service Center or family member living in the same household of Region 16 Education Service Center employees shall serve on the Council. Such persons, although disqualified from serving as members of the Council, may attend meetings at the request of the Council and act solely in an advisory capacity. Family is defined as husband, wife, father, mother, sister, brother, son, daughter, grandparents, and in-laws of the above.
- Terms of Membership:** Term of office for members shall be one (1) year. An individual may not serve more than a combined total of five terms on the Council.

## **Policy Council Composition and Selection**

### **Page 2**

6. **Constitution:** Each year the Policy Council will read, make corrections or additions and then approve the constitution.
7. **Duties and Responsibilities:** Policy Council members will carry out the duties and responsibilities as outlined in the Policy Council Constitution and the Head Start performance standards. (See the Policy Council Constitution, Article II.)
8. **The Head Start/Early Head Start Policy Council will:**
  - a. Serve as a link among the Head Start/Early Head Start program, the parent committees, the Region 16 Education Service Center Board of Directors, and the community it serves;
  - b. Have the opportunity to initiate suggestions and ideas for program improvements and to receive a report on action taken by the program with regard to its recommendations;
  - c. Assist Head Start/Early Head Start staff in encouraging volunteers to participate in the program.
9. **The Governing Body, Region 16 ESC Board, will approve:**
  - a. The composition of the Policy Council at each October Board meeting
  - b. The procedures by which policy group members are chosen (one time approval unless changes are made).

**REGION 16 EDUCATION SERVICE CENTER  
Head Start/Early Head Start**

**Subject:** Policy Council Constitution  
**Program:** Head Start/Early Head Start

**Section:** Governance  
**Date Revised:** August 26, 2013  
**Date Reviewed:** April 18, 2018

**Policy Council Approval:** February 24, 2016

---

**Regulation Reference:** 45 CFR Part(s): 1301.3 Head Start Act: Section 642(c)(2)

**Family Engagement Outcomes:** Families as Advocates and Leaders

**Relationship-Based Competencies:** Parent-Child Relationships and Families as Lifelong Educators, Family Connections to Peers and Community

**Policy:**

The Region 16 Education Service Center Head Start/Early Head Start programs will establish a Policy Council annually. This council will be governed by a set of bylaws. These bylaws will be known as the Policy Council Constitution.

**Procedure:**

1. At the first Policy Council meeting every representative will be given a copy of the current constitution to review before the next Policy Council meeting. The Constitution will be reviewed and voted on for approval at the next Policy Council meeting.
2. The Policy Council may decide to send suggested revisions of the Constitution to a subcommittee for review. The subcommittee may make additional revisions for the approval of the Policy Council at the next meeting.
3. The approved Constitution will then be signed and dated by the Policy Council chairperson and secretary.
4. The Constitution will be printed in English and appropriate languages as needed.

*See the Policy Council Constitution on the following pages.*

# **Head Start Policy Council of Region 16 Education Service Center CONSTITUTION**

## **ARTICLE I NAME AND JURISDICTION**

### **Section 1.01. Name**

The name of the group shall be the Head Start Policy Council of the Region 16 Education Service Center Head Start/Early Head Start Program (the "Council").

### **Section 1.02. Purpose**

The Council is organized to:

- (a) facilitate the involvement of parents and family members of Head Start/Early Head Start children, as well as community representatives in the decision-making and development of the Head Start/Early Head Start Program,
- (b) assist the Head Start/Early Head Start staff to comply with the National Head Start Performance Standards, and
- (c) facilitate family and community understanding of the gains made by the children in Head Start/Early Head Start.

### **Section 1.03. Jurisdiction**

The Council is subject to the rules and regulations of the U.S. Department of Health and Human Services ("HHS") which relate to Head Start/Early Head Start. The Council is subject to governance of Region 16 Education Service Center, a political subdivision of the State of Texas ("Region 16"). Region 16 is governed by a Board of Directors ("the Board") and is a grantee agency of Head Start.

## **ARTICLE II DUTIES, RESPONSIBILITIES AND FUNCTIONS**

### **Section 2.01. General**

The Council shall facilitate effective parent participation in Head Start/Early Head Start. The Council shall have the following general duties, responsibilities and functions based on the Head Start Performance Standards.

- (a) The Council shall participate in the process of making decisions about the nature and operation of the Region 16 Head Start/Early Head Start Program.

- (b) The Council shall establish a method of hearing and resolving community complaints about the Head Start/Early Head Start Program. (See “Grievance Procedures for Parents and Community Members” policy).
- (c) The president of each parent committee will receive the Policy Council minutes and shall give a report at each monthly parent committee meeting. This report will be included in the minutes of the parent committee meetings.

### Section 2.02. Operation Responsibility

The Council shall conduct a self-evaluation of the Region 16’s Program annually. (ACE-Assessment for Continuous Excellence)

### Section 2.03. Approval and Disapproval of Certain Matters

The Council shall approve or disapprove of the following matters:

#### (a) Planning Matters

- (1) The Council shall approve or disapprove of goals of the Program and develop ways of meeting them within federal guidelines;
- (2) The Council shall approve or disapprove of plans to use all available community resources in the Program; and
- (3) The Council shall approve or disapprove criteria for the selection of children.

#### (b) Grant Applications

- (1) The Council shall approve or disapprove the preparation of requests for funds and proposed work programs prior to the time the requests are sent to the U.S. Department of Health and Human Services (“HHS”);
- (2) The Council shall approve or disapprove major changes in budgets or programs while a program is in operation. Approval by the Council shall be evidenced by the signature of the Council chairperson as signatory to the document.
- (3) The Council shall approve or disapprove information needed by HHS for pre-review.



(c) General Procedures

- (1) The Council shall determine and may change the composition of the council from time to time; and
- (2) The Council shall approve or disapprove the services which should be provided to the Program from Region 16.

(d) Human Resource Management

The policy council shall approve and submit to the governing body decisions about program personnel policies and decisions regarding the employment of program staff, consistent with paragraph (1)(E)(iv) (IX-see below), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.

(IX) Approving personnel policies and procedures, including policies and procedures regarding the hiring evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the agency.

Section 2.04. Other Consultations

- (a) The Council must be consulted in the identification of child development needs in the area to be served.
- (b) The Council may be consulted in connection with the direction of Head Start/ Early Head Start staff in day-to-day operations.

Section 2.05. Other Participation by Head Start/ Early Head Start Parents

The Council encourages but is not responsible for parent participation in the following manner:

- (a) Participation in the classroom as paid employees, volunteers or observers;
- (b) Activities for the parents which they have helped to develop;
- (c) Parents working with their child or children in cooperation with Head Start/Early Head staff; and
- (d) Parent participation in the local parent committees.

**ARTICLE III**  
**COUNCIL MEMBERSHIP**

**Section 3.01. Definitions**

For the purpose of Council membership:

- (a) "Parent" shall mean the biological parent or parental-substitute of a child or children presently enrolled in the Head Start/Early Head Start Program.
- (b) "Community Representative(s)" shall mean a representative of major agencies (public or private) and major community civic or professional organizations which have a concern for children who are economically disadvantaged and can contribute to the program. Parents of former Head Start/Early Head Start children may serve as community representatives.

**Section 3.02. Size and Composition and Number of Votes**

- (a) Twelve parent representatives will be elected from 4 voting areas as follows:

Area	Percentage of enrollment	Number of representatives
Central (Amarillo, Canyon)	43%	5 (4 Center-based; 1 Home-Based) (2 Early Head Start; 3 Head Start)
North (Borger, Dalhart, Dumas, Pampa, Perryton, Spearman)	31%	4 (1 Early Head Start; 3 Head Start)
Southwest (Bovina, Dimmitt, Farwell, Friona, Hart, Hereford, Tulia)	19%	2 (Head Start)
Southeast (Childress, Clarendon, Memphis, Wellington)	6%	1 (Head Start)

- (b) One representative from the Central area must be from a home-based program option.
- (c) Three parent representatives must be from Early Head Start.  
Nine parent representatives must be from Head Start.
- (d) Three to five community representatives will serve as voting representatives.

### Section 3.03. Selection Criteria

Selection of Council members shall be conducted in the following manner:

#### (a) Parent Representatives

- (1) Parents of currently enrolled Head Start/Early Head Start children may request to have his/her name placed on the ballot for the area in which the child is enrolled.
- (2) Representatives will be elected prior to September 30 by ballot. Only current Head Start/Early Head Start parents can vote. Each family with a child or children enrolled in the program will have one vote.

#### (b) Community Representatives

- (1) Upon seating of the new parent representatives, the Board or its designee shall submit the names of nominated community representatives for approval by the parent representatives.
- (2) Community representatives 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.
- (3) The community representatives shall be approved by the parent representatives at the first Council meeting of the year.
- (4) Where a nominated community representative is not approved by the parent representatives, the Board or its designee shall submit the names of additional nominated community representative(s) for approval by the parent representatives.

### Section 3.04. Term of Office

- (a) The term of office for members of the Council shall be one (1) year;
- (b) An individual may serve not more than a combined total of five terms on the Council.
- (c) The one-year term shall run from the first Council meeting of the year until the new delegates are seated the following year.

### Section 3.05. Disqualifications

No staff members of the Head Start/Early Head Start Program or members of their families shall serve on the Policy Council. Family is defined as husband, wife, father, mother, sister, brother, son, daughter, grandparents, and in-laws of the above. Staff may attend Council meetings upon request of the Council in a non-voting capacity.

### Section 3.06. Removal

The Council may remove any Council member whenever in its best judgment the interest of the Council would be served.

### Section 3.07. Vacancies

A vacancy in the Council shall be filled in the following manner:

- (a) Parent Representative. Vacancies of parent representatives will be filled by election of new parent representatives from that area.
- (b) Community Representative. Vacancies of community representatives shall be filled by nomination by the Board or its designee, subject to approval by the parent representatives.

## **ARTICLE IV** **OFFICERS OF THE COUNCIL**

### Section 4.01. Officers

The officers of the Council shall be a chairperson, a vice-chairperson, and a secretary.

### Section 4.02. Qualifications

All officers must be Council members.

### Section 4.03. Election

Officers shall be elected by ballot at the first Council meeting of the year.

### Section 4.04. Chairperson

The chairperson shall be the principal executive officer of the Council and shall in general supervise and control all of the business and affairs of the Council. The chairperson shall perform all duties incident to the office of chairperson and such other duties as may be

designated by the Council. The chairperson shall preside at all meetings of the Council and shall appoint committees as needed. The chairperson may be counted in the quorum, but will reserve voting for a tiebreaking vote.

#### Section 4.05. Vice-Chairperson

In the absence of the chairperson or in the event of the chairperson's inability or refusal to act, the vice-chairperson shall perform the duties of the chairperson, and when so acting, shall have all the powers of and be subject to all restrictions on the chairperson and shall perform such other duties as may be assigned by the chairperson or the Council.

#### Section 4.06. Secretary

The secretary shall oversee the records of Council action, including the minutes of council meetings. The secretary shall keep a roster and shall see that all notices are duly given to Council members in accordance with this constitution. The secretary shall perform all such other duties as may be assigned by the chairperson or the Council.

#### Section 4.07. Resignation

Any officer may resign at any time by giving written notice of the resignation to the Council, the chairperson, or the secretary of the Council. Such resignation shall take effect at the time specified. The acceptance of such resignation shall not be necessary to make it effective.

### **ARTICLE V** **MEETINGS**

#### Section 5.01. Regular Meetings

There shall be a minimum of four (4) regular meetings each year.

#### Section 5.02. Special Meetings

Special meetings may be called by the chairperson and shall be called at any time circumstances or business deems it necessary.

#### Section 5.03. Notice

Notice of Council meetings shall be given in the following manner:

- (a) Regular Meetings. Council members shall be notified of meetings in writing at least one week in advance.

- (b) Special Meetings. Notice of any special meeting of the Council shall be given at least five (5) days prior to the scheduled time of the scheduled special meeting. The form of notice may be by written notice delivered personally or sent by mail, fax or email to each Council member at the address as shown on the roster of the Council. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. Any Council member may waive notice of any meeting. The attendance of a Council member at any meeting shall constitute a waiver of notice of any meeting, except where a Council member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Council need be specified in the notice or waiver of notices of such meeting, unless specifically required by this constitution.
- (c) Telephone or Email Vote. Due to time constraints, Policy Council approval may be obtained via telephone or email vote. Under such special circumstances, Head Start staff will provide Policy Council Representatives with information outlining the specific issue requiring approval. Policy Council representatives will cast their votes through telephone or email contact.

## **ARTICLE VI** **TRANSACTIONING COUNCIL BUSINESS**

### **Section 6.01. Manner of Action**

Majority vote at any meeting where a quorum is present shall be an act of the Council, except where otherwise provided by this constitution.

### **Section 6.02. Quorum**

A prerequisite to the transaction of Council business is that a quorum of Council members must be recorded in the Council records. A quorum is to be comprised of no less than thirty percent of the program's voting parent representatives and community representatives.

### **Section 6.03. Introduction of New Business**

All new business will be presented to the applicable subcommittee or the officer planning committee prior to being introduced to the Policy Council.

**ARTICLE VII**  
**COMMITTEES**

Section 7.01.

Committees to carry out functions and activities of the Council consistent with this constitution may be established by the Council or the Board as deemed appropriate. The chairperson may appoint ad hoc committees whenever necessary.

**ARTICLE VIII**  
**BOOKS AND RECORDS**

Section 8.01. Keeping of Records

The Council and its committees shall keep correct and complete books and records of their proceedings and shall keep a roster.

Section 8.02. Information and Records

Council members will be provided information and records necessary and appropriate to perform their duties and functions under this Constitution and the Head Start Performance Standards.

**ARTICLE IX**  
**PARLIAMENTARY AUTHORITY**

Section 9.01.

*Robert's Rules of Order Newly Revised* shall be the parliamentary authority for all matters of procedure not specifically covered by this constitution.

**ARTICLE X**  
**AMENDMENTS TO CONSTITUTION**

Section 10.01.

Amendments to this constitution may be made by any regular or special meeting by a two-thirds (2/3) majority vote of the Council quorum. Notice of the amendment shall be presented to the members at least ten (10) days prior to the meeting when the vote will be taken.

*Approved by 2018-2019 Policy Council* \_\_\_\_\_

**REGION 16 EDUCATION SERVICE CENTER  
Head Start/Early Head Start**

**Subject: Policy Council Meetings**  
**Program: Head Start/Early Head Start**  
**Policy Council Approval: May 2, 2018**

**Section: Governance**  
**Date Revised: April 18, 2018**

---

**Regulation Reference:** 45 CFR Part(s): 1301.3, 1301.5                      Head Start Act: 643(c)(2)

Family Engagement Outcomes:                      Families as Advocates and Leaders  
Relationship-Based Competencies                      Parent-Child Relationships and Families as Lifelong  
Educators, Family Connections to Peers and Community

**Policy:**

The Region 16 Education Service Center Head Start/Early Head Start Program will establish a Policy Council annually. The Policy Council is made up of Head Start/Early Head Start parents who are elected and community representatives who are approved by parent representatives at the first Policy Council meeting. Regular meetings will be held as defined in the Policy Council constitution. (See Policy Council Constitution Article V.)

**Procedure:**

1. **Meetings:** Six meetings are scheduled throughout the year. The first Policy Council meeting will be held by the end of October. The purpose of the first meeting is to elect officers and provide training to Policy Council members regarding participation in the approval process and their roles and responsibilities. Additional training is provided as needed throughout the year to enhance participation in program planning and as “refresher” training for the approval process.
2. **Election of Officers:** During the first meeting, officers will be elected to fill the following positions:
  1. Chairperson
  2. Vice-Chairperson
  3. Secretary(See Officer Duties in the Policy Council Constitution Article IV)
3. A business meeting will be incorporated into each Policy Council meeting. Subcommittee meetings and/or training may also be included.
4. **Meeting Notices:** Notices of Policy Council meetings will be mailed at least one week in advance of the meeting. Policy Council secretary and administrative assistant will assure that notices are sent.
5. **Family Services Staff Duties and Responsibilities:** Family services staff will be responsible for contacting the Policy Council representatives for their districts, verifying travel arrangements or providing transportation as needed.



## Policy Council Meetings

### Page 2

6. **RSVP Request:** Policy Council representatives will be asked to call in their attendance at least two days prior to the scheduled meeting.
7. **Meeting Reminder:** If the required attendance for a quorum is questionable the day before a scheduled Policy Council meeting, the administrative assistant and staff will call each member who did not RSVP.
8. **Travel Reimbursement and Child Care:** In order to allow parents to fully participate, Policy Council members will be reimbursed for travel expense if other transportation is not provided. Childcare will also be provided at every Policy Council meeting. (See Parent Travel Reimbursement and Childcare for Meetings procedures)

## REGION 16 EDUCATION SERVICE CENTER

### Head Start/Early Head Start

**Subject:** Policy Council Training  
**Program:** Head Start/Early Head Start  
**Policy Council Approval:** May 2, 2018

**Section:** Governance  
**Date Revised:** April 18, 2018

---

**Regulation Reference:** 45 CFR Part(s): 1301.3

**Family Engagement Outcomes:** Families as Advocates and Leaders  
**Relationships-Based Competencies:** Parent-Child Relationships and Families as Lifelong Educators, Family Connections to Peers and Community

#### **Policy:**

To ensure that newly elected Head Start/Early Head Start Policy Council Representatives are prepared to serve in their responsibilities, they will receive orientation and training on the Head Start/ Early Head Start programs prior to the first business meeting. Representatives will complete eligibility training within 180 days of the beginning of their term and ongoing training will be provided at each Policy Council meeting during the year.

#### **Procedure:**

1. Orientation and training prior to the first Policy Council business meeting will include, but not limited to the following:
  - Mission and Overview of Head Start/Early Head Start programs;
  - Purpose/Roles/Responsibilities of Policy Council
  - Team building activities;
  - How to resolve concerns;
  - How to read and interpret Head Start Program Performance Standards, policies and operational plans
  - Leadership roles and responsibilities
  - How to make a motion
  - Standards of conduct
  - School Readiness goals
  - Program configuration
  - Description of service area
2. Eligibility training will include:
  - how to collect complete and accurate information from families and third party sources;
  - strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy;
  - an explanation of the actions taken against staff, families, or participants who intentionally attempt to provide false information; and
  - Staff, families, or participants who intentionally attempt to provide false information will face appropriate administrative action which may include termination of the program.
3. Other trainings will be provided to Policy Council representatives as requested.
4. All Policy Council documentation will be maintained by the family services staff.