

**HEAD START of
LANE COUNTY
POLICY COUNCIL
HANDBOOK
2011-2012**



Head Start of Lane County
Policy Council Handbook

Mission Statement

**Ensuring that Our Youngest Children
Have a
Solid Foundation for Life**

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Head Start Success Soufflé Recipe

Mix together

- ♥ One cup of Family Involvement
- ♥ One cup of Teamwork
- ♥ One cup of Community Collaboration
- ♥ One cup of Wellness
- ♥ One cup of Shared Vision and Goals

Fold in

- ♥ Two Tablespoons of Modeling
- ♥ Two Tablespoons of Self-Esteem Building

Add

- ♥ One teaspoon of Bilingual Capabilities
- ♥ One teaspoon of Professional Enthusiasm

Transport to oven and bake at 350 until Transformation takes place.

When cooled, top with Belief in Change and Willingness to Change.

Slice and serve with Striving for Excellence.

Serve to each Individual Family as much as they can absorb.



Head Start of Lane County Fact Sheet

The Head Start program is a comprehensive early childhood education program for low-income children and families that instills confidence, strengthens abilities, and encourages creativity. Children are provided with an environment, experience, and services, which meet their individual needs in the areas of intellectual, physical, social, and emotional growth. It is recognized that parents are the primary educators of their children and encourage their involvement in many ways. Nationally the program began in 1965 during the "war on poverty" as a six-week summer program to assist "disadvantaged" children in preparing for school. In 1967 Head Start came to Lane County. Head Start of Lane County, previously called Kids & Kin, Inc. is a local, private, non-profit organization that operates the Head Start program under the guidelines of a fifteen member Board of Directors and a Parent Policy Council.

Head Start is unique in that there is *true* parent control over much of the decision-making within the organization. Head Start of Lane County's Parent Policy Council consists of two parents from each classroom and one from each Community Childcare program. Policy Council members help plan and develop the goals of the program, approve various policies, approve hiring and firing decisions, and approve budget and work plans.

Beyond decision-making, parent participation takes place in many other ways. Parents volunteer in the classroom, assist with field trips, organize parent activity events, provide input on curriculum, repair equipment, and act as liaisons to community groups. Head Start offers positive social experiences for both parents and children. The Head Start families have played a vital role in making our countywide program a success.

There is a set of Head Start core values that helped build the foundation of Head Start's success.

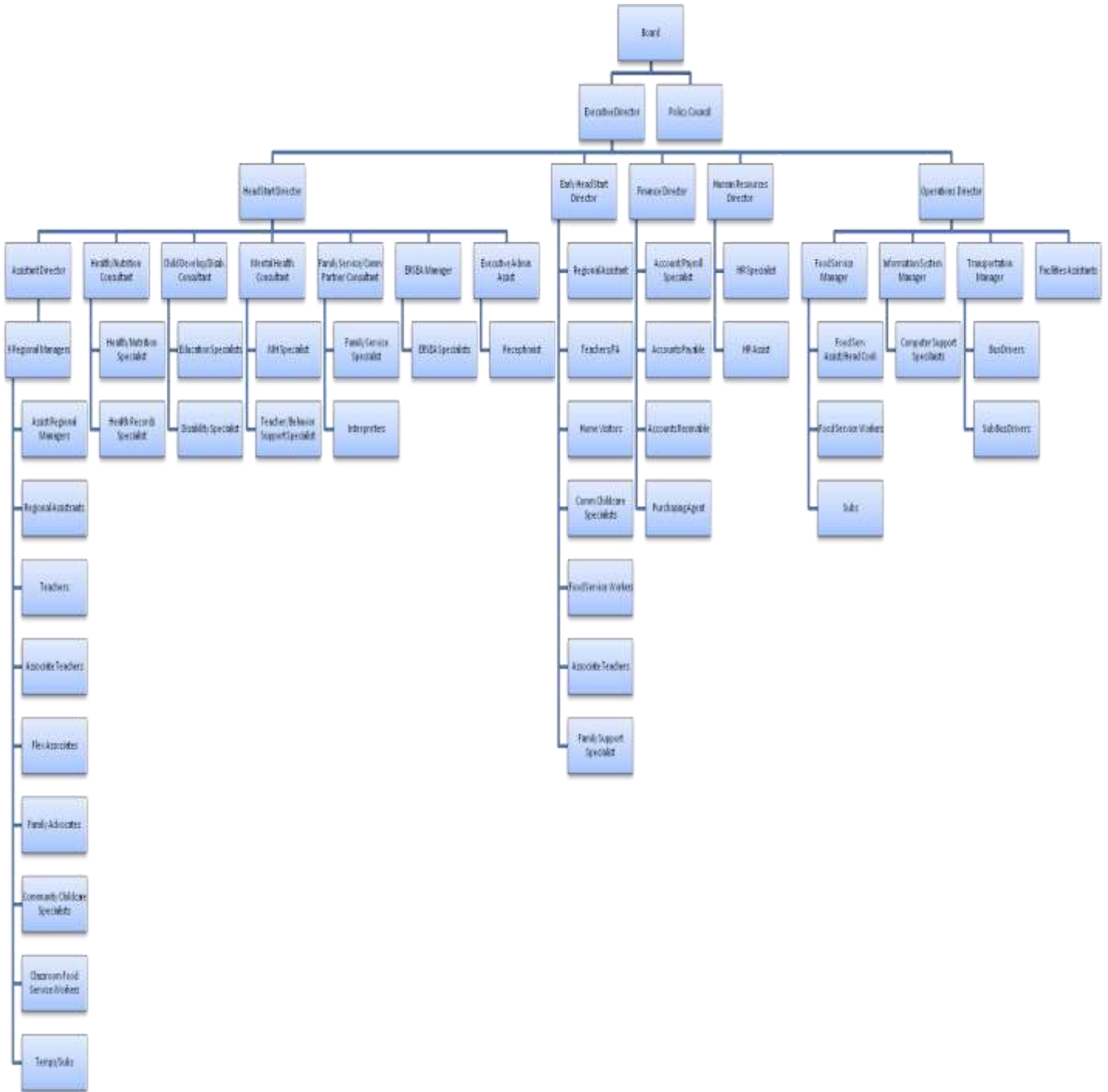
- Establish a supportive learning environment for children, parents, and staff, in which the process of enhancing awareness, refining skills, and increasing understanding are valued and promoted.
- Recognize that the members of the Head Start community: children, families, and staff have roots in many cultures. Head Start families and staff, working together as a team, can effectively promote respectful, sensitive, and proactive approaches to diverse issues.
- Understand that the empowerment of families occurs when program governance is a responsibility shared by families, governing bodies, and staff, and when ideas and opinions of families are heard and respected.
- Embrace a comprehensive vision of health for children, families, and staff which assure that basic health needs are met, encourages practices that prevent future illnesses and injuries and promotes positive, culturally relevant health behaviors that enhance lifelong well-being.
- Respect the importance of all aspects of an individual's development, including social, emotional, cognitive, and physical growth.
- Build a community in which each child and adult is treated as an individual while at the same time, a sense of belonging in the group is reinforced.
- Foster relationships with the larger community so that families and staff are respected and served by a network of community agencies in partnership with one another.
- Develop a continuum of care, education, and services that provide stable, uninterrupted support to families and children during and after their Head Start experience.

Regional Classroom Location

REGION 1	Springfield	Region 2	Springfield
(143 children) (1 site / 8 classrooms) Region Manager: Lise Schellman x11 725 42 nd St Springfield 736-1809 744-8963 (f)		(111 children) (3 sites / 6 classrooms) Region Manager: Mary-Margret Reynolds x1248 221 B Street, Springfield 747-2425 747-6648 (f)	
Holly 1 Classroom	541-736-1809	Main Street Classroom 1250 Main St Springfield 97477	541-762-1088 541-762-1089
Holly 2 Classroom	541- 736-1809	LCC Classroom 4000 East 30 th Ave, Eugene	541-463-3192
Holly 3 Classroom	736-1809	The Park Classroom 1950 N 2 nd S, Springfield	541-746-9771
Holly 4 Classroom	736-1809		
REGION 3	Eugene	REGION 4	Eugene
(109 children) (3 sites / 6 classrooms) Region Manager: Doe Chasco-Berry 21 N Grand 762-8334 x215		(71 children) (2 sites / 4 classrooms) Region Manager: Sarah DeVore 21 N Grand 762-8334 x214	
Junction City Classroom 722 W 5 th St, Junction City	541-998-5352	Florence Classroom 2325 Oak, Florence	541-997-9176
Bethel Classroom Willamette High School 1801Echo Hollow Rd, Eugene	541-607-1486	Howard 1 Classroom 790 Howard, Eugene	541-344-7063
Fairfield Classroom 3475 Royal Ave, Eugene	541-762-0059		
REGION 5	S. Lane	REGION 6	Eugene
(127 children) (2 sites / 7 classrooms) Region Manager: Sierra Demo 79980 Delight Valley Rd, Cottage Grove 541-942-5565 541-942-5840 (f)		(180 children) (1 site / 10 classrooms) Region Manager: Ellen Paulus Whiteaker Head Start Community Center 21 N Grand, Eugene 762-8334 x216 343-2544 (f)	
Delight Valley 1 Classroom 79980 Delight Valley School Rd Cottage Grove	541-942-5565 x115	Whiteaker 1 Classroom	541-762-8334 x225
Delight Valley 2 Classroom	541-942-5565 x114	Whiteaker 2 Classroom	541-762-8334 x224

Delight Valley 3 Classroom	541-942-5565 x112	Whiteaker 3 Classroom	541-762-8334 x219
Oakridge Classroom Oakridge Elementary School 48119 East 1 st , Oakridge	541-782-4383	Whiteaker 4 Classroom	541-762-8334 x228
		Whiteaker 5 Classroom	541-762-8334 x220
Region 7	Full Day & Community Childcare	Region 8	Eugene
(139 children) (2 sites and 5 community sites) Region Manager Leslie Cooper-Parson 221 B Street, Springfield 747-2425 x1241 747-6648 (f)		(124 children) 2 sites and 7 classrooms) Region Manager: Sandra Barnes 2295 Four Oaks Grange, Eugene 762-0545 762-0548 (f)	
Village 1 & 2 Head Start Full Day 541-988-9329 320 Fairview Dr. Springfield		Bailey Hill 1 2295 Four Oaks Grange, Eugene	541-762-0545
Ross Lane Head Start Full Day 541-607-5965 2648 Ross Lane, Eugene		Bailey Hill 2	541-762-0545
Parkside Community Childcare 541-344-1165 169 Fir Lane, Eugene		U of O Classroom University of Oregon 901 E 18 th #157, Eugene	541-346-2646
Unity School 541-484-010 580 N Garden Way, Eugene			
Lane Community College Preschool 541-463-5519 4000 East 30 th Ave, Eugene		Region 9 – Early Head Start	Eugene
Pearl Buck 541-345-8506 3690 West 1 st Ave, Eugene OR 97402		(50 children) 1 site and 3 community sites) Region Manager: Cheri Peterson 3475 Fairview, Eugene 762-0550 762-0548 (f)	
Children’s Choice Montessori 541-726-2654 5005 Main Street, Springfield			
Total Enrollment: Head Start Part Day – 891 Head Start Full Day – 51 Head Start Community Childcare – 88 Early Head Start – 50 Total Enrollment: 1,080 Total Head Start Sites: 17 Total Head Start Classrooms: 52		Fairfield Early Head Start 3475 Fairview, Eugene (7:30am-5:00pm)	762-0059
		Willamette Family Treatment Center 687 Cheshire Avenue, Eugene 746-4506	
		Parkside 169 Fir Lane, Eugene 344-1165 (7:30am-5:30pm)	
		Pearl Buck – 7.86 miles 3690 West 1 st Ave, Eugene OR 97402 345-8506 (7:30am-5:30pm)	

Organizational Chart



Parent / Family Engagement

Parent / Family Engagement

We believe parents and families are *the* most important influence in their child's education and development. One of Head Start's goals is to support you in this role. We make information, experiences, and other resources available throughout the year that can make your job a little easier. Family engagement in every part of the program is necessary to assure the most benefit for Head Start children. You will have many opportunities for several kinds of direct involvement:

- In promoting school readiness for your preschooler(s).
- In decision-making for planning and operating the program.
- In activities you and other parents have helped develop.
- In the classroom and other educational activities.
- In the home and community setting.
- In the community as leaders and strong advocates for young children.

Systemic family engagement also requires an overall program philosophy that upholds partnerships with families at all levels of agency functioning: at the administrative level; in hiring, training, supervising and evaluating staff; in the design and use of the program's physical space; and in program policy. It is everyone's responsibility, and reinforced within all aspects of the program.

Center Committees = Family activity events

In every classroom *all* parents are members of a Parent Committee. This is a parent/staff get-together held regularly during the program year, often combined with a social event. The Parent Committee provides you the opportunity to be involved in planning *your* child's program, decision-making, and other activities of your choice. Parent Committees are run by and for parents! Classrooms often combine their family activity events so parents get a chance to know each other. Translation services are provided at family activity events as well as childcare and snacks.

Part of your role as a Policy Council member is to attend and help to run these family activity events and encourage parent involvement at the site level.

Policy Council

Parents participate in policy-making and the operation of the *whole* Head Start program by being members of the Policy Council.

Two representatives from each classroom, one from each Community Childcare program are elected by the parents to the Policy Council. These representatives will take ideas from parents and, in turn, keep parents informed of decisions made at the Policy Council meetings. Policy Council members help plan and develop program goals, priorities for enrolling Head Start families, approving various policies, hiring and firing decisions, and the developing the operating budget. They also evaluate the program each year.

The Policy Council receives support from the program by receiving training so they are able to understand the program and changes within it. Non rural representatives (Eugene, Springfield) receive reimbursement for childcare. Rural area representatives (Oakridge, Creswell, Cottage Grove, and Florence) also receive childcare plus extra travel allowance when attending Policy Council meetings. These representatives are a very important part of Head Start.

An Invitation

Whether or not you are a representative, all parents have an open invitation to attend Policy Council meetings.

Parent Program Activities

You will have several chances during the year to attend or even help plan educational, parent activity fund raising or just social events with Head Start parents. This is also an important kind of parent involvement.

Contributions In-Kind

Time and donations also add up to money. The Federal government requires each Head Start program to provide 20 percent of its total grant in contributions from parents and the community. These are called Contributions In-Kind. How does this translate into money? If you volunteered 87 hours in a month, that would equal \$998.75 in-kind dollars.

While volunteering, attending Head Start activities, or donating materials, parents are making contributions "In-Kind." Teachers and staff at each classroom and in the main office will have forms for parents to record their contributions. Policy Council representatives can assist their Family Service Staff in coordinating and documenting volunteer activities.

Contributions In-Kind contribute to the program every day. Parents and community volunteers show the government that the Head Start program has local support.

Policy Council

The Role of Parent Representatives to the Policy Council

Each classroom (17 to 18 families) elects two of the parents as Policy Council Representatives. Each Community Childcare site and Early Head Start classrooms and Home Base has one parent representative

The role of Policy Council Representatives is *very* important. They act as a link between those people making and carrying out decisions and the people Head Start serves. Here are some personal characteristics to consider:

- Ability to listen, analyzes, think clearly and creatively, work well with individual people and groups.
- Willingness to prepare for and attend Council and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal resources in a generous way according to circumstances, open doors in the community, evaluate oneself.
- Willingness to develop certain skills if you do not already possess them, recruiting new members and other volunteers, learning more about the organization.
- Possess honesty; sensitivity to and tolerance of differing views; a friendly, responsive, and patient approach; community-building skills; personal integrity; a developed sense of values; concern for the organization's development; a sense of humor.

Policy Council Meetings

Policy Council Meetings are public meetings and, because of this, people often attend the meeting who are not members of the Policy Council. However, only voting members will vote on decisions made by the Council.

1. Members arrive *on time*, or even earlier than the meeting is scheduled.
 2. All members should sit together, with only the Executive Committee at the head table facing the Policy Council.
 3. Only members should participate in the discussions taking place during the meeting. Other people at the meeting should not contribute to the discussion unless they are asked by the Policy Council to do so.
 4. Policy Council should introduce other people who have been included on the agenda. It is always best to try to be included on the agenda when a person wishes to address the Policy Council. Requests to be on the agenda should be forwarded to the Executive Council, who meets the last Monday of each month.
 5. Good records (minutes) should be kept of the actions taken by the Policy Council at every meeting. Each member of the Policy Council will receive copies of the minutes before the next meeting is held.
 6. Non-members may be asked to leave the room when confidential matters are being discussed.

Policy Council Ground Rules

1. The Chair runs the meeting.
2. There must be quorum (a certain number of members present) in order for business to be conducted.
3. Show up on time and read your packet before the meeting.
4. Raise your hand to be acknowledged by the Chair.
5. Speak loud enough so others can hear you.
6. Avoid side talking.
7. Debate the issue, not the person.
8. Encourage others to speak.
9. Be respectful and listen to others.
10. Summarize or restate a point. Ask for clarification.
11. Consider other perspectives.
12. Be creative in problem solving.

Member Responsibilities

1. Inform your Family Service staff or the Executive Administrative Assistant if you cannot attend the monthly meeting.
2. Share information from the Policy Council with the other parents in your classroom.
3. Represent Head Start of Lane County in a professional manner.
4. If you resign – let us know (in writing) so we can vote in a replacement.

Expectations around Team Work

1. Remember, communication will improve as we learn about each other.
2. Expertise of many will be used.
3. Problems will be resolved – this is a business.
4. A unified group will develop.
5. Ownership and personal accomplishments will be felt.

Policy Council Job Description

Purpose: To participate in the process of making decisions about the nature and operation of Head Start of Lane County.

Qualifications:

1. Must be a parent of a currently enrolled child in Head Start of Lane County and be elected by the parent committee.
2. A representative of the community that has an interest in low-income families, can contribute to the program, and has been approved by Policy Council.

Representatives Cannot:

1. Be an employee or a family member of an employee of Head Start of Lane County (see By-Laws for exceptions).
2. Have served on a Policy Council for more than three years.

Tasks:

1. Attend New Council Orientation – offered in October.
2. Attend Policy Council meetings: 2nd Tuesday of the month from 6:00pm to 9:00pm. Childcare costs will be supplemented; transportation costs will be supplemented for outlying areas.
3. Share in decision-making process for Head Start of Lane County.
4. Assist the parent committee with helping enrolled parents know their rights, responsibilities and opportunities.
5. Encourage parent participation in the program.

Areas of Responsibility

Operating Responsibilities

1. Establish and maintain procedures for hearing and working with Head Start of Lane County to resolve community complaints about the program.
2. Approve or disapprove the following:
 - a. Procedures for program planning.
 - b. Program's work plan.
 - c. The recruitment/selection and enrollment plan.
 - d. The reimbursement rate for Policy Council member expenses.
 - e. The numbers and members of Policy Council and governing groups, and the methods of recruiting and selecting them.
 - f. New agency policies and revisions, including employment/personnel policies, handbooks, labor contracts.
 - g. New staff hires, promotions and terminations (with the exception of probationary staff).
 - h. The funding applications and amendments.
 - i. The annual self-assessment.
 - j. The procedures describing shared decision-making.
 - k. The written procedures for resolving internal disputes.

Other Responsibilities

1. Serve as a link between public, private and local organizations, the Board of Directors and the community served.
2. Have the opportunity to initiate suggestions and ideas for program improvements.
3. Recruit volunteer services from parents, community residents and community organizations, and mobilize community resources to meet identified needs.
4. Assist in the coordination and monitoring of Parent Activity Funds.

Policy Council Agenda

The Agenda is the Chairperson's guide for timing various items of business so that the really important issues are not overlooked. When you receive the minutes, an agenda is attached. It shows the business for the next meeting. Here is an example of an agenda:

Sample Agenda

Policy Council Meeting
Tuesday, September 14, 2010
Orden del Día del Consejo de Padres de Familia
Martes 14 de septiembre, 2010

Items for Information		
Receive Director Report		
1. Update information (Federal / State / Local)	Annie Soto	15 min
2. New Childcare Division Rule: Possible Impact on Head Start programs	Annie Soto	15 min
Receive Treasurer Report for August	Violet Peterson	05 min
Receive Committee Reports		
1. Board of Directors	Nadia Legorreta	05 min
Discuss October New Council Training and Recruiting new PC Members	Albertine Mitchell	20 min
Consent Group – Items for Action (approved as one group item)	Shanna Stull	05 min
1. Approve August 24 Minutes		
2. Approve monthly budget/credit card expenditures		
Items for Action at this Meeting (approve one at a time)		
1. Approve Recommendations for Hire (pick up from table)	Shanna Stull	05 min
Break		8:00-8:15
Items for Action at a Future Meeting	Shanna Stull	8:15-8:25

Please notice the date, time and location listed at the top of the agenda. This is a standing meeting on the second Tuesday of each month from 6:00pm-9:00pm at the Whiteaker Head Start Center unless otherwise indicated on your agenda.

Policy Council Minutes

One of the Policy Council Secretary's duties is to keep accurate records of all Policy Council business. The minutes are recorded by the Executive Administrative Assistant.

The Minutes should contain the following information:

1. Names of those in attendance
2. Approval of previous minutes; corrections of previous minutes
3. All reports, motions, and actions taken
4. Who made the motion, who seconded the motion and the number of members who opposed or abstained

5. All information which is needed at future meetings

Minutes are mailed at least five days before the meeting. If you are not getting your minutes please check in with the Executive Administrative Assistant to verify your correct address.

In order to be well prepared, it is **important to read the packet of information and note questions or suggestions beforehand** so that you are prepared when the issue/vote comes up at the meeting.

Parliamentary Procedure

In most organizations a process called "Parliamentary procedure" is used to run the meetings. This process was developed to help meetings run smoothly, to maintain order, and to make sure each member is given equal time and consideration for their input. To follow Parliamentary Procedure, one of things you must know is . . .

How a Motion is Made

1. *Recognition.* Raise your hand to get the Chairperson's permission to speak: "Mr. (or Madam) Chairperson..."
2. *Make the motion.* Offer your recommendation to the rest of the group: "I move we have a spring picnic..."
3. *It must be seconded.* To support your idea, another member should say: "I second the motion..."
4. *Clearly state the motion.* The Chairperson puts the motion in words that everyone can understand and then states the motion: "It has been moved and seconded that we have a spring picnic..."
5. *Discussion.* The Chairperson invites members to discuss the motion: "Is there any discussion?"
6. *Restate the motion.* The discussion ends when the Chairperson prepares the members for voting by restating the motion: "The motion before us is to have a spring picnic."
7. *Motion.* The Chairperson calls for the vote. The vote can be done by voice, written ballot, or show of hands. If the vote is by voice, the Chairperson says: "All those in favor of a spring picnic, signify by saying, "Aye"; those opposed, say "nay"; those abstaining?"
8. *State the results.* The Chairperson announces whether or not the motion has carried or failed: "The motion carried."

Parliamentary Procedure Terms

<i>Abstain</i>	Not voting one way or the other.
<i>Adjourn</i>	Ending the meeting.
<i>Adopt</i>	To okay or accept.
<i>Agenda</i>	An outline of what is to be done at the meeting.
<i>Amendment</i>	Adding on to a motion usually to improve it, enlarge its intent, or make it more understandable.
<i>Appeal</i>	To question the Chairperson's decision and ask the group to change it.

<i>Appoint</i>	To place someone in a job or position.
<i>By-laws</i>	The rules that a group has agreed to follow and the goals of the organization.
<i>Caucus</i>	Getting together outside the regular meeting to decide on plans, positions, policy and/or people to nominate.
<i>Chair</i>	The position held by the group's leader.
<i>Committee</i>	A small group that reviews and reports on a special task given them by the larger membership. A committee can recommend certain action be taken, based on its findings.
<i>General Consensus</i>	Approval by the group. If even one member objects, a vote must be taken.
<i>Majority Opinion</i>	The decision of more than half the voting members.
<i>Motion</i>	A member's proposal for an action.
<i>Nominate</i>	To recommend a person for election to office.
<i>Pending</i>	Still "up in the air" and undecided.
<i>Personal Privilege</i>	Calling attention to something having to do with the well being of the people at a meeting, such as asking to have a window opened.
<i>Point of Information</i>	Asking for more information before making a decision.
<i>Point of Order</i>	Correcting a mistake that is against the rules of the organization.
<i>Pro tem</i>	Temporary.
<i>Proxy</i>	Permission given (usually written) by one absent member for another member to vote in his name.
<i>Question</i>	A motion that is under discussion with a vote to be taken on it.
<i>Recess</i>	Taking a short break.
<i>Rescind</i>	To take back; withdraw.
<i>Resolution</i>	Usually a policy statement being suggested to the group for approval.
<i>Second</i>	Support for a motion. Before a group can handle a proposed action (motion), it must know that two people want it discussed.
<i>Standing Committee</i>	A committee that goes year-round, such as a program committee.
<i>Special Committee</i>	A committee selected to handle a single task or event (known in the By-Laws as "Ad Hoc").
<i>Sub-committee</i>	A small group of members serving on a large committee who take a special

problem, study it, and report back to the whole committee so that a final decision can be made.

Suspending the Bylaws Making an exception to the Council by-laws with approval from the body to suspend the by-law.

Unanimous vote Everyone votes the same way.

Veto To turn "thumbs down" (voting "no") on a motion or idea.

Policy Council Budget Tracking

	TOTAL BUDGET	THIS MONTH	YEAR TO DATE	% OF TOTAL BUDGET
CHILDCARE / MILEAGE	4,800	0	0	
PARENT TRAINING FUNDS	30	0	0	
PC TRAINING New Council October training	300	0	0	
REGION X CONFERENCE (March – Seattle WA)	2,000	0	0	
POLICY COUNCIL RECOGNITION (June)	750	0	0	
STATE MEETINGS – Three: November, February in Salem; May rotates through state	2,000	0	0	
POLICY COUNCIL LEADERSHIP TRAINING (Executive members)	2,000	0	0	
HISTORIAN SUPPLIES	20			
SCHOLARSHIP	0			
MISCELLANEOUS	100	0	0	
TOTAL	12,000	0.00	0.00	

Policy Council determines how to break out their budget. The Treasurer is responsible for tracking and balancing the budget. Monthly budget reports are given at Council meetings.

A Quick Reference Guide to Policy Council Responsibilities

Policy Council must work in partnership with key management staff and the governing body (Board of Directors) to:

- 1) Develop,
- 2) Review, and
- 3) Approve or Disapprove the following:
 - 1) Planning Functions
 - a) The agency's procedures for planning in accordance with the Performance Standards and the requirements of 45 CFR part 1305.3;
 - b) The program's philosophy and long and short-range program goals and objectives;
 - c) The selection of delegate agencies and their service areas;
 - d) Criteria for defining recruitment, selection and enrollment priorities in accordance with the requirements of 45 CFR part 1305;
 - e) All funding applications and amendments to funding applications including administrative services, prior to sending such applications to the Department of Health and Human Services.
 - f) Procedures that provide, if necessary, reimbursements for reasonable expenses incurred by low-income members; and
 - g) 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.
 - 2) General Procedures
 - a) The composition of the Policy Council and the procedures by which members are chosen;
 - b) Written policies defining the role and responsibilities of the governing body members and the management procedures and functions necessary to implement a high quality program.
 - c) Written procedures describing how the governing body and the Policy Council will implement shared decision making.
 - d) Written procedures developed jointly for resolving internal disputes and impasses between the governing body and the Policy Council, and;
 - e) Establish and maintain procedures for working with the grantee agency to resolve community complaints about the program.
 - 3) Human Resources Management
 - a) Program personnel policies and subsequent revisions to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants and volunteers;
 - b) Decisions to hire, promote or terminate (with the exception of probationary staff) staff including the Early Head Start or Head Start Director of the grantee agency;

Policy Council must perform the following functions directly:

1. Serve as a link to the Policy Committees, parent committees, grantee and delegate agency governing bodies, public and private organizations, and the communities they serve;
2. Assist Policy and Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights and opportunities in Early Head Start or Head Start and to encourage their participation in the program;
3. Assist Policy and Parent Committees in planning, coordinating and organizing program activities for parents with the assistance of staff; ensuring that funds set aside from program budgets are used to support parent activities and;
4. Assist in recruiting volunteer services from parents, community residents, and organizations; assist in the mobilization of community resources to meet identified needs.

Parent Representative to the Oregon Head Start Association Mission Statement

The purpose of the Parent representative to the Oregon Head Start Association (OHSA) is to keep Head Start parents up-to-date on legislative matters and to bring Head Start parents from across the state together.

“We, the parents of Head Start children from the State of Oregon, being interested in the educational welfare of children and the well being of the family unit, dedicate ourselves to keep informed and be involved in local, state, and national issues.”

What is an OHSA Parent Representative?

1. Parents from different Head Start programs around the State of Oregon are elected to be a State Parent Representative.
2. Parents work on issues and concerns relating to:
 - A) Public Relations
 - B) Family Assistance
 - C) Educational Matters
3. Parents are kept informed about state, regional, and national levels of Head Start issues.
4. Parents receive trainings on decision making, leadership, and group process skills.

Duties and Responsibilities of OHSA Parent Representatives

1. Serving as a representative for one (1) or two (2) years term limit.
2. To attend meetings three (3) per year for three (3) days) and provide a written and/or oral report to Policy Council meetings.
3. To work as a liaison between your program and the state level on issues that concern your program.
4. To be reliable, consistent, and dedicated to Head Start.

Parent Representative for Friends of Head Start in Lane County

Purpose

To have an active voice in the Head Start community in local, state, and national levels. Provide support to Head Start of Lane County and to be the community connection for people wanting to maintain their involvement with Head Start.

Duties of the Policy Council Representative for Friends of Head Start in Lane County (FHSILC)

1. Shall be a member of the FHSILC Board of Directors.
2. Shall attend monthly Policy Council meetings and report back to FHSILC Board of Directors and general membership.
3. Shall have no voting rights on the Policy Council.
 - a. In case of absence by the Policy Council Representative, the Alternate would attend the meetings in the Friends behalf.
 - b. The term limit shall be two-one year terms for a total of two years.

Head Start of Lane County Terms

(Additional terms you may hear around Head Start)

<i>70.2</i>	The Federal Regulations that tell us what Policy Council and Parent Committees are supposed to do.
<i>DHS/CWP</i>	(Administration for Children and Families) the federal agency responsible for monitoring Head Start funds and programs throughout the country. It is part of another federal agency, Health & Human Services (HHS).
<i>Ad hoc Committee</i>	A temporary committee assigned a specific task.
<i>Advisory Committee</i>	Any group which acts in an advisory manner rather than a policy making manner.
<i>Agency</i>	When we use the term we usually mean the Head Start organization serving all of Lane County.
<i>By-laws</i>	The common rules agreed upon by an organization under which it operates. The Board of Directors and the Policy Council operate under their own set of By-Laws.
<i>Career ladder</i>	That part of the agency's career development plan that includes job descriptions and salaries for each level of employment.
<i>CDA</i>	(Child Development Associate) A new professional category of childcare specialists who have basic competencies to assume primary responsibility for the classroom.
<i>CWP</i>	Child Welfare Program. Handles child abuse reports and related follow-up.
<i>Center Committee</i>	A committee composed of all parents who have children enrolled in a particular Head Start classroom that works with teachers and other staff to determine what kind of education and learning experiences children will receive.
<i>DST</i>	Direct Service Team. The staff located in classrooms.
<i>FA</i>	Family Service Staff person assigned to families in our program.
<i>Federal Regulations</i>	Rules which Head Start has to follow.
<i>Grant</i>	The amount of money we receive from the federal government every year to run Head Start (money provided to conduct a specific program which is described in a proposal).
<i>Grantee</i>	A public or private agency which receives a grant to conduct a particular program itself, or may give some of the money to a delegate agency to run part of the program.
<i>Head Start</i>	A federally funded comprehensive pre-school program for low-income families.

	Head Start programs are all over the country.
<i>In-kind</i>	Parents volunteering their time and/or donating materials which add up to 20% of Head Start's grant each year. Volunteer Hours and donated money equal dollars which help run the program each year.
<i>IFSP</i>	Individual Family Service Plan which outlines goals and services for children with special needs.
<i>In-service Training</i>	An on-going job-related learning experience for Head Start employees which takes place during employment hours.
<i>LAC</i>	Leadership Advisory Council. This consists of management personnel and meets bi-weekly.
<i>Needs Assessment</i>	A community survey in which data is gathered on the specific needs of the low income families in the community.
<i>Oregon Head Start</i>	Funded by Oregon Department of Education. Purpose is to provide a forum for staff, managers and parents to gather, share ideas and return to their programs with updated information.
<i>Organizational Chart</i>	This chart shows who supervises who.
<i>OHSA</i>	Oregon Head Start Association.
<i>Performance Standards</i>	A set of federal rules which tells Head Start programs what they have to do.
<i>Personnel Policies</i>	A written set of rules that tell the employees of Head Start of Lane County what to expect from their employment.
<i>Performance Improvement Plan</i>	Used for staff that require specific indicators and timelines to measure improvement in those areas identified.
<i>Program Self Assessment</i>	Process used by Head Start programs to determine whether or not they have met all the Performance Standards and Federal Regulations.
<i>Point of Order</i>	Correcting a mistake that is against the rules of the organization.
<i>Policy Council (PC)</i>	Council set up at the Grantee level with at least 50% of the members as parents of Head Start children currently enrolled in the Grantee Head Start program, plus representatives of the community. The PC establishes the goals of Head Start programs and ways to meet such goals within HHS guidelines, and develops the plans to use all the community's resources in Head Start.
<i>Poverty Index</i>	A federal table of eligibility of families by size of income and number of dependents.
<i>Pre-Service Training</i>	An orientation and introduction to the general goals and objectives of Head Start, as well as the more specific plans of a particular Head Start agency for the coming year.

<i>Private Non-Profit</i>	An agency which does not try to earn a profit for its operators and which is not under the control of the government. Head Start of Lane County is a private non-profit agency.
<i>Program Analyst</i>	A federal employee from Seattle who evaluates and provides help to Head Start of Lane County.
<i>Program Policy</i>	Rules which are made by the Board of Directors and/or Policy Council for staff and parents to carry out.
<i>Quorum</i>	The number of members that need to be present at a meeting if the meeting is to count.
<i>Reimbursement</i>	If a parent spends his/her own money on childcare or travel connected with Policy Council activities, he/she will be supplemented by Head Start.
<i>RA</i>	Regional Assistant. The support clerical person for a region.
<i>RM</i>	Regional Manager. The person who supervises Direct Service Teams (DST).
<i>Region X</i>	The Region of the country which includes Washington, Idaho, Alaska, and Oregon. Region X headquarters are in Seattle, Washington. Pronounced <i>Region Ten</i> .
<i>SSCBT</i>	Social Services Competency Based Training. A credentialing program for Family Service Workers.
<i>Supplemental grant</i>	Is money that a Head Start program gets in addition to their regular grant. It is a "one time only" grant.
<i>USDA</i>	United States Department of Agriculture. They pay for the majority of the food we serve to Head Start children.
<i>Work Plan</i>	The road map used to implement service delivery.

Parent Reimbursements for Childcare and/or Travel Expenses

Not Reimbursed

Activities such as family activity events, publicity, center meetings, community outreach, parent education programs, *etc.*, will *not* be reimbursed.

Reimbursed

Activities such as Self-Assessment, Policy Council Meetings, Committee Meetings and Policy Council Training meetings *will* be reimbursed. The Friends of Head Start of Lane County liaison is entitled to reimbursement for attending Policy Council meetings.

Childcare reimbursement:

1. For Eugene/Springfield, South Lane, Junction City, Marcola and Veneta:
1 - child \$7.50

2-3 children \$12.40

4+ children \$17.50

2. For Florence and Oakridge

1-3 children \$22.50

4+ children \$27.50

3. Committee - \$2.00

4. Hiring Committee - \$2.50/per child/per hour

Children over the age of 12 will not be eligible for childcare reimbursement unless the child has a disability requiring care.

Reimbursed with Approval

There is reimbursement, with a limit up to \$30, for activities related to parent involvement or for certain types of trainings. You must submit requests for training to the Policy Council Executive Committee for approval before attending. These must be preapproved by the Policy Council Executive Committee, with notes taken of the approved expense.

Childcare/Travel Expense

On-site childcare will be provided for family activity events. Childcare for Policy Council activities will be supplemented as decided by the current Policy Council and the availability of Policy Council funds. Whenever possible, representatives should utilize free childcare volunteers. The supplemental reimbursement form only applies to official Policy Council activities (agency committees, Policy Council committees, recognition event, conferences, hiring panels).

Policy Council meetings are business meetings and not an ideal place for children. The rooms are not childproof and there are no toys or materials for children. Only nursing infants can attend with their parent. If you are having trouble finding childcare, ask your Family Service Staff person about information on evening care providers.

No children over the age of one will be allowed to attend Policy Council meetings. In the event a child is in attendance the parent may be asked to leave due to a variety of reasons (safety, disruption to meeting).

Concern/Feedback Procedures for Resolving Complaints

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, Regional Manager, Consultants, Board of Directors Chairperson or other members of the Board of Directors.

3. A written response will be prepared by the Director outlining action taken and given to parent/community members 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 Board of Directors Executive Committee for final resolution of the concern through a written request to the Policy Council Chairperson.

This complies with Head Start Performance Standard 45 CFR Section 1305.50.

(Please see the next page for a copy of the Written Concern Form.)

Written Concern Form

NAME: _____ SITE: _____

PHONE #: _____ DATE: _____

DESCRIPTION OF CONCERN:
(Please include date of incident and people involved.)

POSSIBLE SOLUTION/S TO THE PROBLEM:

SIGNATURE:

	Date Received	Signature
P/C REPRESENTATIVE:		
DIRECTOR:		
MEETING DATE:		
RESPONSE MAILED: (Attached)		

Head Start of Lane County Program Calendar

2011/12 Program Calendar Monday-Thursday Schedule

PC Approved: June 14, 2011
Board of Directors Approved: Aug 16, 2011

August 2011					September 2011					October 2011					November 2011				
M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F
1	2	3	4	5				1♠	2♠							1	2	3	4
8	9	10	11	12	5H	6♠	7♠	8♠	9♠	3	4	5	6	7	7	8	9	10	11H
15	16	17	18	19	12★	13	14	15♠	16♠	10	11	12	13	14	14	15	16	17	18
22	23	24	25	26	19♠	20♠	21♠	22♠	23♠	17	18	19	20	21	21	22	23	24H	25H
29♠	30♠	31♠			26♠	27	28	29	30	24	25	26	27	28	28	29	30		
										31									
December 2011					January 2012					February 2012					March 2012				
M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F
			1	2	2H	3♠	4★	5	6			1	2	3				1	2
5	6	7	8	9	9	10	11	12○	13○	6	7	8	9	10	5	6	7	8	9
12	13	14	15○	16	16H	17	18	19	20	13	14	15	16	17	12	13	14	15	16
19*○	20*○	21*○	22*○	23*○	23	24	25	26	27	20H	21	22	23	24	19	20	21	22	23
26H	27○	28○	29○	30○	30	31				27	28	29			26○	27○	28○	29○	30○
April 2012					May 2012					June 2012					July 2012				
M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F
2	3	4	5	6		1	2	3	4					1	2	3	4H	5	6
9	10	11	12	13	7	8	9	10	11	4♠	5	6○	7	8	9	10	11	12	13
16	17	18	19	20	14	15	16	17○	18○	11	12	13	14	15	16	17	18	19	20
23	24	25	26	27	21	22	23	24	25	18	19	20	21	22	23	24	25	26	27
30					28H	29	30	31		25	26	27	28	29	30	31			
○ = PD Staff First/Last day: September 6, January 3, June 8					♠ = No FD kids, FD staff report: Aug 29 -Sept 9, Jan 3, June 4														
H = Holiday—Program closed Sept 5, Nov 11, 24-25, Dec 26, Jan 2, 16, Feb 20, May 28, July 4					♠ = PD staggered start: September 15-23										Contact Days: Total 132 days Sept: 7 days Oct: 17 days Nov: 17 days Dec: 9 days Jan: 15 days Feb: 16 days Mar: 13 days April: 17 days May: 17 days June: 4 days				
★ = FD First Day: Sept 12, Jan 4					○ = PD kids First / Last Day September 26, Dec 15, Jan 3, June 6					PD = Part Day FD = Full Day									
○ = Parent/Teacher conference, No PD kids, PD staff report: Jan 12, 13 / May 17, 18					* = Program closed (winter break: 1 week) December 19-23														
● = Parent/Teacher conference, No FD kids, FD staff report: Jan 13, May 18					○ = Part day closed (winter break: 2 weeks) December 19-30; spring break: March 26-30)														

Policy Council By-Laws

Revised: July 2011

Article I: Name

The name of this organization will be the “Head Start of Lane County Policy Council.” Hereafter known as Policy Council.

Article II: Purpose

The purpose of the Policy Council shall be to implement the Head Start Policy Manual (70.2) dated August 10, 1970. The Policy Council is to serve as a go-between among public and private organizations, the Grantee (Head Start of Lane County), the communities served by Head Start, and the families in the Head Start program. Appropriate training and technical assistance shall be provided to members of the policy council to ensure that members understand the information they receive and can effectively oversee and participate in the programs of the Head Start Agency.

Article III: Membership

Section A: Eligibility

1. Membership of the Policy Council will be made up of:
 - a. 51 percent current Parent representatives;
 - b. Community representatives;
 - c. Friends of Head Start of Lane County Representative
 1. The Friends representative is limited to two, one year term limits.
2. Members will not have a conflict of interests with supporting the Policy Council and Head Start.

Section B: Selection

1. Each HS classroom shall elect two (2) Parent representatives to serve for a period of ONE (1) YEAR.
2. Each Early Head Start classroom and Home Base shall have one (1) Parent representative to serve for a period of ONE (1) YEAR.
3. Each Community Childcare program shall have one (1) Parent representative to serve for a period of ONE (1) YEAR.
4. Community representatives can be former Head Start parents or members of the communities served by Head Start. All Community representatives must submit a written request and be approved by the Policy Council before they can be seated, for a period of two years.
5. Friends of Head Start of Lane County Policy Council representative will be elected by the Friends group. The Friends representative can serve two, one year terms.

Section C: Voting Rights

1. All regularly elected parent and community representatives will serve in a voting capacity. Each regular representative will have a maximum of one vote. During the transition period when the outgoing and incoming Policy Council members are meeting together, old and new voting members will vote on each agenda item, including election of officers.
2. Friends of Head Start of Lane County liaison is a non-voting member.
3. When there is no quorum, members who have attended two out of the last three meetings shall have the right to vote by phone or e-mail. Written material will be received seven days prior to the vote, including a date for casting vote by phone or e-mail.
4. Policy Council meetings are open to the public and attendees are subject to Head Start policies on confidentiality. All members are asked to sign confidentiality forms once appointed to the Policy Council. Non Policy Council members may be asked to leave when confidential matters are being discussed at the Council's discretion.
 - a. New Hire recommendations will not be mailed due to confidentiality.
 - b. If a member has attended two of the last three meetings, a vote can be cast by mail or e-mail if received by the Executive Assistant by the day of the meeting. Election votes by email and phone will be recorded and kept with the minutes.

Section D: Termination of Membership

1. A member of the Policy Council will be voted on for termination (by a two-thirds (2/3) vote of Policy Council members present) if he/she is absent from two (2) consecutive meetings without a legitimate reason or has missed three (3) meetings in one year without a legitimate reason.

Section E: Removal

1. If a member cannot attend a meeting, notification must be made to Head Start prior to 5:00pm. If the absence was due to an emergency, a call must be placed to the Head Start staff within 48 hours after the scheduled Policy Council meeting. A telephone call must be made in order to have the absence excused. The Policy Council Executive Committee has the authority to determine the legitimacy of an excuse.
2. Any officer, member of this Policy Council, or state representative who fails to perform their duties as outlined in these by-laws can be removed by a two-thirds (2/3) vote of the Policy Council members present at the meeting.
 - a. Policy Council Secretary will notify Family Service staff of non attendance by classroom representative. Family Service staff will follow up with representative or initiate new election process.
 - b. Policy Council Secretary will notify member after the third missed meeting that due to failure to attend monthly meetings the position will be open for re-election.
 - c. Members will be given the opportunity write a rebuttal statement. Such written rebuttals will be given to the Policy Council Executive Council to resolve.

Section F: Resignation

1. A member shall give the Executive Committee a written statement of resignation. If a member verbally informs the Chairperson that he/she is resigning, the Chair should inform the Policy Council of his/her intent to resign.

Section G: Vacancy

1. When a Parent representative position is vacated, the affected classroom will elect a new representative.

Section H: Nepotism

1. No one can serve on the Policy Council while he/she or any member of their immediate family is employed by Head Start of Lane County due to potential conflict of interest and confidentiality problems.
 - a. The following positions are exempt from this provision: Substitute Food Service Worker, Substitute Classroom Food Service Worker, Substitute Bus Drivers, Classroom Aides.
 - b. The definition of immediate family will be the following: wife, husband, son, daughter, mother, father, brother, sister, grandparents, grandchildren, partner sharing a home, or relative by marriage of comparable degree (in-laws). This may extend to other relationships if conflict of interest and confidentiality are in jeopardy.

Section I: Duties

1. The duties of all members of this Policy Council are as follows:
 - a. Attend meetings regularly.
 - b. Arrive on time for all Policy Council meetings.
 - c. Arrive on time for all Committee meetings including participation on staff interview panels.
 - d. Actively participate in meetings by reading the agenda and being aware of the matters at hand.
 - e. Participate in regular information sharing, including but not limited to: monthly financial statements, monthly program information summaries, program enrollment reports, monthly reports of meals and snacks provided through programs of the Department of Agriculture, financial audits, annual self-assessments, communitywide strategic planning and needs assessment of the Head Start agency, and communication and guidance from the Department of Health and Human Services.
 - f. Read and keep copies of Policy Council and Committee minutes.
 - g. Stay aware of the Council's purpose, plan and progress. Make and plan monthly reports back to Center meetings, as well as report information and concerns from the center meeting to Policy Council.
 - h. Participate in program design, operation, long- and short- term planning goals and objectives.
 - i. Must approve and submit to the governing body program personnel policies and decisions regarding the employments of program staff, including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.
 - j. Consider all sides of a matter before voting.
 - k. Debate the issues, not the people.
 - l. Accept and support all decisions made by the majority of the Policy Council.
 - m. Comply with the Code of Conduct.

- n. Share legislative information with parents at the site.
2. Code of Conduct. As a member of the Policy Council I will:
- a. Listen carefully to my teammates and the constituents I serve.
 - b. Respect the opinions of my fellow members.
 - c. Respect and support the majority decision of the Policy Council.
 - d. Keep well informed of developments that are relevant to issues that may come before the Policy Council.
 - e. Participate actively in Policy Council meetings and actions.
 - f. Attempt to interpret the needs of the constituents to the organization.
 - g. Call to the attention any issues I believe will have an adverse effect on the organization or our constituents.
 - h. Refer constituent complaints to the proper level on the command chain.
 - i. Always work to learn more about the Policy Council member's job and how to do the job better.
 - j. Represent Head Start of Lane County in a professional manner at all times (meetings, conferences, trainings, etc)

As a member of the Policy Council I will not:

- a. Be critical, in or outside of the Policy Council meeting, of fellow members or their opinions.
- b. Discuss the confidential proceedings of the Policy Council outside the meeting.
- c. Bring children to Policy Council meetings.

Section J: Quorum

- 1. A quorum for the conducting of business will consist of no less than eleven (11) members during the months of November-April and no less than five (5) members during the months of May-October.
- 2. This quorum will apply to all regular Policy Council meetings and any special Policy Council meetings.
- 3. When quorum is not reached, representatives that have attended two out of the last three meetings shall have the right to vote by phone. The Policy Council Secretary will call in order to reach quorum.
- 4. Quorum for the Executive Council will consist of no less than 2/3's of the Executive Officers. When quorum is not reached, an officer who attended the last Executive meeting may vote by phone.

Article IV: Officers

Section A: Officers

- 1. The Policy Council shall elect a Chairperson, Vice-Chairperson, Secretary, Treasurer, Parliamentarian and a Historian/Assistant Secretary.
- 2. Community representatives who have been former Head Start parents may hold any office.

Section B: Election and Term of Office

1. Officers will be elected by a majority vote at the November Policy Council meeting.
2. Officers shall serve from December to November.
3. Any officer can run for office the following year, provided they have not already served three years on Policy Council.
4. If an officer resigns or is removed from his/her office, an election will be held at the Policy Council meeting after the official resignation announcement or removal process is voted upon.

Section C: Common Duties of Officers

1. Attend all Policy Council meetings.
2. Attend all Executive meetings and assigned sub-committees.
3. Study and follow By-Laws.
4. Be familiar with Robert's Rules of Order and Parliamentary procedures, as utilized in the agency.

Section D: Description of Offices

1. *Chairperson*
 - a. Shall preside at all Policy Council meetings.
 - b. Shall refrain from entering into debates during the Policy Council meeting.
 - c. Shall extend every courtesy possible.
 - d. Shall call special meetings, when necessary.
 - e. Shall open and close all meetings.
 - f. Shall explain each motion before it is voted upon.
 - g. Shall vote only to break a tie except in cases where he/she has made a nomination for an election in which case the Vice-Chairperson becomes the tiebreaker.
 - h. Shall be available to Policy Council members for questions pertaining to the Head Start program.
 - i. Shall form Ad-Hoc committees as needed.
 - j. Shall be a member of Policy Council at least one year, if possible.
2. *Vice-Chairperson*
 - a. Shall preside in the absence of the Chairperson or whenever the Chairperson temporarily vacates the Chair.
 - b. Shall be responsible for calling together and presiding over the Executive committee meetings.
 - c. Shall be responsible for calling together and presiding over, when necessary, the joint Executive Committee (Board of Directors and Policy Council).
 - d. Shall be the Policy Council representative to the Board of Directors.
3. *Secretary*
 - a. Shall keep a record of members' attendance.
 - i. Shall notify Family Advocate of absent representatives by means of written/verbal warning following second absence.
 - ii. The Secretary shall be given updated Family Advocate information.
 - b. Shall make calls to representatives informing them of Policy Council meetings or activities.
 - i. The Secretary shall be given updated representative contact information.

- c. Shall keep a record of all Policy Council minutes.
 - d. Shall e-mail Family Advocates a short summary of the monthly Policy Council meetings.
4. ***Treasurer***
- a. Shall be responsible to the Policy Council and staff for the accounting and monthly reporting of the Policy Council budget, federal and non-federal funds.
 - b. Shall keep an accurate accounting system, including proper documentation for expenses (receipts) and write childcare reimbursement checks on a weekly basis.
 - c. Shall be the Chairperson of the Budget Committee.
 - d. Shall, and must be, bondable.
 - e. Shall be a member of the Parent Activity Fund-raising Committee.
 - f. Shall ensure applications for funding and amendments approved by the policy council and governing board.
 - g. Shall have all budget planning for Policy Council expenditures, including policies for reimbursement and participation in policy council activities approved and submitted to the policy council and governing board.
5. ***Parliamentarian***
- a. Shall be unbiased regarding the matters being discussed at meetings.
 - b. Shall be able to define the By-laws of the Policy Council and advise the Council on these as necessary.
 - c. Shall be aware of the format desired by the Chairperson at meetings and assist in keeping within the format.
 - d. Shall be responsible for time limitations for guests and other speakers.
 - e. Shall be the Chairperson of the By-laws Committee.
6. ***Historian/Assistant Secretary***
- a. Shall gather and organize information to form a permanent record of Head Start activities during the year they hold office.
 - b. Shall be a member of the Events committee.
 - c. Shall act as Secretary in the absence of the Secretary at regular Policy Council meetings.

Article V: Parent Representative to the Oregon Head Start Association

Section A: State Representative

Two State representatives are elected to fill a one-year and two-year term limit. The following year the two-year representative moves to the one-year term.

- a. The two-year State representative shall be elected at the October Policy Council meeting.
- b. At least one parent with a child currently in Head Start.

- c. An alternate may be elected to attend in the absence of a primary representative.

Section B: Duties and Responsibilities

1. One State representative will serve two years. In year two, the State representative becomes the one-year representative and will assist the new two-year State representative.
2. Attend regularly scheduled State meetings (occurring the first W-F of November, February and May) and report issues to the Policy Council.
3. Work as a liaison between the local program and the State Association.
4. Attend all scheduled meetings and trainings.
5. Provide a written or verbal report to Policy Council after each State meeting.

Section C: Region X and National Head Start Association Conference Election and Cash

1. Members who have attended a conference within the three-year term limit do not qualify for election.
2. Notification of pending conferences will be given in advance to the Policy Council.
3. Nominations will be asked for one month prior to election.
4. Nominee can vote for self one time if the Council determines more than one member will attend the same conference.
5. Ballots will be counted by individuals' not in nomination and will be saved by the Executive Administrative Assistant for the remainder of the program year.

The cash outlay for any conference or training relating to Head Start, which is approved by the Policy Council, will be handled as follows for designated representatives:

1. Transportation, lodging and per diem will be determined by the program.
2. Designated representatives shall receive an allotment for childcare at the rate set by Policy Council.
3. Additional expenses incurred are the responsibility of the person attending the conference and will not be reimbursable by Policy Council or agency funds. Examples include: airport extended parking, hotel phone bills, mini-bar use, room service, movie rental, etc.
4. The Executive Committee will contact the conference attendees to schedule time on the Council agenda.

Article VI: Committees

Section A: Committees with Policy Council Members.

Note: staff can attend as support but cannot vote on these committees.

1. **Executive Committee.** The purpose of this committee is to prepare the agenda and order of business and to send the agenda and invitations to appropriate persons.
 - a. The Executive committee shall be composed of the officers (other members who wish to attend, may).
 - b. The Vice-Chair is the presiding officer.
 - c. The Treasurer and one other officer must be bondable.
 - d. This committee shall meet at least two weeks prior to the Policy Council meeting.
 - e. This committee shall meet with staff to obtain information as needed for reports.
 - f. This committee shall review and comment prior to presentation to Policy Council in the following areas:

- i. Request for funds.
 - ii. Proposed work-plans.
 - iii. All other applicable matters.
 - g. Shall be appropriate role models for the Policy Council.
 - h. Out-going Executive committee will assist in training of new officers. (See Article IV Offices, Section C)
2. **By-Laws Committee.** The purpose of this committee is to review and recommend changes to the by-laws.
 - a. The committee shall interpret the by-laws when questions arise.
 - b. This committee is also responsible for making sure that amendments are rewritten into the by-laws on a yearly basis.
 - c. By-laws will be reviewed at least once a year.
 - d. This committee shall be chaired by the Parliamentarian.
3. **Budget Committee.** The purpose of this committee is to set up the annual Policy Council budget and make changes to the budget as needed.
 - a. The budget shall be presented to Policy Council for final approval.
 - b. This committee shall be chaired by the Treasurer.
 - c. Budget planning for Policy Council expenditures, including reimbursement policies.
4. **Events Committee.** The purpose of this committee is to organize and supervise volunteers for special events happening throughout the year, with board approval. This committee is open to all Head Start parents.
 - a. The committee shall participate in accordance with the Recruitment Action Plan.
 - b. Shall stay apprised of current events in and out of the program and report to the Policy Council.
 - c. The Historian shall be a member representing Policy Council.
5. **Parent Activity Fund Raising.** The purpose of this committee is to coordinate Policy Council fund raising to raise parent activity dollars.
 - a. Members of this committee will serve from November to November.
 - b. This committee will meet monthly and as needed.
 - c. The Chairperson of this committee will be elected by Policy Council annually at the November meeting.
 - i. Responsibilities of the Chairperson
 - A. Give Treasurer detailed ledger for the previous month at the monthly meeting.
 - B. Contact Treasurer within 48 hours of receiving funds via phone or in person to make arrangements to relinquish funds.
 - C. Verify monthly reports and deposits with Treasurer.
 - D. Must provide receipt to any person for money received.
 - ii. Responsibilities of the Treasurer
 - A. To be available to receive funds from Chairperson.
 - B. Verify monthly reports and deposits with Chairperson.
 - C. Make deposits for fund-raising dollars.

Section B: Committees with Policy Council and Staff

1. **Personnel/Hiring Committee.** The purpose of this committee is to act in advisory capacity to Policy Council regarding approvals or disapproval of hires, promotions or terminations (with the exception of probationary staff). To act in an advisory role regarding staff performance improvement plans that may lead to termination. To assist in the recruitment of parents to participate on hiring interview panels for staff (not to include temporary/substitute staff). This committee will consist of:
 - a. Policy Council representatives.
 - i. The Policy Council will elect the regional representatives.
 - ii. Representatives will serve a one-year term from November to November.
 - iii. A regional representative cannot serve on a performance improvement plan if they are from the same region or know the person involved.
 - iv. The Policy Council Secretary will be the non-voting Chairperson unless there is a tie vote.
 - b. This committee is responsible for:
 - i. Providing recommendations and reports to Policy Council as a whole regarding the termination of employees (with the exception of probationary staff).
 - ii. Acting as the point person to Policy Council in asking questions regarding personnel matters.
 - iii. Assisting with the recruitment of parents to participate on interview panels. Parent participant comments will be provided to Policy Council during the approvals of new hires.
 - A. Parent participants on interview panels are supplemented childcare costs at \$2.50 per hour, per child.
 - B. No parent shall participate in an interview of an immediate family member as defined in Section H, (b).
2. **Personnel Committee** meetings involving a performance improvement plan* are closed to everyone except the designated member, the immediate Supervisor and Human Resources. The Human Resources Director will designate a committee member to participate in evaluation of a specific plan. *A performance improvement plan is a document, in the nature of a contract, by which the employer documents performance deficiencies and both parties agree what measures are taken to eliminate those deficiencies.

All committee members will receive training on legal matters and confidentiality.
3. **Program Self Assessment committee.** The purpose of this committee is to assess the quality of Head Start services to program participants. To ensure compliance with all Federal Head Start Performance Standards and to discuss the findings of the self-assessment, parent and staff survey results and to make recommendations for improvements.
 - a. This committee will be a joint committee consisting of Policy Council, Board of Directors, staff and community members.
4. **ERSEA Committee** (Eligibility, Recruitment, Selection, Enrollment and Attendance). The purpose of this committee is to assure full enrollment in the Head Start of Lane County program.
 - a. The goals of this committee are to:

- i. Develop a recruitment plan.
 - ii. Develop a policy for selection and enrollment.
 - iii. Develop a policy for timely registration for new enrollees.
 - iv. Develop a policy for attendance requirements.
 - v. Submit Council recommendations to the board for approval.
 - b. These meetings will be approximately two (2) hours per month at a date and time set by the committee.
5. **Curriculum Committee.** The purpose of this committee is to evaluate and recommend curriculum programs for Head Start of Lane County.

All in-kind reimbursement forms for the above committees needs to be submitted within three (3) business days or notify an Executive Officer or Executive Administrative Assistant if unable to submit the physical form.

Article VII: Meetings

Section A: Regular Meetings

1. Regular Policy Council meetings will be held on a monthly basis. The dates will be determined by the current Policy Council.

Section B: Special Meetings

1. Special meetings of the Policy Council may be called by a majority of the Executive Committee. All special meetings shall be called by the Chairperson at least forty-eight (48) hours in advance of said meeting.
2. Any member of the Policy Council may request that the Executive Committee call a special meeting.

Section C: Notices

1. Written notices shall be mailed to each Policy Council member at least five (5) days prior to the date of each regular meeting. The mailing will include:
 - a. An agenda for the meeting.
 - b. Minutes from the previous month's meeting.
 - c. Supporting documents requiring approval.

Article VIII: Compensation

Section A: Compensation

Members shall serve without compensation as such, but shall be entitled to reimbursement of expenses incurred on behalf of and at request of the program.

Section B: Activities not reimbursed

Activities such as family activity events, publicity, center meetings, community outreach, parent education programs, etc., will not be reimbursed.

Section C: Reimbursed Activities

1. Activities such as Self-Assessment, Policy Council Meetings, Committee Meetings, and Policy Council Training meetings will be reimbursed. The Friends of Head Start of Lane County liaison is entitled to reimbursement for attending Policy Council Meetings. The supplemental reimbursement form only applies to official Policy Council activities (agency committees, Policy Council committees, recognition event, conferences, hiring panels).
2. For Eugene/Springfield, South Lane, Junction City, Marcola and Veneta: 1 child \$7.50, 2-3 children \$12.40, 4+ children \$17.50. For Florence and Oakridge 1-3 children \$22.50, 4+ children \$27.50
3. Parents attending National and Regional training are entitled to per diem for transportation, lodging and meals. Childcare is supplemented at a flat rate of \$30 a day.
4. Oregon Head Start Association representatives are entitled to per diem for transportation cost, lodging and meals. Childcare is supplemented at a flat rate of \$30 a day.
5. Committees \$2.00 per meeting
6. Hiring Committee- \$2.50/per child/per hour
7. **Children over the age of 12 will not be eligible for childcare reimbursement unless the child has a disability requiring care.**

The current Policy Council will determine childcare rates. On-site childcare will be provided for family activity events. Childcare for Policy Council activities will be supplemented as decided by the current Policy Council and the availability of Policy Council funds.

Article IX: Amendments of the By-laws

1. These by-laws may be amended by sending a copy of the proposed amendments to each Policy Council member at least one (1) week before the meeting.
2. Policy Council may debate an amendment before its adoption.
 - a. Amendments must be approved by a two-thirds (2/3) vote of the members present at the Policy Council meeting.
 - b. Policy Council By-Laws must be approved by the governing board.
3. These by-laws must be reviewed at least once a year and be re-written annually to include new amendments.