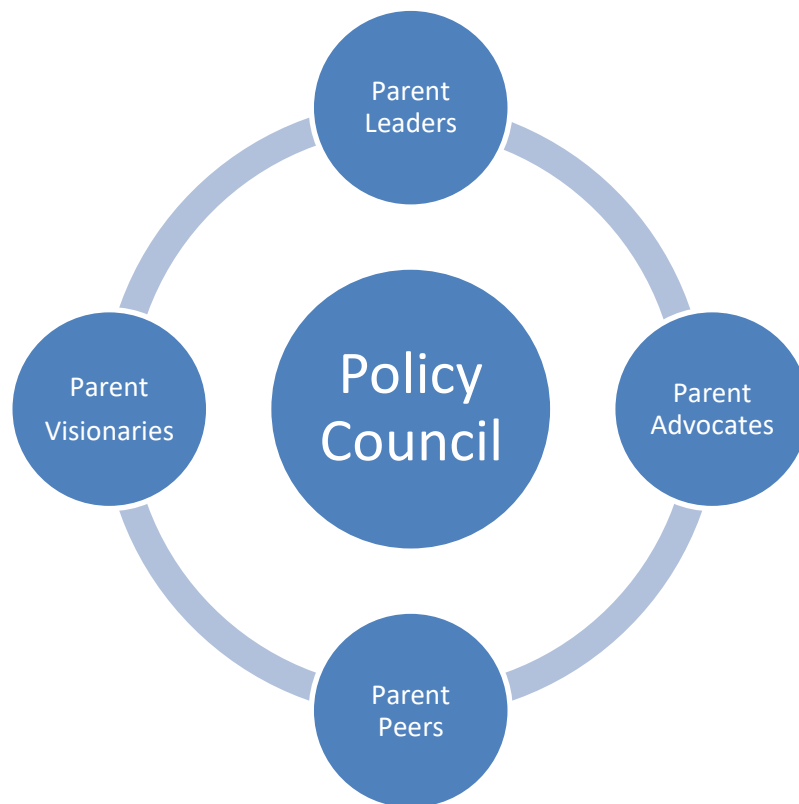


# HEAD START of LANE COUNTY Policy Council Handbook

2020-2021

## Head Start / Early Head Start

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## Who's Who

Grantee Name (Agency)	Head Start of Lane County
Address	221 B Street – Springfield – OR – 97477
Phone / Fax	541-747-2425 / 541-747-6648
Board of Director Chair	Katherine Moyer
Executive Director	Annie Soto
Head Start / Early Head Start Director	Marci Gaston
Human Resources Director	Tim Rochholz
Finance Director	Alissa King
Operations Director (oversees facilities)	Charleen Strauch
Education/Disability Consultant	Kerry Holmes
Family Service/Community Partnership Consultant	Karla Snell (Council support)
Health/Nutrition Consultant	Val Haynes
Food Service Manager	Caroline Weber
Transportation Manager	Jim Barrowcliff
Information Technology Manager	Mel Stiner
Executive Administrative Assistant / Volunteer Coordinator /	Sami Allen (Council support)

***Tentative 2020-2021 Policy Council Meeting Schedule***  
***6:00-9:00pm***  
***Whiteaker Head Start Center***  
***21 North Grand, Eugene***  
***Unless otherwise noted on the monthly agenda***

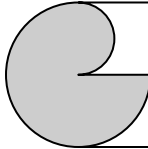
Tuesday, November 10, 2020  
 Tuesday, December 8, 2020  
 Tuesday, January 12, 2021  
 Tuesday, February 9 2021  
 Tuesday, March 9, 20201  
 Tuesday, April 13, 2021  
 Tuesday, May 11, 2021  
 Tuesday, June 8, 2021  
 No July meeting  
 Tuesday, August 10, 2021  
 Tuesday, September 14, 2021  
 Tuesday, October 12, 2020  
 Tuesday, November 9, 2021 (completed one-year term)

*If you are unable to enter from the front doors drive around to the playground parking lot and enter through the playground door to the cafeteria*



***Head Start...***

Is a comprehensive and innovative child development program  
Is a comprehensive family development program  
Is an anti-poverty program  
Is a child advocacy program  
Is a jobs program  
Is parent training  
Is community oriented  
Is a health program  
Is a nutrition program  
Is a catalyst for social change and changes the lives of people  
Is a grassroots movement  
Is responsive to the needs of its clients  
Is family oriented  
Is people helping people  
Is flexible  
Is based on locally-assessed community needs  
Is a source of local resources  
Is cost effective  
Is parent engagement  
Is a self-help program  
Is a mental health program  
Is crisis intervention support  
Is a human services program  
Produces intellectual gains  
Goes into the home for visits and to connect  
Improves self-concept and family well-being  
Uses volunteers to match federal dollars  
Removes racial, cultural and ethnic barriers  
Knows parents are the true educators of their children  
Is hope and success  
Provides opportunities for peer support  
Involves mothers and fathers alike  
Provides translation services  
Encourages the idea of life-long learning



## Table of Contents

Head Start Fast Facts .....	6
The Role of Policy Council Representatives.....	9
Part 1301 — Program Governance.....	9
Policy Council Representative Job Description.....	12
Giving Your Time to Head Start & the Policy Council Budget.....	13
Policy Council Meetings.....	14
<i>Ground Rules</i> .....	15
<i>Sample Policy Council Agenda</i> .....	16
Running the Meeting .....	18
Concerns and Complaints .....	22
Policy.....	22
Procedure.....	22
More to Being a Policy Council Representative .....	23
Policy Council Bylaws.....	25
Article I: Name .....	26
Article II: Purpose and Functions .....	26
<i>Section A: Purpose</i> .....	26
<i>Section B: Functions</i> .....	26
Article III: Membership .....	27
<i>Section A: Eligibility</i> .....	27
<i>Section B: Selection</i> .....	27
<i>Section D: Voting Rights</i> .....	28
<i>Section E: Notification of Absences; Termination of Membership for Unexcused Absences</i> .....	28
<i>Section F: Removal</i> .....	29
<i>Section G: Resignation</i> .....	29
<i>Section H: Vacancy</i> .....	29
<i>Section I: Nepotism</i> .....	29
<i>Section J: Duties</i> .....	29
<i>Section K: Quorum</i> .....	31
Article IV: Officers .....	31
<i>Section A: Officers</i> .....	31

<i>Section B: Election and Term of Office</i> .....	31
<i>Section C: Common Duties of Officers</i> .....	32
Article V: Parent Representative to the Oregon Head Start Association .....	33
<i>Section A: State Representatives</i> .....	33
<i>Section B: Duties and Responsibilities</i> .....	33
<i>Section C: Region X and National Head Start Association Conference Election and Cash</i> .....	34
Article VI: Committees /Social Media Platforms .....	34
<i>Section A: Committees with Policy Council Members</i> .....	34
<i>Section B: Committees with Policy Council and Staff</i> .....	35
Article VII: Meetings .....	37
Section A: Regular Meetings.....	37
Section B: Special Meetings.....	37
Section C: Notices .....	37
Section D: Confidentiality; Open Meetings .....	38
Article VIII: Compensation .....	38
Section A: Compensation.....	38
Section B: Activities not reimbursed.....	38
Section C: Reimbursed Activities .....	38
Article XYV: Policy Council Non-Federal Funds.....	39
Section A: Policy Council Events and Activities .....	39
Section B: Request of Funds from Sites .....	39
Article IX: Amendments of the Bylaws .....	39

## Head Start Fast Facts

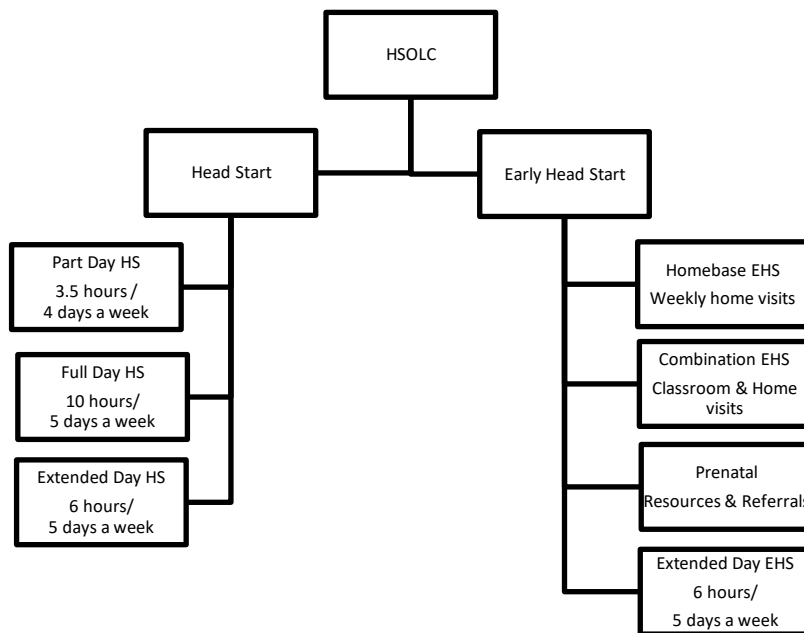
Head Start has served millions of children since 1965, growing from an eight-week demonstration project to include full day/year services and Early Head Start for infant/toddler. Currently, Head Start is administered by the Administration for Children and Families (ACF) in the Department of Health and Human Services. Head Start serves over a million children and their families each year in urban and rural areas in all 50 states, the District of Columbia, Puerto Rico and the U.S. territories, including American Indian, Alaskan Native and Migrant/Seasonal communities. Early Head Start (EHS), for low-income pregnant women and families with infants and toddlers up to age 3, has 1,027 programs which provide EHS child development and family support services in all 50 states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands.

The Region Office, Region X (10) oversees all Oregon, Washington, Idaho and Alaska Head Start/Early Head Start programs. The Region is a resource for Head Start training needs, policy clarification and guidance.

Oregon has 31 Head Start programs, and 20 Early Head Start programs. Over 11,000 children are enrolled state-wide. Oregon PreKindergarten provides state funded Head Start/Early Head slots and follows the same Performance Standards as the Office of Head Start.

Head Start of Lane County (HSOLC) serves over 1,000 children. Services are offered in: Eugene/Springfield, Florence/Mapleton, South Lane, Junction City and Oakridge. Early Head Start serves Eugene/Springfield, Oakridge and South Lane County. HSOLC offers six options to address community needs.

Fact!  
Head Start is a  
55 year success  
story



A set of core values helped build the foundation of Head Start’s success

- Recognize that the Head Start community (families, staff, community) have roots in many cultures. By working together we can effectively promote respectful, sensitive and proactive approaches to diverse issues.
- Basic health needs are met and healthy habits established that enhances lifelong well-being.
- Empowerment occurs when program governance is a shared responsibility and when ideas and opinions of families are heard and respected.
- Respect that everyone learns differently and individualize services to ensure the most success for Head Start/Early Head Start child and family.
- Build and foster community relationships that extends opportunities for networking and resource sharing
- Develop a continuum of care, education and services that provide stable, uninterrupted support to children and families for lifelong learning
- Establish a supportive learning environment for children, parents and staff.

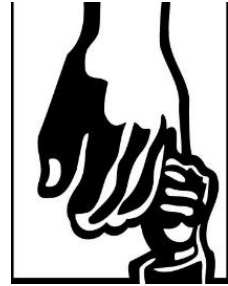
Head Start of Lane County believes:

- Children are more likely to be successful in school when their basic needs of food, housing and health are addressed.
- In order to begin reading and other academic tasks children must gather meaning from the world and develop habits of observation, questioning and listening.
- Young children are active learners who learn best by exploring their environments and engaging in activities that are concrete and relevant.
- Safe and healthy families are a shared community responsibility.
- HSOLC is committed to providing resources for staff to pursue ongoing professional and personal development.
- Parents are a child’s first and most influential teacher. Information about children is crucial in planning meaningful and relevant experiences and activities that address children’s strengths, interest and development.
- Each child and family should expect to see themselves reflected in the program through diverse staff, curriculum, and other materials and activities that are sensitive to the culture, language, development and abilities of each child and family.
- Partnership in the community is essential to ensure smooth transitions to school and accessibility and availability of needed services.

You, as the parent, observe, guide, promote and participate in the everyday learning of your children at home and in your community. Your role on Policy Council is one way to advance your learning and

interest in education, receive training and other experiences that support your parenting, career and life goals.

To make an impact we have to work together to build strong relationships that support information sharing, and access to information that is understandable and meaningful to you. There are at least six levels you can be involved in:



1. Center level: Family activity events gives every parent the chance to share and learn about child development, engage in activities or classes that are of interest to parents in that classroom and to further you and your child's school readiness. Policy Council members are elected at this level and serve as the link between the Center and Policy Council.
2. Policy Council level: Elected parents represent the parents at the Center level at Policy Council meetings. Policy Council membership must be 51 percent currently enrolled parents. Community members are elected by the Policy Council. Policy Council membership is limited to five-one year terms.
3. Executive Policy Council level: Policy Council Officers and Head Start support staff meet to set agendas and discuss program services, needs, and issues as they relate to children and families. Items move forward to Policy Council for action and approvals.
4. Policy Council Committee level: Policy Council has its own committees that parents on and off the Council can be a part of. These committees have special interest to the Policy Council and are detailed in the by-laws section.
5. Head Start Committee level: Head Start is required to have a Recruitment and Curriculum committee with parent representation. Policy Council elects two parents to sit on each committee and report back to Policy Council the activities and decisions made. The Hiring committee interviews potential employees. All Head Start/Early Head Start parents are encouraged to sit on an interview panel to gain insight into good and poor interview techniques for employment. This committee must be exclusive to currently enrolled families.
6. Oregon Head Start Association level: Two Policy Council Representatives are elected to represent HSOLC parents at the state level. Parents attend three State meetings, trainings that focus on your development of financial security, parenting skills and other interest areas.

***As a Policy Council member you have made a decision to influence the future direction of Head Start of Lane County***



## The Role of Policy Council Representatives

As a chosen leader you will learn about how Head Start/Early Head Start (HS/EHS) operates, the mandates we have to follow and internal policies and procedures to ensure we meet or exceed Federal Performance Standards. Performance Standards are the guidelines that all HS/EHS programs must meet. How each program meets the Performance Standard is individualized to the need and resources of their community. Policy Council members will have many opportunities for direct involvement in:

- Promoting school readiness for preschoolers
- Decision-making in planning, and operating the program
- Developing and planning activities for parent and family engagement
- Advocating for Head Start and early childhood education in Lane County

*Performance Standards are the guidelines that all HS/EHS programs must meet.*

Policy Council is responsible for program design and operations, long and short term goals, approving hire recommendations, policies, funding applications and activities that support school readiness, and parent and family engagement.

The Board of Directors has ultimate responsibility for the financial health and welfare of the Agency. Both bodies (Policy Council and Board) work towards the same end – providing a high quality birth to five early childhood program for Lane County. The Head Start Act 2007 and Performance Standard 1301 outline the governance role of the Policy Council.

## Part 1301 — Program Governance

### §1301.1 Purpose.

An agency, as defined in part 1305 of this chapter, must establish and maintain a formal structure for program governance that includes a governing body, a policy council at the agency level and policy committee at the delegate level, and a parent committee. Governing bodies have a legal and fiscal responsibility to administer and oversee the agency’s Head Start and Early Head Start programs. Policy councils are responsible for the direction of the agency’s Head Start and Early Head Start programs.

### §1301.2 Governing body.

(a) Composition. The composition of a governing body must be in accordance with the requirements specified at section 642(c)(1)(B) of the Act, except where specific exceptions are authorized in the case of public entities at section 642(c)(1)(D) of the Act. Agencies must ensure members of the governing body do not have a conflict of interest, pursuant to section 642(c)(1)(C) of the Act.

(b) Duties and responsibilities.

(1) The governing body is responsible for activities specified at section 642(c)(1)(E) of the Act.

(2) The governing body must use ongoing monitoring results, data on school readiness goals, other information described in §1302.102, and information described at section 642(d)(2) of the Act to conduct its responsibilities.

(c) Advisory committees.

(1) A governing body may establish advisory committees as it deems necessary for effective governance and improvement of the program.

(2) If a governing body establishes an advisory committee to oversee key responsibilities related to program governance, it must:

- (i) Establish the structure, communication, and oversight in such a way that the governing body continues to maintain its legal and fiscal responsibility for the Head Start agency; and,
- (ii) Notify the responsible HHS official of its intent to establish such an advisory committee.

**§1301.3 Policy council and policy committee.**

(a) Establishing policy councils and policy committees. Each agency must establish and maintain a policy council responsible for the direction of the Head Start program at the agency level, and a policy committee at the delegate level. If an agency delegates operational responsibility for the entire Head Start or Early Head Start program to one delegate agency, the policy council and policy committee may be the same body.

(b) Composition.

(1) A program must establish a policy council in accordance with section 642(c)(2)(B) of the Act, or a policy committee at the delegate level in accordance with section 642(c)(3) of the Act, as early in the program year as possible. Parents of children currently enrolled in each program option must be proportionately represented on the policy council and on the policy committee at the delegate level.

(2) The program must ensure members of the policy council, and of the policy committee at the delegate level, do not have a conflict of interest pursuant to sections 642(c)(2)(C) and 642(c)(3)(B) of the Act. Staff may not serve on the policy council or policy committee at the delegate level except parents who occasionally substitute as staff. In the case of tribal grantees, this exclusion applies only to tribal staff who work in areas directly related to or which directly impact administrative, fiscal, or programmatic issues.

(c) Duties and responsibilities.

(1) A policy council is responsible for activities specified at section 642(c)(2)(D) of the Act. A policy committee must approve and submit to the delegate agency its decisions in each of the following areas referenced at section 642(c)(2)(D)(i) through (vii) of the Act.

(2) A policy council, and a policy committee at the delegate level, must use ongoing monitoring results, data on school readiness goals, other information described in §1302.102, and information described in section 642(d)(2) of the Act to conduct its responsibilities.

(d) Term.

- (1) A member will serve for one year.
- (2) If the member intends to serve for another year, s/he must stand for re-election.
- (3) The policy council, and policy committee at the delegate level, must include in its bylaws how many one-year terms, not to exceed five terms, a person may serve.
- (4) A program must seat a successor policy council, or policy committee at the delegate level, before an existing policy council, or policy committee at the delegate level, may be dissolved.

(e) Reimbursement. A program must enable low-income members to participate fully in their policy council or policy committee responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members.

**§1301.4 Parent committees.**

(a) Establishing parent committees. A program must establish a parent committee comprised exclusively of parents of currently enrolled children as early in the program year as possible. This committee must be established at the center level for center-based programs and at the local program level for other program options. When a program operates more than one option, parents may choose to have a separate committee for each option or combine membership. A program must ensure that parents of currently enrolled children understand the process for elections to the policy council or policy committee and other leadership opportunities.

(b) Requirements of parent committees. Within the parent committee structure, a program may determine the best methods to engage families using strategies that are most effective in their community, as long as the program ensures the parent committee carries out the following minimum responsibilities:

- (1) Advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families;
- (2) Have a process for communication with the policy council and policy committee; and
- (3) Within the guidelines established by the governing body, policy council or policy committee, participate in the recruitment and screening of Early Head Start and Head Start employees.

**§1301.5 Training.**

An agency must provide appropriate training and technical assistance or orientation to the governing body, any advisory committee members, and the policy council, including training on program performance standards and training indicated in §1302.12(m) to ensure the members understand the information they receive and can effectively oversee and participate in the programs in the Head Start agency.

**§1301.6 Impasse procedures.**

(a) To facilitate meaningful consultation and collaboration about decisions of the governing body and the policy council, each agency's governing body and policy council jointly must establish written

procedures for resolving internal disputes between the governing board and policy council in a timely manner that include impasse procedures. These procedures must:

- (1) Demonstrate that the governing body considers proposed decisions from the policy council and that the policy council considers proposed decisions from the governing body;
- (2) If there is a disagreement, require the governing body and the policy council to notify the other in writing why it does not accept a decision; and,
- (3) Describe a decision-making process and a timeline to resolve disputes and reach decisions that are not arbitrary, capricious, or illegal.

(b) If the agency's decision-making process does not result in a resolution and an impasse continues, the governing body and policy council must select a mutually agreeable third party mediator and participate in a formal process of mediation that leads to a resolution of the dispute.

(c) For all programs except American Indian and Alaska Native programs, if no resolution is reached with a mediator, the governing body and policy council must select a mutually agreeable arbitrator whose decision is final.

## **Policy Council Representative Job Description**

The Policy Council representative job description outlines the purpose, qualifications and tasks of the Council member and reflects the importance HSOLC places in this position.

1. Purpose:
  - a. To participate in the process of making decisions about the nature and operation of Head Start of Lane County.
2. Qualifications:
  - a. Must be a parent of a currently enrolled child in HSOLC and be elected by parents in the same Center.
  - b. A community representative must be approved by the Council.
3. Representatives Cannot:
  - a. Be an employee or have a family member employed by HSOLC.
  - b. Have served on any Policy Council more than five years.
4. Tasks:
  - a. Attend new Council orientation (October)
  - b. Attend monthly Policy Council meetings (2<sup>nd</sup> Tuesday of the month, 6pm-9pm)
  - c. Share in the decision-making process for the Agency.
  - d. Help other parents in your Center know their rights, responsibilities and opportunities.
  - e. Encourage parents to engage in school readiness and advocacy activities for their child and self.
5. Operating Responsibility:
  - a. Establish and maintain procedures for hearing and working with HSOLC to resolve community complaints about the program.
  - b. Approve or disapprove the following:

- i. Procedures relating to program planning
  - ii. The recruitment / selection and enrollment plan
  - iii. The reimbursement rate for Policy Council members
  - iv. The numbers and members of Policy Council and the methods of recruiting and selecting them
  - v. Agency policies (new/revised), including shared governance, resolving internal disputes, employment, personnel policies, handbooks and labor contracts
  - vi. Hire recommendations, promotions and terminations (except probationary staff)
  - vii. Funding applications and amendments
  - viii. The self-assessment plan and grantee improvement plan
- c. Other Responsibilities:
- i. Serve as a link between public, private and local organizations, the Board of Directors and the community served.
  - ii. Initiate suggestions and ideas for program improvements
  - iii. Promote Head Start/Early Head Start in public and private settings
  - iv. Assist in the coordination of parent/family engagement activities

In addition there are some personal characteristics to consider as a Council member:

- Ability to listen, analyzes, think clearly and creativity; work well with individual people and groups.
- Come prepare for and attend Council and committee meetings. To ask questions, take responsibility and follow through on given assignments.
- Willingness to develop new skills, recruit new members and other volunteers.
- Possess honesty, sensitivity to and tolerance of differing views.
- Concern for the organizations development and financial health.
- A sense of humor.

### **Giving Your Time to Head Start & the Policy Council Budget**

The Federal government requires Head Start's to provide 20 percent of its total grant in contributions from parents and the community. The time you give visiting your classroom, joining committees or donating materials is called "In-kind". The time or "in-kind" you give is valued at:

- Home Visit 16.31/hr
- Home Tutorial 16.31/hr
- Classroom Visitors or volunteers 16.31/hr
- Office volunteers 16.31/hr
- Board Members 40.75/hr
- Policy Council Members 16.31/hr
- Advisory Committees 16.31/hr

As an example, attending a three hour Policy Council meeting the in-kind or contribution value is \$49.93 or \$587.16 for 12 months of service as a Policy Council Representative (3 hrs x 12 months x 16.31/hr).

## **Policy Council Meetings**

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. We strongly encourage only nursing infants and disabled children attend with their parent if no alternative childcare is available. If you have trouble finding childcare, ask your teacher for help. A meal is provided at each Council meeting and translation service is available.

Council members are reimbursed some costs for attending meetings and planning sessions. Though childcare is not provided on-site, you will receive a supplemental reimbursement for childcare and mileage depending on the number of children and the distance of travel. The reimbursement rates are determined by the Policy Council and available funds.

All in-kind reimbursement forms needs to be submitted within three (3) business days for reimbursement or notification to the Executive Administrative Assistant if unable to submit the physical form in that time frame. Only Policy Council related work or involvement on a Head Start /Policy Council Committee is eligible for reimbursement. The reimbursement rate for attending Policy Council meetings and related committees is:

Childcare reimbursement rate:

- Eugene, Springfield, South Lane, Junction City, Marcola, Lowell, Pleasant Hill and Veneta areas:
  - \$7.50 – 1 child
  - \$12.50 – 2-3 children
  - \$17.50 – 4+ children
- Florence, Oakridge
  - \$22.50 – 1-3 children
  - \$27.50 – 4+ children

Transportation reimbursement rate:

- Eugene, Springfield areas \$4.00
- South Lane, Junction City, Marcola, Lowell, Pleasant Hill and Veneta areas \$8.00
- Florence and Oakridge areas \$14.00

The reimbursement rate for attending a Head Start or Policy Council Committee meeting:

- \$2.50 per hour per child. Mileage still applies to Florence and Oakridge if traveling outside that area.

The reimbursement rate for attending Hiring Committee (interviewing potential employees)

- \$3.00 per hour per child. Mileage still applies to Florence and Oakridge if traveling outside that area.

When you travel or attend a conference or training on behalf of Head Start of Lane County the costs for registration, hotel, meal and a flat rate of \$30 day for childcare is given to you. This is called “per diem.” In the event you are unable to attend the training, meeting, conference, etc. it is expected that you return the money (per diem) to Head Start of Lane County.

The Policy Council budget allocates other dollars as shown below:

<b>Description</b>	<b>2020-2021 Budget</b>
Childcare/ Mileage	\$6,900
PC Training (new members – Oct)	\$625
Policy Council Recognition	\$1,500
State Meeting (3 meetings, 2 parents)	\$3,100
PC Leadership Training (exe officer training)	\$300
Historian Supplies	\$25
Miscellaneous	\$50
<b>Total budget</b>	<b>\$12,500</b>

Policy Council meetings are open to the public and held monthly (second Tuesday of the month) except for July. However, only Policy Council members are allowed to vote on action items. Policy Council meeting ground rules are:

### *Ground Rules*

1. The Chair runs the meeting
2. There must be quorum (a certain number of people – see by-laws for details) in order for business to be conducted.
3. Show up on time and read the packet in advance.
4. Before speaking, raise your hand to be recognized by the Chair; speak loud enough so others can hear you.
5. Debate the issue, not the person.
6. Encourage others to speak; be respectful and listen to others.
7. Summarize or restate a point. Ask for clarification.
8. Consider other perspectives and be creative in problem-solving.
9. Inform Council support staff if unable to attend monthly meeting.
10. Share information from the Policy Council with other parents.
11. Represent HSOLC in a professional manner.
12. If you resign, let us know so we can fill the vacant spot.

Remember....

1. 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 form.
5. Ownership and personal accomplishments will be felt.

You will receive an information packet through the mail in advance of the Policy Council meeting. It will contain the monthly agenda, previous month's notes, or minutes (official record of the Policy Council's activities and decisions) budget and other material to help you make an informed decision. It is not always possible to give information in advance so the agenda design allows for "action at the meeting" and "action at a future meeting" to give Policy Council time to review, consider and ask questions before moving forward with the action. The agenda is the Chairperson's guide for conducting business.

### *Sample Policy Council Agenda*

The agenda will list the time, date and location of the monthly meeting. The Council typically meets the second Tuesday of the month from 6-9pm at the Whiteaker Head Start Center. The information packet is mailed at least five days in advance of the meeting. If there is a change in location, time or date it will be noted on the agenda. If you are not receiving your packet please inform the Council support staff person to verify your mailing address.

In order to make an informed decision it is important that you read the materials in advance of the meeting. Being prepared will have a direct impact on the Council's ability to conduct business.



**Head Start Of Lane County  
Policy Council Agenda  
October 8, 2018**

**6:00-8:00**

**Whiteaker Head Start Center  
21 North Grand, Eugene**

**Dinner: Chicken & Cheese Burrito**

<p><b>Items for Information/ Temas informativos</b></p> <p><b>Open Comment Announcements</b></p> <ol style="list-style-type: none"> <li>1. <b>Good News Moments / Agenda Review / Momentos de buenas noticias/ revisión de la agenda/orden del día</b></li> <li>2. <b>Committee Report: Board of Directors</b></li> <li>3. <b>Receive New School Readiness Goals</b></li> <li>4. <b>Review/Approve Federal Five Year Grant Application</b></li> <li>5. <b>Discuss October Parent Chat on October 10 Discuss October New Council Training on October 24</b></li> </ol>	<p>Loren FiField</p> <p>Loren FiField</p> <p>Kerry Holmes</p> <p>Andi Kemp</p> <p>Sami Allen</p>	<p>15 min</p> <p>05 min</p> <p>20 min</p> <p>20 min</p> <p>10 min</p>
<p><b>Consent Group – Items for Action (approve as one group item)</b> <i>Grupo de aprobación – Temas a tomar acción (a ser aprobados en conjunto)</i></p> <ul style="list-style-type: none"> <li>• September Minutes</li> <li>• Budget/credit card expenditures / <i>Presupuesto mensual/gastos de la tarjeta de crédito</i></li> <li>• <i>Program Report</i></li> </ul>	<p>Loren FiField</p>	<p>05 min</p>
<p><b>Items for Action at this Meeting (approve one at a time)</b> <i>Temas a tomar acción en esta junta (a ser aprobadas uno a la vez)</i></p>		
<p><b>BREAK</b></p>		
<p><b>Items for Action at Next Meeting (no approval. Review time before next meeting. Placed into Consent group for approval on the next agenda. If there is a concern, the item can be pulled from the consent group vote) / Temas a tomar acción en una junta futura (no aprobación necesaria. Tiempo para revisarla antes de la próxima junta. Puesto en el grupo de aprobación en la siguiente agenda. Si hay alguna discrepancia, el tema se puede sacar del grupo de aprobación)</b></p> <ol style="list-style-type: none"> <li>1. Review New Policy: Site Safety</li> </ol>	<p>Sami</p>	<p>05 min</p>
<p><b>Executive Session/ Sesión ejecutiva</b></p> <ol style="list-style-type: none"> <li>1. Approve Recommendations for Hire / <i>Aprobar las recomendaciones para contratación</i></li> </ol>		

## Running the Meeting

The Policy Council meeting is run by Policy Council Executive Officers. These positions are elected by the Council: Chair, Vice-Chair, Parliamentarian, Historian, Treasurer, and Secretary. The Executive Council is supported by Head Start staff: Executive Director, Family Service Consultant and Executive Administrative Assistant. Other staff may attend depending on topics and guest speakers asked to present information. Since these are public meetings other interested community members may attend but they will be asked to leave the room when confidential information is discussed.

Parliamentary procedures are used to run meetings. This process helps meetings run smoothly, maintain order and ensure each member is given equal time and consideration for input. Common terms you will become familiar with are:

<i>Term</i>	<i>Definition</i>	<i>Term</i>	<i>Definition</i>
Abstain	Not voting one way or another	Adjourn	End the meeting
Adopt	To okay or accept	Agenda	The topics and business for the monthly meeting
Amendment	Changing a motion either to improve, enlarge its intent or make it more understandable	Appeal	To question the decision of the chairperson and ask the group to change it.
Appoint	To place someone in a job or position	By-laws	The rules the group has agreed to follow and the goals of the organization.
Call to Order	Ask for meeting to begin or get back on topic	Caucus	Meeting outside the regular meeting to work on plans, policies, etc.
Chair	The position held by the group's leader	Committee	A small group that reviews/reports on a special task assigned to them. The committee can make recommendations
General Consensus	Approval by the group. If even one member objects a vote must be taken.	Majority Opinion	The decision of more than half of the voting members
Motion	A proposal for action	Nominate	To recommend a person for election to office
Pending	Still "up in the air" and undecided.	Personal Privilege	Calling attention to a need, like opening a window
Point of Information	Asking for more information before making a decision.	Pro tem	Temporary

<b>Term</b>	<b>Definition</b>	<b>Term</b>	<b>Definition</b>
Proxy	Permission is given (usually in writing) by one absent member for another member to vote in his/her name.	Question	A motion that is under consideration with a vote to be take on it.
Recess	A short break	Rescind	To take back, withdraw
Resolution	Usually a policy statement being suggested to the group for approval	Second	Support for a motion. Before a group can move on a action (motion), it must have two people in favor before moving to a vote.
Standing Committee	A committee that goes year-round.	Special Committee (Ad Hoc)	A committee selected to handle a single task or event.
Sub-committee	A small group of the larger committee who takes an issue and reports back to the committee for a final decision.	Suspending the By-laws	Making an exception to the Policy Council by-laws with approval. This is temporary in nature.
Tabled	Topic needs to be continued at the next meeting	Unanimous vote	Everyone votes the same way
Veto	To turn down (no vote) on a motion or idea		

Confidentiality is one of the Agency's core values. Use the "Need to Know" test to make sure you do not breach confidentiality. Does the person you are talking with *Need to Know*. Not...

- ~ Would it be fun to know
- ~ Would it be convenient to know
- ~ Would it be interesting to know
- ~ Would it be exciting to know
- ~ Would the tabloids be interested in it

But, does the person *Need to Know* this sensitive information in order to do his/her job for HSOLC. When in doubt, practice caution and do not share. Seek guidance from a fellow Policy Council member or Head Start staff.

Now that you have some language to build upon, let's consider the act of making a "motion" – a proposal for action. When you make a motion there are some things to consider:

1. Is your motion clearly and simply worded?
2. Is your motion stated so it is easily understood?
3. Is your motion brief and to the point?
4. Is there specific action?
5. Does the motion focus on a single issue or are issues being confused?

If you answer no to any of these questions, change your motion. A sample of the voting process is:

1. *Recognition.* Raise your hand to get the Chairperson's permission to speak.
2. *Motion.* Offer your recommendation to the rest of the group.  
*"I move we have a spring picnic."*
3. *Seconded.* To support the idea two people are needed. The second person would say  
*"I second the motion for a spring picnic."*
4. *State the Motion.* The Chairperson restates the motion to ensure everyone is clear what action is being approved.  
*"It has been moved and seconded to have a spring picnic."*
5. *Discussion.* The Chair asks for any further discussion.  
*"Is there any further discussion?"*
6. *Vote.* The Chair calls for a vote. This can be by hand, voice, or written ballot.  
*"All those in favor of having a spring picnic raise your hand and say "yes." All those opposed say no. Any abstaining" (not voting either for or against).*
7. *State the Results.* The Chair announces the vote results.  
*"The motion passes to have a spring picnic."  
"The motion passes with two no votes to have a spring picnic."  
"The motion passes with two no votes and one abstention to have a spring picnic."*

You will know when you have had a productive meeting when:

1. Attendance is regular;
2. Ideas and issues are brought up and action is taken;
3. Group goals are met; and
4. Community needs are being met by the services offered

Here is more Head Start language you may hear during your term as a Policy Council representative:

<b>Term</b>	<b>Description</b>	<b>Term</b>	<b>Description</b>
Agency	When we use the term “Agency” we refer to HSOLC as a whole.	CDA	<u>C</u> hild <u>D</u> evelopment <u>A</u> ssociate. A professional category of childcare specialist
Center committee or Family Activity Events	The classroom level parent meeting or family activity events	Community Assessment	Data is collected on the welfare of Lane County and HS families
DST	<u>D</u> irect <u>S</u> ervice <u>T</u> eams (Head Teachers, Teachers, etc.)	ERSEA (er-sea)	The term used to refer to “ <u>E</u> ligibility, <u>R</u> ecruitment, <u>S</u> election, <u>E</u> nrollment and <u>A</u> ttendance
FSC	<u>F</u> amily <u>S</u> upport <u>C</u> oordinator	Federal Regulations	Rules Head Start must follow
Federal Review	Happens every three years and checks for compliance with Performance Standards	Grantee Improvement Plan (GIP)	Action plan for addressing program deficiencies.
Grant	Money provided to conduct a specific program which is described in the “grant”.	Home Base	Early Head Start Home Base provides services primarily in the home
IFSP	<u>I</u> ndividual <u>F</u> amily <u>S</u> ervice <u>P</u> lan is a plan written with parents and service providers for children with special needs.	LAC	<u>L</u> eadership <u>A</u> dvisory <u>C</u> ouncil – the management group
Oregon PreKindergarten	State funded Head Start/Early Head Start	Organizational Chart	The chart that shows the chain of command
Oregon Head Start Association	A forum for directors, staff and parents to learn through trainings, advocacy and information sharing	Performance Standards	The federal rules which guides HS programs
Personnel policies	Policies that relate to staff only	Performance Improvement Plan (PIP)	Used for staff that requires specific indicators and timelines to measure improvement in defined areas.
Poverty Index	A federal table of eligibility based on family size and income.	Pre-Service	Training and orientation for HSOLC staff prior to the program year
Quorum	The required number of members present at a meeting for actions to be voted upon.	RA	<u>R</u> egional <u>A</u> ssistant – the staff person who supports a region and the Region Manager
Rescind	To withdraw or take back a motion or topic	RM	<u>R</u> egional <u>M</u> anager – the Manager for a region. This person supervises direct service teams (DST).
Region X (10)	The Office of Head Start Region office. Region X covers Oregon, Washington, Idaho and Alaska	Self Assessment	Process used to determine whether or not Performance Standards, policies and state/federal regulations are followed
USDA/ CACFP	<u>U</u> nited <u>S</u> tate <u>D</u> ept of <u>A</u> griculture / <u>C</u> hild <u>A</u> dult <u>C</u> are <u>F</u> ood <u>P</u> rogram. This money pays for the meals served to children and families.	Work-plan	The road map used to link Performance Standards to internal policies and systems

## Concerns and Complaints

The Head Start policy is your guidance if a concern or complaint arises that the Policy Council is asked to be involved in.

### 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. (see [Policy Council Emergency/Special Meeting](#) policy)

Policy Council has other policies to follow to ensure Performance Standards are met and systems are in place to show the work of Policy Council. These are available on the HSOLC web site:

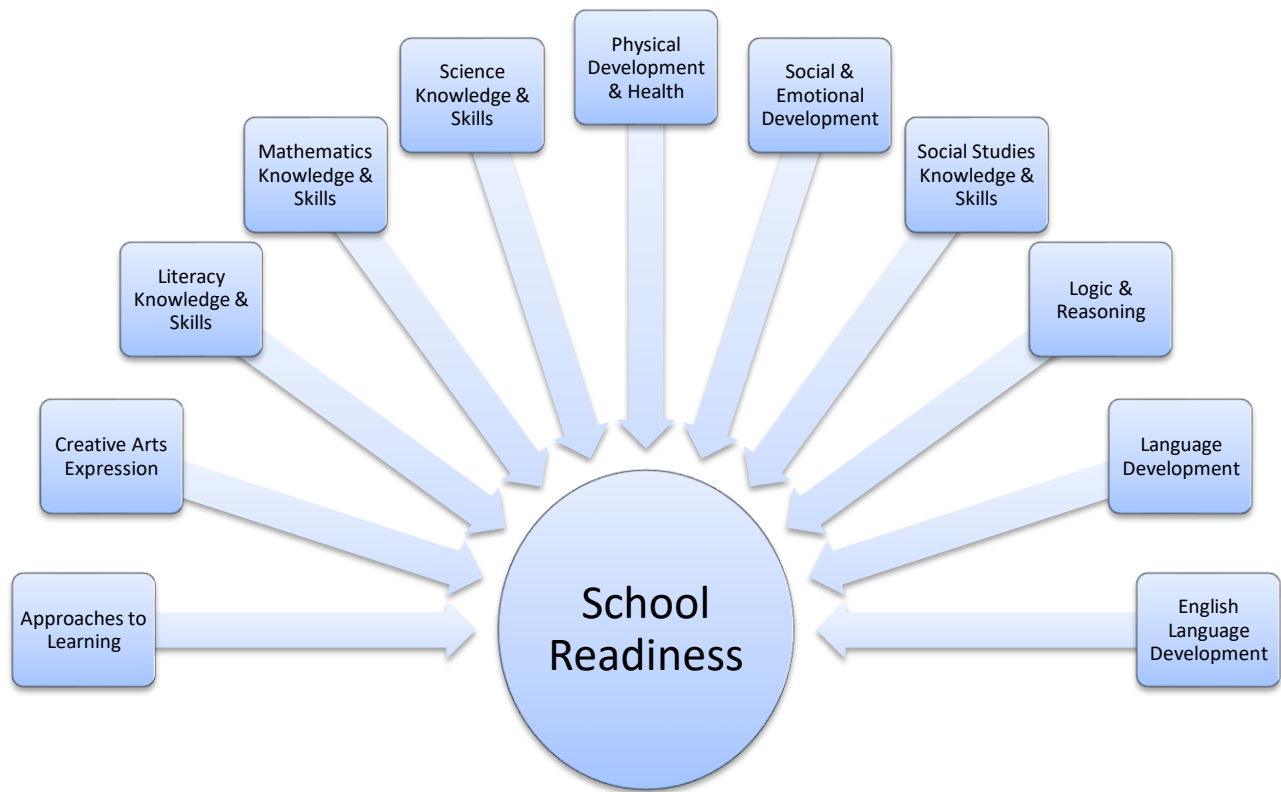
<http://www.hsolc.org>

- [Policy Council Amendment and Suspension of Rules](#)
- [Policy Council Composition](#)
- [Policy Council Concern and Feedback](#)
- [Policy Council Emergency/Special Meetings](#)
- [Policy Council Executive Committee](#)
- [Policy Council Group Meeting Skills](#)
- [Policy Council Limitations on Membership](#)
- [Policy Council Objectives](#)
- [Policy Council Official Duties](#)
- [Policy Council Officers](#)
- [Policy Council Operations](#)
- [Policy Council Provision of Information](#)
- [Policy Council Regular Meeting](#)
- [Policy Council Removal from Office](#)
- [Policy Council Subcommittees](#)
- [Policy Council Termination of Membership](#)
- [Policy Council Vacancies](#)
- [Policy Council Voting](#)

## More to Being a Policy Council Representative

As a spokesperson for the Agency you may be asked to join committees at the local, state and national levels. You may be instrumental in sharing information about school readiness goals and ways to be engaged in a child's education by learning what these terms mean and how it applies across all levels of your family's life and community involvement. You may be the testimony needed to help others understand the importance of early childhood education and that the connections made now travel with you and your child throughout life.

What does school readiness mean to Head Start? There are 11 domains which connect to school readiness:



When you show interest and are involved in your child's learning, asking questions to encourage thinking and problem-solving you are engaging in school readiness. You are also increasing your own awareness about child development and the stage your child is in. You may set a goal that furthers your child's development while complimenting your personal goals – this is all part of school readiness.

Let's consider how simple and easy school readiness is on an everyday basis for you and your child(ren):

<b>School Readiness</b>	<b>Child</b>	<b>Parent</b>
Approaches to learning are skills in completing a challenging or frustrating tasks, following directions, making mistakes and working as a group.	Learning the rules of the classroom. Waiting for his/her turn.	Completing a family partnership plan.
Creative arts and expression can be in the form of dance, music and play. These all support imaginative thinking and self-expression.	Free time to play Singing at circle time Creative painting	Take a dance class Play music while you cook Go to the park with your child
Literacy skills in learning to listen, understanding what is seen or heard and expressing his/her self.	Reading at circle time Books and magazines at child level	Expand your vocabulary, it will enrich conversations and make them more interesting. Use "words of the day" or "juicy words" to help build you and your child's vocabulary.
Math skills includes addition/subtraction, spatial sense, and measurement and time concepts.	Sorting shapes and colors. Comparing sizes (big, small, wide, thin) Counting and take a-ways	Make a plan to save "X" amount of money. Try different shopping techniques to reduce food costs. Sort socks with your child while counting size and color.
Children are natural scientists. Curiosity, exploration and asking questions help child understand the world. Active engagement in observing, exploring, experimenting are the best ways to teach science.	Ask "what if" questions, "what do you think", what do you think will happen next?" Cooking projects, weather projects, gardening	Ask questions. Start a new hobby.
Physical health is learning about keeping your body healthy, making right food choices, and learning a healthier life style.	Tooth brushing Active play Gardening	Exercise and eat right Set examples for your children Learn as a family better ways to reduce/recycle/reuse
Social emotional learning is part of learning cooperation, self-control, independence and building friendships.	Learning how to share feelings with someone else.	Working as a team Volunteering and building your network of professional and personal support Seeking employment
Social studies. Children will learn about and how they relate to others in the world around them. This helps children relate to self, family, neighborhood and beyond.	Stories about other places and people	Share your family history Read stories about other places Vote
Logic and reason is asking questions to help your child reason, consider and come to their own conclusion, right or wrong (unless it is safety related).	Puzzles Water and Sand table	Look at all your choices before deciding Ask for help or guidance Look to peers for support



<i>School Readiness</i>	<i>Child</i>	<i>Parent</i>
Language development (receptive and expressive) includes the ability to comprehend language and the use of the language in communicating with others	Engages in conversations with others. Listens attentively to storytelling. Re-tells a story.	Have conversations with your children Read a book
English Language Development (receptive and expressive) is the development of English language skills for children who speak a home language other than English.	Participates in songs, rhymes and stories in English	Take a class to learn English or other language

Engagement is not limited to your child. Head Start wants to engage with you, as the parent who shares vital information about your child, and, as an individual who has dreams and inspirations for a better life for your whole family.

[Oregon Head Start Association](#) is devoted to advocating for early childhood education at the state and national level. The Association membership is made up of Head Start / Early Head Start Directors, staff and parents. Policy Council elects two parents to attend three State meetings on behalf of HSOLC. The State Parent Representatives share information with Policy Council to continue the exchange of information. This can be a “call to action” to support Head Start at a political level to learning about parenting, financial, emergency preparedness and much more.

By advancing your own interests through education, training and other experiences you support and add to your child’s curiosity about what they want to be when they grow up.

## Policy Council Bylaws

Bylaws are Policy Council’s organization’s operating manual and are meant to help the Policy Council function. They define:

- The size of the Policy Council and how it will function , including roles and duties of officers
- The Rules and procedures for holding meetings, elections, and appointing officers

The by-laws are reviewed annually and given to the Board of Directors for final approval.

## **Policy Council Bylaws**

Revised August 2020

### **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 and Functions**

#### **Section A: Purpose**

The purpose of the Policy Council is to implement Head Start Program Performance Standards, Federal Register 45 CFR, 1301--Program Governance. 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.

#### **Section B: Functions**

The functions of the Policy Council shall include the following:

1. The Policy Council must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following:
  - a. Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start Agency is responsive to community and parent needs.
  - b. Program recruitment, selection and enrollment priorities.
  - c. Applications for funding and amendments to applications.
  - d. Budget planning for program expenditures, including policies for reimbursement and participation in Policy Council activities.
  - e. Bylaws for operation of the Policy Council.
  - f. Program personnel policies and decisions regarding the employment of program staff, including standards of conduct for program staff, contractors and volunteers and criteria for the employment and dismissal of program staff.
  - g. Developing procedures for how members of Policy Council will be elected.
  - h. Recommendations on selection of delegate agencies and the service areas for such agencies.
  - i. Policy Council and Parent Committee reimbursement. Grantee and delegate agencies must enable low-income members to participate fully in their group responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the members; and

- j. Internal dispute resolution. Grantee and the Policy Council jointly must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and Policy Council.jm
2. In addition, the Policy Council must perform the following functions directly:
    - a. Serve as a link to the Parent Committees, Grantee and delegate agency governing bodies, public and private organizations, and the communities they serve;
    - b. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in Early Head Start and Head Start and to encourage their participation in the program;
    - c. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities;
    - d. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs; and
    - e. Establish and maintain procedures for working with the Grantee or delegate agency to resolve community complaints about the program.

**Article III: Membership**

**Section A: Eligibility**

1. Membership of the Policy Council will be made up of:
  - a. Parent Representatives. A minimum of 51 percent of the Policy Council shall be Parent Representatives. Every Parent Representatives must be a parent or legal guardian of a child currently enrolled in EHS/HS;
  - b. Community Representatives. 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, including for example the parents of formerly enrolled children;
2. Members will not have a conflict of interests with supporting the Policy Council and Head Start.
3. Members will be encouraged to enroll in the Central Background Registry.

**Section B: Selection**

1. Each Center will have center representatives from each model (Part-Day, Full Day, Extended Day, Homebase and Early Head Start). Each Center will elect 1-10 representatives. See Center representative chart:

B Street – 2 B Street Extended - 1 Clear Lake – 4 Charlemagne Extended – 1 Danebo Extended - 1  Cesar Chavez Extended - 1	El Camino Del Rio Extended -1 Fairfield – 2 Fairfield EHS Extended - 1 Florence – 2 Howard – 2 Junction City Extended– 2 LCC – 2
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LCC EHS Extended - 1  
Lundy (Lowell) Extended - 1  
Main Street – 2  
Main Street Extended - 1  
Oakridge – 2  
Oakridge HB - 1  
Ross Lane – 1

South Lane EHS – 1  
South Lane ELC – 2  
South Lane Harrison Extended- 1  
Springfield Park – 2  
U of O – 2  
Village – 2  
Whiteaker – 8

2. All Community Representatives must submit a written request and be approved by the Policy Council before they can be seated.

### ***Section C: Term Limits***

Parent and Community Representatives must stand for election or re-election annually. No member may serve more than five, one-year terms on the Policy Council.

### ***Section D: Voting Rights***

1. All Parent and Community Representatives will serve in a voting capacity. Each Parent and Community 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. Action without Meeting
  1. As used in this section, and pursuant to ORS 65.341:
    1. “Electronic” means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic or similar capabilities. ORS 84.004 (5).
      1. “Electronic signature” means an electronic sound, symbol or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record. ORS 84.004 (8).
      2. “Sign” includes an electronic signature.
      3. “Written” includes a communication that is transmitted or received by electronic means.
    2. The action must be evidenced by one or more written consents describing the action taken, and included in the minutes or filed with the corporate records reflecting the action taken. Such consent shall have the same force and effect as a unanimous vote of the Policy Council.

### ***Section E: Notification of Absences; Termination of Membership for Unexcused Absences***

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.
2. If a member cannot attend a meeting, prior notice must be given to Head Start. For evening meetings, notice must be given before 5:00pm on the day of the meeting. 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 the

absences.

3. Policy Council Secretary will notify Family Support Coordinator (FSC) of non-attendance by parent representative and when the representative has sufficient absences to be terminated under section E.1.
4. Prior to a vote on termination, the representative will be given the opportunity to write a rebuttal statement. Such written rebuttals will be reviewed by the Policy Council Executive Council. If the Executive Council determines absences were excused and the member is not subject to termination under section E.1. , the Executive Council will so inform the Policy Council. If the Executive Council determines absences were not excused, or the member does not provide a written rebuttal, the Executive Council will so inform the Policy Council.
5. If the Policy Council votes to terminate a Parent Representative under section E.1., Policy Council Secretary will notify FSC and a replacement Parent Representative will be elected from the applicable Center.

#### ***Section F: Removal***

1. Any officer, member of this Policy Council, or state representative who fails to perform his or her duties as outlined in these Bylaws can be removed by a two-thirds (2/3) vote of the Policy Council members present at the meeting.

#### ***Section G: 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 will inform the Policy Council of his/her intent to resign.

#### ***Section H: Vacancy***

1. When a Parent Representative position is vacated, the affected Center will elect a new representative.
2. Should a Parent Representative transfer to a different program or Center they may transfer their Policy Council membership provided there is a vacancy at the new program/classroom.

#### ***Section I: Nepotism***

1. No one can serve on the Policy Council while he/she or any member of his/her immediate family is employed by Head Start of Lane County due to potential conflict of interest and confidentiality problems.

#### ***Section J: 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, community-wide 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 employment 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. All Policy Council members are required to sign statements agreeing to comply with the Code of Conduct. The Policy Council will adopt a Code of Conduct and may amend it from time to time. As of the effective date of these Bylaws, the Code of Conduct is as follows:

“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 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 K: Quorum***

1. For the purpose of transacting the business of the Policy Council at any annual, regular, special, or emergency meeting, a quorum of the Policy Council is necessary.
2. 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.
3. When quorum is not otherwise reached, members that have attended two out of the last three meetings shall have the right to participate in the meeting and vote by phone or other equivalent means of telecommunication. The Policy Council Secretary will contact such members 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, officers who attended the last Executive meeting shall have the right to participate in the meeting and vote by phone or other equivalent means of telecommunication.

#### **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 five 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 these Bylaws.
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 Council support staff of absent representatives by means of written/verbal warning following second absence.
- 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.

#### **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 as needed.



- c. Shall be the Chairperson of the Budget Committee.
  - d. Shall, and must be, bondable.
5. **Parliamentarian**
- a. Shall be unbiased regarding the matters being discussed at meetings.
  - b. Shall be knowledgeable of the Bylaws 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 Bylaws 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 Representatives

1. Two State Representatives shall be elected to represent the Policy Council in the Oregon Head Start Association.
2. A State Representative shall be elected each year at the October Policy Council meeting and will serve a two-year term. The terms of the State Representatives shall be staggered so that one representative begins his/her second year as the other representative is elected.
3. At least one of the two State Representatives shall be a parent with a child currently in Head Start.
4. The Policy Council may elect an alternate to attend Oregon Head Start Association meetings in the absence of a primary State Representative.

### Section B: Duties and Responsibilities

1. Each State Representative will serve two years. In year two, the State Representative will assist the newly elected State Representative.
2. Attend regularly scheduled State meetings (occurring the first Wednesday-Friday 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 his/her 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 individual's 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.
5. Failure to attend a conference or training requires the return of the per diem (transportation / lodging / meals / childcare) to the agency.

### **Article VI: Committees /Social Media Platforms**

#### **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. Members of this committee 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. **Bylaws Committee.** The purpose of this committee is to review and recommend changes to the Bylaws.
    - a. The committee shall interpret the Bylaws when questions arise.
    - b. This committee is also responsible for making sure that amendments are rewritten into the Bylaws on a yearly basis.
    - c. Bylaws 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. This committee shall be responsible for 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 of Directors approval. This committee is open to all Head Start parents.
    - a. The committee shall conduct itself in accordance with the Recruitment Action Plan.
    - b. The committee shall be responsible for staying apprised of current events in and out of the program and report to the Policy Council.
    - c. The committee will support the annual Head Start Family Fishing Day.
    - d. The Historian shall be a member of this committee.

**Section B: Committees with Policy Council and Staff**

1. **Hiring Committee.** The purpose of this committee is to act in an advisory capacity to Policy Council regarding the approval process of hires, reclassified staff or terminations (with the exception of probationary staff).

This committee shall also assist in the recruitment of parents to participate in hiring interview panels for staff (not to include temporary/substitute staff). This committee is responsible to:

- a. Provide recommendations and reports to Policy Council as a whole regarding the termination of employees (with the exception of probationary staff).
- b. Act as the point person to Policy Council with questions related to interviewing practices.
- c. Assist with the recruitment of parents to participate on interview panels.
  - A. Parent participants on interview panels will receive childcare reimbursement at \$3.00 per hour, per child needing care.

- B. No parent shall participate in an interview of an immediate family member as defined in Section H, (b).

**Personnel Committee.** The purpose of this committee is to act in an advisory capacity in Formal Level Two Appeals to the Executive Director (labor/management agreement section 18.3.3)

- a. *18.3.3 Contract Language: "Appeals to Executive Director or his/her representative shall be reviewed within fifteen (15) days of his/her receipt of the appeal. Review will include at least one (1) member of the current Personnel Committee and/or an Executive Member of the current Policy Council. No administrator who performed the formal Level One review shall serve as the representative of the Executive Director."*
- b. This committee will consist of Policy Council representatives.
  - i. The Policy Council will elect a representative from each region.
  - ii. Representatives will serve a one-year term from November to November.
  - iii. The regional representative on a Level Two Appeal cannot be from the same region as staff who brought forth the grievance

All Personnel Committee members will receive training on legal matters and confidentiality from the Human Resources Director.

- 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 of Directors for approval.
  - b. This committee will be a joint committee consisting of Policy Council and staff members.
  - c. 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.
  - a. This committee will be a joint committee consisting of Policy Council, Board of Directors, staff and community members.
  - b. Goals of this committee are to evaluate curriculum use.
  - c. These meetings will be approximately two (2) hours per month at a date and time set by the committee.

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

## Section C: Social Media Platform

1. **Facebook Virtual Parent Chat Group-** The purpose of this group to is provide a safe and positive experience in a private group for HSOLC parents to meet and share with each other.
  - a. Monitors are the primary contacts and manage the Facebook Virtual Parent Chat Group.
  - b. There will be three-five monitors chosen from the currently standing Policy Council.
  - c. At least one monitor will be a Policy Council officer.
  - d. Monitors will ensure user comments follow the rules and guidelines listed on the Facebook page. Other reference points are available to help guide Monitors:
    - i. [HSOLC Social Media policy](#),
    - ii. [HSOLC Code of Conduct policy](#) and
    - iii. [“Using Social Media to Engage Families”](#) guidebook from the Early Childhood National Centers
    - iv. [HSOLC Diversity-Equity Statement](#)
  - e. Monitors can post and delete content, ban users and answer questions. When a question is related to HSOLC services, Monitors will ask HSOLC staff to ensure accurate information is shared.
  - f. New Monitors will be selected from the currently standing Policy Council. The process of selection will be determined at that time.

## Article VII: Meetings

### Section A: Regular Meetings

1. Regular Policy Council meetings will be held on the second Tuesday of the month.

### Section B: Executive Meetings

1. Executive Policy Council meetings will be held the third Thursday of the month.

### 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.

#### **Section D: Confidentiality; Open Meetings**

1. Policy Council meetings are open to the public and attendees are subject to Head Start policies on confidentiality.
2. All members are required 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.

#### **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 the 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 Policy Council Meetings, Committee Meetings, and Policy Council Training meetings will be reimbursed. The supplemental reimbursement form only applies to official Policy Council activities (agency committees, Policy Council committees, recognition event, conferences).
2. Childcare reimbursement rates are as follows for attending monthly Policy Council meetings:
  1. For Eugene/Springfield, South Lane, Junction City, Marcola and Veneta:
    1. 1 child \$7.50,
    2. 2-3 children \$12.40,
    3. 4+ children \$17.50.
  2. For Florence and Oakridge:
    1. 1-3 children \$22.50,
    2. 4+ children \$27.50
3. Mileage reimbursement rates are as follows for attending monthly Policy Council meetings:
  1. Eugene/Springfield \$4.00
  2. Cottage Grove, Creswell, Junction City, Lowell, Marcola, Pleasant Hill and Veneta \$8.00
  3. Florence and Oakridge \$14.00
4. 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.
5. 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.

6. Committees \$2.50 /per child/per hour
7. Hiring Committee- \$3.00/per child/per hour
8. **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 XYV: Policy Council Non-Federal Funds**

Policy Council may run fundraisers to support financial requests from sites as well as to fund Policy Council sponsored events/activities. Fundraising may be in the form of, but not limited to, restaurant fundraisers, Goodwill Inc. truck donation fundraiser, raffles, etc.

Fundraisers must be solely run by parents or volunteers of Head Start of Lane County. HSOLC staff can only provide guidance.

#### **Section A: Policy Council Events and Activities**

Policy Council may host Head Start of Lane County wide events (such as Fishing Day). Policy Council may also host activities such as family nights at sites. Fundraising dollars may be used to host these events. Any funds that are used must first be approved by Policy Council.

#### **Section B: Request of Funds from Sites**

Sites may request use of Policy Council funds to host an event if:

1. The site has been operating for more than 5 years and is closing.
2. The site has to have active participation on Policy Council.

Funds may not exceed more than \$100 from Policy Council. All receipts are required and reimbursement will be made. Funds will be available only upon request, approval by Policy Council and if the budget allows.

#### **Article IX: Amendments of the Bylaws**

1. These Bylaws 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 Bylaws must be approved by the governing board.
3. These Bylaws must be reviewed at least once a year and be re-written annually to include new amendments.