

Related Entries: (Not identified at this time)

By-Laws of the Head Start/Early Head Start Policy Council

Each Head Start agency shall have a policy council responsible for the direction of the Head Start program, including program design and operation, and long- and short-term planning goals and objectives, taking into account the annual communitywide strategic planning and needs assessment and self-assessment.

(1) Name

- (a) The name of this organization shall be the Lee County Head Start/Early Head Start Policy Council.

(2) Purposes and Functions

- (a) The purpose shall be to implement the Federal Head Start Program Performance Standards at 45 Code of Federal Regulation (CFR) 1304.50 regarding Program Governance and Appendix A of the Federal Head Start Program Performance Standards for which this Head Start Policy Council is created. The Policy Council must perform the following functions directly:

1. Serve as a link to the Parent Committees, grantee agency governing bodies, public and private organizations, and the communities in which they serve.
2. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights and responsibilities and the opportunities available in Head Start/Early Head Start and to encourage their participation in the program(s).
3. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensure that funds set aside from program budgets are used to support parent activities (Parent Activity Funds).
4. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
5. Establish and maintain procedures for working with the grantee or delegate agency to resolve community complaints about the program.

- 45 (b) The general functions of the Lee County Head Start/Early Head Start Policy
46 Council, in accordance with Federal Head Start Program Performance
47 Standard at 45 CFR 1304.50, are to work in partnership with key
48 management staff and the governing body to develop, review, and approve
49 the following policies and procedures:
50
- 51 1. All funding applications and amendments to funding applications for
52 Early Head Start and Head Start, including administrative services,
53 prior to the submission of such applications to the Department of
54 Health and Human Services (DHHS).
55
 - 56 2. Procedures describing how the governing body and the appropriate
57 policy group shall implement shared decision-making.
58
 - 59 3. Procedures for program planning, the program's philosophy,
60 long-range goals, short-range goals and objectives of the program.
61
 - 62 4. The composition of the Policy Council and the procedures by which
63 policy group members are chosen.
64
 - 65 5. Criteria for defining recruitment, selection, and enrollment priorities, in
66 accordance with the requirements of 45 CFR part 1305.
67
 - 68 6. The annual self-assessment of the grantee agency's progress in
69 carrying out the programmatic and fiscal intent of its grant application,
70 including planning or other actions that may result from the annual
71 audit and findings from the federal monitoring review.
72
 - 73 7. Program personnel policies and subsequent changes to those
74 policies, including standards of conduct for program staff, consultants,
75 and volunteers.
76
 - 77 8. Decisions to hire or terminate the Early Head Start or Head Start
78 Director and any person who works primarily for the Early Head Start
79 or Head Start Program.
80
- 81 (3) Membership
82
- 83 (a) Composition - At least 51% of the membership of Lee County Head
84 Start/Early Head Start Policy Council shall be comprised of parents of
85 currently enrolled children. All program options, whether center-based or
86 home-based, should be represented proportionate to enrollment.
87 Approximately fourteen (14) representatives should be parents of currently
88 enrolled Head Start children, two (2) representatives should be the parents of
89 currently enrolled Early Head Start children, and one (1) should represent an
90 Exceptional Education student. The remainder of the Policy Council
91 membership may be comprised from the community. The governing body

92 (Lee County School Board) cedes authority to the Policy Council to approve
93 procedures for election of parent members and the selection of community
94 representatives.
95

96 (b) Categories - Membership on this Policy Council shall consist of two (2)
97 categories:
98

99 1. Head Start/Early Head Start Representatives: Parents of currently
100 enrolled children shall be elected to represent classrooms. These
101 representatives shall be elected at parent meetings with Head Start
102 parents voting on this issue. In the event that more than one person at
103 a center meeting would like to be on the Policy Council they may be
104 voted in as an alternate. For business proposed at Policy Council
105 meetings only one vote per classroom shall be counted and the
106 designated representative shall have the said vote. In centers with
107 more than one Early Childhood, Head Start and Exceptional Student
108 Education (ESE) classroom, parent meetings may be held together,
109 with representation from all classrooms in the center. At the beginning
110 of the school year the Policy Council Liaison, previous Policy Council
111 parents, social workers, and social worker assistants, shall strive to
112 attend all initial parent meetings to educate new parents about parent
113 involvement and the Policy Council. In order to have a broad
114 perspective it is the goal to have four parents per zone on the Policy
115 Council. In the event that a representative is unable to make the
116 Policy Council Meeting, every attempt should be made by the
117 representative to contact the Policy Council Liaison or chairperson to
118 let them know of their absence. Following the approval of the minutes,
119 the recording secretary or staff shall send minutes to the Steering
120 Committee and every classroom for posting on their parent bulletin
121 board via e-mail. Every effort should be made to reflect the diverse
122 population of the Head Start Program, including parents of children
123 with disabilities. All attempts shall be made to include Policy Council
124 representation from Head Start/Early Head Start/ESE classes. The
125 ESE Liaison shall be responsible for coordinating this effort. Elections
126 shall take place as soon as possible during the school year.
127

128 2. Community Representatives: The parent members of the Policy
129 Council must approve all community representatives before they can
130 be seated. Community representatives shall represent major agencies
131 or programs in the community served by the Head Start Program.
132 Former Head Start parents are eligible to serve as representatives of
133 the community on the Policy Council.
134

135 (c) Term of Office - The first Policy Council meeting shall be scheduled in
136 September. Meetings shall be held on the 3rd Wednesday of the month,
137 (subject to special conditions) in accordance with the School District
138 calendar. Policy Council members shall remain until the new Policy Council

139 is elected. The Chairperson, if needed, may call additional meetings. Policy
140 Council members shall serve for one (1) year. No member shall serve on the
141 Policy Council as a parent member, a community representative and/or a
142 committee representative for more than three (3) years, either consecutively,
143 or at intervals.

144
145 (d) Voting Rights - Each member of the Policy Council shall have one (1) vote,
146 not to exceed one vote per classroom. There shall be no proxy voting by, or
147 for, any members. Only Head Start Policy Council including elected
148 community representatives may vote on Head Start issues.

149
150 (e) Termination of Membership - A member of the Policy Council can be
151 terminated by two-thirds (2/3) vote of the Policy Council membership if
152 he/she is absent from three (3) consecutive meetings without having
153 submitted a legitimate excuse in writing to the Policy Council Chairperson (or
154 in his/her absence, the Vice Chairperson, or Policy Council Liaison) prior to
155 the meeting.

156
157 (f) Resignation - It is requested that a member shall give verbal or written
158 statement to the Policy Council Chairperson or Policy Council Liaison before
159 resigning.

160
161 (g) Vacancy - It is the responsibility of the Parent Involvement Liaison, or
162 designee to inform the teachers of monthly attendance at a Policy Council
163 Meetings. If a vacancy occurs from a community representative, the parent
164 members must approve any replacement. If there is a need to elect a new
165 representative, the Policy Council Executive Board and center teacher shall
166 be informed.

167
168 (h) Nepotism - No person can serve as a member of this Policy Council while
169 any member of his immediate family is employed in the Head Start Program.
170 School District (Grantee) employees may not serve on the Policy Council
171 unless they only occasionally (less than 36 hours a month) substitute for
172 regular staff.

173
174 (4) Officers

175
176 (a) Nominating Committee - Candidates for each of the following offices shall be
177 nominated at the first Policy Council meeting of each school year:
178 Chairperson, Vice-Chairperson, Recording Secretary, Corresponding
179 Secretary, Treasurer, Activities Chair and Activities Co-Chair.

180
181 (b) Election and Term of Office - Each officer shall be elected by the Policy
182 Council and shall serve a term of one (1) year. A background check will be
183 required for Policy Council members due to the substantial amount of
184 volunteer hours required and their representation of the Early Childhood

- 185 Learning Services. School District background check procedures shall be
186 utilized.
187
- 188 (c) Chairperson - The Chairperson shall preside at all meetings using "The
189 A-B-Cs of Parliamentary Procedures." In their absence the Vice-Chairperson
190 would lead the meeting.
191
- 192 (d) Vice-Chairperson - The Vice-Chairperson shall preside in the absence of the
193 Chairperson or whenever the Chairperson temporarily vacates the chair. In
194 case the chair is permanently vacated, the Vice-Chairperson shall assume
195 the office of Chairperson until a permanent Chairperson is elected. The Vice-
196 Chairperson shall be responsible for calling the committee meetings at the
197 beginning of the year and making sure they have a facilitator and meet as
198 needed.
199
- 200 (e) Recording Secretary - The Recording Secretary shall record the minutes of
201 every Policy Council meeting and the Executive Board meeting once the
202 meeting has been called to order, keep a copy of the By-Laws, standing
203 rules, a list of unfinished business and a copy of the agenda. The Recording
204 Secretary shall see that a record of the minutes and any other pertinent
205 information is kept on file at the Head Start office. The Recording Secretary
206 or program staff will provide Policy Council meeting minutes to members and
207 to teachers to post in each classroom.
208
- 209 (f) Treasurer - The Treasurer shall keep an accurate record of the Policy
210 Council's bank account, as to all money received and/or spent, and shall
211 make regular reports to the Policy Council of all expenditures relating to the
212 administration of the Parent Activity Fund and any other funds or monies
213 received or disbursed. The Treasurer shall be on the Finance Committee.
214
- 215 (g) Activities Chair - The Activities Chair shall coordinate all committees for
216 special activities decided upon by the Council. All correspondence distributed
217 publicly shall be approved by the Program Manager (Teachers-on-
218 Assignment) or Director (Coordinator) and the Policy Council Executive
219 Board. All fundraising efforts shall be coordinated by the Activities Committee
220 and approved by the Policy Council.
221
- 222 (h) Activities Co-Chair - The Activities Co-Chair shall assist the Activities Chair in
223 coordinating the special activities and events determined by the Council.
224
- 225 (5) Committees
226
- 227 (a) Composition - The Policy Council shall appoint such committees as are
228 necessary to the proper conduct of its business, which may include, but not
229 limited to, the following: Executive Board, Activities Committee, By-Laws
230 Committee, Finance Committee, Grievance Committee, Legislative
231 Committee, and Personnel Committee. Each member of the Policy Council

- 232 shall strive to serve on at least one of the standing committees, the
233 composition of which shall be decided upon at the beginning of each year.
234 The members of the Executive Board may serve on a second standing
235 committee as well.
236
- 237 (b) Executive Board - The Executive Board shall be composed of the Officers of
238 the Policy Council. The Executive Committee shall have the power to
239 conduct business for the Policy Council between regular meetings of the
240 Policy Council. They shall meet with Early Childhood Learning Services staff
241 one or two weeks prior to the Policy Council meeting to plan the Policy
242 Council agenda, as scheduling permits.
243
- 244 (c) Grievance Committee - As stipulated in the functions of the Policy Council,
245 this committee shall hear grievances about the Head Start Program from the
246 community; from parents who followed the grievance procedure at the center
247 level; and shall make recommendations to the Policy Council to resolve
248 these complaints. This committee shall establish procedures for resolving
249 community grievances as well as conflicts between the Policy Council and
250 the School Board. (The Internal Dispute Policy.)
251
- 252 (d) Personnel Committee - As stipulated in the functions of the Policy Council,
253 this committee shall discuss the Head Start Personnel Policies and
254 Procedures and make recommendations to the Policy Council prior to the
255 Policy Council approving said Personnel Policies and Procedures. This
256 committee shall recommend persons to be hired to fill vacancies in Head
257 Start staff to be voted upon by the Policy Council.
258
- 259 (e) Finance Committee - As stipulated in Federal Head Start Program
260 Performance Standard 45 CFR 1304.50, this committee shall prepare the
261 budget for the Parent Activity Fund for approval of the Policy Council, and
262 recommend to the Policy Council how to administer the Parent Activity Fund
263 and Approve Expenditures by the Treasurer.
264
- 265 (f) By-Laws Committee - The By-Laws Committee shall review the By-Laws of
266 the current Policy Council year and determine if there needs to be any
267 additions, deletions, or other necessary changes to the By-Laws of the Policy
268 Council. This committee shall recommend the changes to the Policy Council
269 for its approval.
270
- 271 (g) Activities Committee - This committee meets regularly to plan and implement
272 Policy Council activities in the program and in the community. Some
273 examples include but are not limited to the following: Family Fun Events, the
274 Appreciation Celebration, Fundraising projects to include T-shirt sales,
275 Literacy and Volunteer Opportunities, participation in the Children's Parade,
276 and the Dollar Per Child Campaign
277

- 278 (h) Parent Advocacy Committee - Legislative Committee - This Committee
279 represents parents who are interested in supporting and promoting the Head
280 Start Program to congressional, state, and local legislators. The committee
281 organizes voter registration drives, letter writing campaigns, and other
282 advocacy activities within the program and the community.
283
- 284 (i) Special Committee - Special committees may be appointed by the
285 Chairperson or named by the Policy Council as the need arises.
286
- 287 (6) Meetings
288
- 289 (a) Regular meetings of this Policy Council shall be the 3rd Wednesday of every
290 month during the school year. The Executive Board shall be able to change
291 the meeting time if necessary.
292
- 293 (b) There shall be special meetings of the Policy Council only when the Council
294 decides there is a need and all special meetings shall be called by the
295 Chairperson at least 48 hours in advance.
296
- 297 (c) Notice of Meeting - Written notices shall be mailed to each member of the
298 Policy Council by the Policy Council Liaison or designee at least five (5) days
299 prior to the date of each regular meeting. Notices of special meetings shall
300 be mailed to each Policy Council member by the Chairperson at least 48
301 hours prior to the date of the meeting with an explanation for calling the
302 special meeting. Follow-up phone calls by the corresponding secretary or
303 designee may be in order. Regular meeting dates and times shall be given to
304 each Policy Council member early in the school year and shall be posted in
305 the Parent Involvement Press.
306
- 307 (d) Quorum - A majority of members of the Policy Council shall constitute a
308 quorum for regular and special meetings with at least five (5) members
309 present.
310
- 311 (8) Amendments - These By-Laws may be amended. Each member shall receive a
312 copy of the proposed amendments at least one (1) week before the Policy Council
313 meeting, where they shall be discussed and voted upon. Amendments must be
314 approved by a majority of a quorum voted by the Policy Council.
315
- 316 (9) These By-Laws of the Lee County School District Head Start/Early Head Start
317 Policy Council have been reviewed and approved by the Policy Council on May 19,
318 2010.
319

320 **STATUTORY AUTHORITY:** 1001.42, 1001.43, F.S. and 45 CFR part 1305
321

322 Adopted: 10/19/10 (formerly 4.33)