

Bylaws approved 11-13-18 by B25 Head Start PC. Approved _____ by CSISD Board of Trustees.

To be posted at all Head Start Campuses in the Head Start Classrooms,
Facilitator Offices and Early Head Start Socialization Rooms in (month) once approved by PC and Board of Trustees

**College Station Independent School District
BIRTH to FIVE HEAD START PROGRAM
2018-2019 POLICY COUNCIL
BYLAWS and OPERATING PROCEDURES**

Article I Name:

The name of the organization shall be the Birth to Five Head Start Policy Council of College Station Independent School District.

Article II Purpose:

To involve parents and interested community persons in the policy making, development and operation of the Birth to Five Head Start program.

Article III Responsibilities:

A. From Section 642 of the Head Start Act: The Policy Council shall approve and submit to the governing body decisions about each of the following:

1. Activities to support active parental involvement in program operations, including policies, to ensure that the Head Start agency is responsive to community and parent needs. This may include the following:

- Serve as a link between the Birth to Five Head Start Program, the governing body and the community it serves.
- Initiate suggestions and ideas for program improvements and receive a report on action taken with regard to recommendations.
- Plan, coordinate and organize agency-wide parent activities with the assistance of staff.
- Recruit volunteer services from parents, community residents and community organizations.
- Mobilize community resources to meet identified needs.
- Indicate program option desires (i.e., full day, half day, home visitor) on an annual basis.
- Schedule a visit by at least one Policy Council Executive Committee member (consisting of current officers and the Birth to Five Head Start Director) and a Policy Council member to Head Start campuses and

Early Head Start socialization activities to familiarize themselves with the Birth to Five Head Start program.

- Assist in giving Birth to Five Head Start parents an opportunity to respond to a year-end questionnaire evaluating the program.

2. Priorities for recruitment, selection and enrollment of children.

- Approve program recruitment, selection and enrollment decisions, including the eligibility ranking form, for each program component.

3. Applications, with amendments, for program funding under this subchapter, prior to application submission.

- Review the annual grant proposal prior to final approval.
- Participate and have input in developing any additional grants.

4. Budget planning for program expenditures, including policies for reimbursement and participation in Policy Council activities.

- Receive, review and approve financials, credit card expenditures and current Non Federal Share amounts once per month by e-mail or at a regular Policy Council meeting.
- Provide child care, transportation and meals for Policy Council members; if the offered services are insufficient, reasonable reimbursements may be provided on a case by case basis.

5. Bylaws for operating the Policy Council.

- Administrative Committee and program staff will annually review bylaws and read recommendations for changes to the Policy Council for approval at a regularly scheduled meeting.
- Post amended and approved bylaws at each campus, Early Head Start socializations and the Birth to Five Head Start Administrative Offices.
- Bylaws may be changed by a vote at any meeting according to the regulations for addressing the Policy Council.

6. Program personnel policies and decisions regarding program staff employment, consistent with paragraph (1)(E)(iv)(IX), including the standards of conduct for program staff, contractors, and volunteers and criteria for employment and dismissal of program staff.

- Review and submit annually to the Board of Trustees the Head Start specific program personnel policies.

- Hiring and firing personnel rests with the Director of Personnel and the College Station ISD School Board. Employment recommendations will be presented to the Policy Council.
- All personnel hired for campus staff or HV staff are interviewed by a committee that includes the Director of Birth to Five Head Start or an appointed representative, appropriate staff and the campus principal. A Policy Council member may assist in the interview process.
- Personnel Department processes will be followed if an employee is under consideration for dismissal.
- Personnel policies related to hiring and dismissal will be available to the Policy Council. The Director of Personnel Services may annually review these policies at a Policy Council meeting.

Article VI Policy Council:

A. Membership:

1. There shall be representation from each of the following groups:
 - Classroom parent group: One parent is elected during the orientation meeting from each classroom that currently has a child in the Birth to Five Head Start Program.
 - Home based - component: Six representatives will be elected by the Socialization Groups and may be family members of both programs.
 - Community representatives: Individuals, organizations or district representatives (campus principals, school nurses, etc.) may be selected by the Policy Council. **There may be a maximum of 10 community members.** Policy Council members will be responsible for notifying potential approved representatives and reporting results to the Policy Council at a future meeting.
 - After the November election, the CSISD Board of Trustees determines one voting member.
 - Staff Members: Staff members may only attend meetings as a member of the public; they are not voting members and may not seek to influence Policy Council members.
2. Vacancies from community representatives may be filled by appointment of Chairperson or recommendation of exiting community representative.
3. Members will serve the entire school year until a new Policy Council is elected. Two consecutive unexcused absences may be grounds for replacement.
4. Membership term is one year and may not exceed five one-year terms in any combination.

B. Officers:

1. The Executive Committee may recruit the chairperson and secretary from current Policy Council membership. Confirmed nominees may be elected by the current Policy Council membership for the following school year.
2. The new Policy Council membership may nominate and elect the Co-Chairperson at the first Policy Council meeting of each school year.
3. The Executive Committee may recruit the chairperson and secretary from current Policy Council membership. Confirmed nominees may be elected by the current Policy Council membership for the following school year.
4. The Chairperson presides at meetings and serves as the official to sign the approval letter for the federal grant and any other necessary documents.
5. The Co-Chairperson leads the pledge to the American and Texas flags, observes the moment of silence and performs the Chairperson's duties in their absence.
6. The Secretary is responsible for accurate minutes of each regular and called meeting.
7. The officers may serve on the Executive Committee for five years, but may serve in one position for no more than two years.
8. Officer elections will be held by the second Policy Council meeting of the school year.

C. Committees:

1. Policy Council members will be given the opportunity to sign up for the following committees:
 - Administration
 - Education/School Readiness
 - Parent Involvement /Transition
2. The Chairperson will appoint special committees as necessary during the year.

D. Meetings:

1. Council will meet at least four times annually, **with additional meetings called ensuring that all responsibilities required by the Head Start Act are accomplished.**
2. For all meetings, a quorum will consist of a number equal to one half of the Policy Council voting membership plus one.
3. Upon 24-hour notification of program staff, the Chairperson may call a meeting at any time. Policy Council members will be notified by the program.

4. If a quorum is not possible for a called meeting (after all efforts are made), it shall be the prerogative of the Policy Council Chairperson and the Administrative Committee to conduct business for the Birth to Five Head Start program. Any action taken at such a meeting will be reported in the minutes and at the next regular meeting.
5. Each meeting will begin with the Pledge of Allegiance to the United States of America, the Pledge of Allegiance to Texas and a Moment of Silence as modeled by the CSISD Board of Trustees and the Head Start classrooms. Participation is voluntary.
6. A person may address the Policy Council on an agenda or non-agenda item by completing a note card located by the sign-in sheet and giving it to the Policy Council Secretary before the meeting begins.
7. The Chairperson will recognize persons who sign up to speak. Speakers are allowed three minutes and will receive no response from the Policy Council. Negative comments regarding individuals will not be entertained.

E. In addition, the Policy Council may:

1. Assist with self-assessment of the Birth to Five Head Start Program.
2. Review and approve Policies & Procedures.
3. Appoint a liaison of the Policy Council to serve on the Birth to Five Head Start Health Advisory Committee.
4. Hear and act upon recommendations of the Birth to Five Head Start Health Advisory Committee.
5. Collaborate with program staff and the CSISD Board of Trustees in developing strategic long-term, content, school readiness and safety goals.
6. Review ongoing oversight data.

Article V Written Complaint Procedure:

- A. College Station ISD Birth to Five Head Start holds to the principle that the best schools for children are ones where parents, school and community collaborate and work together for the good of the child. To that end, CSISD Birth to Five Head Start has an open door policy.
- B. Individuals having a complaint concerning something that has occurred in the classroom should begin by contacting the child's teacher or principal for the classroom or the home visitor and Operations Manager for home based families. If the issue is not resolved, the individual may contact the Birth to Five Head Start Director. The Executive Director of Birth to Five Head Start (the Deputy Superintendent of Curriculum and Instruction) may be contacted if the issue is not resolved. If this is not satisfactory and the issue is not resolved, the individual has the option of going to the Superintendent of Schools and eventually the Board of Trustees.
- C. Individuals having a complaint concerning the program may first contact the Birth to Five Head Start Director. If this is not satisfactory and the issue is not resolved, the individual has the option of going to the Executive Director of Birth to Five Head Start (CSISD Chief Academic Officer).

- D. A copy of the written complaint procedures maybe found in the CSISD Board Policy Manual, which is available online at www.csisd.org/SchoolBoard or may be obtained from the Birth to Five Head Start Director.

Article VI Impasse procedures:

The requirement for shared governance between the College Station ISD Board of Trustees and the College Station ISD Birth to Five Head Start program ensures that these two entities jointly work to facilitate delivering high quality and meaningful services to the children and families enrolled in the program. Meaningful consultation and collaboration about decisions regarding the program guarantee excellent outcomes that mean success for those involved in the program. Written procedures and timely consideration of all aspects of the full services offered support these positive outcomes as well.

A highlight of the shared governance in CSISD is the consideration that each governance group provides the other. The Board of Trustees appoints a liaison from its membership to serve on the Policy Council. This Board member attends meetings where a Board activity report is given. Following in the next week, the Board liaison has the opportunity to bring important Policy Council information back to the Board of Trustees.

If there happens to be disagreement between the Board and Policy Council, each group is required to provide notification in writing to the other, explaining the difficulty in making a mutual decision. There should be three members for each governing body to serve as the Impasse Team.

Members of the Impasse Committee will be coached by the Head Start director to remain positive and respectful during the events and activities following the original meeting. Decisions are expected to be thoughtful and mature. The initial conversation among the Impasse Committee will occur within 5 days after receiving the letter expressing concerns or discontent with a previous decision or approval.

After the committee has met to consider the decision that continues to cause concern or difficulty, a more formal process is required which is to find a mutually agreeable third party in the community to act as a mediator for the decision making groups. Every effort will be expended to locate a mediator or firm that will provide services pro bono as a community service. If no pro bono services are available and there are no other assistance options such as donated funds, costs will be divided between the two governing bodies.

If using a mediator does not facilitate a joint decision, the two bodies must select a mutually agreeable arbitrator to hear the situation. The decision of this entity will be considered final and without appeal. All parties must be willing to abide by the decision made and announced at the end of the arbitration process. Every effort will be expended to locate an arbitrator or firm that will provide services pro bono as a community service. If no pro bono services are available and there are no other assistance options such as donated funds, costs will be divided between the two governing bodies.