

McPherson/Marion County Head Start Policy Council By Laws

Purpose:

The purpose of the McPherson USD 418 Early Childhood Policy Council is for parents and community members to participate in the development of policies and procedures for the operation of all phases of the McPherson USD 418 Early Childhood Program, as well as support the governance of the program by operating according to the guidance of the Performance Standards. All Policy Council meetings are open to the public.

Membership and Composition:

The Policy Council will be a reflection of our current program structure. Members will be current parents of enrolled students regardless of the families funding source. A variety of methods will be utilized to obtain Policy Council members. Composition must consist of a majority (at least 51%) of parents whose students qualify for Head Start. Elections for Policy Council members will take place as early in the school year as possible at each site. If no one is elected from a site a spot will be left open on Policy Council for a representative of that site. If at any point during the year a Head Start parent would like to represent they would attend a Policy Council meeting informing the Policy Council of their interest. Policy Council would vote on the candidates membership on Policy Council.

Composition of the Policy Council will consist of parents of currently enrolled students. Membership is for a one year term (September to August) not to exceed five years of membership. Per Head Start Standards members of the Policy Council shall not

- Have a financial conflict of interest with the Head Start Agency
- Receive compensation for serving on the Policy Council or for providing services to the Head Start Agency with the exception of mileage and child care reimbursement as outlined in the bylaws.
- Be employed, nor shall members of their immediate family be employed, by the Head Start agency.

Duties

The duties of the Policy Council are as follows:

- Attend all meetings regularly
- Actively participate in meeting
- Respect all individuals both at/during meetings and outside of the meetings.
- Follow strict confidentiality guidelines with any program related issues
- Accept and support all decisions made by the majority of the Policy Council.
- Share and receive from parents back to the policy council when needed.
- Be willing to participate in reviews and other meetings with Head Start

Offices

The Policy Council shall elect a chairperson and vice chairperson by the second meeting pending a quorum. If available these officers shall be elected from the parent representatives.

Community representatives that do not have students in the program shall not be eligible to hold offices.

Duties of Officers

Chairperson: The duties of the Chairperson shall be:

1. To conduct meetings according to Robert's Rule of Order
2. To call special meetings as necessary
3. To represent the organization officially
4. To cast a vote only in the case of a tie
5. To appoint members of standing and special committees
6. To ensure that membership understands each motion before it is voted on
7. To facilitate discussions, while refraining from entering into debates.

Vice Chairperson: The duties of the Vice Chairperson shall be:

1. To serve as presiding officer at meetings in the absence of the Chairperson
2. To assist generally in the duties of the chairperson
3. To perform such other duties as assigned by the Chairperson.

Voting

All Policy Council members are allowed one vote. When voting The Policy Council is taking action on whether or not to submit decisions to the board of education for final approval. To take action on items three members of The Policy Council must vote on the action. With 51% of the votes coming from parents of students who qualify for Head Start. Actions pass with a majority vote. Voting can be done at Policy Council meetings, via phone call, email, or other forms of electronic means.

Internal Dispute Resolution-Impasse Procedures

Standard 1301.6 requires programs to establish written procedures for resolving internal disputes between the governing board and policy council in a time manner that include impasse procedures.

Program Policy GOV 003 addresses the procedure for internal dispute resolution. If there are internal disputes between Policy Council and the governing body the procedure documented in GOV 003 will be followed.

Resignation/Dismissal

Members can resign at any time by letting the Head Start director know. Resignations will be communicated with the remaining Policy Council members.

Any member who accumulates two absences, without participation by absentee vote shall be replaced on the Policy Council. Any member may be removed from the Policy Council due to inappropriate conduct defined, but not limited to:

- Violent, inappropriate or unprofessional behavior inside or outside of the meeting.
- Verbal abuse or physical threats inside or outside of the meeting.
- Misconduct that occurs in the community setting, resulting in an arrest by law enforcement officials.

Any position on the Policy Council that becomes vacant due to resignation or removal will be filled as soon as possible.

Confidentiality

All information including records, written and verbal communication about children, their families, and/or staff that are discussed during executive session may not be discussed outside of the meeting. Confidential items as they relate to students, families, and staff may not be discussed with parties that do not have involvement in the situation. Information shared between staff or council members about a particular child, family, or personnel situation will be shared on a need to know basis. Any breach of confidentiality policy may result in removal from the Policy Council

Reimbursement

Policy Council members may be compensated for mileage to/from residence and to/from Policy Council event locations at the rate established by USD 418 residence is outside of the community Policy Council meetings are being held in. Mileage forms must be completed and submitted, to receive compensation.

Reimbursement for child care expenses will also be made available to parent representatives if childcare is not provided on location.

Parent Complaints

Parents should follow grievance procedures, concurrent with the following Unified School District 418 policy, through which parents and community may express complaints regarding the problem.

SectionK - General Public Relations

Title Complaints

CodeKN

StatusActive

AdoptedAugust 1, 1980

Last ReviewedApril 24, 2017

It is the policy of the board to resolve all complaints regarding the district at the lowest possible administrative level.

About School Policies

Complaints about school policies should be directed to the superintendent.

MCPHERSON

PUBLIC SCHOOLS

**MCPHERSON AND MARION COUNTY
EARLY CHILDHOOD PROGRAM**

915 East First
McPherson, KS 67460
Ph: 620-241-9590
Fax: 620-241-9565

About Curriculum

Complaints about the curriculum of the district should be directed to the superintendent or designated representative.

About Instructional Materials

Complaints about specific instructional materials or methods should be directed to the appropriate building principal.

About School Facilities and Services

Complaints about school facilities and services should be directed to the superintendent.

About School Personnel

Complaints about building level personnel should be directed to the appropriate building principal, about other personnel to the superintendent and about the superintendent to the president of the board