

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 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. No staff member of the Early Childhood program can serve on the Policy Council.

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

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.

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