Head Start Child & Family Development Centers, Inc. (HSCFDC, Inc.)

Policy Council Handbook
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Blue Pages        By-Laws, Charts, and Timeline
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                  Parliamentary Procedure
Green Pages       Agency Information
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Dear Policy Council Representative,

Welcome to the Head Start Child & Family Development Centers Policy Council!

I want to personally express my appreciation to all the new and returning Policy Council members representing our Head Start centers. Your willingness to participate is warmly accepted.

Your role as a parent representative from your center is very important for the entire Head Start Program, your family’s individual center, and yourself.

I look forward to another wonderful Head Start year.

Sincerely,

Jim Vermeul  
Executive Director

Mission Statement

Head Start Child & Family Development Centers, (HSCFDC) will be known as an agency of integrity and leadership that respects children, families and employees, through a commitment to quality. HSCFDC will enable each child and family to reach their fullest potential in a positive, healthy, safe and nurturing environment.
Meetings:
All Policy Council meetings are held at the Central Office, 333 Buchner Place, La Crosse, WI 54603

Reimbursements:
All Policy Council Representatives and Alternates whose income falls below DHHS Federal Poverty Guidelines and who require child care in order to attend Policy Council meetings will be paid a $10.00 meeting allowance. All Policy Council Representatives and Alternates are reimbursed for round trip mileage for any Policy Council meeting attended. Mileage rates are reviewed and approved by the Board of Directors upon announcement of revised standard rates by the IRS.

Membership:
The Policy Council is composed of:
   a) A representative (and alternate*) from each HSCFDC center, elected by that center’s Parent Committee, each of whom must be a parent of a currently enrolled child (this group must comprise at least 51% of the total Policy Council membership);
   b) At least one but not more than three community representatives, each of whom must reside within the four-county HSCFDC service area (this group recruited by HSCFDC managers and voted in by sitting PC members); and
   c) Not more than three parents of formerly enrolled children. HSCFDC employees and their immediate family members** are excluded from serving on the HSCFDC Policy Council in a voting capacity.

The term of office for all Policy Council representatives shall be October 1 through September 30 of the following year.

* Alternates may attend all Policy Council meetings, but may only vote in the absence of their Representative.

**Immediate family members are defined in the HSCFDC Personnel Policies as an employee’s: mother, father, husband, wife, brother, sister, son, daughter, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents, grandchildren, aunt, uncle, niece, nephew, step-parent or step-child.

Officers:
Chairperson
Works closely with the Executive Director and management team; acts as the official representative of the Policy Council. The Chairperson holds a regular seat on the Board of Directors with full voting rights.

Vice-Chairperson
Presides over meetings in the absence of the Chairperson or whenever the Chairperson temporarily vacates the office.

Secretary
Records minutes of every Policy Council meeting and distributes to Head Start Centers and Policy Council members in the absence of the Administrative Assistant and assists the Chairperson in following the agenda and recording and reading motions as they are made.
Policy Council Seating Chart:

- Former Head Start Parent
- Community Representative
- La Crosse Central – Wing D
  - 1 – Representative
  - 1 – Alternate
- Margaret Annett (La Crosse)
  - 1 – Representative
  - 1 – Alternate
- Hamilton (La Crosse)
  - 1 – Representative
  - 1 – Alternate
- Onalaska Center
  - 1 – Representative
  - 1 – Alternate
- Tomah Center
  - 1 – Representative
  - 1 – Alternate
- Prairie du Chien Center
  - 1 – Representative
  - 1 – Alternate
- Vernon Cty Home-base
  - 1 – Representative
  - 1 – Alternate
- Community Representative
- La Crosse Central – Wing C
  - 1 – Representative
  - 1 – Alternate
- La Crosse Cty Home-base
  - 1 – Representative
  - 1 – Alternate
- Gundersen (La Crosse)
  - 1 – Representative
  - 1 – Alternate
- Sparta Center
  - 1 – Representative
  - 1 – Alternate
- Monroe Cty Home-base
  - 1 – Representative
  - 1 – Alternate
- Crawford Cty Home-base
  - 1 – Representative
  - 1 – Alternate
Appendix A - Governance and Management Responsibilities

Program governance is section 1304.50 of the Head Start Program Performance Standards. Head Start staff can use Appendix A as a quick reference for understanding the responsibilities of the governing body and management staff. This resource also explains the specific decision-making of each policy group and management staff.

I. Planning
II. General Procedures
III. Human Resources Management

<table>
<thead>
<tr>
<th>Function</th>
<th>Governing body</th>
<th>Policy Council</th>
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<th>Policy Cmte.</th>
<th>HS* program director</th>
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<tbody>
<tr>
<td>(a) 1304.50(d)(1)(iii) Procedures for program planning in accordance with this Part and the requirements of 45 CFR 1305.3.</td>
<td>A &amp; C</td>
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<td>(b) 1304.50(d)(1)(iv) The program's philosophy and long- and short-range program goals and objectives (see 45 CFR 1304.51(a) and 45 CFR 1305.3 for additional requirements regarding program planning).</td>
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<tr>
<td>(c) 1304.50(d)(1)(v) The selection of delegate agencies and their service areas (this regulation is binding on Policy Councils exclusively) (see 45 CFR 1301.33 and 45 CFR 1305.3(a) for additional requirements about delegate agency and service area selection, respectively).</td>
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<td>(d) 1304.50(d)(1)(vii) Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR Part 1305.</td>
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<td>(e) 1304.50(d)(1)(i) All funding applications and amendments to funding applications for Early Head Start and Head Start, including administrative services, prior to the submission of such applications to the grantee (in the case of Policy Committees) or to HHS (in the case of Policy Councils).</td>
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<td>(f) 1304.50(f) Policy Council, Policy Committee, 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.</td>
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<td>(g) 1304.50(d)(1)(viii) The annual self-assessment of the grantee or delegate agency's progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review (see 45 CFR 1304.51(i)(1) for additional requirements about the annual self-assessment).</td>
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**II. General Procedures**

(a) 1304.50(d)(1)(vi) The composition of the Policy Council or the Policy Committee and the procedures by which policy group members are chosen.

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(b) 1304.50(g)(1) Grantee and delegate agencies must have written policies that define the roles and responsibilities of the governing body members and that inform them of the management procedures and functions necessary to implement a high quality program.

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(c) 1304.50(d)(1)(ii) Procedures describing how the governing body and the appropriate policy group will implement shared decision-making.

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(d) 1304.50(h) Internal dispute resolution. Each grantee and delegate agency and Policy Council or Policy Committee jointly must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.

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(e) 1304.50(d)(2)(v) Establish and maintain procedures for hearing and working with the grantee or delegate agency to resolve community complaints about the program.

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(f) 1304.50(g)(2) Grantee and delegate agencies must ensure that appropriate internal controls are established and implemented to safeguard Federal funds in accordance with 45 CFR 1301.13.

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(g) The annual independent audit that must be conducted in accordance with 45 CFR 1301.12.

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Head Start Child & Family Development Centers, Inc.  
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* See the key and definitions at the end of the chart.

<table>
<thead>
<tr>
<th>Function</th>
<th>Grantee agency</th>
<th>Delegate agency</th>
<th>Grantee or delegate management staff</th>
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<td>(a) 1304.50(d)(1)(ix) Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, and volunteers.</td>
<td>A &amp; C</td>
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<tr>
<td>(b) 1304.50(d)(1)(x) Decisions to hire or terminate the Early Head Start or Head Start director of the grantee agency.</td>
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<td>(c) 1304.50(d)(1)(xi) Decisions to hire or terminate any person who works primarily for the Early Head Start or Head Start program of the grantee agency.</td>
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<td>(d) 1304.50(d)(1)(x) Decisions to hire or terminate the Early Head Start or Head Start director of the delegate agency.</td>
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**KEY AND DEFINITIONS AS USED IN CHART**

* When a grantee or delegate agency operates an Early Head Start program only and not an Early Head Start and a Head Start program, these responsibilities apply to the Early Head Start Director.

A. General Responsibility. The group with legal and fiscal responsibility that guides and oversees the carrying out of the functions described through the individual or group given operating responsibility.

B. Operating Responsibility. The individual or group that is directly responsible for carrying out or performing the functions consistent with the general guidance and oversight from the group holding general responsibility.

C. Must Approve or Disapprove. The group that must be involved in the decision-making process prior to the point of seeking approval. If it does not approve, a proposal cannot be adopted, or the proposed action taken, until agreement is reached between the disagreeing groups.

D. Determined locally. Functions as determined by the local governing body and in accordance with all Head Start regulations.
The name of this organization will be the Head Start Child and Family Development Centers (HSCFDC) Policy Council, serving La Crosse, Monroe, Crawford, and Vernon Counties.

Article I – Purpose and Objectives

Section 1 Purpose

The purpose of this body shall be to implement the Head Start Program Performance Standards 1304.50 (Program Governance) and Appendix A, for which this Head Start Policy Council is created. The Policy Council must perform the following functions directly:

a) Serve as a link to the Parent Committees, program staff, the Board of Directors, public and private organizations, and the communities of the HSCFDC service area.

b) 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, 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 HSCFDC employees, and ensure that funds set aside from program budgets are used to support parent activities.

d) Assist in recruiting volunteer services from parents, community members, and community organizations, and assist in the mobilization of community resources to meet identified needs.

e) Establish and maintain procedures for working with the Board of Directors to govern the program and to resolve community complaints about the program.

f) Initiate and implement suggestions and ideas for program improvements.

Section 2 Specific Functions

The general functions of the HSCFDC Head Start Policy Council, in accordance with 1304.50, are to work in partnership with the program’s key management staff and the Board of Directors to develop, review, and approve or disapprove the following documents, policies, and procedures:

a) All funding applications and amendments to funding applications for Head Start, including administrative services, prior to the submission of such applications to DHHS and DPI;

b) Procedures for program planning, the program’s philosophy, and long-range and short-range goals and objectives of the program;

c) The selection of program options and the service area;

d) The composition of the Policy Council and the procedures by which Policy Council members are chosen;

e) Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR 1305;

f) The annual self-assessment of the program’s progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the tri-annual Federal monitoring review;

g) The annual independent audit;

h) Program personnel policies and subsequent changes to those policies, including standards of conduct for program staff, consultants, and volunteers;
i) Decisions to hire or terminate the Executive Director and any other person who works primarily for the HSCFDC Head Start program; and
j) Recruitment of Head Start program employees.

**Article II  Membership**

**Section 1  Composition**

Currently, the HSCFDC Policy Council is composed of:

a) A representative (or alternate) elected from each of HSCFDC’s 13 Center Parent Committees,
b) At least one but not more than three community representatives, and
c) Not more than three parents of formerly enrolled children.

At least 51% of the total membership must be parents of currently enrolled children.

HSCFDC employees and their immediate family members, as defined in the HSCFDC personnel policies, are excluded from serving on the HSCFDC Policy Council in a voting capacity.

**Section 2  Selection of Members**

Each Parent Committee elects one Representative and one Alternate for participation on the Policy Council. Election for Policy Council representatives and alternates are voted upon by all parents in attendance at the first Parent Committee meeting. Election procedures are determined by the Parent Committee members in attendance (nominations, ballot voting, etc).

All HSFDC classrooms/centers have one Parent Committee with the following exceptions:

a) Monroe County Home-Based and Sparta Center-Based program parents serve as members of a combined Parent Committee.
b) Vernon-Crawford County Home-Based and Viroqua Center-Based program parents serve as members of a combined Parent Committee.
c) La Crosse County Home-Based classes serve on a combined Parent Committee.

Community Representative positions on the HSCFDC Policy Council will be filled following collection of names of potential Representatives from the seated Policy Council, Board of Directors, and/or HSCFDC Child and Family Service Managers or Health Service Manager. Candidates for this role should ideally represent HSCFDC community partners or have expertise or experience in HSCFDC service areas, financial management, or area community resources. The Executive Director will contact potential Community Representatives to determine their eligibility, availability, and interest in serving on the Policy Council, and is responsible for the seating of at least one but not more than three Community Representatives on the Policy Council each program year.

**Section 3  Terms of Office**

The term of office for all Policy Council representatives shall be October 1 through September 30 of the following year.
All Policy Council members must stand for re-election by their Parent Committee or the seated Policy Council on an annual basis.

Participation on the HSCFDC is limited to three one-year terms, regardless of the role served. (ie, someone who served three years as a Community Representative cannot serve as a Parent Representative later).

Section 4 Voting Rights

All Representatives serving on the HSCFDC Policy Council shall have equal voting rights. Parent Representatives have the responsibility to notify his/her Alternate to act in his/her behalf if he/she is absent from any meeting. Such Alternate shall have equivalent voting rights.

Section 5 Alternates

Alternates shall be elected to take the place of members unable to attend meetings. Representatives have the responsibility of notifying Alternates of the meeting they should attend.

Section 6 Termination of Membership

Membership is terminated when a Representative’s term of office has expired, or if a member is not fulfilling his/her duties. A Policy Council Representative can be terminated by a two-thirds vote of the Policy Council if the member is absent from three (3) consecutive meetings without having contacted an officer or a member of the HSCFDC management staff.

Section 7 Resignation

If and when a Policy Council Representative wishes to resign, he/she must send written notification to the Chairperson of the Policy Council and to the Chairperson of the Head Start Parent Committee which elected them.

Section 8 Vacancies

Each Parent Committee shall elect a new Parent Representative to the Policy Council within 30 days of a vacancy in their Center’s position on the HSCFDC Policy Council. Written notice of the appointment shall be sent to the Secretary of the Policy Council.

Section 9 Duties of Policy Council Representatives

Specific duties of all Policy Council Representatives and/or Alternates are as follows:

a) Attend regular and special meetings of the HSCFDC Policy Council
b) Notify Alternates of meeting if he/she is unable to attend,
c) Serve on any committee to which he/she has been elected, appointed, or has volunteered service,
d) Represent the Parent Committee from which he/she was elected,
e) Report back to his/her Parent Committee any business conducted by the Policy Council, and
f) Assist the Policy Council in meeting its overall objectives.

Section 10 Compensation
All Policy Council Representatives and Alternates whose income falls below DHHS Federal Poverty Guidelines and who require child care in order to attend Policy Council meetings will be paid a $10.00 meeting allowance.

All Policy Council Representatives and Alternates are reimbursed $.445 per mile for any Policy Council meeting attended. Mileage rates are reviewed and approved by the Board of Directors upon announcement of revised standard rates by the IRS.

**Article III  Officers**

**Section 1  Offices**

The Policy Council shall elect a Chairperson, Vice-Chairperson, and Secretary. Other officers shall be elected as deemed necessary by the Policy Council.

**Section 2  Election and Term of Office**

Each officer shall be elected by the full membership of the Policy Council and shall serve in that position for one (1) program year, with new officers being elected each year. The Council will be seated by October of every year.

**Section 3  Removal from Office**

Any officer or member of the Policy Council who fails to perform the duties as outlined in the by-laws, can be removed by a two-thirds vote of the Policy Council.

**Section 4  Duties of Officers**

*Chairperson*

The Chairperson shall preside at all meetings and maintain order. The Chairperson appoints and serves on committees and coordinates activities as needed; works closely with the Executive Director and management team; acts as the official representative of the Policy Council; is knowledgeable of Policy Council by-laws, Head Start policies and requirements; and performs other duties as assigned. The Chairperson holds a regular seat on the Board of Directors with full voting rights.

*Vice-Chairperson*

The Vice-Chairperson shall preside in the absence of the Chairperson or whenever the Chairperson temporarily vacates the office. In case of resignation or death of the Chairperson, the Vice-Chairperson shall assume the office until a permanent Chairperson is elected.

*Secretary*

The Secretary shall keep copies of agendas, meeting minutes, by-laws, members roster, and any unfinished business; assist the Chairperson in following the agenda and record and read motions as they are made; record minutes of every Policy Council meeting and distribute to Head Start employees and Policy Council members in the absence of the Administrative Assistant; and perform other duties as assigned.

**Article IV - Committees**
Section 1  Standing and Special Committees

The Policy Council shall appoint such committees as are necessary to the proper conduct of business. Standing Committees may include the Executive Committee, Health Services Advisory Committee, Budget Committee, and a Social Services Committee. Additional special committees may be formed as need or interest arises. Standing and Special Committees act in an advisory capacity to the Policy Council as a whole.

Section 2  Committee Membership

A Standing Committee member’s term shall last for the length of each member’s original term of office. A Special Committee member’s term shall last until the issue is resolved and the Committee is dissolved. Policy Council Representatives and interested parents of currently enrolled children may be appointed to committees.

Executive Committee: Membership must at least include the Policy Council Chairperson, Vice Chairperson, and Secretary.

Budget Committee: Membership must include at least three Policy Council Representatives.

Social Services Committee: Membership must include at least four Policy Council Representatives. (This Committee works with the Child and Family Services Managers and functions independently of Policy Council). Health Services Advisory Committee: Membership must include at least three Policy Council Representatives. (This Committee works with the Health Services Manager and functions independently of Policy Council).

Section 3  Committee Rules

Members must be willing to participate in the planning and implementation of Committee actions. Each committee shall elect a Chairperson, Vice Chairperson, and Secretary.

Section 4  Committee Quorum

A majority of the members of any Standing or Special Committee shall constitute a quorum.

Section 5  Committee Vacancies

The Policy Council Chairperson will appoint new Committee Members within 30 days of a vacancy.

Section 6  Meetings

Standing or Special Committee meetings are called by the Chair of the respective Committee.

Article V - Meetings
Section 1  Regular Meetings

Meetings of the Policy Council will be held monthly. The day and time will be determined by the newly seated Policy Council at the first meeting. Summer meetings are held as needed.

Section 2  Special Meetings

Special meetings may be called by the Chairperson, by a group of any three Policy Council Representatives, by the Board of Directors or by the Executive Director. Notice of special meetings must be announced to all Policy Council Representatives at least 24 hours in advance.

Section 3  Meeting Location

Regular meetings are held at HSCFDC’s Central Office. Special Meeting locations shall be selected by the individual or group calling for the meeting.

Section 4  Notice of Meetings

The Executive Director is responsible for the development of each meeting’s agenda, with the input of the Policy Council Chairperson and management staff. Notice of each regular meeting including an agenda is sent to each Policy Council member and are posted at each Center at least one week in advance whenever possible.

Section 5  Quorum

In order for an official Policy Council meeting to be held, at least one third (1/3) of the voting members shall be present at the Policy Council meeting.

Section 6  Parliamentary Procedures

The Policy Council will follow an informal version of the parliamentary procedures described in Robert’s Rules of Order.

Article VI- By-Laws

Section 1  Amendments to By-Laws

The Policy Council will review the Policy Council By-Laws at its first regular meeting in October of each program year. The By-Laws will be amended, if necessary, and approved by a Policy Council quorum vote as defined in Section 5 of Article V.
The Policy Council will follow an informal version of the parliamentary procedures described in Robert’s Rules of Order.

MEETING PARTICIPATION TIPS:

Do you know…….

I. How to get a group to consider and ACT UPON your ideas?  
Here’s what you do……
   a) PRESENT A MOTION
      First get recognition from the chairman or president by raising your hand or saying “Mr. / Madam Chairperson.”

      Then, state clearly as follows:

      “I move that the center Mother’s Club pay the transportation costs of the Head Start of our center to visit Grant’s Farm” (or whatever your plan is).

b) SECONDING THE MOTIONS (You can’t second your own motion, but somebody must)
   Some other person in the group must indicate that he, too, feels that your idea should be voted on. S/He does this by saying....

   “I second the motion.” (S/He need not be recognized by the Chairperson to say this)

c) DISCUSSING THE MOTION
   After the motion has been seconded, the Chairperson usually should say...

   “Are there any questions about the motion?”

   If any present member wishes to raise a question or discuss it, s/he says --
   “Question!” or “Not ready!”

   The Chairperson, then, recognizes that person and any additional people in the order in which they gain permission to speak. S/He does this by saying-- “State your unreadiness.”

   Note: Ordinarily, each member is expected to speak only once on the motion before it is voted on; however, he may do so more than once if the Chairperson allows it. Sometimes, the Chairperson will set a limit on the time each member may talk about the motion.

   However, the one who has made the motion has the right, after all present members have spoken once (if they wish), to call the discussion to a halt and ask that his motion be voted on. S/He does this by saying---

   “Mr. / Madam Chairperson, there is a question before the house.”

d) VOTING ON THE MOTION -- Unless there has been offered an amendment or CHANGE to the motion, the Chairperson now says--
“All in favor of the motion, let it be known by either
(1) Saying (aye!)
(2) raising your hands.”
(3) rising.” or
(4) casting a ballot.”

II. How to Amend or Change a Motion?
Here’s what you do.........

First get recognition from the Chairperson, and then say--

“Mr. / Madam Chairperson, I move to amend the motion by--
(1) Inserting....”
(2) Adding... at the end”
(3) Striking out.....”
(4) Substituting..... for.....”

Note: An amendment, like a motion must be seconded by some other member.

When to Make an Amendment?

Amendments to motions may be offered after the original motion has been seconded.

Which is voted on first -- the amendment or the original motion?

The amendment to the motion is voted on first, then the motion.

III. What the Chairperson should do if two people claim the floor at the same time?

The Chairperson must use this best judgment as to which of the two persons asked first for the floor. Then, s/he recognizes that person by saying—

“The Chair recognizes Mr./ Madam.......”

IV. How the Chairperson of the group may take part in the discussion.

In order to take part in the discussion, the Chairperson must “vacate” the chair by asking the Vice President or Assistant Chairperson to take the chair. Then he may participate with the others and even vote. However, he may not resume the chair as Chairperson or President until the motion has been voted on.

V. What a Quorum is?

A quorum is a definite number of good standing members which must be present in order for official business to be conducted.

May there be any business conducted without a quorum?
Ordinarily not, unless the constitution of the organization says so. The constitution states that
number of present, good-standing members make up a quorum.

References

Note: Conducting a meeting and participating in one is very serious business.

There are many more refined rules to follow.

A person who is skilled in these rules usually has a great deal of influence over his group.

If you are interested in learning more about these important rules, you might go to the library and get any book on PARLIAMENTARY PROCEDURES. The following references seem especially good.

Rose M. Cruzan, Practical Parliamentary Procedure, published by McKnight Co., Bloomington, IL Cost $3.50

Marguerite Grumme, Basic Principles of Parliamentary Law and Practice, published by Marguerite Grumme (2nd ed.), 3830 Humphrey St Louis, Missouri Cost $1.00

From: Head Start Program
St. Louis, Missouri

On the following page you will find a Head Start organizational chart, giving you an idea of the staffing patterns in each center and how each fits into the total agency. You might refer to this chart in making decisions about any major changes in our Head Start program.
HEAD START CHILD & FAMILY DEVELOPMENT CENTERS, INC.
ORGANIZATIONAL CHART

HEAD START CHILD & FAMILY DEVELOPMENT CENTERS, INC.

ORGANIZATIONAL CHART

Head Start Board of Directors

Finance Director

Executive Director

Account Clerk

Administrative Assistant

Child & Family Services Managers (2)

Health Services Manager

Secretary

FEDERAL FUNDED HEAD START

La Crosse Central Wing (D)
98 children – 6 classes
Teacher – (6)
Aide (6)
Interpreter (1)

La Crosse Central Wing C
17 children – 1 class
Teacher (1)
Aide (1)

La Crosse Margaret Annett
68 children – 4 classes
Teacher (4)
Aide (4)
Interpreter (1)

La Crosse Gundersen
16 children – 1 class
Teacher (1)
Aide (1)

La Crosse Hamilton
36 children – 2 classes
Teacher (2)
Aide (2)

Onalaska
17 children – 1 class
Teacher (1)
Aide (1)

Sparta
38 children – 2 classes
Teacher (2)
Aide (2)
Interpreter (1)

Tomah
36 children – 2 classes
Teacher (2)
Aide (2)

La Crosse County Home-Base
23 children
Teacher (2)

Monroe County Home-Base
11 children
Teacher (1)

Vernon County Home-Base
11 children
Teacher (1)

Crawford County Home-Base
11 children
Teacher (1)

STATE FUNDED HEAD START

La Crosse
Central Wing C
15 children – 1 class
Teacher (1) Aide (1)

TOTAL ENROLLMENT

Federal Funded Enrollment
399

Total State Funded Enrollment
15

Total Enrollment
414

Food Service Contracts
1. Viroqua – Viroqua Public Schools
2. La Crosse – La Crosse Public Schools
3. Onalaska – Onalaska Public Schools
4. Tomah – Tomah Public Schools
5. Sparta – Connie’s Just For Kids
6. Prairie – Prairie du Chien Public Schools

Transportation Contracts
1. La Crosse (Central, Margaret Annett, & Gundersen) – First Student
2. Onalaska – First Student
3. Tomah – First Student
4. Sparta – First Student
5. Prairie du Chien – Southwest Bus Co.
**HEAD START CHILD & FAMILY DEVELOPMENT CENTERS, INC.**

**POLICY COUNCIL REIMBURSEMENT**

---

**COMPLETE IN INK**

**Name** __________________________________________ **Date of Meeting** _______________________

**Address** ______________________________________________________________________________

(No. & Street)                        (City)                              (Zip Code)

Please check    _______ Policy Council Meeting

_______ Training Session   **Title** _______________________________________

_______ Committee Meeting

---

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage</td>
<td>Miles x $. ____________ per mile</td>
</tr>
</tbody>
</table>

Child Care Reimbursement Allowance
(Only one $10.00 allowance may be requested per day per family – for low-income persons only) $ ____________

Other ___________________________________________________

________________________________________________________  $ ____________

**TOTAL EXPENSES** $ ____________

---

The above expenses were incurred by me in carrying out my duties for the Head Start Child & Family Development Centers, Inc.

**Signature of Individual Submitting** ______________________________ **Date** __________________

**Signature of Executive Director** ______________________________ **Date** __________________

**Finance Department** ______________________________ **Date** __________________

**Accounting Reference** ______________________________

Form #7.1 **Revised 9/97**
**POLICY COUNCIL AND BOARD OF DIRECTORS IMPASSE PROCEDURE**

<table>
<thead>
<tr>
<th>Introduction:</th>
<th>For the purposes of this policy a “mediator” is a neutral third party who facilitates a process whereby parties to a dispute reach an agreement as to how the dispute will be resolved. An “arbitrator” is a neutral third party who resolves a dispute and imposes a result on the disputing parties when they fail to reach their own agreement in mediation. The time lines hereafter set out are advisory and not mandatory; they may be extended by agreement of the parties.</th>
</tr>
</thead>
</table>
| **Identifying a dispute; initial meeting; and approval of agreement:** | 1) When the Policy Council and the Executive Director and/or the Board of Directors cannot reach an agreement on any matter within the authority of the Policy Council, the elected officers of the Council and the Board shall meet within 10 days of the identification of the dispute to discuss the matter and seek an agreement. The Executive Director or his designee shall keep minutes of the meeting.  
2) If the meeting results in an agreement, the officers of the Council and the Board shall submit the agreement to the full Council and Board for their approvals at their next scheduled meetings. |
| **Mediation** | 1) If the officer’s meeting does not result in an agreement or the agreement reached by the officers is not approved by both the full Council and Board, within 5 days of being notified that there is no agreement, the Executive Director shall nominate a mediator and notify the Council Chair and Board President thereof. The Chair and/or President have 5 days to object to the mediator and nominate another mediator. In the event of an objection the nominated mediators shall meet within 5 days and either agree that one of them shall perform the mediation or nominate another mediator to perform the mediation. If the meeting results in an agreement, the officers of the Council and the Board shall submit the agreement to the full Council and Board for their approvals at their next scheduled meetings.  
2) The mediation shall occur within 10 days of the selection of the mediator. The Chair and the President shall participate in the mediation, along with Executive Director, if his participation is appropriate in view of the nature of the dispute. When an agreement is reached in mediation, the agreement shall be submitted to the Council and Board for approval at their next scheduled meetings. |
| **Arbitration** | 1) If no agreement is reached in mediation or the mediated agreement is not approved, the Executive Director shall nominate an arbitrator. The procedures and time lines for selecting the mediator and conducting the mediation shall apply.  
2) After the arbitration hearing is completed the arbitrator shall provide a written decision to the Director, the Chair and the President within 10 days. The Director shall promptly forward a copy of the decision to the Department of Health & Human Services by registered mail. |
Parent Complaint Procedure

Head Start Child & Family Development Centers, Inc. is committed to providing the best possible Head Start program for your family. The following procedure will assist Head Start in resolving any parent complaints which may arise from time to time.

1. Please put your complaint in writing and include dates. Discuss the circumstances regarding the complaint and any suggestions for resolving the complaint.

2. Submit your complaint to your Center Teacher. Your Center Teacher will be required to respond to your complaint within 5 working days, either informally or by written report.

3. If no response or action has occurred within the above time frame, submit your written complaint to:

   Executive Director
   333 Buchner Place
   La Crosse, WI 54603
   or
   Call the Executive Director
   (608)785-2070
   Monday-Friday 8:00 - 4:30

4. Parent complaints will be ruled out of order at Policy Council Meetings unless the above procedure is followed.