

BOARD AGENDA ITEM

November 17, 2020

SUBJECT:

Aiken County Public School District Head Start / Early Head Start Policy Council
Bylaws

BACKGROUND INFORMATION:

On October 22, 2019, the school board approved the submission of the ACPSD Early Head Start/Head Start Grant and the receipt of funds, if awarded. In June 2020, the grant was officially awarded to ACPSD with a start date of July 1 for a five-year grant award. Section 642 of the Head Start Act requires grant agencies to establish and maintain a formal structure for program governance. The ACPSD school board serves as the over-arching governing body; however, this Act requires the grant recipient to establish a policy council to advise on program operation and design and assist in the development of long and short-term planning goals and objectives while taking into account community-wide strategic planning and needs assessments.

ADMINISTRATIVE CONSIDERATION:

Administration and the board attorney have reviewed the policy council bylaws and find them to be consistent with Section 642 of the Head Start Act and in alignment with board policies and district processes.

RECOMMENDATION:

Approve the ACPSD Head Start / Early Head Start Policy Council Bylaws

ATTACHMENT:

ACPSD Head Start / Early Head Start Policy Council Bylaws

PREPARED BY:

Jeanie Glover
Shadie Hall
Kristy Cansler

**AIKEN COUNTY PUBLIC SCHOOL DISTRICT
HEAD START/EARLY HEAD START
POLICY COUNCIL BY-LAWS**

The Aiken County Public School District Head Start / Early Head Start Policy Council By-Laws are in accordance with Section 642 of the Head Start Act; the Head Start Performance Standards: Part 1301 Program Governance; and the Parent Committee & Policy Council Membership: HSPS 1301.3; 1301.4.

ARTICLE I – NAME

The name of this organization shall be the Aiken County Public School District (hereafter known as ACPSD) Head Start/Early Head Start Policy Council (hereafter known as the Policy Council).

ARTICLE 2 – PURPOSES AND FUNCTIONS

Section 1: Purposes

The purpose shall be to implement the Head Start Program Performance Standards and PL 110-134 (Head Start Act). The policy council shall be 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 community-wide strategic planning and needs assessment and self-assessment. The Policy Council will perform the following functions directly:

- a. Serve as a link to the Parent Committees, grantee agency governing bodies, public and private organizations, and the communities they serve.
- 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 Early Head Start and 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 staff, and ensure that funds set aside from program budgets are used to support parent activities (Parent Activity Funds).
- d. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.

Section 2: Functions

The ACPSD Head Start/Early Head Start Policy Council is responsible for the direction of the program, including program design and operation; long- and short-term planning

goals/objectives; and community-wide strategic planning and needs assessment and self-assessment.

The general functions of the ACPSD Head Start/Early Head Start Policy Council are to work in partnership with ACPSD district leadership on decisions regarding the following:

- a. Providing activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
- b. Implementing program recruitment, selection, and enrollment priorities.
- c. Designing applications for funding and proposing necessary amendments to applications for funding for Early Head Start and Head Start, including administrative services, prior to the submission of such applications to the responsible federal official.
- d. Planning for program expenditures, including policies for reimbursement in accordance with district-established policies and processes, as well as participation in policy council activities.
- e. Establishing, reviewing, and implementing by-laws for the operation of the policy council.
- f. Adhering to ACPSD board policies and procedures with regard to the employment of program staff, including standards of conduct and progressive discipline for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.
- g. Developing procedures for how members of the policy council of the Head Start agency will be elected.
- h. Making recommendations on the selection of delegate agencies and the service areas for such agencies, in accordance with all ACPSD policies and procedures.

All functions and decisions shall align with ACPSD board policies and procedures.

ARTICLE III - MEMBERSHIP

Section 1: Composition

Parents of children currently enrolled shall constitute a majority of the membership (at least 51%) of the ACPSD Policy Council. Parents of all program options must be proportionally represented.

Membership shall be comprised of two types of representatives: Parents of children currently enrolled in Early Head Start and Head Start programs and Community Representatives.

- a. Each of the 8 Head Start/Early Head Start centers including representation from the EHS center-based childcare partnership site (1) and the home-based option (1) will form a Parent Committee

- b. Each Parent Committee will elect 1 Head Start or Early Head Start parent to serve on the Policy Council. The total number of parents elected to serve on the policy council shall consist of ten (10) parents
- c. One Alternate Head Start or Early Head Start Policy Council Member (parent) may be elected from each center as appropriate. Alternate members must also be parents of currently enrolled Head Start or Early Head Start children. These members can be nominated by the Parent Committee and/or administrative staff and must also be approved by the ACPSD School Board.
- d. The policy council may elect community leaders, (1) from each county served by Aiken County Public School District. These members can be nominated by center committees and administrative staff and must also be approved by the ACPSD School Board.
- e. All community representatives will be drawn from the local community, businesses, public or private community, civic, and professional organizations, and others who are familiar with resources and services for low-income children and families. Former Head Start/Early Head Start parents, staff and volunteers may also serve as community representatives.
- f. The Head Start/Early Head Start Director will prepare a slate of Community Representatives from all elections held and present them to the Policy Council and Aiken County Public School District School Board for final approval.
- g. The Policy Council will also include an ACPSD Board member who serves as a Board Liaison to provide two-way communication of HS/EHS related matters that come before the board for approval. This member may be appointed or elected by the board and becomes an ex-officio member of the Policy Council with voting privileges. The ACPSD school board shall elect or appoint an alternate member to serve in the absence of the duly appointed or elected board member.

Section 3: Terms of Office

Policy Council members shall serve for a term of one (1) year and shall be duly elected each year thereafter. No member shall serve on the Policy Council for more than five (5) one-year terms.

Section 4: Voting Rights

Each member of the Policy Council shall have one (1) vote. If there is center representation from an elected member and an alternate, the alternate will not have a voting right to maintain one (1) vote for each center or program option. There shall be no proxy voting by, or for, any member. The alternate board member can only vote in the absence of the elected or appointed board

member.

Section 5: Termination of Membership

A member of the Policy Council will be automatically terminated from the Policy Council if absent from two (2) consecutive meetings without contacting the Chairperson, the Head Start Director, or the Head Start Program Support Specialist prior to the meeting with a legitimate excuse.

A member of the Policy Council can be terminated for violating ACPSD's, Head Start's and the Policy Council's Code of Conduct.

Section 6: Resignation

A member shall submit a written statement (hard copy or electronic) prior to his/her resignation from the Council.

Section 7: Vacancy

All Parent Committees shall elect a new parent member to the Policy Council within 30 days whenever there is a vacancy from that center. If a community representative creates the vacancy, that vacancy will also be filled within 30 days.

Section 8: Nepotism

No grantee agency staff (or members of their immediate families) may serve on the Policy Council and parents who occasionally substitute for regular Early and Head Start staff may not serve on the Policy Council. Members of the Policy Council are prohibited from having a conflict of interest with the grantee.

ARTICE IV - OFFICERS

Section 1: Officers

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

Section 2: Election and Term of Office

Each officer shall be elected by the full membership of the Policy Council once the full Council has been seated and shall serve a term of one (1) year. The Council will be seated as early in the school year as possible and this will occur typically between the months of September – October of every year.

Section 3: Removal

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

Section 4: Chairperson

The Chairperson shall preside at all meetings and maintain order in accordance with Robert's Rule of Order. Prior to the meeting, the Chairperson will prepare the agenda with the Head Start/Early Head Start Director and any other pertinent persons. The Chairperson also serves on committees and coordinates activities as needed; works closely with the Head Start/Early Head Start Director and Board Liaison as necessary; acts as the official representative of the council; is knowledgeable of Council By-Laws, Head Start Policies and requirements; and performs other duties as assigned.

Section 5: Vice-Chairperson

The Vice-Chairperson shall preside in the absence of the Chairperson or whenever the Chairperson temporarily or permanently vacates the chair via resignation or natural causes, the Vice-Chair shall assume the office until a permanent chair is elected.

Section 6: Secretary

The Secretary shall record the minutes of every Policy Council meeting; keep copies of the By-Laws, standing rules, roster of members, a list of unfinished business and a copy of each agenda; email minutes to each member prior to the meeting; keep a file of all correspondence received; read correspondence as needed; telephone members about special meetings as needed; maintain a file/record of minutes; assist the Chairperson in following the agenda, and record and read motions as they are made; read minutes of the last meeting; and perform other duties as assigned.