



BISHOP INDIAN HEAD START
405 N. BARLOW LANE
BISHOP, CA 93514
760-872-3911



Bishop Indian Head Start Program Governance Policies and Procedures

Key Indicators of Program Performance

1. Structure and Participation

The program has the required structure and process in place to promote full participation of the governing body and Policy Council.

2. Roles, Responsibilities, and Training

The governing body and Policy Council fulfill all their responsibilities to ensure the effective oversight of the program.

3. Reporting to Governing Body and Policy Council

The program provides all of the required reports to the governing body and Policy Council to ensure they have the necessary information to make decisions and provide effective oversight of the program.

Approval Dates

See Statement of Acknowledgement Program Year 2013-2014, 2014-2015, 2015-2016

Program Governance (GOV) is designed to assess the level in which grantees implement governance practices that ensure effective oversight of program operations by the governing body and active participation in decision-making by the Policy Council. Head Start programs must ensure that governing board and Policy Council are composed of the required members. Members of both groups must receive training necessary to fulfill their responsibilities, including the opportunity to analyze reports designed to inform decisions regarding program planning, assessment, design, and overall operations. By monitoring Program Governance, the OHS is better able to ensure that programs establish practices to ensure effective oversight and informed decision-making.

The Bishop Indian Head Start Program Governance Policies and Procedures was received, reviewed, and approved by the Policy Council on March 8th 2016, and signed by

Hailey Thomas, Policy Council Chairwoman.

The Bishop Indian Head Start Program Governance Policies and Procedures was received, reviewed, and approved by the Bishop Paiute Tribal Council on March 17th 2016, and signed by

Deston Rogers, Tribal Council Vice Chairman

	<i>Compliance Measures</i>	<i>Regulations</i>
1.	Structure and Participation	642 (c) (1) (B) (i-iv) 642 (c) (1) (B) (vi) 642 (c) (2) (B) (i) 642 (c) (1) (B) (ii)(I-II)
2.	Roles, Responsibilities and Training	642 (d) (3) 642 (c) (1) (E) (iv)(I-III) 642 (c) (1) (E) (iv)(VI) 642 (c) (1) (E) (iv)(V)(aa-cc) 642 (c) (1) (E) (iv)(VII)(aa-cc) 642 (c) (1) (E) (iv)(VIII) 642 (c) (1) (E) (iv)(IX) 642 (c) (2) (A) 642 (c) (2) (D) (i-viii)
3.	Reporting to Governing Body and Policy Council	642 (d) (2) (d) (A-I)

Table of Contents

Policies and Procedures	Updates	Draft Policies & Procedures	Page
Shared Decision Making Process	January 7, 2013		5
Policy Council Subcommittees	February 4, 2016		6
Policy Council Voting	January 7, 2013		9
Policy Council Official Duties	February 4, 2016		10
Policy Council Executive Committee		January 14, 2013	13
Policy Council Group Meeting Skills		January 14, 2013	14
Policy Council Limitations on Membership	January 14, 2013		15
Policy Council Removal from Office	January 14, 2013		16
Tribal Council Roles and Responsibilities	January 14, 2013		17
Policy Council Objectives	January 15, 2013		19
Policy Council Provision of Information	January 15, 2013		20
Policy Council Concern and Feedback	January 19, 2013		21
Policy Council Emergency/Special Meetings	January 19, 2013		22
Policy Council Regular Meeting	January 19, 2013		23
Policy Council Officers	February 4, 2016		24
Policy Council Amendment and Suspension of Rules	January 19, 2013		25
Policy Council Operations	January 19, 2013		26
Strategic Planning		January 19, 2013	27
Program Self-Assessment	February 4, 2016	January 19, 2013	28
Policy Council Composition	January 19, 2013		29
Internal Dispute Resolution	January 7, 2013		31
Parents, Area Residents and the Program		January 19, 2013	32
Empowering Parents and the Community		January 19, 2013	33
Family and Community Partner Activities		January 20, 2013	34
Family Activity Events		January 19, 2013	36
Confidentiality of Records	January 19, 2013		38
Communication and Reporting	January 20, 2013		39
Ongoing Monitoring and Reporting	January 20, 2013		41
Office of Head Start Regulations			45
See http://www.bishoppaiutetribe.com/headstart.html			
Parent Policy BYLAWS			
BIHS Organizational Chart			
BIHS Parent Policy Handbook			
Resolution of Disputes Protocol			
Shared Governance Policy			

Program Governance Calendar

Notes

Bishop Indian Head Start
Program Governance

Shared Decision Making Process

Policy

Individuals or groups who have the responsibility of making a decision will follow this process.

Procedure

1. Identify and clarify the issue.
2. Determine which individuals or groups should be consulted.
3. Gather opinions and facts about issue.
 1. Raise questions of each other about the issue and value each other's information, advice and assistance.
 2. Distinguish opinions from facts.
4. Develop alternative solutions to the issue.
 1. Respect the proposal or possible solutions that have been offered.
 2. Identify the consequences of each alternative solution to the issue.
 1. Obtain information from parents, community and other individuals or groups.
 2. Obtain technical advice and assistance from professional consultants, Region XI office, and staff to help identify potential consequences of alternative solutions.
 3. Seek advice from those individuals or groups who are needed to help carry out or implement the decision.
5. Make a decision.
 1. Make the choice or decision that has the least amount of potential negative effects or consequences on the program and/or on the individuals who are served by or work for the program.
 2. The decision should be the one that is best for all concerned and the organization, and children and families.
6. Evaluate the outcome of the decision.
 1. The responsible individuals or groups should check to see that the decision was carried out properly.
 2. If necessary go back to one of the above steps and possibly change the decision if the outcome of the original decision is not satisfactory.

Note: See Shared Governance Policy, Resolution of Disputes Protocol, and Parent Policy Council By-Laws for further procedures in the process of shared decision making.

This policy complies with Head Start Performance Standard 1304.50(a)(1)

A similar version was approved by Policy Council & Tribal Council on 10/11/2007, 4/18/2008, 9/27/11, 1/28/2015, Approved by Tribal Council March 17th, 2016 and by Policy Council on March 8th 2016

Updated January 7, 2013

Bishop Indian Head Start
Program Governance

Policy Council Subcommittees

Policy

Subcommittees make recommendations to the full Policy Council to consider items for approval or disapproval.

Procedure

1. The Policy Council establishes subcommittees to perform specific duties. Standing committees are established in December.
 - Standing committees will hold an organizational meeting within one month of elections, or as required by current needs.
 - Staff will provide support, training and technical assistance to standing committees.
 - Ad Hoc (*done or set up solely in response to a specific situation or problem, without considering wider or longer-term issues*) committees are formed for the purpose of accomplishing a specific task and are disbanded once their purpose is achieved.
 - During the Policy Council meeting in which a committee is established, that committee will announce the time, date, and place that it will meet.
2. Executive committee (Parent Policy Council)
 - Shall be composed of the officers. Other members who wish to attend may be invited.
 - The Vice-Chairperson is the presiding chair when Policy Council is absent.
 - The Executive Committee may meet at least two weeks in advance of the Bishop Tribal Council meeting.
 - The Executive Committee may work with the BIHS Director to prepare the agenda and order of business, and send agenda and invitation to appropriate persons.
 - The Executive Committee shall meet with staff to obtain information as needed for reports.
 - The Executive Committee shall review and comment prior to presentation to the Bishop Tribal Council in the following areas:
 - Request for funds
 - Proposed work plans
 - All other applicable matters
3. By-Laws committee (Parent Policy Council)
 - Shall review and recommend changes to the By-Laws. The committee is responsible for ensuring amendments are rewritten into the By-Laws on a yearly basis.
4. Budget committee (Parent Policy Council)
 - Shall develop the annual Policy Council budget and make changes to the budget as needed. The budget will be presented to the Bishop Tribal Council for final approval.

Events committee (Parent Committee)

- Shall organize and supervise volunteers for special events happening through the year.

5. Personnel /Hiring Panel

- Act in advisory capacity to Policy Council regarding approvals or disapprovals of hires, promotions, terminations and performance improvement plans.
- Committee members also assist in the recruitment of Head Start parents to participate on hiring panels for staff.
- Members receive training in legal matters and confidentiality.

6. Program Self- Assessment Committee

- Shall work as part of a review team to assess the quality of Head Start services to program participants, ensure compliance with performance standards, compile report findings and discuss the findings to make recommendations for improvements.
- This committee consists of Policy Council, Board of Directors, staff and community members. (see Self-Assessment policy)

7. Recruitment/Selection Committee(Parent Policy Council)

- Shall assure full enrollment in the Head Start program. Goals are to:
 - develop a recruitment plan.
 - develop a policy for selection and enrollment (see Selection and Enrollment policy)
 - develop a policy for timely registration of new enrollees
 - develop a policy for attendance requirements. (see Attendance policy)

8. Parent Activity Fundraising committee(Parent Committee)

- Shall organize and supervise events to raise money for the Head Start program.
- Members of the committee(s) will be comprised of Policy Council members, and BIHS parent and community partnership volunteers.

9. Health/Nutrition/ Curriculum Advisory Committee

- The purpose of this committee is to evaluate and recommend curricula for BIHS.
- Policy Council may assign a parent representative to the Health/Nutrition/ Curriculum Advisory Committee.
- The Health/Nutrition/ Curriculum Advisory Committee also reviews and address health and nutritional issues and concerns, policies and procedures related to safety, health, and nutrition services for BIHS.
- The Health/Nutrition/ Curriculum Advisory Committee is made up of parents, staff, and volunteer program community partners (Nurse Practitioners, family therapist, dieticians, and other community members with background in Health, Wellness, and Preventative Medicine).

10. Father Involvement Committee

- The purpose of this committee (informal) is to evaluate and recommend safety needs, classroom participation needs, father involvement activities and fundraising ideas for the BIHS parent committee.

BIHS Program Governance Policies and Procedures updated for 2015-2016 program year

- Policy Council may assign a parent representative to the Father Committee.

Note: See Parent Policy Council By-Laws, Committee Agendas and Minutes for further documentation of program committee structures.

This policy complies with Head Start Performance Standard 1304.50(a)(1)

A similar version was approved by Policy Council & Tribal Council on 10/11/2007, 4/18/2008, 9/27/11, 1/28/2015

Updated January 7, 2013; Updated February 4, 2016. Approved by Tribal Council March 17th, 2016 and by Policy Council on March 8th 2016

Bishop Indian Head Start
Program Governance

Policy Council Voting

Policy

Each member of the Policy Council shall have one vote, with the exception of the Chairperson who shall cast the deciding vote only in the case of tie.

Procedure

- Each regular representative will have a maximum of one vote.
- During the transition period when the out-going and in-coming Policy Council members are meeting together, both will vote on each agenda item including election of officers.
- Votes are taken after motions are made, seconded, and discussed. The chairperson calls for the vote asking for an indication of approval, disapproval, or abstaining from the vote.
- The chairperson announces whether the motion is approved or disapproved. These decisions are included in minutes.

This policy complies with Head Start Performance Standard 45 CFR Section 1304.50.

A similar version was approved by Policy Council on 10/11/2007, 4/18/2008, 9/27/11, and 1/28/2015; Approved by Tribal Council March 17th, 2016 and by Policy Council on March 8th 2016

Updated January 7, 2013

Bishop Indian Head Start
Program Governance

Policy Council Official Duties

Chairperson

The Chairperson calls and presides over meetings of the Policy Council. With prior approval from the Policy Council, the Chairperson may act as a spokesperson for the Council in events concerning the Bishop Indian Head Start program that arise outside of Regular or Emergency/Special Meetings. In addition, serves as a Parliamentarian and is responsible for ensuring that the Policy Council meetings run in accordance with simplified Robert's Rules of Order, Policy Council by-laws

The Chairperson's duties include the following:

1. Shall preside at all Policy Council meetings
2. Refrain from entering into debates during the Policy Council meetings.
3. Shall extend every courtesy possible.
4. Shall call special meetings, when necessary. (see Policy Council Emergency/Special Meetings [1] policy)
5. Open and closes all Policy Council meetings.
6. Explain each motion before it is voted upon (see Policy Council Voting [2] policy)
7. May vote only to break a tie. (see Policy Council Voting [2] policy)
8. Must serve as a member of the Executive committee (See Policy Council Sub-Committees and Description of Standing Committees [3] policy)
9. Shall be available to Policy Council members for questions pertaining to the Bishop Indian Head Start program.
10. Shall form Ad-Hoc committees as needed.
11. Shall be a member of Policy Council at least one year, if possible.(see Policy Council Limitations on Memberships [4] policy)
12. Shall be unbiased regarding the matters being discussed at meetings.
13. Shall be able to define the By-Laws of the Policy Council and advise the Council on these as necessary.
14. Shall be the Chairperson of the By-laws committee. (see Policy Council Sub-Committees and Description of Standing Committees [3] policy)

Vice Chairperson

The Vice Chairperson assumes the duties of the Chairperson in his/her absence.

The Vice-Chairperson's duties include the following:

1. Shall preside in the absence of the Chairperson or whenever the Chairperson temporarily vacates the chair.
2. Shall be aware of the format desired by the Chairperson at meetings and assist in keeping within the format.
3. Shall be responsible for calling together and presiding over the Executive committee meetings. (see Policy Council Sub-Committees and Description of Standing Committees [3] policy)
4. Shall be responsible for calling together and presiding over, when necessary, the joint Executive committee (Tribal Council and Policy Council).
5. Shall be the Head Start Policy Council representative to the Tribal Council.

Secretary

The Secretary sits on the Executive committee and assists the Executive Administrative Assistant in maintaining official records for the Policy Council.

The Secretary's duties include the following:

1. Shall keep a record of members' attendance.
2. Keep a record of all Policy Council minutes.
3. Shall be responsible for time limitations on agenda items and holding speakers accountable to keep on time as listed on the agenda.
4. Distribute all mail addressed to the Policy Council.
5. Shall notify Family Advocate of absent representatives by means of written/verbal warning following second absence.
6. Will attend Personnel committee as the non-voting chairperson.
7. May serve as a member of the Executive committee. (see Policy Council Sub-Committees and Description of Standing Committees [3] policy)

4. Treasurer/Fundraiser Leaders (description same for both officers)

1. Shall be responsible to the Policy Council and staff for the accounting and monthly reporting of the Policy Council Budget, federal and non-federal funds. , (N/A the Tribal Fiscal Department and BIHS Director is responsible for all items in a.)
2. Shall attend all fundraising events and is responsible for the accounting and monthly reporting of all funds raised by BIHS Parents towards BIHS Family activities.
3. Shall make an immediate deposit of funds to the Tribal Fiscal Department.
4. Shall keep an accurate accounting system, including proper documentation for expenses and submit copies of the documentation to the Tribal Fiscal Department.
5. **Shall be responsible for requesting monthly budgets from tribal fiscal department, and**
6. Shall follow all Fund-Raising Federal Policies ACYF-PI-HS-06-06 (https://eclkc.ohs.acf.hhs.gov/hslc/standards/pi/2006/resour_pri_00106_051706.html)
7. Must be elected each academic year by Parent Committee.

Policy Council Leader (Voted in by the Parent Committee to serve as a classroom representative).

The Policy Council Leader assumes duties when the Secretary is absent.

The Policy Council Leader duties are as follows:

1. Shall act as Secretary in the absence of the Secretary at regular Policy Council meetings.
2. Shall maintain a photo album or binder of documents to form a record of Head Start activities during the year they hold office.

3. May attend of Parent Committee Meetings. (see Policy Council Sub-Committees and Description of Standing Committees [3] policy)
4. Must serve as a member of the Executive committee (see Policy Council Sub-Committees and Description of Standing Committees [3] policy)

Note: See Parent Policy Council By-Laws, Committee Agendas and Minutes for further documentation of program committee structures.

This policy complies with Head Start Performance Standard 45CFR Section 1304.50.

This policy complies with Head Start Performance Standard 45 CFR Section 1304.50.

A similar version was approved by Policy Council on 10/11/2007, 4/18/2008, 9/27/11, 1/28/2015; Approved by Tribal Council March 17th, 2016 and by Policy Council on March 8th 2016

Updated January 7, 2013; Updated February 4th 2016

Bishop Indian Head Start
Program Governance

Policy Council Executive Committee

Policy

The Executive Committee meets prior to full Policy Council session to set the agenda for the regular meetings. The Executive Committee meets each month at a time they agree upon.

Procedure

1. The Executive Committee is comprised of all officers (Chairperson, Vice-Chairperson, Secretary, Parent Leaders, and Treasurer) (see Policy Council Official Duties [1] policy)
2. Interested Policy Council members may attend Executive Committee meetings.
3. The Executive Committee assists in the preparation of Policy Council agendas with input from staff and parents.
4. The Executive Committee may also vote on approval for training funds when such requests are made between regular Policy Council meetings.

This policy complies with Head Start Performance Standard 45 CFR Section 1304.50.

Approved by Tribal Council on 1/22/2015 and by Policy Council on 1/28//2015; Approved by Tribal Council March 17th, 2016 and by Policy Council on March 8th 2016

Drafted January 14, 2013

Bishop Indian Head Start
Program Governance

Policy Council Group Meeting Skills

Policy

Parents are trained and encouraged to take an active part in the conduct of policy group meetings.

Procedure

1. Parents in Head Start are informed of the structure of policy groups and are invited to attend Policy Council meetings and training.
2. Policy Council representatives have the opportunity to be trained in shared decision making, the Brown Act, Robert's Rules of Order, roles and responsibilities, and others.
3. Notes on such training activities are maintained and kept at the site where such training is provided.

This policy complies with Head Start Performance Standard 45 CFR Section 1304.50.

Approved by Tribal Council on 1/22/2015 and by Policy Council on 1/28//2015; Approved by Tribal Council March 17th, 2016 and by Policy Council on March 8th 2016

Drafted 1-14-2013

Bishop Indian Head Start
Program Governance

Policy Council Limitations on Membership

Policy

No representative shall be a member of Policy Council for more than three years. No person who has a financial obligation to the Policy Council which has been outstanding for more than sixty days shall be granted nor maintain Policy Council membership

Procedure

1. After three consecutive or intermittent years of Policy Council membership, a person is no longer a voting member of the Policy Council.
2. Regarding unresolved financial obligations after sixty days, the Treasurer may bring the matter to the attention of the Policy Council in full session.
3. Upon satisfaction of financial obligation within sixty days, full membership shall be reconsidered.

Note: See Parent Policy Council By-Laws

This policy complies with Head Start Performance Standard 45 CFR Section 1304.50.

It was approved by Policy Council 8-16-11, 12-21-12; Approved by Tribal Council March 17th, 2016 and by Policy Council on March 8th 2016

Approved by Tribal Council on 1/22/2015 and by Policy Council on 1/28//2015

Bishop Indian Head Start
Program Governance

Policy Council Removal from Office

Policy

An officer of the Policy Council will be terminated from his or her position under the conditions listed below.

Procedure

1. Policy Council members must notify the officer in writing that actions are being initiated for removal of that officer.
2. A three-fourths vote by Policy Council members will carry a motion to terminate an officer.
3. Cause for termination includes:
 - Failure to uphold the standards of Head Start.
 - Inappropriate behaviors while representing Policy Council.
 - Gross misconduct.
 - Acting on the behalf of Policy Council without prior authority.
 - Blatant disrespect of Head Start philosophies.
 - Neglect of duty.
 - Outstanding debt.

Note: See Parent Policy Council By-Laws

This policy complies with Head Start Performance Standard 45 CFR Section 1304.50.

It was approved by Policy Council and Tribal Council on 8-16-11, 12-21-12; Approved by Tribal Council March 17th, 2016 and by Policy Council on March 8th 2016

Approved by Tribal Council on 1/22/2015 and by Policy Council on 1/28//2015

Bishop Indian Head Start Program Governance

Tribal Council Roles and Responsibilities

Policy

The Bishop Tribal Council will guide and oversee all policies which are set for the program in accordance with 1304.50. General responsibilities include:

1. Ultimate responsible for legal and fiscal activities of the organization.
2. Responsible for establishing priorities for the organization, developing and evaluating programs and determining appropriate policies.
3. Responsible for hiring, firing, and evaluating the Director, Human Resources Director, Finance Director.
4. Ensure that procedures for program planning are in place.
5. Ensure that that all funding applications and amendments are submitted to HHS.
6. Establishing criteria for recruitment, selection and enrollment of children.
7. Approving the composition of the Policy Council and the procedures by which members are chosen.
8. Approving the Policy Council bylaws.
9. Ensuring that procedures are in place for the hiring and firing of Head Start staff.
10. Ensuring reimbursement for Policy Council member's expenses is available.
11. Determining Head Start employment policies and periodic changes.
12. Ensuring that during the annual self- assessment that the program is carrying out the programmatic and fiscal intent of its grant application, including review of the annual audit and findings from the Federal monitor review.
13. Ensuring that there is written policies that define the roles and responsibilities of the governing body members and to inform them of the management procedures and functions necessary to implement a high quality program.
14. Ensuring that there are procedures for the implementation of shared decision making.
15. Ensuring that there is written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.
16. Ensuring that appropriate internal controls are in place and implemented to safeguard federal funds.

17. Ensuring that an annual audit is conducted.

Operating responsibilities include:

1. Establish and maintain procedures for hearing and working to resolve community complaints about the program.

The Bishop Tribal Council must approve or disapprove:

2. Procedures for program planning.
3. The program's philosophy, long and short range program goals and objectives, including the annual self-assessment results and grantee improvement plan.
4. Center location.
5. Funding applications and amendments.
6. The number and members of all policy groups and the methods for recruiting and selection.
7. 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.
8. Procedures for shared decision making.
9. Procedures for resolving internal disputes.
10. Personnel policies and periodic changes to them.
11. The hiring and firing of the Director, Human Resources Director, Finance Director

If no approval is obtained from the Tribal Council, a proposal cannot be adopted, and the proposed action cannot be taken until agreement is reached between the parties.

Note: See Parent Policy Council By-Laws

This policy complies with Head Start Performance Standard 1304.50

It was approved by Policy Council and Tribal Council on 8-16-11, 12-21-12; Approved by Tribal Council March 17th, 2016 and by Policy Council on March 8th 2016

Updated 1-14-2013

Approved by Tribal Council on 1/22/2015 and by Policy Council on 1/28//2015

Bishop Indian Head Start Program Governance

Policy Council Objectives

Policy

The purpose of the Policy Council is to provide a formal means of involving parents, agency, and community persons in decisions affecting the operation and management of the Head Start program.

Procedure

At a minimum, the Policy Council is expected to:

1. Participate in establishing criteria for and the selection of the program staff.(see Policy Council Subcommittees policy)
2. Assist the agency in the development of and give approval to all Head Start grant applications.
3. Initiate suggestions and ideas for program improvements. (see Program Evaluation policy)
4. Establish a procedure for hearing complaints against the Head Start program. (see Policy Council Concern and Feedback policy)
5. Assist agency in organizing activities for parents, communicating with present and past parents, encouraging active parent participation, recruiting volunteers, and mobilizing community resources.
6. Serve as a link between public and private organizations.
7. Establish and review Head Start policy and approve major programmatic changes.
8. Evaluate program on an annual basis using the program evaluation tools.(see Program Evaluation [policy and Program Self- Assessment)
9. Review and approve of disbursement Policy Council funds on an annual basis (When funds are available).
10. Support the Parent Committee in planning and implementing participation in local community events:
 - celebrations,
 - festivals,
 - fairs,
 - parades, etc.

This policy complies with Head Start Performance Standard 45CFR Section 1304.50.

Note: See Parent Policy Council By-Laws

This policy complies with Head Start Performance Standard 1304.50

A Similar Policy was approved by Policy Council and Tribal Council on 8-16-11, 12-21-12

Updated 1-15-2013; Approved by Tribal Council March 17th, 2016 and by Policy Council on March 8th 2016

Approved by Tribal Council on 1/22/2015 and by Policy Council on 1/28/2015

Bishop Indian Head Start
Program Governance

Policy Council Provision of Information

Policy

A system for the regular provision of information to members of Policy Council is provided.

Procedure

Information provided to Policy Council members includes:

1. Timetables for planning, development, submission of proposals
2. Head Start policies, guidelines, communications from The Administration on Children, Youth and Families
3. Financial reports and statement of funds expended
4. Work plans, grant applications, personnel policies
5. Appropriate staff distributes information and materials to parents in a timely manner. Support Service Manager, Health and Disabilities Manager, Family Services Consultant and BIHS Director take primary responsibility as support staff on Policy Council.
6. Distributions may include written handouts, minutes of meetings, official correspondence, and oral presentations at meetings or training sessions.
7. Minutes of the meeting are emailed, mailed, or hand delivered to all Policy Council members at least five working days prior to the Policy Council meeting. All items to be approved must be included in this packet to allow for informed decision-making.

The packet includes:

- minutes of previous meeting
- agenda for upcoming meeting
- Director's report
- Health and Disabilities Manager report
- Support Service Manager report (Nutrition, Transportation, and Safety)
- Family Advocate Report
- Minutes and Agendas from parent committee and sub-committees
- any items to be approved by Council

Note: See Parent Policy Council By-Laws

This policy complies with Head Start Performance Standard 45 CFR Section 1304.50.

A similar version was approved by Policy Council on 10/11/2007, 4/18/2008, 9/27/11

Updated January 15, 2013

Approved by Tribal Council on 1/22/2015 and by Policy Council on 1/28//2015;

Approved by Tribal Council March 17th, 2016 and by Policy Council on March 8th 2016

Bishop Indian Head Start
Program Governance

Policy Council Concern and Feedback

Policy

The Bishop Indian Head Start program encourages communication between parents, community members and BIGS staff. If there are concerns, these should be documented after attempts have been made to resolve them through direct feedback and problem solving with the staff and supervisors involved.

Procedure

1. Written concerns should include a description of the problem, date of occurrence, names of people involved and possible solutions. Parents should consult their Policy Council Representative for advice and assistance.
2. The written concern form will be completed by the individual(s) involved and given to the Director within ten (10) working days. A meeting will be scheduled to discuss the situation. The Director may invite all or part of the following to review the situation: Policy Council Chairperson, Parent/Community member, Policy Council Representative, individual staff person addressed in the concern, Consultants, Tribal Council Chairperson or other members of the Tribal Council.
3. A written response will be prepared by the Director outlining action taken and given to Parent/Community Members within ten (10) working days of the meeting.
4. If Parent/Community member is not satisfied with the written response from the Director, the Parent/Community member may request a joint meeting of the Policy Council and Tribal Council Executive Committee for final resolution of the concern through a written request to the Policy Council Chairperson. (see Policy Council Emergency/Special Meeting policy)
5. (See PC BYLAWS, Dispute Protocols Policy, and Parent Handbook)

This policy complies with Head Start Performance Standard 45 CFR Section 1304.50.

A similar version was approved by Policy Council on 10/11/2007, 4/18/2008, 9/27/11
Updated January 19, 2013; Approved by Tribal Council March 17th, 2016 and by Policy Council on March 8th 2016
Approved by Tribal Council on 1/22/2015 and by Policy Council on 1/28//2015

Bishop Indian Head Start
Program Governance

Policy Council Emergency/Special Meetings

Policy

Emergency / Special meetings may be called by the Policy Council Chairperson in accordance with the Brown Act.

Procedure

1. Special meetings of the Policy Council may be called by a majority of the Executive committee.
2. All special meetings shall be called 48 hours in advance of said meeting.
3. Any member of the Policy Council may request that the Executive Council call a special Policy Council meeting.
4. If 51 percent of Policy Council members petition, in writing, to call a meeting the Chairperson will be obligated to schedule a meeting within three days of the receipt of the petition.
5. The Executive Secretary will notify Council members of need for meeting and work with the Executive Council to produce an agenda for the meeting.
6. (See PC BYLAWS, Dispute Protocols Policy, and Parent Handbook)

This policy complies with Head Start Performance Standard 45 CFR Section 1304.50.

A similar version was approved by Policy Council on 10/11/2007, 4/18/2008, 9/27/11

Updated January 19, 2013; Approved by Tribal Council March 17th, 2016 and by Policy Council on March 8th 2016

Approved by Tribal Council on 1/22/2015 and by Policy Council on 1/28//2015

Bishop Indian Head Start
Program Governance

Policy Council Regular Meeting

Policy

Policy Council meetings are held the First Tuesday of each month throughout the calendar year. However, Policy Council may change this date due to no quorum or conflicting schedules.

Procedure

1. A Policy Council Meeting may be held as normal if a quorum is present within thirty minutes after scheduled meeting time.
2. If no quorum is present after thirty minutes, the meeting shall proceed as an informal discussion. No official session can occur without a quorum.
3. A quorum for the conducting of business will consist of no less than four members.
4. This quorum will apply to all regular Policy Council meetings and any special Policy Council meetings.
5. (See PC BYLAWS)

This policy complies with Head Start Performance Standard 45 CFR Section 1304.50.

A similar version was approved by Policy Council on 10/11/2007, 4/18/2008, 9/27/11; Approved by Tribal Council March 17th, 2016 and by Policy Council on March 8th 2016

Updated January 19, 2013

Approved by Tribal Council on 1/22/2015 and by Policy Council on 1/28//2015

Bishop Indian Head Start Program Governance

Policy Council Officers

Policy

The officers of the Policy Council are: (see Policy Council Official Duties policy)

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Treasurer/Fundraiser Coordinator
5. Policy Council Leader
6. Policy Council Leader

Procedure

1. Officers are elected from the total Policy Council membership, by a majority vote.
2. Officers are elected and seated in November of each year.
3. Officer representation on standing committees are as follows, (see Policy Council Sub-Committees and Description of Standing Committees policy)
 1. Vice-Chairperson shall preside over the Executive Committee meetings.
 2. Secretary will attend Personnel Committee meetings as non-voting chairperson.
 3. Treasurer will represent Policy Council on the Budget Committee.
 4. Policy Council Leaders will be a member or attend Parent Committee events/meetings
4. Common duties of all officers include the following,
 1. Attend all Policy Council meetings,
 2. Attend all Executive Committee meetings,
 3. Study and follow By-Laws,
 4. Be acquainted with Robert's Rules of Order and Parliamentary procedures.

Note: See Parent Policy Council By-Laws

This policy complies with Head Start Performance Standard 45 CFR Section 1304.50.

A similar version was approved by Policy Council on 10/11/2007, 4/18/2008, 9/27/11

Updated January 19, 2013; February 4, 2016; Approved by Tribal Council March 17th, 2016 and by Policy Council on March 8th 2016

Approved by Tribal Council on 1/22/2015 and by Policy Council on 1/28//2015

Bishop Indian Head Start
Program Governance

Policy Council Amendment and Suspension of Rules

Policy

In certain cases, there may be a suspension of rules allowing the Policy Council to over-ride the By-Laws at a single meeting. Two-thirds majority vote of the Policy Council will change the By-Laws

Procedure

1. A motion to suspend rules will be effective only for the meeting in which the motion was made.
2. A motion to suspend rules must specify the rule to be suspended.
3. Proposed amendments to By-Laws are sent to the By-Laws committee for review and recommendation. (see Policy Council Sub-Committees and Description of Standing Committees policy)
4. The proposed Amendment shall be presented in writing to the Policy Council members in session at a regular meeting. The proposed amendment will then be placed on the agenda for vote at the next regular meeting.
5. A two-thirds majority vote by present members in favor of an Amendment will result in a change of the By-Laws.
6. By-Laws must be reviewed at least every two years and rewritten to include new amendments yearly.
7. By-Law revisions approved by the Policy Council will move to the Tribal Council for final approval.

This policy complies with Head Start Performance Standard 45 CFR Section 1304.50.

Note: See Parent Policy Council By-Laws

This policy complies with Head Start Performance Standard 45 CFR Section 1304.50.

A similar version was approved by Policy Council on 10/11/2007, 4/18/2008, 9/27/11; Approved by Tribal Council March 17th, 2016 and by Policy Council on March 8th 2016

Updated January 19, 2013

Approved by Tribal Council on 1/22/2015 and by Policy Council on 1/28//2015

Bishop Indian Head Start
Program Governance

Policy Council Operations

Policy

Policy Council determines the location of its meetings and all meetings are conducted in compliance with 70.2 and Robert's Rules of Order. All decisions of the Policy Council with the concurrence of the Tribal Council shall become policy for Bishop Indian Head Start.

Procedure

1. Agenda, minutes, and information on topics for approval will be mailed, emailed, or hand delivered to all Council members at least five days prior to the Policy Council meeting.
2. Agendas and minutes are to be posted in the parent area/parent bulletin board.
3. All decisions of the Policy Council must be in compliance with federal, state, and local regulations.

This policy complies with Head Start Performance Standard 45 CFR Section 1304.50.

Note: See Parent Policy Council By-Laws

A similar version was approved by Policy Council on 10/11/2007, 4/18/2008, 9/27/11; Approved by Tribal Council March 17th, 2016 and by Policy Council on March 8th 2016

Updated January 19, 2013;

Approved by Tribal Council on 1/22/2015 and by Policy Council on 1/28//2015

Bishop Indian Head Start Program Governance

Strategic Planning

Policy

Every three years, at a minimum, Bishop Indian Head Start will initiate a strategic planning process, involving policy groups, staff, and administration and community partners to formulate long range goals and short term program and financial objectives for the agency. The Community Needs Assessment, as well as other information gathered in yearly updated information, will be used in the process. The strategic directions established in this process will guide grant planning, budget discussions and other program decisions affecting the agency's approach to serving children and families.

Procedure

1. Invite key members of the Head Start community, including staff, parents, governing bodies, Policy Council, Health Advisory and other community representatives (CARES, Adult & Family Services, Bishop Paiute Community Services, Toiyabe Indian Health Services, Salvation Army, Services to Children and Families, First 5 and State Preschool, Owens Valley Career Development Center, Cerro Coso Community College).
2. Schedule times and places for sessions that are appropriate and convenient for those involved. Offer transportation and/or childcare to parents who may require assistance in order to participate.
3. Assign facilitator and recorder(s).
4. Orient participants to the mission, goals and philosophy of the agency and the Head Start program.
5. Provide opportunities for individual input and group discussion.
6. Summarize and distribute the results to participants.

This policy complies with Head Start Performance Standard 1304.51(a) (1)(i-iii); Approved by Tribal Council March 17th, 2016 and by Policy Council on March 8th 2016

Drafted January, 19th 2013

Approved by Tribal Council on 1/22/2015 and by Policy Council on 1/28//2015

Bishop Indian Head Start Program Governance

Program Self-Assessment

Policy

Bishop Indian Head Start will conduct a program self- assessment annually using staff, parents, governing bodies and the community to evaluate the effectiveness and progress in meeting program goals and in implementing Federal and State Performance Standards and regulations.

Procedure

1. Internal Consultants and the BIHS Director will coordinate the annual self-assessment. The self- assessment will be conducted over an entire month and may begin in January. The Consultants and BIHS Director will determine the month **and or months.**
2. Parents, governing bodies and the community will be asked to participate in appropriate areas. When possible, community “experts” will be used to review specific areas (ex: fiscal).
3. Teams will be comprised, at a minimum, of two people per area. When parents volunteer, they will be paired with a staff person. Training will be provided to all participates in their respective review area (health, education, family services, administration). Internal consultants and the BIHS Director are responsible for the training.
4. Teams will complete the assessment using the current assessment tool and guidance sheets; turn in results to the team leader.
5. Internal consultants and BIHS Director will compile all information gathered, analyze the findings and submit a written report within 30 days from the completion of the self- assessment.
6. Information will be shared with management, Policy Council and Tribal Council. The BIHS Director will share information with staff.
7. The Tribal Council and Policy Council will approve the program improvement plan.
8. The program improvement plan will be submitted to Office of Head Start Region XI within 45 days of the completion of the self- assessment.

This policy complies with Head Start Performance Standard 1304.51; Approved by Tribal Council March 17th, 2016 and by Policy Council on March 8th 2016
Drafted on January 19, 2013

Updated February 4, 2016

Approved by Tribal Council on 1/22/2015 and by Policy Council on 1/28//2015

Bishop Indian Head Start Program Governance

Policy Council Composition

Policy

Policy Council membership must maintain 51 percent or more current parents. Policy Council members are elected annually through a formal process with vacancies filled as they occur. Additional representation from past parents and community members will be encouraged.

Procedure

1. Each classroom of 15 children will elect two representatives to represent the classroom on Policy Council at the first family activity event or by paper ballot process no later than October 21st.
 1. Election Process
 1. By formal nomination. Vote on at a family activity night.
 2. Create a ballot:
 1. Contact parent who indicated Policy Council interest on parent Interest Survey to verify if he/she wants name on ballot.
 2. Ask parent to provide a brief description of why they want to run for Policy Council. Include information on ballot sheet.
 3. Send ballot to all classroom parents with a "reply by" deadline.
 4. Inform all classroom parents of election results.
 2. Participation of past parents and community members will be encouraged as long as the total Policy Council membership maintains a majority of current parents. All community representatives must submit a written request and be elected by the full Policy Council before they can be seated.
 1. Tribal Council will elect their Policy Council representative. The Tribal Council representative will not have voting rights on the Council.
3. Until new representatives are elected, the prior year representatives shall remain as members. New elections are held in October of each program year and as vacancies occur.
4. As members are elected to the Council, Family service staff will forward their names, mailing addresses and phone number to the Policy Council Secretary who will compile a roster to be distributed by November.
5. Newly elected members will be informed about the first (or upcoming) Policy Council meeting by the Family service staff. The Policy Council Secretary will send agenda and minutes to BIHS Director and elected Policy Council members upon receipt of their names and address.
6. The Policy Council Secretary will notify Family Service staff of a representative's failure to attend monthly meetings when two meetings have been missed. Family Service staff will follow up with the parent representative and/or begin election process again to fill the vacancy. New representative contact information will be forwarded to the Policy Council Secretary.
 1. If the Policy Council representative fails to attend the next regularly scheduled Policy Council meeting (third missed meeting), a notification letter will be sent to the parent informing them that their Policy Council membership has been removed. The Family Service staff will also be notified to elect a new Council representative.

7. In electing new representatives, be aware that no representative shall be a voting member of Policy Council for more than three years. They may serve as ex-officio member **only**, without voting privileges. In accordance with Policy Council nepotism bylaws, no Council member shall be voted in if they are related to a Bishop Indian Head Start staff person.

Note: See Parent Policy Council By-Laws

This policy complies with Head Start Performance Standard 45CFR Section 1304.50.(b)(1)-(b) (7)

A similar version was approved by Policy Council on 10/11/2007, 4/18/2008, 9/27/11; Approved by Tribal Council March 17th, 2016 and by Policy Council on March 8th 2016

Updated January 19, 2013

Approved by Tribal Council on 1/22/2015 and by Policy Council on 1/28//2015

Bishop Indian Head Start
Program Governance

Internal Dispute Resolution

Policy

If Policy Council and Tribal Council fail to reach consensus during a shared decision making process, an agreement will be reached so that the proposal or action can be put into effect. Bishop Indian Head Start will follow, in order, the following process for facilitating dispute resolutions.

Procedure

1. Take the issue, problem, concern back through the shared decision making process. (see Shared Decision Making policy)
2. Submit the problem, issue or concern to voluntary negotiation or mediation. This process involves voluntary action to continue discussion with the help and assistance of an outside third person or persons (professional consultants or other community citizens).
3. Submit the problem, issue or concern to mandatory (binding) negotiation arbitration. The third party mediator will have the authority to
 1. Hear both sides of the dispute,
 2. Gather any information,
 3. Analyze and interpret all information, and
 4. Make a decision that the disagreeing groups or individual will be obligated to follow.
4. Often times, conflicts tend to bring program planning progress to a halt; all action tends to stop until conflict is resolved. Therefore, it is important that staff, perform their roles well and work with the Tribal Council and Policy Council in supporting roles required for the effective contribution of the members of both groups.
5. Note: See Shared Governance Policy, Resolution of Disputes Protocol, and Parent Policy Council By-Laws for further procedures in the process of shared decision making.

This policy complies with Head Start Performance Standard 1304.50

A similar version was approved by Policy Council & Tribal Council on 10/11/2007, 4/18/2008, 9/27/11; Approved by Tribal Council March 17th, 2016 and by Policy Council on March 8th 2016

Updated January 7, 2013

Approved by Tribal Council on 1/22/2015 and by Policy Council on 1/28//2015

Bishop Indian Head Start Program Governance

Parents, Area Residents and the Program

Policy

The program provides opportunities for parental influence, participation, and self-sufficiency of programs.

Procedure

1. Establish effective procedures by which concerned parents and area residents are able to influence the character of program that address their interests and needs. (see Policy Council Concern and Feedback policy)
2. Encourage parents to participate in community organization activities, serving on committees and giving input on services in their community on a regular basis. (see Empowering Parents and Community and Community Activities policy)
3. Technical and other support needed to enable parents and area residents to secure on their own behalf available assistance from public and private sources is provided.
4. Training in all program components occurs for parents. Parent participation in the preparation of the work plan and budget is facilitated through the Budget Committee/Policy Council and yearly review of the work plan. (see Policy Council Sub-Committees and Descriptions of Standing Committees policy)
5. Parent engagement is encouraged and includes ways in which parents may assist BIHS staff in setting the goals of the program, through networking at parent meetings and Policy Council participation.
6. Parental input in the design and evaluation of the program is solicited, encouraged, and implemented through the On Site Program Review Instrument process. (see Program Evaluation policy)
7. Volunteer orientation is conducted to educate parents and committee members on the opportunities and procedures for program volunteer placements.(see Volunteer Orientation, Training and Follow-up policy)
8. Use In-Kind data collection sheets to document all volunteer time and any donations.

This policy complies with Head Start Performance Standard 45 CFR Section 1304.40.

Drafted on January 19, 2013; Approved by Tribal Council March 17th, 2016 and by Policy Council on March 8th 2016

Approved by Tribal Council on 1/22/2015 and by Policy Council on 1/28//2015

Bishop Indian Head Start
Program Governance

Empowering Parents and the Community

Policy

Families and community residents will be able to influence the character of Bishop Indian Head Start.

Procedure

1. Follow Policy Council Charter.
 1. Parents will elect two representatives per classroom to the Policy Council at the first family activity event. (see Election of Parent Members and First Family Activity Event policy)
 2. Policy Council members will receive training to become familiar with Federal guidelines and agency policies pertaining to their responsibilities.
 3. Parents will participate in the yearly program self- assessment monitoring review (see Program Evaluation policy)
 4. Parents will annually review the work plan, personnel policies (if changes are made), and recruitment/enrollment plans.
 5. Representatives from the Policy Council will attend State meetings (when scheduled). (see Sub-Committees and Description of Standing Committees policy)
 6. Parents will be recruited to participate in all standing committees of the Policy Council,
2. Encourage regular participation in implementation of program.
3. Provide technical and other support as needed.
4. Encourage families and area residents to access other resources
5. Encourage parents to serve on local advisory groups and task forces as opportunities become available.

This policy complies with Head Start Performance Standard 45CFR Section 1304.40.

Drafted January, 19th 2013; Approved by Tribal Council March 17th, 2016 and by Policy Council on March 8th 2016

Approved by Tribal Council on 1/22/2015 and by Policy Council on 1/28//2015

**Bishop Indian Head Start
Program Governance**

Family and Community Partner Activities

Policy

Bishop Indian Head Start Families and Community Partners will be able to participate in community activities planned by Head Start staff, parents and community partners that engage families is supporting the progress of their children’s school readiness goals.

BIHS staff will utilize the Parent Family &Community Engagement Framework provided by the Office of Head Start to plan parent and family engagement activities that are systemic and integrated across program foundations and program impact areas. BIHS family engagement outcomes will be achieved, resulting in children who are healthy and ready for school. BIHS Parent and family engagement activities are grounded in positive, ongoing, and goal-oriented relationships with families.

Strategies Resource

The PFCE Framework can be used in program-wide strategic planning, program design and management, systems of continuous improvement, professional development for staff, and with governing bodies and parent groups. It can be used to help improve program services or to inform community partners about Head Start parent and family engagement goals and the importance of those goals for school readiness.

Positive & Goal-Oriented Relationships			
PROGRAM FOUNDATIONS	PROGRAM IMPACT AREAS	FAMILY ENGAGEMENT OUTCOMES	CHILD OUTCOMES
Program Leadership	Program Environment	Family Well-being	Children are ready for school and sustain development and learning gains through third grade
Continuous Program Improvement	Family Partnerships	Positive Parent-Child Relationships	
Professional Development	Teaching and Learning	Families as Lifelong Educators	
	Community Partnerships	Families as Learners	
		Family Engagement in Transitions	
		Family Connections to Peers and Community	
		Families as Advocates and Leaders	

Procedure

A. PROGRAM FOUNDATIONS

1. PROGRAM LEADERSHIP

- The BIHS Director, the Tribal Council, policy council, parent committees and management teams determine the way that BIHS engage parents, families, and the community.

2. CONTINUOUS IMPROVEMENT

- Leadership is committed to continuously improving systems and activities to engage and support parents and families.

3. PROFESSIONAL DEVELOPMENT

- PFCE training is important to all staff, but their professional development will focus uniquely around their roles in the program.

B. PROGRAM IMPACT AREAS

1. PROGRAM ENVIRONMENT

- Families feel welcomed, valued, and respected by program staff.

2. FAMILY PARTNERSHIPS

- Families work with staff to identify and achieve their goals and aspirations.

3. TEACHING AND LEARNING

- Families are engaged as equal partners in their children’s learning and development.

4. COMMUNITY PARTNERSHIPS

- Communities support families’ interests and needs and encourage parent and family engagement in children’s learning.

C. PARENT AND FAMILY ENGAGEMENT OUTCOMES

1. FAMILY WELL-BEING	Parents and families are safe, healthy, and have increased financial security.
2. POSITIVE PARENT-CHILD RELATIONSHIPS	Beginning with transitions to parenthood, parents and families develop warm relationships that nurture their child’s learning and development.
3. FAMILIES AS LIFELONG EDUCATORS	Parents and families observe, guide, promote, and participate in the everyday learning of their children at home, school, and in their communities.
4. FAMILIES AS LEARNERS	Parents and families advance their own learning interests through education, training and other experiences that support their parenting, careers, and life goals.
5. FAMILY ENGAGEMENT IN TRANSITIONS	Parents and families support and advocate for their child’s learning and development as they transition to new learning environments, including home to BIHS to other early learning environments, and BIHS to Kindergarten through elementary school.
6. FAMILY CONNECTIONS TO PEERS AND COMMUNITY	Parents and families form connections with peers and mentors in formal or informal social networks that are supportive and/or educational and that enhance social well-being and community life.
7. FAMILIES AS ADVOCATES AND LEADERS	Parents and families participate in leadership development, decision-making, program policy development, or in community and state organizing activities to improve children’s development and learning experiences.

Approved by Tribal Council on 1/22/2015 and by Policy Council on 1/28/2015;

Approved by Tribal Council March 17th, 2016 and by Policy Council on March 8th 2016

Bishop Indian Head Start
Program Governance

Family Activity Events

Policy

The BIHS will provide family activity events as a means of involving parents in decision making, parent education, curriculum planning, and to provide two-way communication between staff and parents. BIHS will make every attempt to support Spanish speaking dual language learners (DLL) with Spanish/English interpretation and materials available at all events.

Benchmark

BIHS will have a minimum of five (5) family activity events over the course of the program year, one of these will be dedicated to transition to public school and school readiness.

Procedure

1. Family activity events will be at a time when it is most convenient for the majority of families to attend. Input on convenient times will be solicited at the beginning of the year. If participation declines, the time may be changed to accommodate the current needs of the parent population.
2. Staff will need to adjust their work schedules to attend evening meetings; at a minimum, one teacher from BIHS will attend along with the family advocate. BIHS Director, consultants, specialists and interpreters may also be attending to provide support, resources training, and monitoring.
3. All families at BIHS are members of the parent committees and will receive notification of the time, date and location of the family activity events.
4. A separate kindergarten transition meeting will be made available to all parents to cover the subject of transition to public school and school readiness
5. Input will be sought from Policy Council representatives as the parent education plan for the year is developed. Parent Participation will be documented and tracked by Director and Health and Disabilities Manager. Opportunities to share information from the Policy Council should be made available at family activity events.
6. Staff will involve parents as much as possible in running these meetings. Suggested jobs include:
 1. Note taker
 2. Set-up person
 3. Fund-raising chair
 4. Greeter
 5. Reminder phone calls
 6. Policy Council contact peopleNOTE: Family Advocate must train and support family members to encourage support of this type.
7. Family activity event information will be kept in a notebook on site and will include

1. Agenda
 2. Family Activity Event report for each activity event
 3. Attendance sheets
 4. Copy of handouts given to parents from meetings as well as others sent to families
 5. Policy Council minutes and copies of Action items for each meeting distributed by Executive Administrative Assistant
 6. Copy of parent education plan for the year
8. Efforts will be made to inform family members who do not attend the meetings. Family Information notebooks will be available where all parents and staff can access it. (*see Site Classroom Newsletters policy*)
9. Agenda options will include these topics and other suggestions made by parent groups for future events.
1. Policy Council report - Representative must have time to share information from Policy Council
 2. Parent education topic - Family Advocate/Education Manager/Director or guest speaker (half hour minimum)
 3. Classroom update and curriculum suggestions / volunteer sign up
 4. Family service information / resources / community information
 5. Fund-raising report (optional/facilitated by fund-raising committee/parent committee) (*see Sub-Committees and Description of Standing Committees and Fundraising guidelines. Also see Fundraising Project Approval form*)
 6. Family literacy activities and information to support parents as first teachers.
10. Complete the Family Activity Event report and submit to Director. Place copy in the parent notebook and post one on parent bulletin board following the family activity event.
11. Complete appropriate documentation (meal count, attendance sheet, and sign in/out) and submit to the Food Service Manager following the family activity event. (If meal cost came from Head Start Budget).

This policy complies with Head Start Performance Standard 45CFR Section 1304.40. 1304.51(c) (1), (2)
Drafted 1-19-2013; Approved by Tribal Council on 1/22/2015 and by Policy Council on 1/28/2015; Approved by Tribal Council March 17th, 2016 and by Policy Council on March 8th 2016

Bishop Indian Head Start
Program Governance

Confidentiality of Records

Policy

Family files are maintained and kept confidential.

Procedure

1. Family files are established, maintained, and kept confidential at all service levels. Staff is responsible to keep all paper files in a locked cabinet or locked classroom when not in use and electronic files are kept on a secure computer, with staff logging out when not in use.
2. Family files include completed forms and reports along with all documented computerized information.
3. Information regarding child abuse concerns is not considered part of the child's educational record but will be documented in a separate location and retained for five years. (see [Child Abuse](#) policy)
4. Parents have the right to review their child's file. In order to do so, parents request to review and staff will make an appointment within one week to review the file.
5. A staff member will be present during this review time and can make one copy of any needed documentation requested by the parent(s).

This policy complies with Head Start Performance Standard 45CFR Section 1304.40.

Updated January 19, 2013; Approved by Tribal Council March 17th, 2016 and by Policy Council on March 8th 2016

Approved by Tribal Council on 1/22/2015 and by Policy Council on 1/28/2015

Bishop Indian Head Start
Management Systems and Procedures

Communication and Reporting

POLICY

BIHS will establish, maintain and implement communication and reporting systems to ensure timely and accurate information is provided to parents, policy groups, staff and the community and feedback is received from these.

PROCEDURE

Provide forums for staff to comment and share information with management.

1. Two way communications between staff and parents will be, on a regular basis, in the parent's primary language or through an interpreter.
 1. Written notice
 2. Phone
 3. E-mail
 4. Home visits
 5. Parent conference
 6. Newsletters
2. Governing bodies will be given regular communications regarding:
 1. committee meeting minutes
 2. training opportunities
 3. financial reports (monthly)
 4. planning
 5. policies and procedures
 6. grant applications
 7. national and local information
 1. Information will be given well in advance of any planned meeting date to allow the governing body time to review and digest the information.
3. Family Advocates will arrange for translation services for welcome visits, parent meetings, etc.
 1. If the Spanish Liaison is unable to provide services on that date, that interpreter will contact other interpreters (parent volunteers) to see whether they are available.
 2. If no interpreter is available, the Family Advocate will be assisted in accessing an outside interpreter. The Spanish Liaison has an approved list of people they can access and will use volunteers whenever possible.
 - ❖ If a paid interpreter is used that is *also* a regular employee, that person will be paid hourly and needs to fill out a timecard designated "translator" for the time worked.
4. Parents, Community Collaborates, and staff can see the Parent Policy Bulletin Board to keep current on :
 1. Minutes
 2. Upcoming events/current events
 3. Training opportunities
 4. Job postings

5. State / National news
5. Direct Service Teams will use regular staff meetings to communicate among each other and facilitate quality outcomes for children and families.
6. Regular staff meetings including:
 1. Regional
 2. Leadership
 3. Daily Operations, and
 4. Various committees
7. Electronic mail will be utilized by all staff to facilitate communication between staff, parents, governing bodies and community agencies.
 1. An Appropriate Use policy will be signed by all staff, parents and volunteers requesting an e-mail account. (See Tribal Employee Handbook)
8. An agency newsletter will be produced on a quarterly basis and distributed to parents and the community.
9. Confidentiality statements will be signed by:
 1. All staff
 2. Policy Council members
 3. Volunteers
10. Tracking and reporting systems will be used by appropriate personnel to monitor track and follow up on family and child services.
11. Child information will be exchanged, with a signed permission by the parent, with relevant community agencies and public school systems
12. Parents can request a copy of their child's file with advanced notice.
13. All records will be maintained for a minimum of three years. After that time frame records, will be destroyed appropriately.
14. Official records will be accurate, clear and readable. These reports include but are not limited to:
 1. Program Information Report
 2. Financial audit reports
 3. Federal and state reports
 4. Taxes
 5. USDA
 6. Other reports required by the Head Start bureau, Federal, State and local laws.

This policy complies with Head Start Performance Standard 1304.51

The 2010-2011 Communication and Reporting Policy and Procedures was approved by Policy Council on 9-27-2011

The 2010-2011 Communication and Reporting Policy and Procedures was approved by Tribal Council on 9-28-2011

Updated on January 20, 2013; Approved by Tribal Council on 1/22/2015 and by Policy Council on 1/28//2015;

Approved by Tribal Council March 17th, 2016 and by Policy Council on March 8th 2016

Bishop Indian Head Start Management Systems and Procedures

Ongoing Monitoring and Reporting

POLICY

BIHS will monitor required tasks and responsibilities to ensure that these tasks and responsibilities are completed within timelines and according to guidelines provided in Head Start Performance Standards, other federal and state regulations, and BIHS policies and procedures. Monitoring systems will include the use of Dial 4, DECA screenings, DRDP, ECERS-R, CLASS, surveys and case studies to collect and record information about children and families in the program; periodic reporting of this information to appropriate supervisors, managers, policy groups and leadership; an annual self-assessment of the program; and collaborative review of this information for planning and future development decisions.

Monitoring procedures will be implemented in administration, education and early childhood development, health services (including child health and safety), food program and family and community partnerships that are specific to each area. Procedures will outline the person(s) responsible for completing the monitoring, which person(s) and/or systems are to be monitored, and the tasks/responsibilities to be monitored.

Results of monitoring will be used to demonstrate compliance with Performance Standards and other federal and state regulations, to assist in the review process by providing condensed program information in specific areas, and to determine long range and short term program goals. Non-compliance and/or areas for improvement will be followed with improvement plans, including strategies for timelines and people responsible.

PROCEDURE

1. BIHS Director, managers, and consultants will develop checklists for staff to use in setting up their environments and processes. These may include:
 1. Checklist for Child Development and Disabilities.
 2. Monthly Program Progress Reporting
 3. Teacher Weekly Checklist
 4. Weekly Lesson Plan
 5. Checklist for Parent Involvement, Family Services and Mental Health.
 6. Checklist in Health and Safety.
 7. Monthly Sanitation Checklist.
 8. Playground/Facilities Checklist
 9. Child/Adult Care Food Program.
 10. Nutrition/Mealtimes Checklist.
 11. Bus Inspection.
2. BIHS Director and Managers will implement procedures and timelines for using said checklists, and will include these in annual training and work plans.
3. Staff will use checklists in setting up and maintaining their environments.
4. BIHS Director and Managers will use checklists in monitoring classrooms on a regular basis and will track their visits and feedback.
5. Information about children and families will be tracked in children's files by all staff.

6. Regular reports will be utilized by all staff both on and off line to ensure timely delivery of services to children and families.
7. BIHS Managers will submit monthly reports and meet with Head Start Director monthly to review
 1. Supervision,
 2. Budgets,
 3. Monitoring,
 4. Attendance,
 5. Enrollment,
 6. Outcomes,
 7. Tracking information,
 8. Any other information about children and families.
 9. Director's Quality Improvement Logs (plans for improvement)
8. Program consultants will meet on a regular basis with Head Start Director. In addition, Program consultants will meet and report to Director at least once a year to discuss at a minimum:
 1. Results of program consultants monitoring of classrooms, using appropriate checklists.
 2. Documentation and analysis of the information
 3. Outcomes reports
 4. Progress on established benchmarks
 5. Plans for improvements as needed, with emphasis on compliance issues.
 6. Information from monitoring will be shared with staff.
9. The Director will monitor children's files through audits, reports and viewing individual records.
10. Consultants/managers may contact a staff person for minor errors with a "cc" to the Director. If the same issue occurs, the consultant will contact the Director only. The BIHS Director will communicate to consultants/managers what the corrective action is.
11. The BIHS Director, Tribal Administrator, Tribal Fiscal and Human Resource Director will communicate regularly to review information gathered. (Communicate maybe my email).
12. Periodic reports to Policy Council and Bishop Tribal Council will be made by the BIHS Director or designee.
13. An annual self- assessment will be conducted each February that will result in a written improvement plan to improve any deficiencies.
14. The program will be reviewed every three years by representatives of the Inyo County Superintendent of Schools State Preschool Program and Region XI Head Start. BIHS will submit an improvement plan 90 days after receiving the written federal report. BIHS staff, Tribal administration will receive a copy in a timely manner.
15. Results of all monitoring efforts will be included in future planning and decision making.

This policy complies with Head Start Performance Standard 1304.51

The 2010-2011 Communication and Reporting Policy and Procedures was approved by Policy Council on 9-27-2011

The 2010-2011 Communication and Reporting Policy and Procedures was approved by Tribal Council on 10-14-2011

Updated on January 20, 2013; Approved by Tribal Council on 1/22/2015 and by Policy Council on 1/28//2015; Approved by Tribal Council March 17th, 2016 and by Policy Council on March 8th 2016

<http://eclkc.ohs.acf.hhs.gov/hslc/standards/hspss/1304/1304.50%20Program%20governance..htm>

§ 1304.50 Program governance.

(a) Policy Council, Policy Committee, and Parent Committee structure.

(1) Grantee and delegate agencies must establish and maintain a formal structure of shared governance through which parents can participate in policy making or in other decisions about the program. This structure must consist of the following groups, as required:

(i) Policy Council. This Council must be established at the grantee level.

(ii) Policy Committee. This Committee must be established at the delegate agency level when the program is administered in whole or in part by such agencies (see 45 CFR 1301.2 for a definition of a delegate agency).

(iii) Parent Committee. For center-based programs, this Committee must be established at the center level. For other program options, an equivalent Committee must be established at the local program level. When programs operate more than one option from the same site, the Parent Committee membership is combined unless parents choose to have a separate Committee for each option.

(2) Parent Committees must be comprised exclusively of the parents of children currently enrolled at the center level for center-based programs or at the equivalent level for other program options (see 45 CFR 1306.3(h) for a definition of a Head Start parent).

(3) All Policy Councils, Policy Committees, and Parent Committees must be established as early in the program year as possible. Grantee Policy Councils and delegate Policy Committees may not be dissolved until successor Councils or Committees are elected and seated.

(4) When a grantee has delegated the entire Head Start program to one delegate agency, it is not necessary to have a Policy Committee in addition to a grantee agency Policy Council.

(5) The governing body (the group with legal and fiscal responsibility for administering the Early Head Start or Head Start program) and the Policy Council or Policy Committee must not have identical memberships and functions.

(b) Policy group composition and formation.

(1) Each grantee and delegate agency governing body operating an Early Head Start or Head Start program must (except where such authority is ceded to the Policy Council or Policy Committee) propose, within the framework of these regulations, the total size of their respective policy groups (based on the number of centers, classrooms or other program option units, and the number of children served by their Early Head Start or Head Start program), the procedures for the election of parent members, and the

procedure for the selection of community representatives. These proposals must be approved by the Policy Council or Policy Committee.

(2) Policy Councils and Policy Committees must be comprised of two types of representatives: parents of currently enrolled children and community representatives. At least 51 percent of the members of these policy groups must be the parents of currently enrolled children (see 45 CFR 1306.3(h) for a definition of a Head Start parent).

(3) Community representatives must 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, including for example the parents of formerly enrolled children.

(4) All parent members of Policy Councils or Policy Committees must stand for election or re-election annually. All community representatives also must be selected annually.

(5) Policy Councils and Policy Committees must limit the number of one-year terms any individual may serve on either body to a combined total of three terms.

(6) No grantee or delegate agency staff (or members of their immediate families) may serve on Policy Councils or Policy Committees except parents who occasionally substitute for regular Early Head Start or Head Start staff. In the case of Tribal grantees, this exclusion applies only to Tribal staff who work in areas directly related to or which directly impact upon any Early Head Start or Head Start administrative, fiscal or programmatic issues.

(7) Parents of children currently enrolled in all program options must be proportionately represented on established policy groups.

(c) Policy group responsibilities--general. At a minimum policy groups must be charged with the responsibilities described in paragraphs (d), (f), (g), and (h) of this section and repeated in appendix A of this section.

(d) The Policy Council or Policy Committee.

(1) Policy Councils and Policy Committees must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:

(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);

(ii) Procedures describing how the governing body and the appropriate policy group will implement shared decision-making;

- (iii) Procedures for program planning in accordance with this part and the requirements of 45 CFR 1305.3;
 - (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);
 - (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);
 - (vi) The composition of the Policy Council or the Policy Committee and the procedures by which policy group members are chosen;
 - (vii) Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR part 1305;
 - (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);
 - (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;
 - (x) Decisions to hire or terminate the Early Head Start or Head Start director of the grantee or delegate agency; and
 - (xi) Decisions to hire or terminate any person who works primarily for the Early Head Start or Head Start program of the grantee or delegate agency.
- (2) In addition, Policy Councils and Policy Committees must perform the following functions directly:
- (i) Serve as a link to the Parent Committees, grantee and delegate agency governing bodies, public and private organizations, and the communities they serve;
 - (ii) Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in Early Head Start and Head Start and to encourage their participation in the program;
 - (iii) Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities;

(iv) Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs; and

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

(e) Parent Committee. The Parent Committee must carry out at least the following minimum responsibilities:

(1) Advise staff in developing and implementing local program policies, activities, and services;

(2) Plan, conduct, and participate in informal as well as formal programs and activities for parents and staff; and

(3) Within the guidelines established by the governing body, Policy Council, or Policy Committee, participate in the recruitment and screening of Early Head Start and Head Start employees.

(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.

(g) Governing body responsibilities.

(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.

(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.

(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.