



# Parent Policy Council and Parent Committee Handbook

## Core Objectives of Head Start

- ❖ Enhance children's growth and development
- ❖ Strengthen families as the primary nurturers of their children
- ❖ Provide children with educational, health and nutritional services
- ❖ Link children and families to needed community services
- ❖ Ensure well-managed programs that involve parents in decision-making

The BIHS Parent Policy and Parent Committee Handbook was reviewed, discussed, and approved by the following shared governance bodies:

Parent Policy Council: Anthony Brown Vice Chair Date: 7-22-13

Bishop Tribal Council: see July 25<sup>th</sup> 2013 Monthly Date: 8-1-13  
Information & Monitoring

BIHS Program Director: Susie Cisneros Date: 7-22-13

## Bishop Indian Head Start

The Head Start program is a comprehensive early childhood education program for low-income children and families, which instills confidence, strengths abilities, and encourages creativity. Children are provided with an environment, experience, and services, which meet their individual needs in the areas of intellectual, physical, social, and emotional growth. It is recognized that parents are the primary educators of their children and encourage their involvement in many ways.

The positive effects include:

- Decreased likelihood of children being "held back".
- Decreased likelihood of children being placed in remedial or special education classes.
- Early diagnosis and treatment of medical, nutritional, and emotional problems.
- Increases IQ's.
- Improves performance in school.

Head Start is unique in that there is a *true* parent control over much of the decision making within the organization. Bishop Indian Head Start Parent Policy Council consists of two parents from each classroom program. Policy Council members assist in the planning and developing of program goals, approving various policies and procedures, serving in an advisory role during interviews, approving hiring and dismissal decisions of the program Director, and approving budget and work plans.

Beyond decision-making, parent's participation takes place in many other ways. Parents volunteer in the classroom, assist with field trips, organize fundraising, and provide input on curriculum, repair equipment, and act as a liaison to community groups. Head Start offers positive social experiences for both low-income parents and children. The Head Start families have played a vital role in making our program a success.

There is a set of Head Start core values that helped build the foundation of Head Start's success:

- Establish a supportive learning environment for children, parents, and staff, in which the process of enhancing awareness, refining skills, and increasing understanding are valued and promoted.
- Recognize that the members of the Head Start community: children, families, and staff, have root in many cultures. Head Start families and staff, working together as a team, can effectively promote respectful, sensitive, and proactive approaches to diverse issues.
- Understand that the empowerment of families occurs when program governance is a responsibility shared by families, governing bodies, and staff. And when ideas and opinions of families are heard and respected.
- Embrace a comprehensive vision of health for children, families, and staff which assure that basic health needs are met, encourages practices that prevent future.
- Illnesses and injuries; and promotes positive, culturally relevant health behavior and enhance lifelong well being.
- Respect the importance of all aspects of an individual's development, while at the same time; a sense of belonging in the group is reinforced.

- Foster relationships with the larger community agencies in partnership with one another.
- Develop a continuum of care, education, and services that provide stable, uninterrupted support to families and children during and after their Head Start experience.

## **Parent Involvement**

We believe that you, as a parent, are *the* most important influence in your child's education and development. One of Head Start's goals is to support you in this role. We make information, experiences, and other resources available throughout the year that can make out job a little easier. Parent involvement in every part of the program is necessary to assure that most benefit for Head Start children. You will have many opportunities for several kinds of direct involvement:

- In decision-making for planning and operating the program.
- In activities you and other parents have helped develop.
- In the classroom and other educational activities.
- In the home.

Head Start is one of the few programs that ask people receiving services to be involved in designing how those services will be delivered.

## **The Key**

All of the staff will be working to support you participation because we see the partnership between Head Start and the parents as the key...to the success of the child and program.

## **Policy Council**

Parents participate and serve as an advisory role in policy making and the operation of the *whole* Head Start program by being members of the Policy Council.

Two representatives from each classroom are elected by the parents to the Policy Council. These representatives will take ideas and concerns with them from all parents and keep those parents informed of decisions made at the Policy Council meetings. Policy Council members help plan and develop program goals; review enrollment criteria based on community needs; and approve various policies, ensure program monitoring and communication is among stakeholders, participate in interviews concerning possible new hires, serve as an advisory role concerning the dismissal of the program director, approve and participate in the self-assessment process, review and approve the budget and grant.

The Policy Council receives support from the program by receiving training from Head Start so they are able to understand the program and changes within it.

## **Policy Council Meetings**

Policy Council Meetings are public meetings and, because of this, people often attend the meeting who are not member of the Policy Council.

- Members arrive on time, or even earlier than the meeting is scheduled.
- All members should sit together, with only the Executive Committee at the head table facing the Policy Council
- Only members should participate in the discussion taking place during the meeting. Other people at the meeting should not contribute to the discussion unless they are asked by the Policy Council to do so.
- Sometime during the Policy Council Meeting, or before or after it, time should be set-aside for the Policy Council to hear from other people who have come to the meeting.
- Good record (Minutes) should be kept of actions taken by the Policy Council at every meeting. Each member of the Policy Council will receive copies of the Minutes before the next meeting is held.

### **Key Ingredients for a good meeting**

- Advance preparation is very helpful.
- Important to have on blackboard or flip chart where all can see.
- Key question agenda planner's face:
  - What are goals of the particular meeting?
  - Where do we need to end at its conclusion ~ what decisions *must* be made at this meeting?
- Agenda review/time setting ~ allows opportunity for additions or revisions.

### **Policy Council Agenda**

The Agenda is the Chairperson's guide for timing various items of business so that the really important issues are not overlooked. When you receive the Minutes, an Agenda is attached. It shows the business for the next meeting. Here is an example of an Agenda:

#### **Agenda**

Policy Council Meeting  
 November 1, 2013  
 Bishop Indian Head Start Community Center  
 6:00 PM

Call to Order  
 Quorum Call  
 Reading of Minutes of last meeting (Corrections/Approval)  
 Welcome and Introductions  
 Reports  
 Treasurer's Report (Approval)  
 Director's Report (Approval)  
 Committee Reports  
 - By-Laws  
 - Recruitment  
 Old Business  
 New Business Announcements  
 Adjournment

\*Example agenda templates are available online.

## Policy Council Minutes

Policy Council Secretary's duties are to keep accurate records of all Policy Council business. Executive Administration Assistant records the Minutes.

The Minutes should contain the following information:

- Names of those in attendance
- Approval of previous Minutes; corrections of previous Minutes
- All reports, motions, and actions taken
- Who made, seconded the motion and number who abstained
- If an election took place, a full report of votes cast
- All information which is needed at future meetings
- Minutes are emailed at least five days before the meeting.

\*Example minutes templates are available online.

## Parliamentary Procedure

In most organizations a process called "Parliamentary Procedure" is used to run the meeting. The process was developed to help meetings run smoothly, to maintain order, and to make sure each member is given equal time and consideration for their input. To follow Parliamentary Procedure, one of the things you must know is. . .

- How a Motion is Made  
*Recognition:* Raise your hand to get the Chairperson's permission to speak:  
"Mr. (or Madam) Chairperson. . ."
- Make the motion. Offer your recommendation to the rest of the group: "I move we have a spring picnic. . ."
- It must be seconded. To support your idea, another member should say: "I second the motion. . ."
- Clearly state motion: The Chairperson puts the motion in words that everyone can understand and then states the motion: "It has been moved and seconded that we have a spring picnic. . ."
- Discussion: The Chairperson calls for vote. The vote can be done by voice, written ballot, or show of hands. If the vote is by voice, the Chairperson prepares the members for voting by restating the motion: "The motion before us is to have a spring picnic."
- Motion: The Chairperson calls for the vote. The vote can be by voice, written ballot, or show of hands. If the vote is by voice, the Chairperson says: "All those in favor of a spring picnic, signify by saying, "aye"; those opposed, say "nay"; "those abstaining?"
- State the results: The Chairperson announces whether or not the motion has carried or failed: "The motion carried"

## Policy

The Head Start program encourages communication between parents, community members and the Bishop Indian Head Start Staff. If there are concerns, these should be documented after attempts have been made to resolve them through direct feedback and problem solve with the staff and supervisor involved (Refer to Parent Handbook for further guidance in resolving concerns and conflicts).

## Policy Council

### Guidelines

**Chairperson** is responsible for the following:

- Leads the meeting.
- Appoints a timekeeper to help keep the meeting on time.
- Makes sure everyone gets a chance to speak.
- Calls the meeting to order and formally closes the meeting when the time is up.
- Reviews any item that is going to need a vote prior to monthly meeting and sets up Agenda.
- Does not vote unless there is a tie. Only then may he/she vote to break a tie.
- Gets in touch with all the Committee Chairs to get the Agenda organized, as each Committee chair will make a brief report each month.

*Facilitation involves,*

- Preparing the Agenda
- Starting the meeting on time
- Keeping the group on topic and on time.
- Being aware of the group dynamic/mood/needs.
- Helping everyone participate democratically.
  - Making sure there is agreement about the decision-making method
  - Calling on people:
- Encouraging quiet people to talk
- Discourage domination by a few people.
- Checking for clarity of communication, "I think I hear you saying..."
- Summarizing progress of the meeting from time to time
- Moving the group to the point of decision
- Getting clarity about responsibilities: Task check

**Vice-Chairperson** is responsible for the following:

- Should understand the job of the President.
- If President is ill and/or cannot attend a meeting, then the Vice Chair leads the meeting.
- If President resigns, Vice Chair takes over as president, and new President is elected.

Note: The Vice Chairperson; helps prepare Agenda. Can be timekeeper, can be observer (watching how people are responding/participating, pointing out need to hear from some who haven't spoken), and may become facilitator for next meeting.

**Secretary** is responsible for the following:

- Notes who attended the meetings and provide the Family Advocate a list of all attendees.
- Writes down what happens at each meeting (in brief) and keeps a copy of these minutes in a special folder so that any parent can take a look at the Minute Book.
- Shall write up the minutes or type them within 5 days of the monthly meeting and post them in the Classroom Parent Room.
- Shall have copies of any documents or forms used for Head Start Parent activities. (*For example: A letter on Head Start stationary requesting donations from merchants*).

**Treasurer** is responsible for the following:

- Must keep accurate record for all money raised and used by the Parent Classroom Committee.
- Must keep in touch with the Chair of Classroom Fundraising Committee (or may serve as same).
- Shall report to the parents each month.
- Be a part of the Fundraising Committee.
- Must collect fundraising monies from parents in a timely manner and turn said monies and reports over to the Bishop Paiute Fiscal Department for deposit within timelines set forth by the Parent Committee.

### **Head Start Committees**

- Fundraising. Needs a chairperson to organize this committee. Keep in contact with all Parent Representatives of the Classroom to make certain other parents are aware of fundraising activities and to make a plan that the whole parent group can follow through on.
- Classroom Newsletter. This parent will receive information from the Family Advocate once a month. Newsletters are usually worked on the last week of a month so that it can be printed and delivered the first week of the month being moved into. The Newsletter should included a calendar of classrooms activities and menus, news about the classroom's up and coming activities, resources information, etc. After typing it, the parent will return it to the Family Advocate so it will get to the Health/Disabilities Manager for printing and back to the Classroom for distributions. This parent should also contact their Policy Council Representative for information to be put in the Newsletter that would benefit all parents.

## Key Ingredients for a good meeting

- Advance preparation is very helpful.
- Important to have on blackboard, dry erase board or flip chart where all can see.
- Key questions agenda planners face:
  - What are the goals of the particular meeting?
  - Where do we need to be at its conclusion, what decisions *must* be made at this meeting?
- Agenda review/time setting.
  - Clarifies purpose of meeting, task at hand, for everyone.
  - Allows opportunity for additions or revisions

### Sample Agenda

#### **BISHOP INDIAN HEAD START**

#### **POLICY COUNCIL AGENDA**

**Tuesday, January 10, 2014**

**6:00 pm- 9:00 pm**

6:00-6:15 Social – **Bring Store Bought Food for Pot Luck**

6:15-6:20 Agenda Review

6:20-6:25 Minutes Approval (August)

6:25-6:45 Director's Report

6:45-7:00 Treasurer's Report

7:00-7:15 Break

7:15-8:20 New business

- New Hire Approval (10 minutes)
- Policy/Procedure
  - Family Services Approval (10 minutes)
  - New Health Policies for review (5 minutes)
- Committee Reports
  - Events (15 minutes)
    - Cultural day
    - Cinco de Mayo Celebration (sign up)
    - Council Training Calendar (20 minutes)

8:30 Meeting Adjourned

Current Policy Council BYLAWS will be made available for Policy Council Annual Review and Approval. The Head Start Director is responsible for providing the Office of Head Start Regulations, BIHS Work Plans and policies and procedures, and any other Shared Governance resources and trainings to Policy Council and Tribal Council in order for both parties to be able to make informative decisions about the BIHS program.

#### **A key resource is**

#### **Head Start**

**An Office of the Administration for Children and families Early Childhood Learning and Knowledge Center**

<http://eclkc.ohs.acf.hhs.gov/hslc/standards>

<http://eclkc.ohs.acf.hhs.gov>



Notes



**Bishop Indian Head Start  
Policy Council 2012-2013  
By-Laws**

**ARTICLE I NAME**

The name of this organization will be the Bishop Indian Head Start Policy Council, hereafter known as "Policy Council.

**ARTICLE II PURPOSE**

The purpose of the Policy Council is to serve as a go-between among public and private organization, the Grantee (Bishop Indian Tribal Council, hereafter BITC), the communities served by Head Start, and the families in the Head Start program.

**ARTICLE III MEMBERSHIP**

**Section A: Membership**

Membership of the Policy Council will be made up of:

1. Four (4) Parent Representatives, and
2. One (1) Community Representative.

**Section B: Eligibility**

1. Any individual member is limited to a combined total of three, one-year terms.
2. All Parent Representatives must be a parent of a child currently enrolled in Head Start.
3. A Community Representative can be a former Head Start parent or member of the community served by Head Start.
4. No one can serve on the Policy Council while they or any member of their immediate family is employed by Bishop Indian Head Start due to potential conflict of interest and confidentiality problems. There shall be an exception for any member whose immediate family is employed occasionally as a substitute for Head Start staff.
  - a. The definition of immediate family will be the following: wife, husband, son, daughter, mother, father, brother, sister, aunt, uncle, grandparents, grandchildren, partner sharing a home, or relative by marriage of comparable degree (in-laws). This may extend to other relationships if conflict of interest and confidentiality are in jeopardy.
5. Only one member of BITC may serve on Policy Council at any given time, provided they meet the other eligibility requirements.

**Section C: Selection**

1. Parent Representatives.
  - a. At the first Parent Committee meeting of the academic year the Parent Committee members will nominate potential Policy Council members.

- b. Following nomination, at the next regular Policy Council meeting, all parents of Head start children who attend vote on the nominees for the Policy Council by a show of hands as the first order of business on the agenda.
  - c. The four nominees with the most votes win the election.
  - d. Once the results are determined the former Policy Council turns the meeting over to the newly elected Policy Council.
2. Community Representatives must submit a written request to the Policy council within thirty (30) days of the Policy Council election. At the first regularly scheduled Policy Council meeting after the thirty (30) day window has passed, the Policy Council will choose the Community Representative.

**Section D. Term**

- 1. Each Parent Representative shall serve until the next Policy Council is seated.
- 2. Each Community Representative shall serve until the next Community Representative is chosen.

**Section E: Resignation and Removal**

**1. Resignation.**

A member must give the Policy Council a written statement of resignation for it to be effective. If a member verbally informs the chair that the member is resigning the Chair should inform the Policy Council only of their intent to resign.

**2. Removal**

a) Reasons for Removal

- i. A member of the Policy Council will be voted on the termination by four-fifths (4/5) vote of Policy Council members present if the member is absent from two (2) consecutive meetings without a legitimate reason or has missed three (3) meetings in on year without a legitimate reason.
- ii. Any officer or member of this Policy Council who fails to perform their duties as outlined in these Bi-Laws can be removed by four –fifths (4/5) vote of the Policy Council members presents at the meeting.

b) Procedure-Written notification of removal shall be mailed to the member up for removal two (2) weeks prior to any meeting where their removal will be on Policy Council agenda and shall state the reason for removal, either absences or a failure to perform Policy Council duties.

**Section F: Vacancy**

Should there be a resignation or removal of a Policy Council member and thereafter a vacant seat on Policy Council the Parent Committee must nominate individuals to serve at their next scheduled meeting. At the following Policy Council meeting, by vote of the Head Start parents in attendance, the vacancy will be filled by the individual receiving the highest number of votes.

## ARTICLE IV DUTIES

1. Attend all Policy Council meetings.
2. Attend all assigned meetings.
3. Study and follow By-Laws.
4. Comply with Code of Conduct.
5. All members are asked to sign confidentiality forms once appointed to the Policy Council.
6. Work in partnership with BIHS staff and BITC to develop, review, and either approve or disapprove of the following policies and procedures:
  - a. All funding applications and all amendments to funding applications for Head Start, prior to submission;
  - b. Procedures describing how the governing body and Policy Committee will implement shared decision making;
  - c. Procedures for program planning;
  - d. Head Start's philosophy and long and short range program goals and objectives; E
  - e. The composition of the Policy Council and procedures by which Policy Council members are chosen;
  - f. Criteria for defining recruitment, selection, and enrollment priorities;
  - g. The annual self-assessment 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;
  - h. Program personnel policies and subsequent changes to those policies, including standards of conduct for program staff, consultants, and volunteer;
  - i. Decisions to hire or terminate the Head Start Director; and
  - j. Decisions to hire or terminate any person who works primarily for the Head Start program.
7. Assist the Parent Committee in communicating with parents enrolled in Head Start to ensure that they understand their rights, responsibilities and opportunities in Head Start and to encourage their participation in the program.
8. Assist the Parent Committee in planning, coordinating, and organizing program activities for parents as requested.
9. Assist in recruiting volunteer services from the parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
10. Establish and maintain procedures for working with BITC to resolve community complaints about the program.
11. Advise staff in developing and implementing local program policies, activities and services.
12. Plan, conduct, and participate in informal as well as formal programs and activities for parents and staff.
13. Participate in recruitment and screening of Bishop Indian Head Start employees.
14. Along with BITC, establish written procedures for resolving internal disputes, including impasse procedures, between BITC and the Policy Council.

## **ARTICLE V OFFICERS**

### **Section A: Offices**

1. The Policy Council shall elect a Chairperson, Vice-Chairperson, Secretary, and Treasurer.
2. Former Bishop Indian Head Start parents may be elected to serve as a Community Representative.

### **Section B: Election and Term of Office**

- 1) Officers will be elected by a majority vote of the Policy Council at the Policy Council meeting where new members are seated, as the second item of business.
- 2) Officers shall serve until the next policy Council is seated and new officers are elected.
- 3) Any officer can run for office the following academic year.
- 4) If an officer resigns or is removed from their position on the Policy Council, the Policy Council shall elect a new officer once the Policy Council vacancy is filed. Policy Council may also appoint an interim officer until the vacancy is filled.

### **Section C: Description of Offices**

#### **1. Chairperson:**

- a) Shall preside at all Policy Council meetings,
- b) Refrain from entering into debates during the policy Council meeting.
- c) Shall extend every courtesy possible,
- d) Shall call Special Meetings, when necessary,
- e) Open and close all meetings.
- f) Explain each motion before it is voted upon,
- g) May vote only to break a tie except in cases where he/she has made a nomination for an election in which case the Vice-Chair becomes the tie breaker,
- h) Shall be available to Policy Council members for questions pertaining to the BIHS program, and
- i) Shall be a member of the Policy Council at least one(1) year, if possible

#### **2. Vice-Chairperson:**

- a) Shall preside in the absence of the Chairperson or whenever the Chairperson temporarily vacates the chair,
- b) Shall be responsible for calling together and presiding over the Executive Committee meeting, and
- c) Shall be the Policy Council Representative to the Board of Directors.

#### **3. Secretary**

- a) Shall keep a record of members' attendance,
- b) Keep a record of all Policy Council minutes,
- c) Distribute all mail addressed to the Policy Council, and
- d) Notify Family Advocates and Home Visitors of absent Representatives by means of written/verbal warning following second absence.

#### 4. Treasurer

- a) 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 policy council does not have a federal and non-federal budget.)
- b) Shall keep an accurate accounting system, including proper documentation for expenses (receipts) and write child care reimbursement checks on weekly basis, (N/A the Tribal Fiscal Department and BIHS Director is responsible for all items in b.)
- c) Shall be responsible for requesting monthly budgets from tribal fiscal department, and
- d) Shall, and must be, bondable. (N/A the policy council does not handle any items in a or b.)

### ARTICLE VI MEETINGS

#### Section B: Quorum

1. A quorum for the conducting of business will consist of no less than three (3) members.
2. This quorum will apply to all regular Policy Council meetings and any special Policy Council meetings.
3. The Policy Council Secretary will call to reach quorum minimum at the beginning of each Policy Council meeting;

#### Section C: Voting Rights

All Parents and Community Representatives will serve in a voting capacity. Each representative will have a maximum of one vote.

#### Section D Regular Meetings

Policy Council meetings will be held twice monthly. The dates will be determined by the current Policy Council.

#### Section E: Special Meetings

Special Meetings of the Policy Council may be called by a majority of the Policy Council. All Special Meetings shall be called by the Chairperson, after a majority is determined, at least forty-eight (48) hours in advance of said meeting. Any member of the Policy Council may request that the Policy Council call a Special Policy Council meeting.

#### Section F: Attendance

If a member cannot attend a meeting, notification must be made to BIHS prior to 5:00 p.m. If the absence was due to an emergency, a call must be placed to the Head Start staff with 48 hours after the scheduled Policy Council meeting. A telephone call must be made in order to have the absence excused. The policy Council has the authority to determine the legitimacy of an excuse.

#### Section G: Notices:

1. Written notices shall be mailed to each member of the Policy Council at least five (5) days prior to the date of each regular meeting, with a copy of the Agenda for the meeting.
2. The Chair shall be responsible for notification of all Policy Council members in the event of a special meeting. Notice of a special meeting may be called with forty-eight (48) hours' notice and an explanation of the reason for calling the special meeting.

**Section H: Phone Poll**

In exigent circumstances or when a quorum is not able to be met at a special meeting the Chair may call for a phone poll of the Policy Council members. The Chair will do their best to make sure that policy Council members are informed on the issue and will answer all questions of the Policy Council to the best of their ability in order for the Policy Council to make the best decision. The Chair, after informing the other Policy Council members of the issues and necessary information, may ask the Secretary to execute the official phone poll. The phone poll results will be officially adopted by Policy Council at their next meeting by motion.

**ARTICLE VIII AMENDMENTS TO THE BY-LAWS**

These By-Laws may be amended by sending a copy of the proposed amendments to each Policy Council member at least one (1) week before the meeting. The Policy Council may debate an amendment before its adoption. Amendments must be approved by a majority vote of the members present at the Policy Council Meeting. All amendments will be subject to BITC approval by a majority vote.

These By-Laws must be reviewed at least every two (2) years and be revised if necessary to include new amendments yearly.

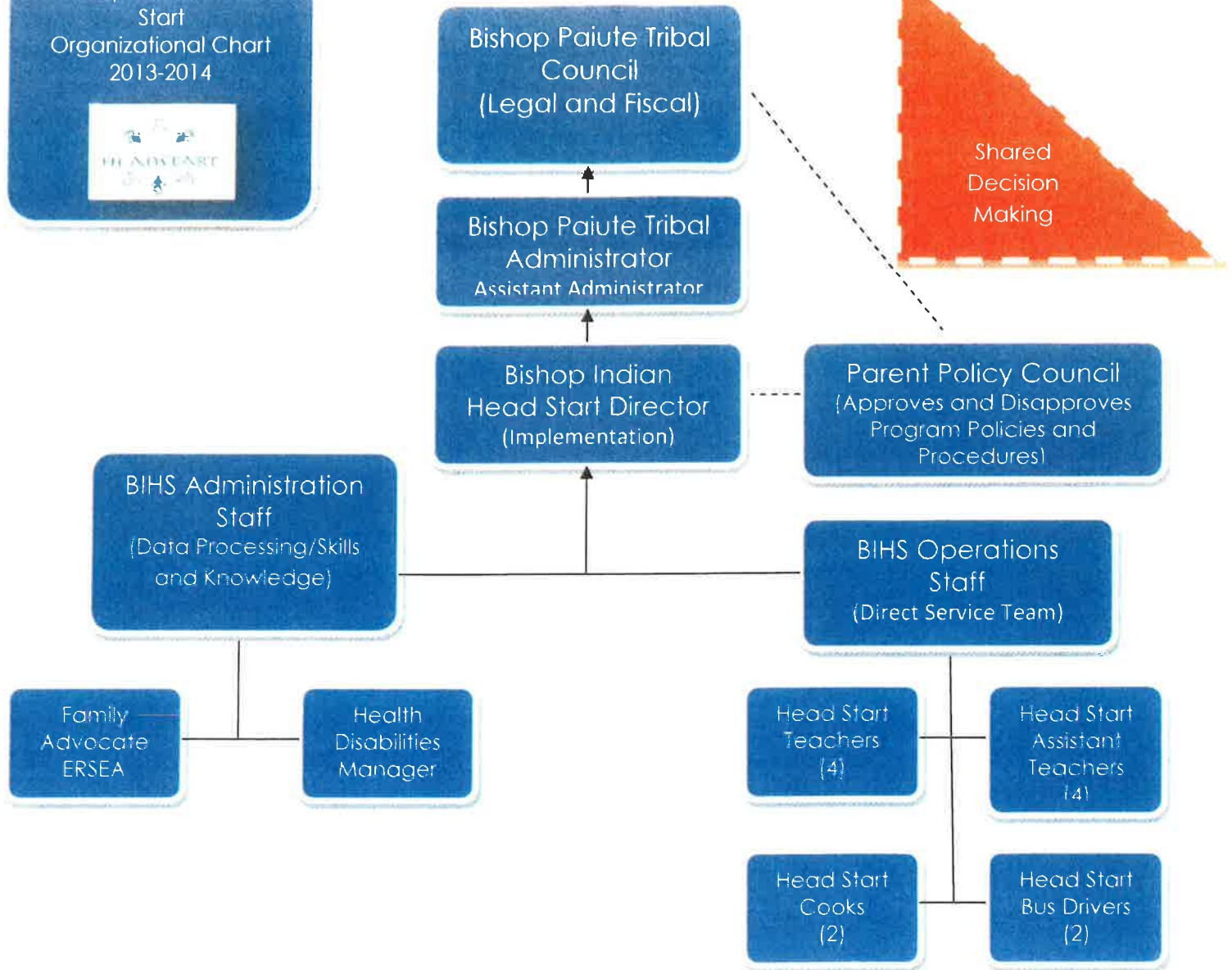
Policy Council Chairperson:  Date 12/21/12

Tribal Council Chairperson:  Date 12/20/12

Approval Dates of BIHS Policy Council By-Laws  
 BIHS Policy Council –August 16, 2011  
 Bishop Tribal Council–August 25, 2011  
 BIHS Policy Council Revision of By-Laws Date was November 30, 2012

**Revisions made on pages:**

Pages	8/16/2011 By-Law	11/30/2012-Revision
3	Attend all Executive Meetings and assigned sub-committee meetings.	Attend all assigned meetings.
3	Assist the Parent Committee in planning, coordinating, and organizing program activities for parents with assistance from the staff, ensuring that funds set aside from program budgets are used to support parent activities.	Assist the Parent Committee in planning, coordinating, and organizing program activities for parents as requested.
4	Community Representatives who have been former Head Start parents may hold office.	Former Bishop Indian Head Start parents may be elected to serve as a Community Representative.
5	a) 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 b) Shall keep an accurate accounting system, including proper documentation for expenses (receipts) and write child care reimbursement checks on weekly basis d) Shall, and must be, bondable.	a)-(N/A the policy council does not have a federal and non-federal budget.) b)-(N/A the Tribal Fiscal Department and BIHS Director is responsible for all items in b.) d)-(N/A the policy council does not handle any items in a or b.)
6	These By-Laws must be reviewed at least every two (2) years and be re-written to include new amendments yearly.	These By-Laws must be reviewed at least every two (2) years and be revised if necessary to include new amendments yearly.



**Bishop Paiute Tribal Administrator:** Anita OldBull-BigMan

**Bishop Paiute Assistant Tribal Administrator:** David Thunder Eagle

**\*Bishop Indian Head Start Director:** Susie Cisneros

**Health & Disabilities Manager:** Amanda Miloradich (Assist in Nutrition and Safety)

**Family Advocate/ERSEA Manager:** Donna Thomas

**Teachers:** Vanessa Bigham, Mary Lou Enriquez, Annette Dondero, Ralph Cataldo

**Assistant Teachers:** Lena Dondero, Paula Manriquez, Dayle Dondero, Stephanie Marcudo (Temp)

**Head Start Cooks (CACFP):** Angela Torres and Diane Nelson

**Head Start Bus Driver:** Gwen Turner and Susie Cisneros

\*Serves as Transportation & Nutrition Manager (CACFP), Civil Rights Coordinator, Education Manager, and Bus Driver



Bishop Indian Head Start  
 Monthly Information Monitoring  
 For Governing Bodies and Policy Groups

Month/Year: July 25, 2013


- This monthly checklist is to be utilized by the BIHS Director to ensure information was regularly provided to the governing bodies and the members of the policy group.


Documentation	Relates to the following Program Systems and Services
See Director's Report <b>Office of Head Start Health and Safety Screener</b>	1304.20 Child Health and Development Services 1304.22 Child Health and Safety 1304.24 Child Mental Health
See Director's Report	1304.21 Education and Early Childhood Development
See Director's Report	1304.23 Child Nutrition
See Director's Report <b>"My Right as a Parent"</b> <b>Parent Grievance Policy</b> <b>Parent Policy and Parent Committee Handbook</b>	1304.40 Family Partnership 1304.41 Community Partnership
See Director's Report <b>Financial Reports/Credit Card Expenditures</b> <b>Resolution for Disputes Protocol 2013-2014</b> <b>Shared Governance Policy 2013-2014</b> <b>Organizational Chart 2013-2014</b>	1304.50 Program Governance 1304.50 Governance and Management Responsibilities 1304.51 Management Systems and Procedures 1304.52 Human Resources Management 1304.53 Facilities, Materials, and Equipment
See Director's Report	1304.60 Deficiencies and Quality Improvement 1304.61 Non-Compliance
Program Instruction: n/a	Office of Head Start Information Memorandums/Program Instruction


**Attached Documents**

- Director Report for July
- Attached Financial Records and Credit Card Expenditures
- Resolution for Disputes Protocol 2013-2014
- Shared Governance Policy 2013-2014
- Organizational Chart 2013-2014
- Office of Head Start Health and Safety Screener
- "My Right as a Parent"
- Parent Grievance Policy
- Parent Policy and Parent Committee Handbook
- Selection Criteria

The above **BIHS Director Report for July and Attached Documents** were received, discussed, and approved by the following participants:

Bishop Tribal Council:  Position CHAIRMAN date: 8/1/13

Parent Policy Council:  Position V-Chair date: 8-1-13

BIHS Director:  date: 7/24/13

Comments: