



Policy Council Bylaws

Part 1301-Program Governance

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

[1301.3 Policy Council and Policy Committee].

(a) *Establishing policy councils and policy committees.* Each agency must establish and maintain a policy council responsible for the direction of the Head Start program at the agency level, and a policy committee at the delegate level. If an agency delegate’s operational responsibility for the entire Head Start or Early Head Start program to one delegate agency, the policy council and policy committee may be the same body.]

ARTICLE I NAME

The name of this organization will be the Bishop Indian Head Start Policy Council, hereafter known as “Policy Council”. All Bishop Indian Head Start Parents are members of the Parent Committee. Policy Council leaders are elected by Bishop Indian Head Start Parents (Parent Committee) by ballot.

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. Five (5) Parent Representatives;
2. Up to 4 Parent Representative Alternates
3. At least One (1) Community Representative; and
4. Each classroom may have two Parent Representative; and
5. May have a member of Bishop Paiute Tribal Council as a liaison as needed.

Section B: Eligibility (Policy Council and Parent Committee)

- a. **[(b) *Composition.* (1) A program must establish a policy council in accordance with section 642(c)(2)(B) of the Act, or a policy committee at the delegate level in accordance with section 642(c)(3) of the Act, as early in the program year as possible. Parents of children currently enrolled in each program option must be proportionately represented on the policy council and on the policy committee at the delegate level].**

1. All Parent Representatives must be a parent or guardian of a child currently enrolled in Head Start.
2. A Community Representative can be a former Head Start parent or member of the community served by Head Start.
3. Only one member of BITC may serve on Policy Council at any given time, provided they meet the other eligibility requirements.

[(2) The program must ensure members of the policy council, and of the policy committee at the delegate level, do not have a conflict of interest pursuant to sections 642(c)(2)(C) and 642(c)(3)(B) of the Act. Staff may not serve on the policy council or policy committee at the delegate level except parents who occasionally substitute as 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 administrative, fiscal, or programmatic issues. (C) CONFLICT OF INTEREST- Members of the policy council shall-(i) not have a conflict of interest with the Head Start agency (including any delegate agency); and (ii) not receive compensation for serving on the policy council or for providing services to the Head Start agency.]

The BIHS Policy Council’s definition of immediate family will be wife, husband, partner sharing home, son, daughter or any family member sharing a home. If relationships outside the member’s home may be viewed by the Policy Council as a conflict of interest and or confidentiality is in jeopardy the Policy Council member must be excused from discussions requiring voting on items where they have a conflict.

Section C: Selection

1. Parent Representatives (Parent Policy).
 - a. By the end of the second month of the academic year all Parents will have an opportunity to nominate or self-declare potential Policy Council members.
 - b. The second Monday following nomination, all parents of Head start children will vote on the nominees for the Policy Council via in person ballot. **(In case of an emergency, the Director may conduct Policy Council Meetings with the Policy Council Nominees to ensure smooth operations of program services continue for Head Start Children and Families).**
 - c. The nominees with the most votes win the election.
 - d. Once the results are determined the former Policy Council will call a meeting and will turn the meeting over to the newly elected Policy Council Leaders.
 - e. All parent members of Policy Councils must stand for election or re-election annually. All community representatives also must be selected annually.
 - f. The Policy Council must limit the number of one-year terms any individual may serve on either body to a combined total of five terms.
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 Leaders are 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 By-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: 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 and RESPONSIBILITIES- The policy council shall approve and submit to the governing body decisions about each of the following activities:

1. Attend all Policy Council meetings.
2. Attend all assigned meetings.
3. Study, update and follow By-Laws annually for the operation of the policy council.
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. [(iv) Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.]

- c. Procedures describing how the governing body and Policy Committee will implement shared decision making;
 - d. Procedures for program planning;
 - e. Head Start's philosophy and long and short range program goals and objectives;
 - f. The composition of the Policy Council and procedures by which Policy Council members are elected;
 - g. Criteria for defining recruitment, selection, and enrollment priorities;
 - h. 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;
 - i. Program personnel policies and subsequent changes to those policies, including standards of conduct for program staff, consultants, and volunteer;
 - j. [(vi) Program personnel policies and decisions regarding the employment of program staff, consistent with paragraph (1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.] (The Policy Council recognizes in the Bylaws that Bishop Indian Head Start administration, employees, and all regular volunteers follow the Bishop Paiute Tribal Human Resource Policies and Procedures. The Policy Council will review and approve all BIHS Job Descriptions as they are updated. The Policy Council when applicable will be encouraged by the Bishop Paiute Tribe Human Resources to participate in the interview and screening process of potential employees of BIHS.)
 - k. Along with BITC, establish written procedures for resolving internal disputes, including impasse procedures, between BITC and the Policy Council.
 - l. Establish and maintain procedures for working with BITC to resolve community complaints about the program.
 - m. Advise staff in developing and implementing local program policies, activities and services.
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. {(i) Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.]
 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.

ARTICLE V OFFICERS

Section A: Offices

1. The Policy Council shall elect a Chairperson, Vice-Chairperson, Secretary, Fundraiser Coordinator, 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) All parent members of the Policy Council must stand for election or be re-elected by the Parent Committee annually.
- 2) All Community Representatives must be selected annually.
- 3) 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.
- 4) Officers shall serve until the next policy Council is seated and new officers are elected.
- 5) Any officer can run for office the following academic year.
- 6) 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.
- 7) Policy Council must limit the number of one-year terms. Any individual may serve to a combined total of five years.

Section C: Description of Offices

1. Chairperson:

- a) Shall preside at all Policy Council meetings,
- b) Refrain from entering 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,

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

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

- 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 attend all fundraising events and is responsible for the accounting and monthly reporting of all funds raised by BIHS Parents towards BIHS Family activities.
- c) Shall make an immediate deposit of funds to the Tribal Fiscal Department.
- d) Shall keep an accurate accounting system, including proper documentation for expenses and submit copies of the documentation to the Tribal Fiscal Department.
- e) **Shall be responsible for requesting monthly budgets from tribal fiscal department, and**
- f) Shall follow all Fund-Raising Federal Policies
<https://eclkc.ohs.acf.hhs.gov/policy/pi/acyf-pi-hs-06-06>

ARTICLE VI MEETINGS

Section B: Quorum

- 1. A quorum for the conducting of business will consist of no less than 50% of the Policy Council Leaders (Chair, Vice Chair, Secretary, Fundraiser Coordinator and Treasurer). In the absence of the Chair, Vice Chair, Secretary, Coordinator and or Treasurer, alternates maybe counted in the quorum.
- 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.
- 4. If needed, meetings may be held via phone or Zoom. The Director will schedule all phone a Zoom Meetings.

Section C: Voting Rights

Only 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 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. the day before. If the absence was due to an emergency, a call must be placed to the Head Start staff within 48 hours after the scheduled Policy Council meeting. A telephone call must be made 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 hand delivered, mailed or emailed 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, EMAIL and or ZOOM Poll

In urgent circumstances or when a quorum is not able to be met at a special meeting the Chair may call for a phone, email and or Zoom 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 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 and or Director to execute the official phone, email or Zoom poll. The phone, email or Zoom poll results will be officially adopted by Policy Council at their next meeting by motion.

ARTICLE VIII AMENDMENTS TO THE BY-LAWS

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

Sec. 642 Powers and Functions of Head Start Agencies

[(2) CONDUCT OF RESPONSIBILITIES- Each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and the policy council, about program planning, policies, and Head Start agency operations, including--

- (A) monthly financial statements, including credit card expenditures;
- (B) monthly program information summaries;
- (C) program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
- (D) monthly reports of meals and snacks provided through programs of the Department of Agriculture;
- (E) the financial audit;
- (F) the annual self-assessment, including any findings related to such assessment;
- (G) the communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- (H) communication and guidance from the Secretary; and
- (I) the program information reports.

(3) TRAINING AND TECHNICAL ASSISTANCE- Appropriate training and technical assistance shall be provided to the members of the governing body and the policy council to ensure that the members understand the information the members receive and can effectively oversee and participate in the programs of the Head Start agency.]

**Bishop Indian Head Start
Policy Council and Parent Committee Leaders
CODE OF CONDUCT**

1. As a member of Policy Council and Parent Committee Leadership I will:

- a) Listen carefully to my teammates and the constituents I serve,
- b) Respect the opinions of my fellow members,
- c) Respect and support the majority decision of the Policy Council,
- d) Keep well informed of developments that are relevant to issues that may come before the Policy Council,
- e) Participate actively in Policy Council meetings and actions,
- f) Attempt to interpret the needs of the constituents to the organization,
- g) Call to the attention any issues I believe will have an adverse effect on the organization or our constituents,
- h) Always work to learn more about the Policy Council member's job and how to do the job better, and
- i) Represent Bishop Indian Head Start in a Professional manner at all times (meetings, conferences, training, etc.)

2. As a member of Policy Council I will:

- a) Attend meeting regularly,
- b) Arrive on time for all Policy Council meetings,
- c) Be familiar with Robert's Rules of Order and Parliamentary Procedure, as utilized in the agency. Actively participate in meetings by reading the Agenda and being aware of the matters at hand,
- d) Read and keep copies of Policy Council minutes,
- e) Stay aware of Policy Council's purposes, plan, and progress. Make and plan monthly reports back to Center meetings, as well as report information and concerns from the Center meetings to Policy Council,
- f) Consider all sides of a matter before voting,
- g) Debate the issues, not the people,
- h) Accept and support all decisions made by the majority of the Policy Council,
- i) Share legislative information with parents at the sites, and

3. As a member of the Policy Council I will not:

- a) Be critical, in or outside of the Policy Council or Parent Committee meeting, of fellow members or their opinions,
or
- b) Discuss the confidential proceedings of the Policy Council outside of the meetings.

Signature of elected Policy Council/Parent Committee Leadership Member

Date

Bishop Indian Head Start Director

Date

BISHOP INDIAN HEAD START CODE OF CONDUCT



The Office of Head Regulations 1302.90 Personnel policies

- (c) *Standards of conduct.* (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program’s standards of conduct that:
- (i) Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children’s well-being and prevent and address challenging behavior;
 - (ii) Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not:
 - (A) Use corporal punishment;
 - (B) Use isolation to discipline a child;
 - (C) Bind or tie a child to restrict movement or tape a child’s mouth;
 - (D) Use or withhold food as a punishment or reward;
 - (E) Use toilet learning/training methods that punish, demean, or humiliate a child;
 - (F) Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
 - (G) Physically abuse a child;
 - (H) Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child’s family; or,
 - (I) Use physical activity or outdoor time as a punishment or reward;
 - (iii) Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;
 - (iv) Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with subpart C of part 1303 of this chapter and applicable federal, state, local, and tribal laws; and,
 - (v) Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.
- (2) Personnel policies and procedures must include appropriate penalties for staff, consultants, and volunteers who violate the standards of conduct.

My Name is _____ and my position at BIHS is _____.

I have read, understood and will follow the standards of conduct regulations. I understand if I violate any personnel polices outlined above or any Bishop Paiute personnel polices appropriate penalties for staff, consultants and volunteers will be addressed accordingly.

Signature of staff, consultant and or volunteer

Date

BISHOP INDIAN HEAD START CONFIDENTIALITY POLICY AND PROCEDURE AGREEMENT



1303.21 Program procedures – applicable confidentiality provisions.

(a) If a program is an educational agency or institution that receives funds under a program administered by the Department of Education and therefore is subject to the confidentiality provisions under the Family Educational Rights and Privacy Act (FERPA), then it must comply with those confidentiality provisions of FERPA instead of the provisions in this subpart.

(b) If a program serves a child who is referred to, or found eligible for services under, IDEA, then a program must comply with the applicable confidentiality provisions in Part B or Part C of IDEA to protect the PII in records of those children, and, therefore, the provisions in this subpart do not apply to those children.

BIHS POLICY:

Bishop Indian Head Start will protect the confidentiality of all children, parents/guardians and staff in accordance with Bishop Paiute Tribal Law, California State Law and Federal laws. Protected information includes, but is not limited to, children, parents/guardians and staff records, USDA provider records, the Child Plus data base, and staff personnel records. Confidential information is released only with a signed Authorization for Release of Information form.

PROCEDURE:

- ❖ The lives of individuals and families are private matters that are protected from public scrutiny except when: information is required in order to provide requested services; or a crime has been committed or in certain cases, when there is a solid basis for suspecting one.
- ❖ Information about persons or families may be collected only when needed in the performance of duty and only the specific information required may be gathered. Any information gathered in the exercise of duty must be securely guarded so that such information does not become known by unauthorized persons. If it is received in confidence, it must be maintained in confidence.
- ❖ Agency programs which are funded by the federal government are bound by the laws of confidentiality. Any violation of this policy is considered grounds for immediate dismissal (Please see the Bishop Tribal Employment Policies in your Employee Handbook).
- ❖ Bishop Indian Head Start will ensure that both public and private organizations providing program services to children and families are responsible for maintaining confidentiality as defined by this policy.
- ❖ Bishop Indian Head Start will train all staff, substitutes and volunteers on confidentiality regulations and practices so that privacy is properly maintained during the collection of any information, its protection while in the hands of the personnel, and when it is stored in the office. Volunteers or other persons placed in the agency (BIHS) will sign a Confidentiality Agreement.
- ❖ Bishop Indian Head Start will provide supervision to staff and volunteers so that confidentiality is maintained.
- ❖ Bishop Indian Head Start will provide and maintain appropriate facilities and procedures in the main office, classroom sites, and clinics, so that unauthorized persons will not have access to the information whether stored in files or on computer.
- ❖ Staff will collect only that information required in the performance of duty. The only exception is when child abuse or neglect is suspected. Both federal and state law requires that such information be plainly documented and reported to the proper authorities.
- ❖ When gathering information from community agencies and individuals, staff will discuss with the families the need for the information and have the client/ parent/legal guardian sign the Authorization for Release of Information.
- ❖ When a photocopy is made to release or obtain information, staff will sign the photocopy attesting that the authorization is a true copy.
- ❖ Staff will write the information clearly and concisely; will not use terms that are vague or can be misconstrued to mean something else. If the information is reported by another person, rather than observed or given by the person involved, staff will state clearly who said it and exactly what was said. Example Mrs. Jones said, my husband has not been here for five days." Do not paraphrase this into something general: Husband has abandoned the family.
- ❖ Staff will take care in recording information given by small children. You may need to listen to it and record the information indicating the information was given by the child.

**BISHOP INDIAN HEAD START CONFIDENTIALITY
POLICY AND PROCEDURE AGREEMENT**

- ❖ When it is important to state your opinions, staff will state that what is written is your opinion and give the reasons for that opinion.
- ❖ Student, client, and provider files and information will be kept under lock and key except when in direct use.
- ❖ Only the information necessary to conduct a home visit or information that needs to be transferred from one location to another will leave the designated site. Information should travel under lock and key, preferably in the trunk of the car. Home visitors, upon completion of the home visit, will return the confidential materials to the office to be properly stored. Materials will not be left unattended in an unlocked car, desk or file cabinet.
- ❖ Program materials will not be taken home to be worked on.
- ❖ All forms and notes will be placed directly into the student or client files upon receipt to limit lost and misplaced confidential information.
- ❖ Staff members will not discuss sensitive information with other staff. Conversation about students, clients, families or other family members should be avoided in public and your home. If you need advice or assistance, discuss the case with your supervisor.
- ❖ Parents, clients, and legal guardians have the right to inspect their files and may request that the information in the file be released to authorized individuals and or agencies only.
- ❖ All information collected for the Child Plus, ASQ, and DRDP data base(s) is the property of Bishop Indian Head Start. Information in the data base is updated quarterly and as requested to better reflect the family or provider situation.

THEREFORE, I AGREE that:

My right to enter or make use of confidential information is restricted to my need to know the information to perform my job responsibilities. I will keep my computer access password (s) confidential. If another method of accessing a computer system is used, I will restrict its use to myself. I will not discuss any confidential information in any public areas, hallways, and gathering spaces.

I will hold all confidential information of which I have knowledge in the truest confidence, as required by law. I agree to utilize confidential information obtained by me only for the benefit of the child, parent/guardian, or staff member and in the performance of my job responsibilities.

Unauthorized disclosure, copying and/or misuse of confidential information is a serious breach of duty and will result in disciplinary action up to and including termination of employment or contract Bishop Indian Head Start. Further, this agreement mandates compliance extending beyond employment, contract, or association with Bishop Indian Head Start, as required by law.

I HAVE READ THE BIHS CONFIDENTIALITY POLICY AND PROCEDURE AND THIS CONFIDENTIALITY AGREEMENT AND AGREE TO THE TERMS.

Employee Signature: _____ Date: _____

Employee Name (Print): _____ Position: _____

Supervisor initial & Date: _____

Bishop Indian Head Start Policy Council Bylaws

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; August 26th, 2014; November 1, 2015

Under review: 1/8/17; Approved by Tribal Council with corrections on January 11, 2017

Updates Approved by Tribal Council on: February 23rd, 2017.

Updates 3/7/2019

The BIHS Policy Council and Parent Committee Leadership Bylaws have been received, discussed, and approved by the:

Policy Council: Serena West, Policy Council Chair on March 4th, 2019

Tribal Council: Allen Summer, Chairman on April 29th, 2019

Updated 3.11.22

Approved by the Policy Council on March 25th 2022 SCV

Notes: