

The Arrowhead Head Start Policy Council Policy and Procedure Manual was created by parents and staff. It is an information source that clearly explains the on-going operations of the Policy Council. The manual is intended to be a continuous process, with future Policy Councils making additions and changes as needed. It should be used in conjunction with the Policy Council By-Laws and the Federal Head Start Performance Standards.

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Who is the Policy Council

1. The Policy Council is made up of at least 51% current Head Start parents/primary caregivers. The rest of the Policy Council being Community Representatives and Carry-Over Parents.
 - A. Current Head Start Parents are either Policy Council Representatives who have been elected by the parent group at their Head Start sites.
 - B. Policy Council Representatives are responsible for attending all Policy Council and Committee meetings. They represent all of the children and families from their Head Start site(s). They are the **main** communication link between their site(s) and the Policy Council. They are eligible to hold office and have voting privileges.
2. Community Representatives may be Head Start Carry-Over Parents who have previously served on Policy Council. They may also be elected community resource people*. They are responsible for attending all Policy Council meetings. They cannot hold office, but they do have voting privileges.
3. The Policy Council Parent Advisor is a past Head Start parent and Policy Council member. They must have knowledge of Arrowhead Head Start Policy Council procedures. The Parent Advisor does not have voting privileges but can be part of discussions.
4. The Head Start Director and Finance & Administrative Assistant serve as resource/advisory people to the Policy Council. It is the responsibility of these staff members to attend and coordinate Policy Council and committee meetings. They do not vote. They are available to answer questions, provide information, and help things run smoothly.

* For more information, please refer to the Arrowhead Head Start Policy Council By-laws and Federal Head Start Performance Standards.

Attendance

1. It is the responsibility of the Policy Council Representatives to attend ALL Policy Council committee and monthly meetings.
2. If the Policy Council Representative is not able to attend, they must give adequate advance notice to the Head Start Office.
3. If a Policy Council Representative has more than 3 absences within one year, this may be cause for Policy Council membership to be reviewed.
4. When a Policy Council Representative is unable to follow through with their responsibilities, for whatever reason, they must notify their site parent group. The parent group will then elect a new Policy Council Representative and notify the Policy Council of the change.

Policy Council Officer Election Procedure

1. Policy Council officer elections will take place at the Annual Policy Council Orientation/Meeting.
2. **The following Policy Council officers will be elected:**
 - *Chairperson
 - *Vice Chairperson/Parliamentarian
 - *Secretary
 - *AEOA Board Representative
 - *SPA Representative (State Parent Affiliate)
 - *SPA Alternate (State Parent Affiliate)
3. Job descriptions will be shared at the Policy Council Annual Orientation/Meeting.
 - ** (For specific information, please see Arrowhead Head Start By-Laws)
4. Nominations will be taken from the floor. Nominees will share brief statements with the Policy Council as to why they feel they should be elected to office.
5. Voting will be by written ballot.
6. Newly elected officers will officially take office upon election, with the exception of the SPA officers.
7. The SPA officers will officially take office at the December MHSA (Minnesota Head Start Association) meeting.
8. The AEOA Board Representative is a two year office.

2013-2014 Policy Council Meeting Schedule

Proposed Schedule:

Wednesday, October 9, 2013	Policy Council Orientation/Meeting
Wednesday, November 13, 2013	Full Policy Council Meeting
Tuesday, December 17, 2013	Full Policy Council Meeting (Federal Grant Application Approval)
January 2014	No Policy Council Meeting (Possible weather "make-up" meeting month, if needed)
Wednesday, February 12, 2014	Full Policy Council Meeting
March 2014	No Policy Council Meeting (Possible weather "make-up" meeting month, if needed)
Wednesday, April 9, 2014	Full Policy Council Meeting
Wednesday, May 7, 2014	Full Policy Council Meeting
Wednesday, June 11, 2014	Full Policy Council Meeting
July 2014	No Policy Council Meeting
Wednesday, August 13, 2014	Full Policy Council Meeting/Policy Council Recognition
Wednesday, September 3, 2014	Full Policy Council Meeting
Wednesday, October 8, 2014	Policy Council Orientation/Meeting

Policy Council Roster

1. We will create a new Policy Council Roster of **all** members yearly. Staff assigned to Policy Council are:

*Norman E. "Skip" Ferris, III, Head Start Director
*Tracy Sandnas, Finance & Administrative Assistant

2. We will collect names, addresses, phone numbers, and Email addresses at Policy Council Orientation.
3. **Confidentiality** - People may choose to decline any information other than name and Head Start community/site (s).
4. Policy Council Rosters will be made available with the agenda/minutes.

**** Rosters are for Policy Council use only. They are used to assist with communication, carpooling, etc.**

Policy Council Agenda

1. Every Policy Council meeting has a written agenda.
2. The agenda is pre-determined by the Policy Council Chairperson and the Head Start Director. You will receive this agenda 5 - 7 days prior to the meeting.
3. You will need to bring this agenda to the meeting.
4. If you have an item you/your site (s) would like to add to the agenda, please contact the Policy Council Chairperson or the Head Start Director **10 days prior to the meeting**.
5. We will try to feature a "mini-training" or "speaker of interest" at Policy Council meetings, whenever possible.

Mileage Policy

1. Policy Council parents may be eligible for mileage reimbursement for any **approved** Policy Council activities that they participate in.
2. **Carpooling:** Policy Council members shall carpool. There will be 1 mileage reimbursement per community. Persons traveling through or near neighboring communities should make every effort to travel together (Ex: Hibbing/Chisholm).
3. Any exceptions to the above rule need to be **pre-approved** by the Head Start Director.
4. Arrowhead Head Start reimburses mileage expenses at current agency (AEOA) rate.
5. Parents must complete the **Mileage portion** of the **Policy Council Reimbursement Form**.
6. **Policy Council Reimbursement Forms** must be turned into the Head Start Finance & Administrative Assistant (Tracy Sandnas) or Head Start Director (Skip Ferris).
7. Reimbursement checks will be mailed out within a 2 week period after the activity attended.
8. If you have questions or would like to check on the status of your reimbursement, please contact Marlene or Skip.

Child Care Policy

1. Arrowhead Head Start may reimburse parents at the following rate:
 - \$2.00 per hour for 1 child
 - \$2.50 per hour for 2 children
 - \$3.00 per hour for 3 or more children

 - \$30.00 for 1 child - maximum for an overnight (24 hour period)
 - \$35.00 for 2 children - maximum for an overnight (24 hour period)
 - \$40.00 for 3 or more children - maximum for an overnight (24 hour period)
2. Policy Council parents may be reimbursed for **approved** Policy Council activities that they participate in.
3. Parents must complete the **Child Care Fee** portion of the **Head Start Policy Council Reimbursement Form**.
4. **Policy Council Reimbursement Forms** must be turned into the Head Start Finance & Administrative Assistant (Tracy Sandnas) or Head Start Director (Skip Ferris).
5. Reimbursement checks will be mailed out within a 2 week period after the activity attended.
6. If you have questions or would like to check on the status of your reimbursement, please contact Marlene or Skip.

Subsistence Allowance

1. Policy Council Parents may be eligible for a per diem allowance for any **approved** Policy Council related meetings that they participate in (not to exceed \$10.00 per day).
2. Parents must complete the Subsistence Allowance portion of the Policy Council Reimbursement form.
3. **Policy Council Reimbursement Forms** must be turned into the Head Start Finance & Administrative Assistant (Tracy Sandnas) or Head Start Director (Skip Ferris).
4. Reimbursement checks will be mailed out within a 2 week period after the activity attended.
5. If you have questions or would like to check on the status of your reimbursement, please contact Marlene or Skip.

Travel Advance

1. Parents who participate in Head Start functions that are "out-of-area" may be eligible for a travel advance.
2. A travel advance is money that comes to you prior to the event that pays for meals and/or lodging. You must provide receipts for lodging expense.
3. Arrangements will be made through the Head Start Office. The Director must pre-approve all advances.
4. If you must cancel after receiving your travel advance, it is **your** responsibility to pay back what you received as soon as possible.

MHSA Parent Training Conference:

1. Session information will be provided in advance to all Head Start parents via Family Advocates, Home Base Educators, Combination Center Managers and Policy Council members.
2. This training opportunity will be open to **all** Head Start parents. There will be one recruitment period for this event.
3. The MHSA Parent Training Conference is planned for the first week of April 7 – 9, 2014.
4. The number of available spaces for this event will vary each year depending upon the Arrowhead Head Start Training Plan and budget.
5. If a parent is interested in attending this event, they will need to contact Jerry Crittenden, Community Relations Manager, through any of the following ways:
 - *Directly (By phone, note, or in person)
 - *Policy Council Members from Head Start sites
 - *Family Advocates, Home Base Educators or Combination Center Managers
6. Names will be drawn out of a hat prior to the event and selected attendees notified.

**** It is essential that only committed parents submit their names. You must be sure that you will attend and follow-through. We reserve our spaces at these events, in advance, and they are non-refundable. Our program will not only lose money, but more importantly, other parents who expressed an interest will lose out on these wonderful opportunities. Thanks!**

Arrowhead Head Start Policy Council
State/Regional/National Conference Attendee Selection Process

YOU MUST:

1. ...**be** a current Policy Council Member and have attended at least 1/2 of the Policy Council meetings up to the conference selection time.
2. ...**complete** the attached **Conference Resume'** and **2 Conference Recommendation Forms**. The **Conference Recommendation Forms** are to be completed by Head Start parents and/or staff who know you and are familiar with your Head Start involvement. These forms must be submitted to the Head Start Director by the specified deadline.
3. ...**share** with the full Policy Council why you would like to attend the conference. Verbal presentation not to exceed 2 minutes.
4. ..**agree** to attend scheduled conference workshops and to provide a report to the full Policy Council upon return.

****The Policy Council will vote by written ballot. Candidates will not be allowed to vote.**

In the event of a tie vote, the "tied" names will be drawn out of a hat (...or whatever type of container is available)!

Participation in any State, Regional, or National Conferences is dependent on availability of funds.

If you have questions or would like assistance regarding this process, feel free to contact Skip Ferris, Head Start Director.

Thanks for your interest and GOOD LUCK!

**ARROWHEAD ECONOMIC OPPORTUNITY AGENCY
ARROWHEAD HEAD START
702 THIRD AVENUE SOUTH
VIRGINIA, MINNESOTA 55792**

Conference
Recommendation Form

Conference Candidate _____, parent of _____ in the _____ site, has requested to be considered as representative to the Head Start Conference.

This recommendation is being made by _____

Relation _____

**Please answer the following question regarding this conference candidate. Comment on the qualifications and strengths of this person and how you feel this experience may benefit this individual and the Head Start Program.

I am recommending this person because:

ARROWHEAD ECONOMIC OPPORTUNITY AGENCY
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CONFERENCE RESUME'

Name: _____ Phone: _____

Address: _____

Name of Child in Program: _____ Site: _____

Length of Time Involved in the Head Start Program: _____

Number of Previous Conferences Attended, If Any: _____

****Please address the following questions: (Feel free to write on the back of this page)**

1. How have you been involved in the Head Start Program? Please be Specific.

2. Why do you wish to attend the Conference?

3. What do you hope to gain from this experience?

New Employee Recommendation Procedure to the Policy Council

1. A list of interested Policy Council parents who wish to participate on interview teams will be compiled at the beginning of the program year. This process will provide interested Policy Council volunteers the opportunity to be a part of the interview process, as well as, opportunities to present the selected candidate to the Policy Council, personally.
2. During Policy Council Orientation, there will be specific training as to the roles and responsibilities of Policy Council Members in the hiring process.
3. Policy Council Members will be provided with sample job descriptions for new hire positions. This will help members to be more informed as to the duties and qualifications required of the candidate in question.
4. Whenever possible, the Parent Interview Team Member will present the new staff person recommendation to the Policy Council. If the Parent Interview Team Member cannot be present at the full Policy Council meeting, they will send a written recommendation to be read to the Council. Either the Head Start Director or designated Program Manager will be present to provide further background information and answer questions.
5. In the event of no Parent Interview Team Member, the Head Start Director or designated Program Manager will present the new staff person recommendation to the Policy Council.
6. The Head Start program will make every effort to schedule interviews prior to the Policy Council meeting dates when in the best interest of children, parents, and staff. This will enable the Policy Council to approve the hiring of a new staff person prior to their actual start dates. Realizing that this is not always possible, prospective new staff may actually begin "temporary" employment before formal Policy Council approval. "Temporary" new staff will be clearly notified that they are not officially hired until the new hire approval of Policy Council is complete.
7. Foster Grandparents are part of a separate program even though they volunteer with Head Start children, parents, and staff. As Foster Grandparents enter or leave the program we want the Policy Council to be kept informed and offer their support.
8. There is a need to make a better attempt at notifying parents of Head Start position openings in all geographic locations of the program.

**New position postings will be posted in the classroom for those areas that are center based.

**Home Base Educators and Combination Center Managers will all receive a copy of any Head Start job posting and can either bring this on home visits or to group socialization activities.

**Whenever possible, Parent meetings and Policy Council meetings may also be an avenue of communication, to share position openings.

**Interested parents will also need to take initiative in periodically checking with Head Start staff to see to check on available program position openings.

Arrowhead Head Start
Community Grievance Procedure

It is the Policy Council's general responsibility to establish a method of hearing and resolving community complaints about the Head Start program.

Our procedure is as follows:

Step #1: If an issue or conflict arises:

- a. Share the issue/conflict with the person(s) involved.
- b. Attempt to resolve issue/conflict together.
- c. Feel free to seek a Head Start staff person to assist in this process.

Step #2: If the issue/conflict is **NOT** resolved at this point:

- a. Submit in writing the conflict/issue to the Arrowhead Head Start office in Virginia, MN.
- b. This information shall be directed to the appropriate personnel for action. You shall receive a response within 2 weeks of the date received.
- c. The Head Start Director will be made aware of all issues/conflicts and will become involved if necessary.
- d. If the issue remains unresolved, it shall be brought to the attention of the AEOA Executive Director.
- e. At this point, the AEOA Executive Director may choose to involve the AEOA Board of Directors.
- f. In some instances because of Federal guidelines, rules, or regulations, the Head Start Regional Office may also become involved.
- g. Every attempt will be made to resolve issues at our local level.

****In compliance with Federal Guideline, the AEOA Board of Director's decision shall be considered final and binding.**

****In all instances, a system of due process shall be used to resolve issues in a fair manner.**

Parent Involvement Budget/Parent Activity Fund

Parent Involvement expenditures are budgetary items to fulfill the requirements of the Head Start Performance Standards and other parent involvement objectives. The Parent Activity fund is an amount of money set aside by the Program/Policy Council to provide parents with opportunities and experiences in planning, developing and implementing projects initiated by parents.

1. Parent Involvement Funds are administered by the agency and are budgeted for in overall funding grants and include:
 - a. Reimbursements for Policy Council participation expenses such as child care, mileage, and meals.
 - b. Program costs associated with Council activities such as training, meals and incidentals.
 - c. Parent education/training expenses including costs such as in-area and out-of-area expense, registrations, lodging, per diems, fees and travel.
 - d. Expenses associated with parent elected representatives to the State Head Start Association.

2. Parent Activity Funds are administered by the Policy Council and budgeted for Council initiated projects and:
 - a. Must be budgeted for in the grant application process.
 - b. Must be agreed upon in partnership with administration.
 - c. Are subject to federal grant administration and cost principles.
 - d. May be administered directly by the Council, however, it is agreed that Parent Activity Funds be administered through the Agency as reflected in Policy Council minutes, as required by regulation.