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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  *Policy Council By-Laws*
  *Roberts Rules Cheat Sheet*
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 Policy Council Representatives who have been elected by the parents 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 Head Start Finance Supervisor 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 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 3 or more absences within one year, this may be cause for Policy Council membership to be terminated by vote of the Policy Council.

4. When a Policy Council Representative is unable to follow through with their responsibilities, for whatever reason, they must notify their Lead Teacher, or Head Start Finance Supervisor, or Head Start Director. The Lead Teacher will then notify parents to elect a new Policy Council Representative. Once a new Policy Council member is elected, the Lead Teacher will notify the Policy Council.
Policy Council Officer Election Procedure

1. Policy Council officer elections will take place at the December Policy Council meeting.

2. The following Policy Council officers will be elected:
   
   *Chairperson
   *Vice Chairperson/Parliamentarian
   *Secretary
   *AEOA Board Representative (2-year term) during odd numbered years
   *SPA Representative (State Parent Affiliate)
   *SPA Alternate (State Parent Affiliate)

3. Job descriptions for the officers will be shared at the Policy Council Annual Orientation in November.

   **(For specific information, please see Arrowhead Head Start By-Laws)

4. Election of officers of the Policy Council will take place at the December Policy Council meeting.

5. 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.

6. Voting will be by written ballot.

7. Newly elected officers will officially take office at the February Policy Council meeting.

8. The AEOA Board Representative is a two year term, elected during the odd numbered years.
**Proposed Schedule***:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>Tuesday, November 9, 2016</td>
<td>Policy Council Orientation</td>
</tr>
<tr>
<td>Wednesday, December 7, 2016</td>
<td>Full Policy Council Meeting (Election of Officers &amp; Federal Grant Application Approval)</td>
</tr>
<tr>
<td>Wednesday, February 8, 2017</td>
<td>Full Policy Council Meeting (New Officers will take over)</td>
</tr>
<tr>
<td>Wednesday, April 5, 2017</td>
<td>Full Policy Council Meeting</td>
</tr>
<tr>
<td>Wednesday, June 14, 2017</td>
<td>Full Policy Council Meeting</td>
</tr>
<tr>
<td>Wednesday, August 9, 2017</td>
<td>Full Policy Council Meeting/Policy Council Recognition</td>
</tr>
<tr>
<td>Wednesday, October 4, 2017</td>
<td>Policy Council Meeting</td>
</tr>
<tr>
<td>Wednesday, November 8, 2017</td>
<td>Policy Council Orientation (No meeting)</td>
</tr>
<tr>
<td>Wednesday, December 6, 2017</td>
<td>Policy Council Meeting/Election of Officers (Federal Grant application approval).</td>
</tr>
</tbody>
</table>

***NOTE:*** The Executive Committee of the Policy Council may meet in those months where a regular Policy Council meeting is not scheduled should there be business to attend to. Months where a regularly scheduled Policy Council meeting will **NOT** be scheduled (unless absolutely necessary) is January, March, May, July, September, and November. The Policy Council meeting schedule is subject to change.
Policy Council Roster

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

   * Head Start Director
   * Finance Supervisor

2. We will collect names, addresses, phone numbers, and Email addresses at Policy Council Orientation. Members will list their preference for contacting them (i.e. texting, email, phone call, letter, etc.)

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 a "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. Policy Council parents must provide banking information for reimbursements to be deposited into a checking or savings account.

3. **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).

4. Any exceptions to the above rule need to be pre-approved by the Head Start Director.

5. Arrowhead Head Start reimburses mileage expenses at current agency (AEOA) rate.

6. Parents must complete the **Mileage portion** of the **Policy Council Reimbursement Form**.

7. **Policy Council Reimbursement Forms** must be turned into the Head Start Finance Supervisor or Head Start Director.

8. Reimbursement deposits will be completed within a 2 week period after the activity attended.

9. If you have questions or would like to check on the status of your reimbursement, please contact Tracy 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 Supervisor or Head Start Director.

5. Reimbursement deposits will be completed 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 Tracy or Skip.

Connectivity Compensation

1. Policy Council Parents may be eligible for a connectivity compensation for any approved Policy Council related meetings that they participate in (not to exceed $10.00) as most Policy Council information and communications will be done through emails and text messaging.

2. Parents must complete the **Per Diem Allowance** portion of the Policy Council Reimbursement form.

3. **Policy Council Reimbursement Forms** must be turned into the Head Start Finance Supervisor or Head Start Director.

4. Reimbursement deposits will be completed within a 2 week period after the activity attended.
ARROWHEAD ECONOMIC OPPORTUNITY AGENCY
702 THIRD AVENUE SOUTH
VIRGINIA, MINNESOTA   55792-2797

ARROWHEAD HEAD START POLICY COUNCIL REIMBURSEMENT

Parent/Guardian Name ________________________________ SS# __________________
Address ___________________________________________ City __________________ Zip _____________

I ATTENDED ________________________________

Name of Meeting

AT ___________________________________________

Location of Meeting

ON ___________________________________________

Date of Meeting

EXPENSES INCURRED AS FOLLOWS:

MILEAGE __________ miles at $.54 per mile = $ __________

Child Care Reimbursement: Arrowhead Head Start reimburses parents of enrolled children for child care expenses at the rate of:

$3.00 per hour for 1 child
$3.50 per hour for 2 children
$4.00 per hour for 3 or more children

24 Hour Period for Overnight ($45.00 Maximum):

$35.00 for 1 child
$40.00 for 2 children
$45.00 for 3 or more children

Child/Children Name(s) ___________________________________________

Child Care Provider Name ________________________________
Address ___________________________________________ City __________________ Zip _____________

CHILD CARE FEE: _______ Hours @ ________ Per Hour = $ __________

CONNECTIVITY COMPENSATION @ $10.00 = $ __________

TOTAL = $ __________

__________________________________________________________

Parent/Guardian Signature Date

APPROVED: ________________________________ __________________________

Head Start Director Date

NOTE: Child Care reimbursement will not be paid to members of the same household, the child's guardian nor to the child's parent(s). Child Care reimbursement may not be paid for hours that children are attending Head Start programs.
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. Travel advances will be direct deposited into your checking or savings account.

3. Arrangements will be made through the Head Start Office. The Head Start 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. This must be done with a personal check or money order made out to AEOA.
MHSA Parent Training Conference:

1. Minnesota Head Start Association (MHSA) Parent Training Conference session information will be provided in advance to all Head Start parents via the Community Relations Manager, the Program Managers, Center Managers, Family Support Specialists, Home Base Educators, 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 April 10-12, 2017 at Craguns Hotel and Conference Center in Baxter, Minnesota.

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) 218-748-7351
   * Policy Council Members from Head Start sites
   * Center Teachers, Home Base Educators, or Family Support Specialists

6. Names will be drawn out of a hat prior to the event and selected attendees notified.

7. Transportation will be provided by Arrowhead Head Start. If parents drive themselves to the conference, mileage will not be reimbursed.

8. Arrowhead Head Start will pay for registration and any meals not provided through the MHSA Parent Training Conference.

** 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!
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 the Head Start Director.

**Thanks for your interest and GOOD LUCK!**
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:
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.

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. Prior to starting any position with Head Start/Early Head Start, prospective staff must complete and pass a full background study ensuring they may work directly with children.

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. Head Start parents are encouraged to apply for open positions in the Head Start program for which they are eligible for. Position announcements will be posted at www.aeo.org, the Minnesota Workforce Centers, and area newspapers.
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 the 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, Minnesota.
b. This information shall be directed to the appropriate personnel for action. You shall receive a response within 2 week 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 become involved.
g. Every attempt will be made to resolve issues at our local level.

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

**If the issue or conflict remain unresolved between the Policy Council and the AEOA Board of Directors, then Article 7, Impasse Procedures, of the Policy Council By-Laws share be invoked.**
Parent Involvement Budget/Parent Activity Fund

Parent Involvement expenditures are budgetary items to fulfill the requirements of the Head Start Performance Standards and other program parent involvement objectives. The Parent Activity Fund is an amount of money set aside by the Program and 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 Arrowhead Economic Opportunity Agency, Inc. 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 Policy Council activities such as training, meals, and incidentals.
   c. Parent education/training expenses including costs such as in-area travel, out-of-area expenses such as registrations, lodging, per diems, fees and travel.
   d. Expenses associated with parent elected representative to the Minnesota Head Start Association (MHSA).

2. **Parent Activity Funds** are administered by the Policy Council and budgeted for Policy Council initiated projects and
   a. Must be budgeted for in the grant application process.
   b. Must be agreed upon in partnership with Head Start Administration.
   c. Are subject to federal grant administration and cost principles.
   d. May be administered directly by the Policy Council, however, it is agreed that Parent Activity Funds be administered through the Arrowhead Economic Opportunity Agency, Inc., as reflected in Policy Council minutes and required by regulation.
Code of Conduct for Head Start Policy Council and Governing Body
Policy/Procedure

POLICY

The Arrowhead Economic Opportunity Agency, Inc. Board of Directors recognizes that persons involved in governance activities (Head Start Policy Council and Board of Directors) at Arrowhead Economic Opportunity Agency, Inc. are leaders, models, and representatives of the organization. All members will be expected to conduct themselves such that their personal and professional conduct does not have a negative effect on services or reflect badly on Arrowhead Economic Opportunity Agency, Inc.’s public image, reputation, or credibility.

PROCEDURES

• Acceptable standards of conduct will be established and periodically revised by the Arrowhead Economic Opportunity Agency, Inc. Board of Directors for both the Head Start Policy Council and Board members.

• All Head Start Policy Council and Board members will be informed of the established standards of conduct.

• The Board of Directors in its entirety will be responsible, with a simple majority vote of members present for a regularly scheduled or appropriately called special meeting, for reprimanding or removing any representative from the Head Start Policy Council or Board due to conduct violations.

CODE OF CONDUCT

Arrowhead Head Start Policy Council and Arrowhead Economic Opportunity Agency, Inc. Board of Directors members:

• Will respect and promote the unique identity of each child, family, employee, Head Start Policy Council and Board member and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.

• Must uphold the agency’s confidentiality guidelines stated as follows:
  
  o No information regarding children and families of children enrolled with Arrowhead Economic Opportunity Agency, Inc. is to be discussed outside of the work setting or Board/Policy Council meetings;
  o Information is to be discussed within the work setting and at Board/Policy Council meetings only as is necessary and related to program operations/business or decision-making;
  o No information learned at Board/Policy Council meetings or while conducting Board/Policy Council business may be discussed or used in any way outside of Board/Policy Council activities.

• Will support and participate in a TEAMWORK approach to decision making.

• Will behave and interact respectfully while participating on Board/Policy Council or representing the organization within the community.
• Must have an interest and concern for children and their families.

• May not accept gifts and/or gratuities as stated in the Arrowhead Economic Opportunity Agency, Inc. Personnel Policy Manual.

• Are prohibited from using their position on Board/Policy Council for purposes which are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with family, business or other ties.

• Must not make public statements under the auspices of any agency title without the Board of Directors’ approval.

• Will follow all Arrowhead Economic Opportunity Agency, Inc. general operating procedure.

• Will respect and uphold the legal authority of the Board of Directors to establish, review, or revise the standards of conduct for individuals participating on the Board/Policy Council.

This policy complies with Head Start Performance Standard 45CFR Sections 1304.52(i)(1)(i); 1304.52(i)(1)(ii); 1304.52(I)(3).

Approved by Policy Council: November 14, 2012

Approved by Board of Directors: November 21, 2012