

Davis/Morgan/Summit Head Start/Early Head Start Program
320 S. 500 E.
Kaysville, UT 84037

Grantee Agency:
Davis School District
45 East State Street
Farmington, UT 84025

BY-LAWS FOR HEAD START/EARLY HEAD START POLICY COUNCIL

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APPROVED BY POLICY COUNCIL:

Policy Council Chair

Date

Governing Board Representative

Date

Director

Date

ARTICLE I - NAME

- A. The name of this Council shall be the Davis/Morgan/Summit Head Start/Early Head Start Policy Council, hereafter referred to as the Policy Council.

ARTICLE II - PURPOSE AND OBJECTIVES

- A. The purpose and objectives of the Policy Council shall be:
1. To render the overall operation of the Davis/Morgan/Summit Head Start/Early Head Start program, as prescribed in the Head Start/Early Head Start Policy manual, and any supplements or revisions thereof.
 2. To serve as a link between public and private organizations, the Grantee Board, which is the Davis School District Board of Education, and the community it serves. To plan, coordinate and organize agency-wide activities for parents (with the assistance of the staff) that ensure proper and effective parent participation and engagement.
 3. To initiate suggestions and ideas for program improvements and receive reports on actions taken by the Head Start/Early Head Start Program with regard to such recommendations.
 4. To recruit volunteer service from parents, community residents and organizations and to mobilize said services to meet identified needs.
 5. To oversee Parent Activity Funds.

ARTICLE III - RESPONSIBILITY AND AUTHORITY

- A. To establish, approve and submit (with assistance from program staff) to the Governing Board:
1. Program goals (long & short-term planning)
 2. Activities that support engagement of parents and policies to ensure that the agency is responsive to community and parent needs.
 3. Location and hours of centers.
 4. Use of available community resources.
 5. Program recruitment, selection and enrollment priorities.
 6. Personnel policies and decisions regarding the hiring of program staff consistent with the Davis School District, Governing Body's responsibilities. Staff terminations follow Davis School District Policies and Procedures.
 7. Grant applications.
 8. Budget planning for program expenditures.
 9. Composition of the Policy Council.
 10. Bylaws for the operation of the Policy Council.
 11. Distribution of Parent Classroom Activity Funds and Policy Council Budget.
- B. To ensure the Head Start/Early Head Start agency provides the Policy Council and the Governing Board sufficient information to effectively oversee and participate in the program.
- C. A liaison position between parents, community, and the Head Start/Early Head Start Program.
- D. To provide parents with information about opportunities for self-development and self-help; including:
1. Education opportunities.
 2. Health programs and services.
 3. Food programs and services.
 4. Work and work training opportunities.
 5. Community Resources.

- E. To assist the staff in recruiting parents as classroom volunteers.
- F. The initiation of continuous quality improvements to the program.
- G. Provide specific suggestions during budget and grant development, including:
 - 1. Budget needs for:
 - a. Equipment
 - b. Facilities
 - c. Parent involvement (Parent travel, etc.)
 - d. Additional needs.
- H. Share information between governing bodies including
 - Monthly:
 - Financial statements
 - Credit card expenditures
 - Program information summaries
 - Enrollment and attendance reports
 - USDA reimbursement
 - Annually:
 - Financial audit
 - Self-assessment
 - Community needs assessment
 - Communication and guidance from the ACF Secretary
- I. To participate in the Self-Assessment of the Head Start/Early Head Start Program.

ARTICLE IV MEMBERS

- A. Composition of Policy Council:
 - 1. One (1) parent representative from each class. The one (1) parent representative will be the Class Chair or their designated alternate who has been duly elected.
 - 2. Policy Council will vote on inclusion of Community Representatives, not to exceed 49%.
 - (a) Policy Council members may make recommendations for the inclusion of specific community partners.
 - 3. A minimum of one (1) representative of the Davis School Board of Education.
- B. Business:
 - 1. Business will be conducted at regularly scheduled or specially called meetings where a quorum of voting members is in attendance.
 - 2. One-fourth of Policy Council members will constitute a quorum.
 - 3. A quorum must contain at least 51% parent representatives or their designated alternates.
 - 4. In the event a quorum is not present, and there is business that cannot wait until the next regularly scheduled meeting, a telephone or email vote will take place by contacting parents and community representatives, beginning with those who have attended at least 3 meetings. The vote will continue until a quorum is in consensus.
 - 5. The results of the voting will be included in the minutes of the regularly scheduled Policy Council Meeting or a separate document with phone/email vote results that is distributed to all members prior to the next meeting.
- C. Voting Rights:
 - 1. Policy Council Chair will serve as a non-voting member, except in the case of a tie, in which case the chair casts the deciding vote.

2. All other class chairs or their designated alternates, shall be entitled to one (1) vote.
3. Community representatives, or their designated alternate, shall be entitled to one (1) vote.
4. Representative of the Grantee Agency Board (Davis School Board of Education) shall be entitled to one (1) vote.
5. Invited key management staff, including the director and service area managers of the Head Start/Early Head Start program, may serve in an advisory capacity without voting rights.
6. No immediate family members of a Davis/Morgan/Summit Head Start/Early Head Start employee (as defined by Davis School District Policy) may serve on Policy Council.

D. Term of Office:

1. Parent Representatives:
 - a. Parent Representatives shall serve for not more than five (5) one-year terms.
 - (1) A full year shall consist of not less than five (5) consecutive months.
 - (2) A parent representative is the parent of a currently enrolled child who serves on the Policy Council in a voting capacity and directly represents the parents of currently enrolled children.
 - (3) Policy Council members will remain in position for a full year from time of election.
2. Community Representatives:
 - a. Community Representatives may include interested parties at large including parents of former Head Start/Early Head Start children.
 - (1) Policy Council must approve which community representatives will be included at the September/October Policy Council meeting.
3. Termination of Membership:
 - a. The Policy Council Executive Committee (with program staff assistance) will track Policy Council attendance and will report consistent absences to the Volunteer & Community Outreach Specialist.
 - b. After two (2) consecutive non-excused absences, the Volunteer & Community Outreach Specialist will contact and notify the parent representative of their attendance status and possible dismissal and help them in overcoming attendance problems.
 - c. Membership of any member of Policy Council shall be terminated if he/she misses three (3) consecutive meetings without an alternate present or with no valid excuse.
 - d. Notification of loss of membership will be sent by an e-mail message by the Policy Council Executive Committee.
 - e. In the event an executive committee member is unable to fulfill their responsibilities the next successive member shall move into the position and an election will be held to fill the remaining vacancy (for resignations see Section 4b).
4. Resignation:
 - a. Any member of the Policy Council who wishes to resign may do so in writing (email is acceptable).
 - (1) The Family Service Worker and Volunteer & Community Outreach Specialist will assist the Parent Committee in electing a new Class Chairman/Policy Council Representative.
 - (2) The new parent representative will be seated at the next regularly scheduled meeting.
 - b. Any member of the Executive Committee who wishes to resign may do so in writing or by appearing before the Policy Council.
 - (1) Executive Committee vacancies will be filled at the next regularly scheduled Policy Council meeting.
 - (2) Elections will be by secret ballot.

ARTICLE V OFFICERS AND OTHER ELECTED REPRESENTATIVES

- A. Policy Council Executive Officers:
1. Chair: Must be a member parent of a presently or previously enrolled Head Start/Early Head Start child and may be a Community Representative.
 2. Vice Chair: Any voting member of Policy Council.
 3. Secretary: Any voting member of Policy Council.
 4. At no time shall more than one Policy Council Office be held by a Community Representative.
- B. Other elected Policy Council Representatives may include:
1. Historian: Any voting member of Policy Council
 2. Assistant Historian: Any voting member of Policy Council
 3. Utah Head Start/Early Head Start Association (UHSA) Parent Representative(s): Must be a parent of a presently or previously enrolled Head Start/Early Head Start child.
 4. UHSA Friends Representative: Must be a present Community Representative.
 5. School Readiness Committee parent member(s): Any voting member of Policy Council.
 6. Health Advisory Committee parent member(s): Any voting member of Policy Council.
 7. Awards Committee member(s): Any voting member of Policy Council.
 8. Other positions as determined.
- C. Selection of Policy Council Officers:
1. Policy Council Chair Elect:
 - a. Selection of the Policy Council Chair Elect will be conducted in April of each year.
 - (1) All nomination applications for Policy Council Chair Elect should be submitted at least fourteen (14) days prior to the April meeting.
 - (2) Nominations and biography's (bio's) will be disseminated to Policy Council members prior to the elections in the April Policy Council.
 - (3) At the time of elections, the Policy Council Chair will ask each nominee to stand while their bio is read. Each nominee will present a brief description of their qualifications and desire for the position.
 - (4) Election will be by conducted by secret ballot and results will be announced before meeting is adjourned.
 - (a) Ballots will be counted by two (2) non-candidate Policy Council members and one (1) staff member.
 - (b) After counting, ballots will be placed in a sealed envelope and initialed by counters; and will be kept for a period of one (1) month.
 - (5) If a Policy Council Member is unable to attend the election for Policy Council Chair Elect, their vote may be submitted in writing (e-mail is acceptable), in a sealed envelope, and received by the Policy Council Chair at least three (3) days prior to the election meeting in April. In the event an absentee ballot is cast, the designated alternate will not vote.
 - (6) In the event that the election cannot be held at the April meeting, it will be held at the next scheduled meeting.
 - (a) The time from election to assuming of duties will be spent as a training.
 - (b) period for the Chair Elect, including attending Continuous Improvement Planning (CIP) meeting in June.
 - (c) The Chair Elect will take office in September.
 - (1) If the incumbent Policy Council Chair steps down at any time after the

elections but prior to the end of his/her term, the Policy Council Chair Elect will immediately assume the duties of the Chair.

- (2) If the Policy Council Chair Elect resigns at any time between election and September, the Current Policy Council Chair will conduct a new election at Policy Council meeting in September.
- (3) If the Chair resigns after assuming responsibility in September and prior to elections in April, the Vice-Chair will complete the term and elections will be held for a new Vice-Chair at the next scheduled meeting.

2. Policy Council Vice Chair, Secretary, Service Area Committee Chairs, Historian, Assistant Historian, UHSA Parent Representative, Health Advisory Committee, and UHSA Friend Representative:

- a. Election of these representatives will be held in the fall of each year during Policy Council training.
- b. Balloting
 - (1) Election will be by secret ballot by those present and eligible to vote.
 - (2) Ballots will be counted by two (2) non-candidate Policy Council members and (1) Head Start/Early Head Start staff member.
 - (3) After counting, the ballots will be placed in a sealed envelope, initialed by the counters and kept for a period of one (1) month.
- c. The election of Policy Council Vice-Chair shall be held, counted and announced prior to the election of the Secretary.
- d. The election of Policy Council Secretary shall be held, counted and announced prior to the election of the Historian.
- e. Policy Council sub-committees (Program Design & Management, Education Health, Parent/Family & Community Partnerships) members will elect a committee chair and secretary during first meeting.

3. Those elected shall immediately assume the duties of office for one (1) year.

- a. Representatives shall be elected by a majority of those present and eligible to vote.
- b. Other representatives may be designated by action of the Policy Council.
- c. Officers shall serve for not less than one (1) term and not more than two (2) consecutive terms in that office.

D. Removal of Policy Council Officers and Representatives from office:

1. Officers and Representatives may be removed from office by a two-thirds (2/3) majority vote of Policy Council members present and eligible to vote, for the following reasons:
 - a. Repeated, unexcused absences (three [3] consecutive meetings.)
 - b. Neglect of duties (one [1] verbal and one [1] written notification will be given by the Executive Committee.)

E. Duties:

1. Policy Council Chair:

- a. Conduct Monthly Policy Council Meetings.
- b. Supervise the activities of the Policy Council and its members.
- c. Conduct Executive meetings to prepare Policy Council agenda and oversee Policy Council activities and attendance.
- d. Work with staff to arrange location, time, child-care and refreshments for

- each meeting.
 - e. Review grant applications with director.
 - f. Assure that Policy Council members are notified of all meetings by mail or electronic communication at least one (1) week prior to the meeting.
 - g. Serve as consultant and/or arbitrator for class committees when needed.
 - h. Attend Parent Meetings when invited by the Parent Committee Officers.
 - i. Volunteer in Head Start/Early Head Start.
 - j. Support Head Start/Early Head Start activities.
 - k. Review and sign Impasse Procedure annually.
2. Policy Council Vice Chair:
- a. Act in the absence of Policy Council Chair.
 - b. Attend Policy Council meetings and Policy Council Executive Committee Meetings.
 - d. Perform other duties as prescribed by Policy Council Chair or its members.
 - e. Attend Parent Meetings when invited by the Parent Committee Officers.
 - f. Volunteer in Head Start/Early Head Start
 - g. Support all Head Start/Early Head Start activities.
3. Policy Council Secretary:
- a. Attends Policy Council and Policy Council Executive Committee Meetings.
 - b. Keep all minutes and decisions of the Policy Council in type-written form and make them available to all members no later than one (1) week prior to the next meeting.
 - c. Have minutes approved by Policy Council and signed by Policy Council Chair and/or Secretary.
 - d. Maintain a file of all minutes of past meetings, including attendance.
 - e. Perform other duties as prescribed by Policy Council Chair or its members.
 - f. Attend Parent Meetings when invited by the Parent Committee Officers.
 - g. Volunteer in Head Start/Early Head Start.
 - h. Support all Head Start/Early Head Start activities.
4. Service Area Committee Chairs:
- a. Attend Policy Council Meetings and Policy Council Executive Committee Meetings.
 - b. Conduct all regular and specially called meetings of the Service Area Committee.
 - c. Assure that all minutes and decisions of the Service Area Committee are kept by an elected secretary of the Committee.
 - d. Follow-up with committee members to see that their assignments have been completed.

ARTICLE VI CLASS COMMITTEE

- A. Responsibilities:
- 1. To assist the staff at “Be There” activities.
 - 2. To help carry out daily activities and recruit classroom volunteers.
 - 3. Volunteer in Head Start/Early Head Start.
 - 4. Meet regularly as determined by the Class Committee members.
 - 5. In the event of 3 unexcused absences, the Class Committee may elect a new committee Member (electronic voting is acceptable).

- B. Elections of Class Officers:
1. Class officers shall be elected in a democratic fashion which ensures the fullest participation of parents in the program.
 2. Any resignation or termination of membership of the Parent Committee Chair will necessitate the replacement of that Chair at the next scheduled Parent Meeting to assure that the class is represented at Policy Council.
 3. Any termination of membership on Policy Council will necessitate the replacement of that officer by the Parent Committee they represent.
- C. Duties of Class Officers:
1. Class Chair:
 - a. To work with the Head Start/Early Head Start staff and class Executive Officers to plan regular parent meetings and agendas.
 - b. Conduct parent meetings.
 - c. Make arrangements for a place and time for each meeting and clear it with the person in charge of the building.
 - d. Assure that all needs for the meeting are met (i.e., chairs, speakers, etc).
 - e. Attend Policy Council meetings.
 - f. Share Policy Council activities and resources to the parents they represent, and seek and relay their input on issues and needed actions.
 - g. Volunteer in the classroom.
 2. Class Vice Chair:
 - a. Perform all normal duties of Parent Committee Chair in the event of his or her absence.
 - b. Attend regular Parent Meetings and Class Executive Meetings.
 - d. Volunteer in the classroom.
 3. Class Secretary:
 - a. Record minutes of Class Executive meetings.
 - b. Distribute the minutes to the class executive committee for approval at the next meeting.
 - c. Assure parents are informed of all meetings and special events.
 - d. Volunteer in the classroom.

ARTICLE VII PARENT CLASSROOM ACTIVITY FUNDS

- A. Source:
1. Parent Classroom Activity Funds are allocated out of the main budget for use specifically for “Be There” activities.
 2. Class funds may also come from donations through the Davis School District Foundation.
 3. Policy Council funds may be donated to class funds.
- B. Distribution:
1. Parents may request funds for classroom “Be There” activities from program staff.
 - a. District fiscal policies will be followed in obtaining funds.
 2. An expenditures more than fifty dollars (\$50.00) must be approved by the Policy Council Executive Officers and reported at the next Policy Council meeting if approved.
 - a. Two Executive Officers must be consulted and approve expenditures over fifty (\$50) dollars.
 3. The financial report for the Parent Classroom Activity Funds will be presented at each

ARTICLE VIII COMMITTEES

- A. The Policy Council shall set up committees to work on any special or ongoing problems or projects.
1. Service Area Committees:
 - a. The Service Area Committees will be established by the Service Areas outlined in the Performance Standards including: (1) Early Childhood Development and Health, (2) Family and Community Partnerships, and (3) Program Design and Management (Including Disabilities).
 - b. The Policy Council Chair and the Head Start Director will serve on the Program Design and Management Committee.
 - c. Each Committee will have a Committee Chair and Secretary.
 - d. The committee Secretary will keep minutes for each meeting.
 - d. Service Area Committees will meet and report as needed during the Policy Council Meeting or other times as needed.
 2. Hiring Committee:
 - a. The Hiring Committee will include a parent representative from the Policy Council when possible.
 - b. All new hires will be presented to the Policy Council for their approval or disapproval.
 - c. Any Policy Council member who has been selected for a paid position shall be requested to leave the meeting during the time his or her approval comes under discussion.
 - d. Any Policy Council member approved for hire must resign from the Policy Council by the next meeting.
 3. FISH Advisory Committee (Fathers Involved in Shaping Head Start Children):
 - a. The FISH Advisory Committee will be responsible for coordinating and facilitating the male involvement activities for Head Start/Early Head Start program.
 - b. The committee will be made up of fathers and father figures from both the Head Start and Early Head Start Programs, Volunteer & Community Outreach Specialist, male staff members, male representatives from the community, Teachers and Family Service Worker representatives.
 - c. The Fatherhood Specialist will report on FISH activities and classes quarterly at each Policy Council Meeting.
 4. Awards Committee:
 - a. The Awards Committee is headed by the Policy Council Vice Chair and is comprised of at least three (3) other volunteer members from Policy Council and a staff representative.
 - b. The committee will establish procedures and timelines for nomination and selection of candidates for awards.

ARTICLE IX MEETINGS

- A. The regular business meetings of the Policy Council shall be held monthly during the regular Head Start/Early Head Start school year at a time and place elected by the Policy Council members.

1. Any member wishing to submit an item for the Policy Council Agenda must do so in writing (e-mail is acceptable), no later than two (2) weeks prior to Policy Council meeting.
- B. All Policy Council members shall be notified in writing or electronically of all regular and special meetings of the Policy Council.
 - a. Any documents for Policy Council review and approval will be sent electronically one (1) week prior to the Policy Council meeting.
- C. Parent Meetings will be held during the regular school year at a time and place elected by the classroom parents.

ARTICLE X INTERNAL DISPUTE RESOLUTIONS

- A. The procedure for resolving internal disputes between the Policy Council and the School Board are outlined in the Impasse Procedure.
 1. The Policy Council Chair and School Board representative will review and sign the Head Start/Early Head Start Impasse Procedures annually.
 2. Policy Council members will receive a copy of the Impasse Procedure at the initial Policy Council training annually.

ARTICLE XI CONFLICT OF INTEREST

- A. To prohibit a conflict of interest with the Head Start/Early Head Start agency, Policy Council members are not allowed to receive compensation for serving on the Policy Council.
- B. Policy Council members may not be employed by the Head Start/Early Head Start program with the exception of occasional substituting in the classroom.

ARTICLE XII CONFIDENTIALITY

- A. Many of the issues discussed in Policy Council are of a sensitive nature. Policy Council members will keep confidential any specific, identifying information regarding Head Start/Early Head Start Program and/or its employees or Policy Council Members. Policy Council members are required to sign a Confidentiality statement annually.
- B. Policy Council members who share information inappropriately may be asked to resign from Policy Council and their replacement will be elected from the Parent Committee they represent.

ARTICLE XIII AMENDMENTS

- A. These by-laws will be approved at the fall Policy Council Meeting following Policy Council training each year.
- B. These by-laws will be revised or amended as necessary.
 1. No less than every three (3) years the by-laws will be thoroughly reviewed and updated by the Policy Council Chair and Program Director.
- C. All amendments will be reviewed by the Program Design and Management Committee and a recommendation will be made to the Policy Council for approval or disapproval.

- D. Voting on all amendments or revisions must take place in a regularly scheduled meeting or specially called meeting of the Policy Council. Passage must be by a majority of all members who are present and eligible to vote.
- E. These by-laws supersede any and all previous by-laws.