Policy Council

Handbook

Be Safe
Be Kind
Be Respectful
Mission Statement

“CenClear is an organization dedicated to leading our community with superior quality and innovative services to children and families by providing physical, social, emotional, educational, and leadership development.”
601  Definition

Policy Council is the governing board of Head Start and Early Head Start that works together with the Board of Directors and Administrative Staff.
Function

1. Policy Council can provide assistance to the Parent Committee by promoting collaborative thinking and problem solving to develop program activities while assuring funds are available to support activities by using strategies that are most effective in their community. (e.g. The annual trip to Washington, DC, Year End Celebrations, recognizing volunteers, Program Awareness, etc.)

2. Policy Council encourages currently enrolled parents to volunteer in the program along with seeking volunteers from community agencies by establishing healthy attachment relationships. Specialized efforts are utilized when there is an identified need such as transportation.

3. Policy Council participates in the recruitment and screening of EHS and HS employees.

4. Hold regularly scheduled parent committee meetings during months where Policy Council meetings occur ensuring open communication
603  Governing Body

1. Ensures that there is an active and well-functioning Policy Council and works effectively with it
2. Has the following required composition
   a. At least one member with fiscal/accounting background and expertise
   b. At least one member has early childhood education and development background and expertise
   c. At least one member is a licensed attorney
   d. Members reflect the community served and include parents of children who are currently, or were formerly, enrolled in Head Start programs
1. The Policy Council is composed of:
   
   a. A representative from each Head Start and Early Head Start center are annually elected and approved by the parents of children who are currently enrolled in the Head Start/Early Head Start Programs. This approval must be documented in Parent Center Committee (PCC) minutes.

2. The Home Visitor/Teacher/Family Service Worker will notify the Parent Engagement (PE) Department Assistant with name, address, email address, and telephone number.

3. If there is not a PC representative voted in due to a lack of interest, the Home Visitor/Teacher/Family Service Worker must continue searching for a PC representative until one is appointed.

4. The term of office for all Policy Council representatives shall be October 1 through September 30 of the following year.

5. A representative can sit on the Policy Council for 5 years.
Executive Committee

1. Chairperson:
The Chairperson shall be executive officer of the Council and shall preside at all meetings. The Chairperson shall:
   a. See that orders and resolutions of the council are executed
   b. Shall have an understanding of the By-Laws and be an active member of the By-Laws Committee
   c. Refrain from entering into debates of questions before the assembly
   d. Call meetings to order and formally close them
   e. Note whether a quorum is present
   f. Explain each motion before it is voted on
   g. Has all voting rights
   h. Prepare an agenda for each regular meeting
   i. Serve as a representative of the Policy Council to the Board of Directors
   j. Shall call special meetings
   k. Be responsible for establishing committees
   l. Shall note any changes in PCC representation and bring these changes to the attention of Policy Council
   m. Shall check Policy Council mailbox monthly

2. Vice-Chairperson:
The Vice-Chairperson shall act in the absence of the Chairperson and perform those duties assigned by the Chairperson. The Vice-Chairperson shall:
   a. Also be responsible for organizing special programs and/or activities
   b. Chair the End of Year Celebration and Fundraising Committees

3. Secretary:
The Secretary shall:
   a. Record the minutes of each Policy Council Meeting
   b. Keep an attendance sheet of Policy Council members present at meetings and record those who are absent in the Policy Council minutes
   c. Keep a list of unfinished business and copies of agendas
d. Receive and submit all mail addressed to Policy Council, and check the Policy Council mailbox monthly
e. Send completed minutes to office for typing within 1 week from the date of the last Policy Council meeting
f. Perform other duties as set by the Council

4. Treasurer:
The Treasurer shall:
   a. Receive Parent Activity Funds
   b. Give a monthly Treasurer’s Report regarding Policy Council accounts
   c. Ensure Policy Council checkbook is up-to-date
d. Disburse all approved expenditures after collecting completed reimbursement forms (ex: signing checks)

5. Policy Council Board Representative
   a. Serve as a representative to the Board of Directors to ensure open communication between the Board and Policy Council

The Officers of the Council shall perform such other duties and functions as may from time to time be required by the Council, By-Laws, or Federal requirements
Conflict of Interest

AD-28 form must be signed by the governing body, executive committee, and policy council representatives to insure the following:

a. They are not employees nor relatives of employees working for CenClear
b. They have not been convicted of crimes against children
   1) If CenClear becomes aware of any parents who have crimes against children, they will be terminated from their seat
c. They are in compliance with all program requirements
607 Training

a. Training will be provided to all representatives in October to ensure representatives understand the structure of policy council
b. A training plan (AD-61) will be given and representatives will sign off on the plan that they were trained
c. A Training Evaluation-AD-97 will be completed for each representative in attendance to complete
d. A certificate of training will be given to those who attended training
608 Responsibilities

1. The Policy Council shall approve and submit to the governing body decisions about each of the following activities:
   a. Activities to support the active involvement of parents in supporting program operation, including policies to ensure that the Head Start agency is responsive to the community and parent needs
   b. Actively assist with recruitment, selection, and enrollment priorities
      1) Priority codes are reviewed in committee once a year
   c. Review and approve applications for funding and amendments to the application for funding
   d. Budget planning for program expenditures, including policies for reimbursement and participation on the Policy Council
   e. Review and update By-Laws annually
   f. Approve program personnel policies and decisions regarding the employment of program staff. This includes the conduct for program staff, contractors, volunteers, and criteria for employment and dismissal of program staff
   g. Recommendations on service areas
   h. Roberts Rule of Order will be used to elect representatives

2. Review the HS/EHS/HSSP budget at each meeting, provide input, and ask questions.

3. Review monthly financial statements, including credit card expenditures
   a. The Chairperson will sign off on all credit card reports

4. Review the PIR
   a. This report will be shared in September/October at meetings

5. Review enrollment reports, including attendance reports

6. Review monthly meals and snacks

7. The financial audit will be shared at meetings

Revised: September 24, 2020
8. Review of the Annual Self-Assessment and how Policy Council is encouraged to participate

9. Participate in the strategic planning, needs assessment, and school readiness plan by discussing their needs and those of the community at large

10. Approve program Personnel policies and changes to policies in accordance with Federal Regulations, to include standards of conduct for program staff, consultants, and volunteers

11. Receive program reports and make comments and/or recommendations

12. Early Childhood Engagement Plan
   a. Assist in program planning and development/changes

13. Community Assessment
   a. completed and approved every 5 years with annual updates to also be approved

14. Long-term goals for ensuring programs are and remain responsible to community needs, goals for the provision of educational, health, nutritional, family and community engagement, program services to promote the school readiness goals, and short-term measurable programmatic and financial objectives

15. Implement Positive Behavior Interventions and Supports (PBIS) through the framework of the pyramid model
Meetings

1. All Policy Council meetings are held at the CenClear Administrative Office 50 Bigler Road Bigler, PA 16825
2. Policy Council shall meet once per month, excluding June, August, and December
3. The meetings will be held the 3rd Tuesday of each month, with the exception of November; November will be the second Tuesday
4. Special meetings may be called at the discretion of the Chairperson
5. Notices of all regular meetings shall be sent out at least one week in advance for special meetings.
6. All new members will be seated at the October meeting
7. It is permissible for phone conference calls to conduct meetings in an emergency situation
1. All Policy Council Representatives who require child care in order to attend Policy Council meetings will be paid $2.00 per hour.
   a. According to current By-Laws, immediate family will not be paid for babysitting
2. All Policy Council Representatives are reimbursed mileage for any Policy Council meeting attended or Policy Council business as designated by the Policy Council with the rate to be determined by Policy council, not to exceed the agency rate. The current Policy Council rate is .35/mile. The agency rate is .46/mi
611 Head Start Terminology

**Appoint**- To assign a person to a job or position (i.e. the Chairperson for the special committee)

**Approve**- (i.e. Motion approved)
Indicates endorsement and adoption of the idea and commits the committee to action

**Chair (The)**- Position held by the Chairperson or leader of the group

**Committee**- A small group that studies, reports on and recommends part of an organization’s program

**Community Representatives**- Interested volunteer persons from the community who are on the Policy Council (i.e. Motion rejected)

**Disapprove**- Indicates an unwillingness to endorse and adopt the motion

**In-Kind**- Donated time, clothing, toys, materials, money, space, furniture, etc.

**Minutes**- Official record of a meeting

**Motion**- (i.e. to make a motion)
A suggested recommendation that the group takes specific action. It requires the group to work together on a definite issue

**Nominate**- To recommend a person for election of office (nominations are not required a second)

**Parent Center Committee (PCC)**- A volunteer group, made up of parents enrolled children who assist staff in developing parent and child activities and are a part of the Policy Council decision making process
Policy Council- A decision making group, made of parent representatives from each PCC. They and community representatives deal with program-wide activities and concerns

Self-Assessment Committee- A group of Head Start parents and staff who review the various component (i.e. Education, SS/PI, Health, Nutrition, Administration, and Special Services) plans to insure that out program complies with the performance standards and provides all families with a quality program

Second- (the motion)
A statement of support for a motion

Special Committee- A temporary committee; a group that is appointed or elected to handle only a specific thing

Standing Committee- A permanent committee; a group (committee) that continues from yer to year (i.e. Executive Committee)

Subcommittee- A smaller group formed within a committee

Unanimous vote-When everyone in the group votes the same way

Veto- To disapprove
Making a Motion
Definition: A suggestion/recommendation presented to the group for discussion and action

1. Parent makes a motion:
   “I made a motion that we … (I move that we)

   (Example: discuss officers’ role before elections)

   (Example: we set priorities before spending activities money)

   (Example: pay the bus driver for his/her time)

2. Parent seconds the motion:
   Another parent must agree with your motion and say, “I second that motion.” Your motion cannot be discussed until it is seconded. If no one seconds the motion, the motion is dead

3. Discuss the motion:
   The Chairperson asks, “Is there any discussion on this motion?” The Chairperson then asks the group to voice their (individual) opinions. After all discussion has concluded the chair asks for a vote

4. Voting on the motion:
   The Chairperson should repeat the motion. Then the Chairperson asks the group who is in favor of the motion. Then who is not in favor? If the majority of the group approves (in favor of) the motion, the motion passes

   - Voting can be done by voice, show of hands, or written ballot

   - Only parents (no staff) can make motions and vote on motions

   - Staff may voice their opinions during the discussion

Revised: September 24, 2020
5. The result:
The Chairperson announces whether or not the motion was approved
An impasse occurs when there is a disagreement between the Board of Directors and the Head Start Policy Council with regards to decision making as specified in the performance Standards (1304.50)

1. Procedures

   a. If the Board of Directors and the Policy Council do not agree on an action to be taken, regarding decision making for services to children and families, each entity is responsible to notify the other, in writing, of the reasons that support the proposed action or decision.

   b. Within 10 (ten) days after the receipt of the notice, the Policy Council must hold a special meeting to review the statement of the Board regarding the proposed action. Immediately following the meeting the Policy Council must notify the Board of their decision and the reason for the decision.

   c. If the issue is resolved the matter is settled. If the issue is not resolved, a joint meeting of the Board and the Policy Council is scheduled to attempt to resolve the matter.

   d. If the issue is resolved at this meeting the matter is settled. If the issue is not resolved the issue will go to arbitration.

2. Arbitration

The arbitration shall be conducted by a panel of three (3) arbiters, one to be designated by the Board, one to be designated by the Policy Council and the third, the chairperson, to be designated by the other two arbiters. The arbiters should be persons of good standing in the community and not associated with the Head Start Program. If the two arbiters appointed by the Board and the Policy Council cannot agree on the third, an attorney will be contacted for assistance in assigning the third person, which will serve as the Chairperson.

   a. When the Board decides to submit the impasse to arbitration, it shall notify the Policy Council in writing. The notice will include: a statement of the issue, the name and address of the person selected by the Board as the
member of the arbitration panel and a request that the Policy Council designate a member of the arbitration panel within seven (7) days. The Policy Council member of the panel must contact the Board’s designated member of the panel to select the third member.

b. Failure of either party to designate a member of the arbitration panel within seven (7) days will be deemed a default and considered to be an approval of the decision as stated in the written notification.

3. Arbitration Panel

The arbitration panel will resolve the issues in question as quickly and fairly as possible.

a. The proceedings will include: oral presentations of each entity, responses by both entities to questions asked by the panel, responses to each other as allowed by the panel, any additional information or materials needed to make an informed decision.

b. The arbitration panel shall issue its decision in writing fifteen (15) days after the panel meets. Copies are to be sent to each entity.

4. Compromise

The arbitration procedures do not preclude both entities from compromising their differences and reaching a settlement. In the event a compromise is reached the panel must be notified in writing. A compromise must be met prior to a decision being reached by the panel,

The decision of the panel is final
615 Forms

615.1 Conflict of Interest/Disclosure Statement-AD-28
615.2 Training Plan-AD-61
615.3 Parent Reimbursement-PG-07 (Babysitting and Mileage)
615.4 PCC Report to Policy Council-PG-06
615.5 Volunteer Verification Form-PG-19
CenClear
Policy Council Agreement
Conflict of Interest/Disclosure Statement – AD – 28

For Policy Council Representatives and Community Representatives for CenClear.

Review the following information and sign to verify you understand the following requirements for serving on Policy Council:

- I am not a CenClear staff person nor do I have members of my immediate family working for CenClear.

- I understand any person convicted of crimes against children or violent crimes may not sit on Policy Council. If the conviction occurs while on Policy Council, my seat will be automatically terminated.

- I understand all parents serving on any CenClear committees or governing boards must be in compliance with all requirements for Head Start and/or Early Head Start. If requirements are not met, it could lead up to and include the termination of my seat.

By signing this statement, I acknowledge and agree that as a Policy Council Representative, I must act in good faith and in a manner that I reasonably believe to be in the best interest of CenClear.

Date: ______________
Signature: __________________
Printed Name: __________________

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Revised: September 24, 2020
<table>
<thead>
<tr>
<th>Objective</th>
<th>Procedures</th>
<th>Materials/Resources</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>To know the CenClear Mission Statement and terms and responsibilities</td>
<td>Review CenClear Mission Statement and five kinds of responsibilities,</td>
<td>Policy Council Handbook</td>
<td>• Policy Council Handbook</td>
</tr>
<tr>
<td>of Policy Groups</td>
<td>Business Meeting steps and terms</td>
<td>Handbook</td>
<td>• Handbook</td>
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<tr>
<td>To know how Policy Council reports are made</td>
<td>Review PCC Report to Policy Council form (give example)</td>
<td>Parent Reimbursement form (PG-07)</td>
<td>• Parent Reimbursement form (PG-07)</td>
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<tr>
<td>To know how to complete mileage and babysitting form</td>
<td>Review reimbursement forms and give examples</td>
<td>Conflict of Interest/Disclosure Statement</td>
<td>• Conflict of Interest/Disclosure Statement</td>
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<td>To understand conflict of interest and disclosures</td>
<td>Review the Conflict of Interest/Disclosure Statement</td>
<td>Policy Council Handbook</td>
<td>• Policy Council Handbook</td>
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<tr>
<td>To know procedure and responsibilities</td>
<td>Review sections of Policy Council in the handbook</td>
<td>Calendar in Handbook</td>
<td>• Calendar in Handbook</td>
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<tr>
<td>To know when meetings are held</td>
<td>Review Calendar</td>
<td>Center placement, locations, map in handbook, organizational chart</td>
<td>• Center placement, locations, map in handbook, organizational chart</td>
</tr>
<tr>
<td>To know our service area, organizational chart and center locations</td>
<td>Review center placement locations, organization chart and center locations</td>
<td>Performance Standards over view on the ECJLC website</td>
<td>• Performance Standards over view on the ECJLC website</td>
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<tr>
<td>To be familiar with the Performance Standards</td>
<td>Review Performance Standards</td>
<td>Organizational Chart, Timeline &amp; procedures</td>
<td>• Organizational Chart, Timeline &amp; procedures</td>
</tr>
<tr>
<td>To know how the Board of Directors and PC work together</td>
<td>Review governance and management</td>
<td>List of dates and trainers</td>
<td>• List of dates and trainers</td>
</tr>
<tr>
<td>To know dates of Policy Council</td>
<td>Responsibilities in the Policy Council book</td>
<td>Budget Report</td>
<td>• Budget Report</td>
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<tr>
<td>To understand and review the HS and EHS budget and how funds are</td>
<td>Review Policy Council meeting dates</td>
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<td>received for PC</td>
<td>Review the budget report and how the committee will make</td>
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<td></td>
<td>recommendations for expenditures for the program year.</td>
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CenClear
Parent Reimbursement – PG – 07
(Babysitting and Mileage)

Name: ___________________________  Date: ___________________________
Address: ____________________________________________________________

______________________________  Center: ___________________________

______________________________

Mileage Reimbursement

<table>
<thead>
<tr>
<th>Reading</th>
<th>Miles</th>
<th>Area Covered</th>
<th>Purpose</th>
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Babysitting Reimbursement

Sitter’s Name: ___________________________  Relationship to Child: __________
Address: ____________________________________________________________

(Please Print)  Phone Number: ___________________________

______________________________

Time Started: ______________  Time Finished: ______________  Total Hours: ______________
Sitter’s Signature: ________________________________________________

***When a babysitter is used, the check will be made out to the babysitter.

I verify that the above information is correct and true: ___________________________  Signature of parent

OFFICE USE ONLY

Date Approved: ___________________________  Approved by: __________
Check Number: ___________________________  Amount: $ __________
Check Number: ___________________________  Amount: $ __________

Revised: September 24, 2020
Volunteer Verification Form – PG-19

Child Name: ____________________  Month: ____________________

Home Visitor/Teacher: ______________  Program: ______________

Staff Signature: ____________________

Teacher Directed Goal(s): ____________________

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>In-Kind Description</th>
<th>Start Time</th>
<th>End Time</th>
<th>Total time</th>
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<tr>
<td></td>
<td>(teacher directed goals, classroom volunteer, site council business, etc.)</td>
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By initializing above after each task, I certify that I donated the above hours of service to Cen-Clear Child Services, Inc.

______________________________  ________________________________
Signature  Print Name

Relationship

Total Hours [ ]

PG1935\FORMS\Program Governance Volunteer Verification Form Revised 2/18/20 .Doc

Revised: September 24, 2020