

POLICY COUNCIL PARENT REPRESENTATIVES

2009-2010

AHUCO: Alicia Blackhawk

CHAHK HA CHEE: Sara WhiteEagle

HO CHUNK GRA: Louise Voss

NEENK CHUNK GRA: Sheri Decora

PUZAKI PEI CINAK: Melissa Swallow

WIPAMEN KER'DA: Roxanne Barber

POLICY COUNCIL COMMUNITY REPRESENTATIVES

2009--2010

Central Health Office: Environmental Services

Ho-Chunk Health Care: Dental Hygenist, Community
Health Nurse, Nutrition Program

POLICY COUNCIL BYLAWS

**Policy Council Approval 5-12-09
Legislative Approval 12-22-09**

**PROGRAM GOVERNANCE STANDARD
1304.50**

GOAL: To establish and maintain a formal structure of shared governance with the Ho-Chunk Head Start Policy Council and Local Parent Committees, through which parents participate in policy and decision-making regarding the Program.

OBJECTIVE: The Ho-Chunk Head Start Program will demonstrate shared Governance through the establishment and administration of the Head Start Policy Council By-laws and the Local Parent Committee structured meetings. The Program Governance Standard will be implemented in the following ways:

- A. To serve as a working document for the Head Start Policy Council creating a voice and structure in shared policy and decision-making. It defines membership, officers, quorum, responsibilities, and schedule of regular meetings.
- B. Local Parent Committee composition, meeting schedules and services provided to parents through the Local Parent Committee meetings are defined.
- C. A plan for necessary reimbursement for reasonable expenses incurred by the members of the Head Start Policy Council.

RESPONSIBLE PERSONS:	Ho-Chunk Nation Legislature Head Start Director Policy Council Chairman
TIME:	Annually, ongoing
DOCUMENTATION:	Policy Council By-laws AI/ANPB Grant application Internal Dispute Resolution/Impasse Procedure /Resolution No. 7/07/04A

HO-CHUNK HEAD START POLICY COUNCIL BY-LAWS

ARTICLE I

Name

ARTICLE II

Purpose

ARTICLE III

Membership/Nominations/Elections

ARTICLE IV

Responsibilities and Authority

ARTICLE V

Meetings and Agenda

ARTICLE VI

Officers Duties

ARTICLE VII

Committees

ARTICLE VIII

Financial Responsibilities

ARTICLE IX

Amendments to By-Laws

ARTICLE X

Communication Cycle/Internal Dispute Resolution-Impasse Procedure

HO-CHUNK NATION HEAD START POLICY COUNCIL BY-LAWS

ARTICLE I

Name

The name of this Council is the Ho-Chunk Head Start Policy Council.

ARTICLE II

Purpose

The purpose of the HSPC will be to:

- a. participate in dialogue between parents and agency staff, thereby developing, planning and implementing the Head Start Program within the Federal Head Start Performance Standards.**
- b. Develop plans to use all available community resources in collaboration with the Head Start Program.**

ARTICLE III

Membership/Nomination/Elections

The Head Start Program requires that at least 51% of the membership be parents of currently enrolled children, the remainder will be comprised of Community Representatives. The Head Start Policy Council will be composed of the Chairperson and the following voting members: One Parent Representative from each center, or their alternate and Community Representatives.

Representatives are to be selected from parents of currently enrolled children from each of the six centers, community and professional organizations, which have a concern for children of low-income families or Native American families. Community Representatives may also be former parents who through their relationship to and cooperation with the Head Start Program have indicated a desire to serve on the Head Start Policy Council. Community Representatives serve in a voting capacity, but will not be allowed to hold an officer position.

Head Start regulations covering nepotism and conflicts of interest state that Head Start staff and Tribal agency employees or elected appointees who serve in an Administrative capacity and their immediate family members are ineligible to serve on the Head Start Policy Council. Immediate family includes husband, wife, son, daughter, mother, father, sister, or brother.

Ho-Chunk Head Start extends this definition to include individuals having responsibility relating to the selection, hiring or supervision of employees.

Ho-Chunk Head Start has adopted the policy to include in the definition of administrative capacity, those people or family members who administer Head Start funds or property.

- A. Election of Parent representatives will take place at the first meeting of the year and at other times deemed necessary due to vacancies at the Local Parent Committee level. The term shall be for one year with no representative serving more than three one-year terms. Each member except the Chairperson will be allowed one vote.**
- B. Head Start Policy Council Officers will be elected at the first Policy Council Meeting of each school year. Community Representatives will be suggested nominated and approved by the HSPC Head Start Policy Council.**
- C. At no time is confidential information released by any member of the Ho-Chunk Head Start Policy Council members. By October each elected member of the Policy Council will have signed a confidentiality statement.**
- D. Any member who is absent from two meetings without due cause and notification to the Head Start Policy Council Chairperson, shall be removed from the Head Start Policy Council. Notification to the Chairperson and the Alternate shall occur 24 hours in advance of the meeting. If the Representative is removed from the Head Start Policy Council, the alternate will be allowed to vote until the Local Parent Committee has elected a new representative.**
- E. The Head Start Policy Council will establish meeting ground rules and adhere to them. Individual conduct in many cases will reflect on the image and productiveness of the program. No Head Start Policy Council member shall act on their own in making decisions or initiating action or activities. Members will be removed from the Head Start Policy Council for any of the following reasons:**
 - Disclosure of any confidential information that has been shared by a Head Start Policy Council member.**
 - Soliciting, collecting funds, or organizing activities without following the proper direction of the 62 B.I.A.M. (Bureau of Indian Affairs Manual).**
 - Reporting to a meeting or Head Start activity under the influence of alcohol or drugs.**
 - Abusive, threatening, obscene language, or acting in a disrespectful manner to Council members or Head Start employees;**
 - Any act or conduct detrimental to the interest and purpose of the Head Start Program.**
 - Absenteeism.**

ARTICLE IV
Responsibilities and Authority

The Head Start Policy Council shall have the general responsibility to carry out the following functions:

- **Establish a method of hearing and resolving community complaints about the Program (see attachment).**
- **The Head Start Policy Council will work with the Head Start Director in design, implementation, and follow up on the annual program self-assessment.**

The Head Start Policy Council shall have the authority to approve or disapprove the following matters before the decision is finalized by the Office of the President, Head Start Director and by the Legislature, per the Ho-Chunk Nation Constitution Articles V & VI:

- **The philosophy and goals of the program and ways to meet the goals, both long and short term.**
- **The determination of areas in the community in which the centers operate.**
- **Plans to use available community resources in the program.**
- **Criteria established for selection of children within applicable laws and guidelines.**
- **The composition of the Head Start Policy Council and the method of selection.**
- **The determination of services that the Program will receive.**
- **The compliance of personnel policies and procedures for the program.**
- **Monitor major changes in the budget.**
- **Decisions to hire or terminate any person who works primarily for the Head Start Program of the Ho-Chunk Nation.**

The Head Start Policy Council may be consulted for information, advice or recommendations in the following:

- **Direct the program staff in day-to-day operations.**
- **The Head Start Policy Council's major responsibilities connected with the program are to work in partnership with key management staff and the governing body to develop, review and approve or disapprove all funding applications, procedures for shared decision making, the program's philosophy and long and short range goals and objectives and to participate in an annual self assessment of the program.**

- **The Head Start Policy Council and the Head Start Director may seek resolution through the Ho-Chunk Nation Internal Dispute/Impasse Procedure Resolution No. 7/07/04A.**

ARTICLE V Meetings

Regular meetings will be held monthly, to include those months when the centers are not in session. The meeting locations are to be determined at the first Head Start Policy Council meeting each year.

Special meetings may be called by consensus of the Chairperson, the Vice Chairperson, and the Head Start Director. No business shall be transacted at any such meeting unless specified in the notice thereof. Members will be notified of the special meeting specifies at least five days prior to the meeting. These meetings will be called primarily to approve policy changes, fiscal management dilemmas and changes, and/or for problem resolutions of complaints or internal disputes, or personnel issues. Vote can be obtained by a phone poll. Quorum is attained if two or more members are present and at least 51% of the voting members are parents of currently enrolled children.

Quorum will be decided upon within one-half hour of the scheduled starting time of the meeting. If no quorum is met, there shall be an additional meeting set by the Chairperson.

All meetings shall be open to interested individuals. The Head Start Director will attend as often as possible; other staff will attend as necessary or requested by the Head Start Policy Council, or the Head Start Director. During the regular meeting, an executive session can be called, where only voting members and the Head Start Director will be allowed to participate.

The Head Start Policy Council Secretary is responsible for all written correspondences of the Head Start Policy Council. Written notice of the regular meetings will include the agenda, location and all other pertinent papers that will be discussed at the meeting. They will be given to all Head Start Policy Council members several days in advance of the meetings. When available, this information will also be in the monthly newsletter. Meeting minutes will be typed and sent for posting at each Center. Local Parent Committees will read the minutes of the head Start Policy Council at their monthly meetings.

The agenda may include:

- A. Roll call and quorum check**
- B. Prayer**
- C. Reading of the minutes**
- D. Head Start related reports**

- E. Old business**
- F. New business**
- G. Announcements**
- H. Adjournment**

ARTICLE VI Officers Duties

The officers of the Head Start Policy Council shall be the Chairperson, the Vice-Chairperson, and the Secretary.

The Chairperson's duties are to preside over all monthly and special meetings, participate in special committees as schedule allows, and participate in program self-assessment. Chairperson will vote only in case of a tie.

The Vice-Chairperson's duties are to act as the Chairperson if they are not in attendance and become the Chairperson if the office is vacated.

The Secretary's duties are to serve as the Vice-Chairperson if necessary, keep an official membership role including telephone numbers and addresses, write and receive correspondence for the Head Start Policy Council, read minutes of the previous meetings, take all meeting minutes, and submit all meeting minutes to the Head Start Director within 5 days, for submission to the centers and funding sources when required. The Secretary will sign these meeting minutes.

A quorum may appoint officers temporarily in the absence of the above-designated officials. Officers shall be elected annually at the first meeting. Officers shall be current Head Start parents. Each officer shall hold office for one year or until a successor has been duly elected.

ARTICLE VII Committees

The Head Start Policy Council shall have the right to set up standing or temporary committees to work on special problems or projects. Committee members shall volunteer or be duly appointed by the Chairperson. Committees shall consist of three members.

ARTICLE VIII Financial Responsibility

All monies obtained through Head Start must abide by the procedures spelled out in the 62 Bureau of Indian Affairs Manual and are subject to audit review. The Head Start Policy Council will participate in Federal and State reviews when appropriate.

The Head Start Policy Council will participate in annual self-assessment of the Program.

**ARTICLE IX
Amendment to By-Laws**

Changes to the Head Start Policy Council By-Laws require previous notice and a vote by the majority of the membership including the Chairperson, and submission to the Legislature for approval.

LOCAL PARENT COMMITTEES

The Local Parent Committees will be comprised of parents whose children are enrolled in the respective six Centers. The Head Start Center staff along with the Head Start Administrative staff will disperse the Parent Handbook to the parents during scheduled Orientations before the center opens for children.

The first Local Parent Committee meeting will be scheduled by the end of August at which time parents will elect a Chairperson, Secretary and Treasurer for the respective Local Parent Committees. A Policy Council Representative and an Alternate will also be elected by parents in attendance. The Local Parent Committee will meet monthly thereafter, at the Center at a time deemed accommodating to most parents.