	<b>Monroe County School District Head Start Program Standard Operating Procedures/Plans</b>
<b>Program Performance Standards and Other Regulations</b>	<b>Subject:</b> Program Governance
<b>Effective Date:</b> August 16, 2017	<b>Revision Date:</b>

**AUTHORITY:**

Office of Head Start (OHS), Administration of Children and Families (ACF)

**REGULATION REFERENCE:**


Head Start Performance Standards- Program Governance  
45 CFR Part(s): 1301.1; 1301.2(a)(b)(c)  
Head Start Act- Program Governance 642(c)(1)(E)

**POLICY (Governing Body):**

It is the policy of the Monroe County School Board Head Start Grantee/Program to establish and maintain a formal structure for program governance that includes a governing body, and a policy council. The school district is the grantee therefore there are no delegate level committees, but there are parent committees at the center level.


**PROCEDURES:**

1. The Governing is comprised of elected officials who are the school board or Monroe County School District. As a public school district we are exempt from 64(C)(D)2 of the Act.
2. The MCSBHS program in conjunction with the MCSB Finance Department, Monroe County School Board Members, Superintendent, and the Executive Director of Teaching and Learning has the responsibility for administering and overseeing the Head Start program including the safeguarding of Federal funds. (legal and fiscal responsibilities)
3. The MCSBHS has specific powers and duties with regard to the Head Start funding and programs. (District Policies).
4. The Monroe County School Board Members and Policy Council receive governance training when there is a new member. The Policy Council. Training is provided by Head Start director, consultants and/or trainers.
5. The Head Start program has the responsibility to involve:
  - The MCSB Executive Leadership and Head Start Management to select the service areas for the schools
  - The Governing Body (MCSB Members) and Policy Council to establish procedures and criteria for recruitment, selection and enrollment of children
  - The Governing Body (MCSB Members) and Policy Council review all applications for

	<b>Monroe County School District Head Start Program Standard Operating Procedures/Plans</b>
<b>Program Performance Standards and Other Regulations</b>	<b>Subject:</b> Program Governance
<b>Effective Date:</b> August 16, 2017	<b>Revision Date:</b>

funding and amendments to applications for funding for programs


- The Governing Body (MCSB Members) and Policy Council in establishing procedures and guidelines for accessing and collecting information.
- The Governing Body (MCSB Members) and Policy Council review and approve all major policies of the agency, including:
  - Annual self-assessment and financial audit
  - The MCSBHS progress in carrying out the programmatic and fiscal provisions in the grant application, including implementation of corrective actions
  - Following District personnel policies regarding the hiring, evaluation, termination, and compensation of its employees
- The MCSBHS develops procedures for how members of the policy council are selected, which are approved by the Board.
- The Governing Body (MCSB Members) and Policy Council approve financial management, accounting, and reporting policies and compliance with laws and regulations related to financial statements, including
  - Approve all major financial expenditures
  - Approve the operating budget annually
  - Facilitate State auditors to report all critical accounting policies and practices to the governing body
  - Monitor the MCSB's actions to correct any audit findings and of other action necessary to comply with applicable laws governing financial statement and accounting practices.
  - Review results of monitoring conducted under 641A(c), including appropriate follow-up activities; ongoing monitoring, data on school readiness goals and other information described in 1302.102 and information in 642(d)(2) of the Act to conduct its responsibilities.
- The Governing Body (MCSB Members) and Policy Council approve personnel policies and procedures regarding the hiring, evaluation, compensation, and termination of the Head Start Director, which follows district policy, but requires regional approval.
- The Governing Body (MCSB Members) and Policy Council adopt, Monroe County School District's P standards of conduct and Head Start policies/formal procedures for disclosing, addressing and resolving any conflict of interest the governing body has with its members, the employees and consultants, including complaints. Conflict of Interest

	<b>Monroe County School District Head Start Program Standard Operating Procedures/Plans</b>
<b>Program Performance Standards and Other Regulations</b>	<b>Subject:</b> Program Governance
<b>Effective Date:</b> August 16, 2017	<b>Revision Date:</b>

means a situation in which a staff member or his or her Immediate Family Member has, directly him- or herself or indirectly through another individual or entity, a personal or financial interest that compromises or could

- Compromising with a staff member's independence of judgment in exercising his/her responsibilities to MCSB. Immediate Family Member means a staff member's:
  - Spouse or partner in a civil union recognized by state law;
  - Domestic partner or partner in a committed, personal relationship;
  - Parent;
  - Child;
  - Sibling
  - Father-in-law, Mother-in-law;
  - Brother-in-law, Sister-in-law;
  - Son-in-law, Daughter-in-law;
  - Grandparent; or Grandchild.
  - The term includes individuals related by blood, adoption, or marriage (i.e., step family members).
- The Governing Body (MCSB Members) and Policy Council may establish advisory committees to the extent possible to oversee key responsibilities related to program governance and improvement of the program.

**\*These policies and procedures will be monitored during self-assessment.**

	<b>Monroe County School District Head Start Program Standard Operating Procedures/Plans</b>
<b>Program Performance Standards and Other Regulations</b>	<b>Subject:</b> Program Governance
<b>Effective Date:</b> August 16, 2017	<b>Revision Date:</b>

### **REGULATION REFERENCE:**

Head Start Act- Program Governance 642(c) (1) (E) (iv) (X) (bb)


### **POLICY (Parent/Community Complaint Procedure):**

It is the policy of the (MCSB) Head Start Program to establish and maintain procedures and mechanisms for Parent and Community Complaints (non-parent).

### **PROCEDURES:**

#### **Parent Complaint**

1. Parents receiving HS services shall be provided an opportunity to file a complaint.
2. If the site/school cannot resolve the complaint, in collaboration with Site Coordinator, school level administration, a Head Start Manager, and/or designee, the parent will have a right to appeal in writing to the Head Start Director or Designee within five (5) days from the time the school concludes their efforts.
3. If there is no resolve at the school/site, level then a Head Start Manager or designee will investigate and determine any actions to be taken.
4. The Manager, may ask for assistance from the Head Start Director who may inform the Human Resources Department, Executive Director, or the Policy Council of the complaint; seeking input from the Governing Board and Policy Council for resolutions concerning incidents of a serious nature (such as incidents involving injuries, potential litigation, and safety issues).
5. If the Head Start Director or designee cannot resolve the complaint, the parent will have a right to appeal in writing to the Executive Director of Teaching & Learning for the school district or designee within five (5) days from the Head Start Director's announcement.
6. If the issue remains unresolved, there will be a joint meeting between the complainant(s) and MCSB representatives, policy council representative, management, and or Director if necessary to determine the necessary action to be taken.
7. Parent concern/complaint is unsatisfactorily resolved; the parent will have the right to appeal in writing to the Executive Director of Teaching and Learning for the Monroe County School District. The Executive Committee will make a recommendation to the Head Start Director to sustain or reverse the action taken.


	<b>Monroe County School District Head Start Program Standard Operating Procedures/Plans</b>
<b>Program Performance Standards and Other Regulations</b>	<b>Subject:</b> Program Governance
<b>Effective Date:</b> August 16, 2017	<b>Revision Date:</b>

- The decision of the Executive Director of Teaching & Learning and the Head Start Director will be final.
- All attempts will be made to complete the process within thirty (30) to forty (40) days from the initial complaint by the parent.

#### **Non-Parent/Community Complaint**

1. The non-parent concern/complaint will be immediately discussed with appropriate school level staff (Principal, Asst. Principal, Site Coordinator, and Head Start Manager).
2. If the non-parent concern/complaint was unsatisfactorily resolved, the non-parent will have five (5) days to file a formal written complaint to the Head Start Director or Designee.
3. If the non-parent concern/complaint remains resolved after Step 2, the non-parent will have the right to appeal to the Executive Director or Designee within five (5) days.
  - The decision of the Executive Director will be final.
  - Every effort will be made to complete the process within thirty to forty days from the initial complaint.

**\*These policies and procedures will be reviewed during self-assessment if utilized.**

	<b>Monroe County School District Head Start Program Standard Operating Procedures/Plans</b>
<b>Program Performance Standards and Other Regulations</b>	<b>Subject:</b> Program Governance
<b>Effective Date:</b> August 16, 2017	<b>Revision Date:</b>

### **REGULATION REFERENCE:**

Head Start Performance Standards- Program Governance  
45 CFR Part(s): 1301.3(a-d)

**ATTACHMENT(S):** Policy Council By-Laws

### **POLICY (Policy Council/Parent Committee):**


It is the policy of the (MCSB) Head Start Program to ensure a formal structure of shared governance is maintained for parents to participate in policymaking or in other decisions about the nature of the program. The Policy Council and Policy Committee (does not typically apply to MCSBHS), provides a platform for parents and the community to participate in a process of making decisions about the operation of the program. As early as possible, ideally in September/October, the program annually establishes the Policy Council at the grantee level and Policy Committee at the delegate level. Having policymaking authority, the Council/Committee is governed by locally determined bylaws. The Policy Council/Committee will not be dissolved until a successor Council is elected and officers are seated.

### **PROCEDURES:**

1. MCSB must establish a policy council early in the program year, ideally in September, and maintain until a new committee is elected and seated.
2. The Policy Council and if there is a policy committee, are established through the Parent Committees. Parents or legal guardians of children enrolled and community representatives are empowered to actively participate in shared decision-making.
3. The Policy Council meets each month by SKYPE Business tool.


### **COMPOSITION**

1. The Policy Council/Committee is comprised of two memberships:
  - a) Parents of Head Start and children who are currently enrolled in the program. Membership of the Policy Council must be comprised of 51% (a majority of Head Start parents to ensure a fair representation of the program.
  - b) Community representatives will be elected from local community businesses, public or private; civic and professional organizations; parents of children who were formerly enrolled in the Head Start program and; others who are familiar with resources and services

	<b>Monroe County School District Head Start Program Standard Operating Procedures/Plans</b>
<b>Program Performance Standards and Other Regulations</b>	<b>SUBJECT:</b> Program Governance
<b>EFFECTIVE DATE:</b> August 16, 2017	<b>REVISION DATE:</b>

for low-income children and families. Community representatives shall not exceed 49% of the total Policy Council.

- c) Head Start Policy Council Parent representatives, and alternates, shall be elected at the initial meeting of each parent committee (established at the center level) no later than September/October.
  - All parent representatives shall be selected by nominations or by volunteering
  - The parent receiving the majority of the votes shall become the parent representative to the Head Start Policy Council.
  - The parent receiving the second highest number of votes shall become the alternate.
    - If the person is unopposed then a proxy may be appointed by the parent representative or site coordinator in their absence.
  - Site Coordinators will submit the names, address, e-mail and telephone number of the parent representatives and the alternates to the Director or the designee for completion of an updated roster
  - If necessary, the parent representative can be removed from the Head Start Policy Council, for excessive absenteeism or actions that violate the Head Start Parent Code of Conduct, according to current approved Policy Council By-Laws.
2. No staff member or member of their family may serve on the Policy Council/Committee, except parents who occasionally substitute for regular staff.
3. Parents and community representatives are elected annually and serve a one-year term membership. Policy Council/Committee terms have limitations. No representative (parent or community representative) may serve more than five one-year terms. Any part of a year served is considered a full term, including time served less than six (6) months.
4. Outgoing Policy Council/Committee officers and members will officially vacate their positions or seat before the election of new officers. **All parents interested in serving as an officer must be present during the meeting to volunteer or accept a nomination for office. The elected officers will include** Chairperson, Vice-Chairperson, and Secretary.
5. Each school/center shall have one (1) voting representative seated on the Policy Council
6. Head Start parents of each school/center representing Head Start shall nominate a **Head Start** Policy Council Representative during the Organizational meeting, which will be conducted each September. The ballots will then be sent home to all parents to vote.
5. Alternate Policy Council Representatives may attend the Policy Council, but may only vote in the absence of the elected Policy Council Representative voter.
  - a. A proxy form is used in the case of an alternate.


	<b>Monroe County School District Head Start Program Standard Operating Procedures/Plans</b>
<b>Program Performance Standards and Other Regulations</b>	<b>SUBJECT:</b> Program Governance
<b>EFFECTIVE DATE:</b> August 16, 2017	<b>REVISION DATE:</b>

- The alternate is usually the runner up to the elected representative; if the representative was un-opposed then the representative is by Proxy.
- b. It is noted in the Policy Council By-Laws that the Director may call, e-mail or SKYPE the Policy Council representative for voting/approval purpose if the member is unable to attend.
- 6. The Head Start Director may establish an advisory committee with Governing Body and Policy Council approval as necessary for effective governance. The structure and communication must be in a way that the governing body continues to maintain its legal and fiscal responsibility.
- 7. The duties of the officers shall be those, identified in Robert's Rules of Order and the Policy Council By-Laws.

#### **DUTIES AND RESPONSIBILITIES**


1. The Policy Council/Committee will serve as a link to the Parent Committee and the school.
2. The Policy Council/Committee will assist Parent Committees in communicating with the parents enrolled to ensure they understand their rights, responsibilities, and opportunities in the Head Start program and encourage program participation.
3. The Policy Council/Committee will assist parent committees in planning, coordinating, and organizing program activities for parents with the assistance of the Site Coordinator. The Policy Council will ensure funds are set aside from the program grant to be used by and for parent activities that they develop. The Parent Activity Fund Guidelines will be reviewed and approved / disapproved by the Policy Council annually. [Refer to the Parent Activity Fund Guidelines for additional information]
4. The Policy Council/Committee will assist in recruiting volunteer services from parents, community residents, and community organizations; also assists in the mobilization of community resources to meet identified needs. [Refer to Parent Volunteer Training].
5. The Policy Council will work with the program Director and the School Board to resolve community complaints about the program. [Refer to the Community and Parent Complaint Procedures]
6. Responsibilities for the Policy Council/Committee include the review and approval of decisions about each of the following activities:



	<b>Monroe County School District Head Start Program Standard Operating Procedures/Plans</b>
<b>Program Performance Standards and Other Regulations</b>	<b>SUBJECT:</b> Program Governance
<b>EFFECTIVE DATE:</b> August 16, 2017	<b>REVISION DATE:</b>

- Parent Activities
- Program recruitment, selection criteria and enrollment priorities
- Applications for funding and amendments to applications for funding
- Budget planning for program expenditures including policies for reimbursement and participation in policy council activities-
- By-Laws for the operation of the Policy Council
- Program personnel policies and decisions regarding program staff including standards of conduct for staff, contractors and volunteers and criteria for the employment and dismissal.
- Developing procedures for how members of the policy council will be elected
- Recommendations on the selection of delegate agencies and their service areas

**\*By-Laws will be reviewed each year and updated as needed.**

	<b>Monroe County School District Head Start Program Standard Operating Procedures/Plans</b>
<b>Program Performance Standards and Other Regulations</b>	<b>SUBJECT:</b> Program Governance
<b>EFFECTIVE DATE:</b> August 16, 2017	<b>REVISION DATE:</b>

### **REGULATION REFERENCE:**


Head Start Performance Standards- Program Governance  
45 CFR Part(s): 1301.3(e)

### **POLICY (Reimbursements):**

It is the policy of the (MCSB) Head Start Program to ensure low-income families of children enrolled in the program receive reasonable reimbursements for expenses incurred for Policy Council/Committee meetings and activities.

### **PROCEDURES:**


1. Policy Council/Committee parent members with family income that falls within the HHS poverty guidelines are eligible to receive reimbursements for expenses incurred for participating in Policy Council/Committee meetings and activities.
2. Reimbursement is limited ONLY to Policy Council/Committee members at large, voting, and non-voting representatives (alternates), and Executive and Sub-Committee members.
3. Reimbursements for Policy Council members are limited to twenty-five dollars per meeting, but shall not exceed fifty dollars in any given month.
4. Such allowances will be limited to two (2) meetings per month, regardless of whether the meetings are for the same or different policy making groups.
5. Policy Council members who request reimbursement will receive the **Reimbursement form**. Parents will complete and submit form to the Site Coordinator or a member of the Leadership/Management team who will review, sign and date the form at the conclusion of the meeting.
6. Policy Council members who request for MCSB Head Start to transport or childcare for the purpose of attending meetings will be granted and may exceed set limit noted above if reasonable.
7. The Family Income Guidelines Reimbursement form will be submitted to Budget Manager for processing. The process will follow MCSB protocol and forms forwarded to the County's Finance Department for final processing.
8. The County's Finance Department will mail a check to the individual directly.
9. In accordance The Monroe County School Board policies and procedures, Policy Council

	<b>Monroe County School District Head Start Program Standard Operating Procedures/Plans</b>
<b>Program Performance Standards and Other Regulations</b>	<b>SUBJECT:</b> Program Governance
<b>EFFECTIVE DATE:</b> August 16, 2017	<b>REVISION DATE:</b>

members requesting reimbursement shall complete the W-9 Request for Tax Identification Number and Certification Form from the Department of the Treasury Internal Revenue Services.

10. The form will be submitted to the MCSB Budget Manager for processing and forwarded to the County for final processing before mailing to Policy Council parents.
11. Policy Council members who are employed by a federal program, or employee of a state or local government agency will not be eligible to receive reimbursements.

**\*If procedures are used this policy will be monitored monthly by Budget Manager.**

	<b>Monroe County School District Head Start Program Standard Operating Procedures/Plans</b>
<b>Program Performance Standards and Other Regulations</b>	<b>SUBJECT:</b> Program Governance
<b>EFFECTIVE DATE:</b> August 16, 2017	<b>REVISION DATE:</b>

**REGULATION REFERENCE:**

Head Start Performance Standards- Program Governance  
45 CFR Part(s): 1301.4(a-b)


**ATTACHMENT(S):** Parent Center By-Laws

**POLICY (Parent Committee)**

It is the policy of the (MCSB) Head Start Program to provide a Parent Committee structure of shared governance for parents.


**PROCEDURES:**

1. Parent Committees are established at the center level and are comprised exclusively of the parents or legal guardians of children currently enrolled in the center.
2. The Parent Committee organization and election process will occur at the first meeting in September, prior to the Policy Council election in October.
3. All parents interested in running for office must be present during the meeting to volunteer or accept a nomination for office. The elected officers will include:
  - Chairperson
  - Vice Chairperson
  - Secretary
  - Assistant Secretary (*optional*)
  - Treasurer (*optional*)
  - Policy Committee Representative (may also be the Chairperson if unopposed)
4. There is no collection of dues from families for parent committees.
5. Any fundraising activity must receive the Head Start Director's written approval prior to the activity date and must follow district policy.
6. The elected Policy Committee Representatives officially represent his/her center on the Policy Committee. They will serve as two-way communication between the center and the

	<b>Monroe County School District Head Start Program Standard Operating Procedures/Plans</b>
<b>Program Performance Standards and Other Regulations</b>	<b>SUBJECT:</b> Program Governance
<b>EFFECTIVE DATE:</b> August 16, 2017	<b>REVISION DATE:</b>

Policy Committee.

7. Any parent/guardian employed by MCSBHS with a child enrolled in the program shall not serve as an officer on the Parent Committee.
8. At a minimum, bi-monthly or five (5) parent committee meetings will be conducted between September-May.
9. During the months, that parent meetings are not scheduled, educational training/workshops, and group activities will be planned to strengthen families' outcomes.
10. Staff support and technical assistance is regularly provided at all parent meetings by Family services staff.
11. Service area and other staff may attend meetings as deemed necessary. Notification of meeting will be given at least one week in advance, prior to meeting.
12. Site Coordinators/Family services staff will provide support and technical assistance to the Parent Center and Policy Council members as necessary.
13. After the election, parents will lead the meetings. The meeting format will incorporate parliamentary procedures based on Robert's Rules of Order.
14. Meetings are conducted according to the Parent Committee By-laws and parliamentary procedures. There shall be no proxy voting, each member shall have one (1) vote.
15. Agenda items for discussion will include, but are not be limited to the following topics:
  - Policy Council/Committee (any related information), parent education based on performance standards and parent interest speaker/trainer or literature distribution
  - Center activities/events
  - Planned events for parents using the Parent Activity Fund
  - Parent participation (any related information)
  - Community related issues
16. Each parent committee may discuss Parent Training/Activities. Workshops and Trainings are worked on individually with Site Coordinator, but may also be small group if brought to the parent center and there is a generated interest. Topics as stipulated in the Act will be incorporated into workshops/trainings.
17. Parent Meeting minutes are approved by parent committees, documented in an accessible binder with the Site Coordinator and/or posted on the parent information board.

	<b>Monroe County School District Head Start Program Standard Operating Procedures/Plans</b>
<b>Program Performance Standards and Other Regulations</b>	<b>SUBJECT:</b> Program Governance
<b>EFFECTIVE DATE:</b> August 16, 2017	<b>REVISION DATE:</b>

18. The Parent Involvement is monitored in Child Plus.

19. A copy of the Parent Involvement Summary Report, along with the minutes, handouts, and sign-in sheets must be maintained at the school/center.

20. The Parent Involvement Monthly Summary Report will be organized as following:


- Monthly Summary Form (*cover sheet*)

Meeting Minutes (*second sheet*)

- Roster of Participants/Attendance Sheet (*3rd sheet*)
- Meeting Agenda (*4th sheet*)
- Training/Group Activity (*5th sheet*)
- Any Handouts distributed (*last information in report*)
- Flyer/Invitation (optional)

13. Parent committees shall adhere to the approval and voting procedures that are outlined in their Parent Committee By-Laws.

14. Group activities including orientation, parent meetings, trainings, dissemination of information, and activities shall be documented in ChildPlus.

	<b>Monroe County School District Head Start Program Standard Operating Procedures/Plans</b>
<b>Program Performance Standards and Other Regulations</b>	<b>SUBJECT:</b> Program Governance
<b>EFFECTIVE DATE:</b> August 16, 2017	<b>REVISION DATE:</b>

### **REGULATION REFERENCE:**

Head Start Performance Standards- Program Governance  
45 CFR Part(s): 1305.1

### **POLICY (Governance Training):**

It is the policy of the (MCSB) Head Start Program to ensure appropriate training and technical assistance is provided to the Monroe County School Board Members, Policy Council, and Parent Center Committees.

To establish procedures describing how the Governing Body (Monroe County School Board), the Head Start Policy Council, and parent center committee will implement shared decision-making.

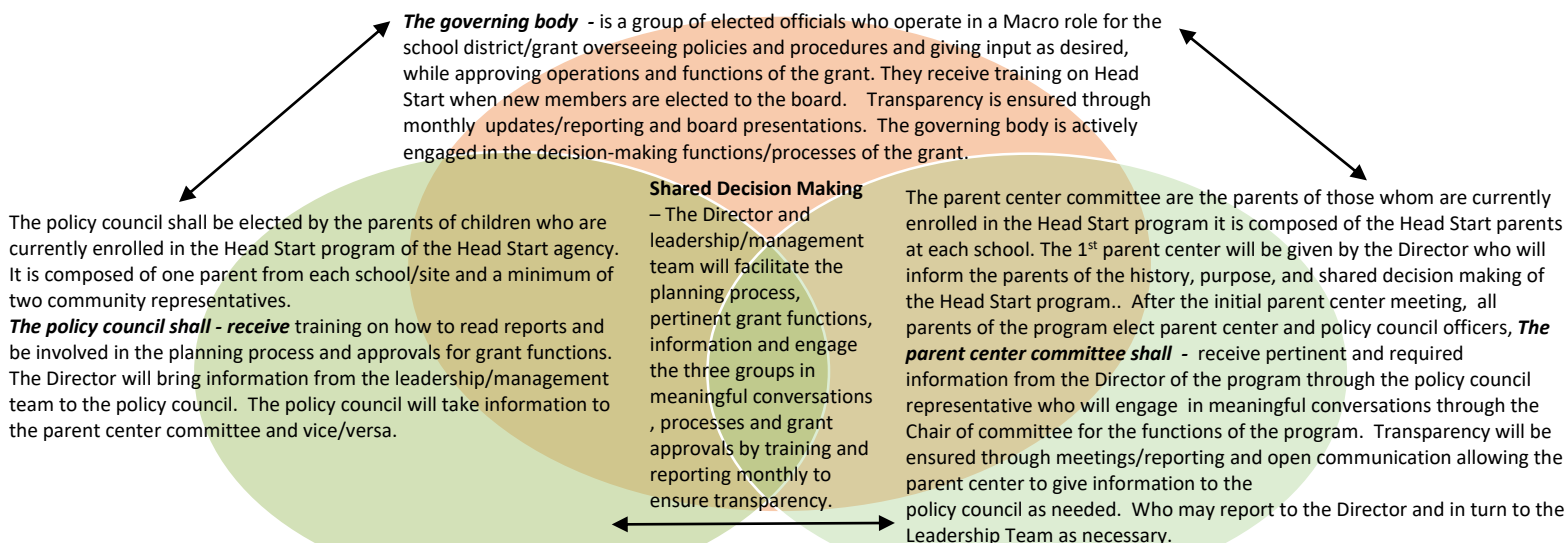
### **PROCEDURES:**


1. The Early Childhood Coordinator/Supervisor (Head Start Director) will provide leadership trainings for parent committee officers before the organization of the Policy Council. Training topics will include:

- Roles and Responsibilities of Head Start Governance
- Parents as Partners/ Advocacy
- Volunteer Opportunities
- Parent Activity Fund
- Effective Meetings

2. Trainings will be repeated as necessary and/or when new members join.

**\*These functions will be checked as part of Annual Grantee Self-Assessment.**



	<b>Monroe County School District Head Start Program Standard Operating Procedures/Plans</b>
<b>Program Performance Standards and Other Regulations</b>	<b>SUBJECT:</b> Program Governance
<b>EFFECTIVE DATE:</b> August 16, 2017	<b>REVISION DATE:</b>

### **REGULATION REFERENCE:**

Head Start Performance Standards- Program Governance  
45 CFR Part(s): 1301.6(a-c)

### **POLICY (Impasse Procedures Between Policy Council and School Board):**

It is the policy of the Monroe County School Board Head Start Grantee Head Start Program to establish written procedures for the resolution of internal disputes. The processes as delineated below are intended to provide a fair and expeditious resolution for all disagreements that may occur between the MCSB and the Policy Council. Whenever possible, disagreements will be resolved through processes of discussion, compromise, consensus seeking, conciliation and mediation (both informal and formal) among the parties. The failure of the parties, to produce agreement through mediation, will result in declaration of an impasse and the need for binding arbitration.


### **PROCEDURES:**

#### **DEFINITIONS:**


- Executive Leadership. This will include the Executive Director of Teaching & Learning or designee; the Head Start Policy Council Chair or other parent representative/designee, and the Head Start Program Director or a member of Head Start Leadership/Management as a designee.
- Disagreement. An internal dispute exists when the MCSB and the Policy Council who share the formal approval/disapproval function as defined in sec. 642(c) of the Head Start Act fail to agree. The disagreeing parties must enter a process to resolve the disagreement and bring the parties together. When the parties fail to agree they are at an Impasse.
- Impasse. A situation resulting when discussion, compromise, and all other avenues for reaching consensus, including formal and/or informal mediation fail to produce agreement between parties. If an agreement cannot be reached, the disagreeing parties are at an impasse. When there is an impasse, the item(s) in question cannot be moved forward until such time that the impasse is resolved.

Parliamentary Procedure. The business of the MCSB and the Policy Council resulting in formal approval/disapproval of recommendations will be conducted using parliamentary procedures. Parliamentary procedures shall ensure that the majority rules and ensures the rights of the minority to be heard.



	<b>Monroe County School District Head Start Program Standard Operating Procedures/Plans</b>
<b>Program Performance Standards and Other Regulations</b>	<b>SUBJECT:</b> Program Governance/Governing Body
<b>EFFECTIVE DATE:</b> August 16, 2017	<b>REVISION DATE:</b>

- Notification of Disagreement. When two parties fail to agree, it will be the responsibility of the individual or chairperson of the group, which acts last to notify the other(s) within one working day by telephone, mail, or electronic means that a disagreement exists.
- Informal Communication. All parties will make a good faith effort to resolve the disagreement. Within thirty (30) working days of notification, representatives of the disagreeing parties will meet to discuss informally the disagreement. Each entity will choose 1-2 representatives to meet as a work group to attempt to achieve consensus or compromise. The MCSB Executive Director or his/her designee and the Head Start Director or Manager will attend the meeting to provide information as it may be needed for clarification purposes only. During the meeting, the group shall attempt to resolve the disagreement by informal mediation, compromise, consensus seeking, or conciliation. If agreement is reached, representatives will return to their respective groups with the proposed solution. Failure to reach agreement may result in a decision by the work group to engage in formal mediation or to turn the process over to binding arbitration. Failure by either party to respond to the request for a meeting or to attend the meeting as scheduled shall be considered a default and the decision shall become that of the non-offending party.
- Mediation. If a simple majority of the group involved through informal communication agrees that formal mediation is warranted.
  - A professional mediator, or other third party, agreeable with both the Policy Council and the School Board, shall be brought in to facilitate the interactions, with both parties agreeing to binding arbitration, by all involved parties listed in the informal process, to be completed within seven (30) to (60) working days.
  - All parties involved shall notify all parties immediately of the binding arbitration agreement.
- If the mediator determines that agreement cannot be reached through the formal mediation process, an impasse shall be said to occur and the disagreement shall be bound over for arbitration. Failure by either party to respond to the request for a meeting or to attend the meeting as scheduled shall be considered a default and the decision shall become that of the non-offending party.
- **IMPASSE** Notification of Impasse. It shall be the responsibility of the Head Start Director to notify in writing or electronically the chairpersons of the group(s) within three (3) working days that an impasse exists and the matter will be resolved through binding arbitration. If the impasse has the likelihood of leading to termination or denial of funding of the Head Start Head Start Director will be responsible for notifying the Region IV Administration for Children and Families of the impasse

	<b>Monroe County School District Head Start Program Standard Operating Procedures/Plans</b>
<b>Program Performance Standards and Other Regulations</b>	<b>SUBJECT:</b> Program Governance/Governing Body
<b>EFFECTIVE DATE:</b> August 16, 2017	<b>REVISION DATE:</b>


within three (3) working days.

- Arbitration. Where there is an impasse between individuals or groups within the executive leadership responsible for the governance of the Head Start Program, the parties will submit the dispute to binding arbitration in accordance with the following rules and procedures.
- Composition of Arbitration Panel. A panel of three (3) arbiters will conduct the arbitration. A panel shall be made up of three (3) neutral persons who shall select their chairperson. The proposed solution by the arbitration panel shall be submitted in writing by the group's chair to the Head Start Director and the Policy Council Chair.


The arbitration panel shall not include a parent or family member of children currently enrolled in the Head Start Program, MCSB Department staff or members of their family, or MCSB members or a member of their family.

The arbiters shall be selected within ten (10) working days of the request made by the Director. Within three (3) days of receipt of the information will submit their names, addresses and other contact information to the designated MCSB representative, the Policy Council Chair, and the Superintendent.

- Notification of Arbitration. It will be the responsibility of the Head Start Director to notify either in writing or electronically, the chairperson of the group(s) and/or individual(s) involved in the arbitration and each arbiter of the proposed meeting date. A meeting of the arbitration panel will be scheduled within ten (10) working days of receipt of all the names of the arbiters.
- Planning and Support. The arbitration panel will meet within ten (10) days of the designation of the last arbiter. The arbitration hearing shall be held at a site determined by the panel with consideration for the convenience of the parties. If travel is required for arbiters to attend the hearing, the program will not incur the costs and reimburse to the arbiters in deliberations. Materials provided at the discretion of any party shall be supplied at that party's expense. A staff representative knowledgeable in budgets of the Head Start Program will attend all arbitration meetings to provide information on any fiscal impacts that may be associated with the group's decision(s).
- Proceedings. The duty of the arbitration panel is to resolve the issue of dispute as fairly and expeditiously as possible at minimum expense to the parties involved. The proceedings of the arbitration panel shall consist of:

	<b>Monroe County School District Head Start Program Standard Operating Procedures/Plans</b>
<b>Program Performance Standards and Other Regulations</b>	<b>SUBJECT:</b> Program Governance/Governing Body
<b>EFFECTIVE DATE:</b> August 16, 2017	<b>REVISION DATE:</b>


- Oral presentation of the position of each party, including minority views, if any.
  - Response by the parties to such questions of the panel.
  - Informal cross-examination of each party by the other, within the limits established by the panel.
  - Additional presentation of oral or written materials as the panel deems necessary to be fully apprised of fact(s) relevant for an informed decision. The parties may suggest to the panel additional relevant witnesses or materials that would be helpful to the panel.
  - Standards of Conduct. All parties are obliged to act in good faith throughout the proceedings. Parties may not communicate with the arbiters once the panel has been constituted except at formal meetings attended by all parties. Any attempt to intimidate or inappropriately influence an arbiter will be immediately reported to Region IV Administration for Children and Families and will result in a default judgment against the party attempting to unduly influence the actions or decision or any arbiter. Refusal to comply with directions, continued use of delaying tactics by any person at a hearing or in the preparation and submission of information will constitute grounds for immediate exclusion of such person from the hearing by the chairperson and/or mandatory disciplinary action of an employee whose behavior disrupts the proceedings or the work of the panel.
  - Compromise. The arbitration procedure does not preclude the parties from resolving their differences through compromise and reaching a settlement, as long as the panel has issued no final decision.
  - Representation of the Parties at the Hearing. Each party will designate one and only one representative at the proceedings. However, the panel may call other individuals or witnesses, as it deems necessary to reaching a decision.
  - Open Meetings. The proceedings of the arbitration panel will be open unless the panel is dealing with personnel issues or sensitive/confidential information. Issues of this nature will be discussed in closed session; all other issues will be discussed in open meetings.

	<b>Monroe County School District Head Start Program Standard Operating Procedures/Plans</b>
<b>Program Performance Standards and Other Regulations</b>	<b>SUBJECT:</b> Program Governance/Governing Body
<b>EFFECTIVE DATE:</b> August 16, 2017	<b>REVISION DATE:</b>

- Decision. The arbitration panel will use all available information to make its decision. The panel will have no more than five (5) working days following the end of the proceedings to reach a decision. The decision of the arbitration panel will be binding for all parties and must be in accordance with the rules and regulations that govern the Head Start Program and cannot be found to negatively impact the financial operations of the program
- Post-hearing Procedures, Notification, and Implementation of Decision. The arbitration panel will issue its decision in writing within two (2) working days of the decision. It will be the responsibility of the chairperson of the arbitration panel to have copies sent immediately to each party, the Head Start Director. If the impasse has the likelihood of leading to termination or denial of funding of the Head Start grant and the Region IV Administration for Children and Families was notified of the impasse, it will be the responsibility of the Head Start Director and/or the CAHS Department Director to forward a copy of the decision to the Regional Office.

Failure to abide by the final decision by any party is grounds for denial of the application for refunding, for suspension and termination of financial assistance, or for denial of amendment of the application for the budget and/or program plans. In this event, it is the responsibility of Head Start Director to notify the Region IV Administration for Children and Families of the party's failure to abide by the arbitration panel's binding decision.

\*These procedures will be included in annual self-assessment if utilized.

	<b>Monroe County School District Head Start Program Standard Operating Procedures/Plans</b>
<b>Program Performance Standards and Other Regulations</b>	<b>SUBJECT:</b> Program Governance/Governing Body
<b>EFFECTIVE DATE:</b> August 16, 2017	<b>REVISION DATE:</b>

**REGULATION REFERENCE:**

Head Start Performance Standards-  
Program Governance 45 CFR Part(s):  
1301.43 and 1301.6

**POLICY (Participate in Recruitment and Screening and Impasse Procedures  
Hiring & Termination of Head Start Employee(s)):**

Within the guidelines established by the governing body, policy council or policy committee, participate in the recruitment and screening of Early Head Start and Head Start employees.” 1301.4(3).

Monroe Public Schools is committed to its work philosophies and expectations, which serve as guidelines for employee behavior and performance. If performance or behavior is inconsistent with these philosophies and expectations, management is expected to address these issues through disciplinary process outlined in the MCSB Bylaws and Policies.

A meeting for the record must be held before a suspension, involuntary reassignment or termination may be imposed. However, the county retains the right to administer appropriate disciplinary action on a case-by-case basis.

**PROCEDURES:**

The Monroe County Human Resource Department processes all new hires and terminations for board approval.

Monthly staffing patterns are shared with the policy council to ensure parent participation in recruitment and screening of Head Start employees.

Head Start, under the auspices of Monroe County Public Schools, follows the MCSB Bylaws and Policies on progressive discipline process **Article XX – Complaints, Discipline and Due Process.**

A. COMPLAINTS

1. When an allegation of wrongdoing or a complaint against an employee is to be investigated, the employee shall be notified in writing of the nature of the complaint, the name of the person making the allegation, and shall have the opportunity to seek representation prior to any investigatory meeting. The employee shall have an opportunity to respond to the allegation(s) or complaint(s) during the investigation. (See also, child abuse policies for allegations involving employees and child abuse).
2. In a meeting for the record from which the employee believes that discipline may follow, the employee may request representation. When a request for representation has been made, the meeting shall take place within 48 hours or two business days.



	<b>Monroe County School District Head Start Program Standard Operating Procedures/Plans</b>
<b>Program Performance Standards and Other Regulations</b>	<b>SUBJECT:</b> Program Governance/Governing Body
<b>EFFECTIVE DATE:</b> August 16, 2017	<b>REVISION DATE:</b>

3. The employee shall have the opportunity to provide rebuttal testimony, documentation, and witnesses prior to completion of the investigation. Upon conclusion of the investigation, the employee and his/her representative shall be given a copy of the written investigatory report.
4. The employee and/or the complainant shall be entitled to consultation with the Director of Human Resources and / or the person conducting the investigation regarding evidence and procedures. At the close of the investigation, the HR director shall make a recommendation to the Superintendent for cause or no cause. This recommendation shall be included in the copy provided in A (3).
5. No disciplinary action, which includes loss of pay or benefits, shall be levied against an employee until such time the Superintendent or his/her designee renders a decision.

#### **B. DISCIPLINE OF AN EMPLOYEE**

Should it become necessary to discipline an employee, it is the District's intent to do so consistent with the concept of progressive discipline. This process includes as many as five (5) steps. Employees covered by this agreement may be disciplined for just cause in the following ways:

1. Verbal warning/conversation regarding behavior (site record)
2. Written directive (district record)
3. Written reprimand (personnel file)
4. Suspension – with or without pay
5. Demotion or termination


The concept of progressive discipline does not keep the omission of one or more of the steps if immediate and/or stronger action is necessary.

#### **C. REPRIMAND – PRIVACY**

All disciplinary actions shall be done in private.

#### **D. INVESTIGATIONS**

1. Investigations conducted by the district shall normally be concluded within twenty (20) workdays. The district shall notify the employee of any investigation in progress. The district shall also notify the employee and UTM in writing of any investigation extended beyond the twenty (20) days.
2. In the event that an investigation is concluded with the finding that there is no probable cause to proceed further and no disciplinary action taken, a statement to that effect signed by the responsible investigating official shall be attached to the complaint. The materials of such investigation shall not be placed in the employee's personnel file.
3. If an investigation results in a finding of probable cause for disciplinary action for suspension or

	<b>Monroe County School District Head Start Program Standard Operating Procedures/Plans</b>
<b>Program Performance Standards and Other Regulations</b>	<b>SUBJECT:</b> Program Governance/Governing Body
<b>EFFECTIVE DATE:</b> August 16, 2017	<b>REVISION DATE:</b>

dismissal, the employee shall be notified of the charges in writing and have the right to a hearing as outlined in the Grievance Procedure.


4. In all Board investigations, the employee shall be provided with a copy of the final report upon conclusion of the investigation.

E. LETTER OF WARNING – HAND DELIVER

A copy of a written directive or written reprimand will be hand delivered to the employee by the management representative responsible for the written directive or reprimand. The employee's signature indicates receipt only, not agreement. If any employee who is to receive a written directive or written reprimand is absent from work or cannot be located, a copy will be mailed to his/her last known address by certified mail, return receipt requested.

F. ANONYMOUS INFORMATION OR COMPLAINTS

No investigation, verbal warning, written directive, reprimand, suspension (with or without pay), demotion, or termination shall be issued based on anonymous information or complaints.

	<b>Monroe County School District Head Start Program Standard Operating Procedures/Plans</b>
<b>Program Performance Standards and Other Regulations</b>	<b>SUBJECT:</b> Program Governance/Governing Body
<b>EFFECTIVE DATE:</b> August 16, 2017	<b>REVISION DATE:</b>

**REGULATION REFERENCE:**

Head Start Performance Standards-  
Program Governance 45 CFR Part(s):  
1304.50(d) (2) (iii)

**POLICY (Parent Activity Fund):**

It is the policy of the (MCSB) Head Start Program to ensure funds are available to support parent activities.


**PROCEDURES:**

- A. The Parent Committee is made aware of such funds and shall discuss parent activities, the program currently sponsors (such as: workshops, school recognition programs, and other)
  - i. Parent Activities shall be designed to further self-sufficiency (i.e. educational)
  - ii. Parent Activities funds may be used for such things as: training, speaker, field trip or parent recognition that is in conjunction with a training/workshop.
- B. Review training needs assessment and parent survey to determine those activities that are requested by a majority of parents
- C. Solicit resources from the community to help carry out proposed activities (with the help of the Site Coordinators)
- D. The Parent Committee, with the help of Head Start staff, will send the list of activities to the Policy Council for approval

\*As district policies regarding Due Process and Termination are reviewed and updated by the district, so shall these policies be reviewed and updated.

\*The parent activity fund will be monitored by Budget Manager monthly.



	<b>Monroe County School District Head Start Program Standard Operating Procedures/Plans</b>
<b>Program Performance Standards and Other Regulations</b>	<b>SUBJECT:</b> Program Governance/Governing Body
<b>EFFECTIVE DATE:</b> August 16, 2017	<b>REVISION DATE:</b>

**REGULATION REFERENCE:**

Internal Policy

**POLICY (Termination of Policy Council Representative):**

Membership in the Policy Council may be voluntarily terminated at any time by verbal/written notice to the Council. Failure to perform duties or attend meetings can result in being voted off the Council.

**Procedure**

1. The resigning member must write, sign, and date a letter of resignation and submit it to the Policy Council Chairperson.
2. Family Advocates will be informed of the resignation by the Head Start Director in the case of parent resignation.
3. At the next parent meeting/family activity event, elections will be held to fill the vacancy. Teaching staff and/or Family Advocates will forward the Council representative name, mailing address and phone number to the Head Start Director.
4. A member of the Policy Council will be voted on for termination by a two-thirds vote if he/she is absent from two consecutive meetings without a legitimate reason or has missed three meetings in one year without a legitimate reason.
5. Members may be terminated by means of written notice and by a two-thirds vote from the Policy Council at any time for:
  1. failure to uphold the standards of Head Start;
  2. displays of inappropriate behavior while representing Policy Council;
  3. gross misconduct;
  4. acting on the behalf of the Policy Council without their prior authority;
6. Blatant disrespect of Head Start philosophies, goals, or objective; neglect of duty.
7. A member being considered for termination may ask for a hearing to present justification to the Policy Council.
8. If the terminated member is dissatisfied with the decision, they will submit a written concern form to the Executive Director.

\*These procedures will be checked as part of Annual Grantee Self-Assessment.