

**NORTH CENTRAL ESD EARLY EDUCATION  
POLICY AND PROGRAM BY LAWS**

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## **ARTICLE I – NAME**

The name of this organization will be North Central ESD Early Education Policy Council, hereafter known as NCESD EE Policy Council.

## **ARTICLE 2 – MISSION STATEMENT**

To assist and support local community preschools in serving the families in their community to meet or exceed Head Start Performance Standards.

## **ARTICLE 3 – PURPOSE**

1. Policy Council is responsible for the direction and development of the agency's Head Start Programs and to meet the Head Start Standards for Program Governance as explained in 1301.3. The Policy Council will provide input to the NCESD Board of Directors and staff concerning local Head Start Programs.
2. Assist in planning and development of NCESD Head Start in an effort to create better program operations and communications between staff, parents, and community.
3. To bring Head Start, the communities at large, and the general public in closer communication.
4. To use meaningful program data and goals to contribute to the direction of the NCESD EE Policy Council.

## **ARTICLE 4 – MEMBERSHIP**

Section 1. All Head Start families will be encouraged to attend and give their input in matters concerning the Policy Council.

Section 2. Officers of the Policy Council shall be elected by parents of children currently enrolled in Head Start. Members shall serve for one year. If the member intends to serve for another year he/she must be reelected. No person shall serve more than three years from the date they were voted onto Policy Council. However, they are welcome to continue to be an advisory person for the council with non-voting status.

Section 3. Policy Council shall be composed of a majority of parents whose children are currently enrolled in a NCESD Head Start Program.

Section 4. Members shall not receive any compensation for his/her services. In some cases for low-income families there may be reimbursement (such as mileage) for reasonable expenses with approval from NCESD EE Director.

Section 5. A quorum vote will consist of those members present either in person or via online communication.

Section 6. Centers from each community may have the option of combining parent meetings from varying models of service. Centers may have one parent representative and one parent alternative from each center.

Section 7. A new Policy Council will be established as early in the program year as possible.

Section 8. To avoid conflict of interest NCESD EE Staff may not serve on the Policy Council.

Section 9. Members who have an immediate family member employed by NCESD must abstain voting on matters related to employment policies and decisions.

Section 10. Removal of a Policy Council Member should be only for just cause. Cause for removal may include, but not be restricted to:

Habitual absence and lack of communication from member. After 3 unexcused meetings with no communication the member will be deemed no longer on the Policy Council.

Any release of unauthorized or privileged information.

Inability to cooperate or effectively participate with fellow members.

Repeated violation of NCESD EE Guiding Principles or federal/state performance standards covering program governance.

Immediate removal of a Policy Council Member may happen by the Directors whenever, in their judgement, the best interests of the Council would be served by such removal, confirmed by a vote of the officers of the NCESD EE Policy Council in executive session.

Section 11. A Policy member who claims she/he has been removed unjustly from the board may appeal such action by submitting within (10) ten days a statement to the Policy Council explaining the situation and why they feel they should be reinstated to the Policy Council Board. The Policy Council will act on the appeal within ten (10) days following the receipt of the letter, and the decision of the committee shall be final.

## **ARTICLE 5 – OFFICERS**

The entire Policy Council elects Policy Council officers. Officers consist of Chairperson, Vice-Chairperson, and Secretary. Other officers may be elected as deemed necessary. Community representatives may hold any of the elected offices.

Section 1. Officers shall be nominated and elected from the voting members of NCESD EE.

Section 2: Any officer may be removed from the position she/he holds by a unanimous vote of the remaining officers.

Section 3: Officer Job Descriptions:

Chairperson- The duties of the Chairperson is to conduct & preside over all meetings of the Policy Council. He/she may appoint committees to carry out specific assignments. May vote only in the event of a tie.

Vice-Chairperson- To preside over meetings in the absence of the Chairperson.

Secretary- Record the minutes of meetings. Written minutes of proceedings will become the permanent record when approved by the policy council.

## **ARTICLE 6 – MEETINGS**

Section 1. All meetings will be held in accordance with Oregon Public Meetings Laws.

Section 2. Regular meetings will be held five or more times a year at agreed upon places. Representatives who are unable to attend in person have the option of attending via conference call or by other means available and agreed upon. If not all members are available to meet in the same location other means of communication (conference calls, emails, etc...) will be used to relay information and actions.

Section 3. Agenda and other materials will be mailed/emailed/distributed at least 5 days before the meeting.

Section 4. Special meetings may be called with at least 24 hours' notice. Each Policy Council member and interested person will be notified by either mail or telephone. If 24 hour notice is not possible it must be explained in the minutes justifying the emergency.

## **ARTICLE 7 - RESPONSIBILITIES AS PRESCRIBED BY THE HEAD START ACT**

The Policy Council shall approve and submit to the governing body decisions about each of the following activities:

1. Policies to ensure active involvement of parents in support program operations and responsiveness to community and parent needs.
2. Program recruitment, selection, and enrollment priorities.
3. Applications for funding and amendments prior to submission of applications.
4. Budget planning for program expenditures, including policies for reimbursement and participation in Policy Council activities.
5. Guiding Principles for the operation of the Policy Council.
6. Policy Council will make recommendations to the NCESD Board of Directors concerning hiring/firing concerning Head Start staff.
7. Develop procedures for how members of the Policy Council will be elected.

The Policy Council will regularly receive information about program planning, policies, and Head Start operations including but not limited to:

1. Financial statements, including credit card expenditures.
2. Program information summaries.
3. Enrollment reports, attendance reports.
4. Annual self-assessment and community-wide strategic planning.
5. Program information reports.
6. Any other pertinent information to ensure Head Start Performance Standards are being met and services provided to each qualifying family.

## **ARTICLE 8- AMENDMENTS**

Section 1- These may be amended as recommended by NCESD EE Policy Council by a majority of the voting members. Notice of the nature of the changes being proposed shall have been given, in writing, to Policy Council members at least (5) five days prior to such meeting.