



Policy Council and Governing Body Handbook

2019-2020

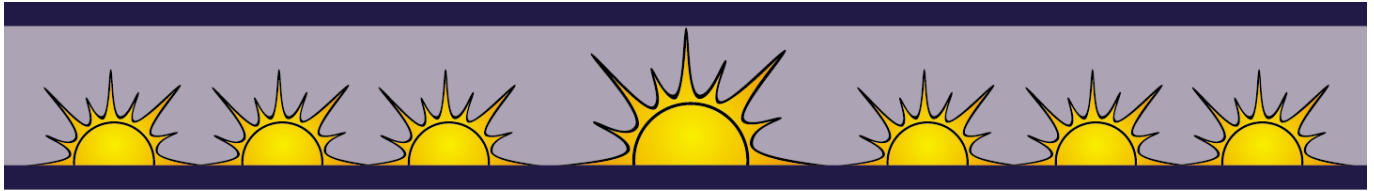


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Policy Council Composition

Policy

Policy Council membership must maintain 51 percent of more current parents. Policy Council members are elected annually. Additional representation from past parents and community members will be encouraged.

Procedure

1. Participations of past parents and community members will be encouraged as long as the total Policy Council membership maintains a majority of current parents. All community representatives must submit a written request and be elected by full Policy Council before they can be seated.
2. Until new representatives are elected, the prior year representatives shall remain as new members. New elections are held in September of each program year, unless a schedule change is required. Then elections will be held in October. New members will be seated at the next meeting.
3. As members are elected to the Council, they complete a data sheet with mailing addresses and phone numbers will be given to the Data Entry Specialist who will compile a roster to be distributed by November. Policy Council members must sign a confidentiality agreement.
4. Newly elected members will be informed about the first or upcoming Policy Council meeting by the Data Entry Specialist. The Data Entry Specialist will send agenda and minutes to all sites and elected Policy Council members upon receipt of their names and addresses.
5. In electing new representatives, be aware that no representative shall be a voting member of Policy Council for more than five years. They may serve as ex-officio members only, without voting privileges. In accordance with Policy Council nepotism bylaws, no Council member shall be voted in if they are related to a Head Start staff person with administrative, programmatic, or fiscal authority.
6. See By-Laws for more detailed description of composition.

Policy Title: Policy Council/Governing Body/Parent Committee		Policy Number:
Program Requirement/Policy		
Reviewed/Revised Date:		
Internal Policy: No/Yes	Standard: PGOV 1301.2/1301.3/1301.4/1301.5/1301.6	
Policy Council Approved:	School Board Approved:	

Program Requirement:

Each agency must establish and maintain a Policy Council responsible for the direction of the Head Start program. Along with School Board and the Mille Lacs Band of Ojibwe, Policy Council will have legal and fiscal authority over the Head Start program. Mille Lacs Early Education must also establish a Parent Committee. All governing bodies must be trained as indicated in the Head Start Program Performance Standards (HSPPS) and Head Start Act of 2007.

Policy:

Composition

A program must establish a policy council in accordance with section 642(c)(2)(B) of the Head Start Act

- o Not less than 1 member shall have fiscal expertise
- o Not less than 1 member shall have expertise in early education and development
- o Additional members shall reflect the community to be served
- o Current or former parents of Head Start enrolled children
- o May have expertise in education, business administration and community affairs

Duties and Responsibilities

The governing body is responsible for activities specified in section 642(c)(1)(E) of the Head Start Act

- o Legal and fiscal responsibility
- o Adopt practices that ensure active, independent and informed governance of the Head Start Agency
- o Be responsible for ensuring compliance with federal laws as well as applicable State, tribal and local laws.
- o And responsible for the following activities
 - Selecting delegate agencies and the service areas for such agencies
 - Establishing criteria for recruitment, selection and criteria for enrolling children in Head Start program

- Reviewing all applications for funding and amendments to applications for funding for programs as well as all major funding expenditures, annual operating budget and correction of any fiscal audit findings
- Establish procedures and guidelines for accessing and collecting information
- Reviewing and approving all major policies including the annual self-assessment and financial audit, programming fiscal provisions for grant applications including any necessary corrective action plans and personnel policies in accordance with State, tribal and federal laws
- Developing procedures on how members of the policy council will be elected
- Reviewing results of monitoring
- Approving personnel policies
- Written standards of conduct including any conflict of interest
- May establish advisory committees if deemed necessary to provide guidance on any of the responsibilities related to program governance and improvement

Data and Reporting

Policy Council will be provided the following data, reports and communications to guide decision making procedures

- Monthly financial statements
- Monthly program information summaries
- Program enrollment reports which include attendance reports for those children partially subsidized by another public agency
- Monthly reports of meals and snacks provided
- The financial audit
- The annual self-assessment, including any findings related to such assessment
- The community assessment
- Communication and guidance from the Secretary
- Program Information reports
- Policies, guidelines and other communication from Health and Human Services

Any data or reporting can be disseminated in the following ways: Official letters, memos, faxes, email, telephone contact, Appointment calendar, policy council/school board meetings/minutes, newsletters, verbal communication and monthly director report

Parent Committee

A program must establish a Parent Committee comprised exclusively of parents of currently enrolled children. This committee will be established at the center level.

- Requirements of the Parent Committee
 - Advise staff in developing and implementing local program policies, activities and services to ensure they meet the needs of children and families
 - Have a process for communication with the Policy Council
 - Within the guidelines established by the governing body or policy council participate in the recruitment and screening of Early Head Start and Head Start employees.

Governing Body Training

A program must provide appropriate training and technical assistance or orientation to the governing body, any advisory committee members and policy council.

- Policy Council, School Board and Parent Committee will be trained in the following areas
 - Head Start Program Performance Standards (HSPPS)

- Program Governance
- ERSEA which includes Eligibility, Recruitment. Selection, enrollment and attendance
- Impasse Procedures

Impasse Procedures

The program governing body, which includes Parent Policy Council, School Board and the Mille Lacs Band of Ojibwe, will establish written procedures for resolving internal disputes in a timely manner which includes an impasse procedure. This impasse procedure will include

- Demonstrations that Policy Council and School Board will consider each other’s proposed decisions
- Written documentation to and from each body indicating their reason for disagreement
- Describe a timely decision making process that is not arbitrary, capricious or illegal
- Third party mediation/process

Please see Impasse Procedure in Policy Council/Governing Body Handbook

DATA COLLECTION FORMS AND TRACKING TOOLS

Form:	Completed By:	Schedule:
Policy Council/Parent Council Meeting Minutes	Management Staff	Post Meeting
Policy Council/Parent Council Agenda	Management Staff	Prior to Meeting
School Board Agenda and Minutes	School Board Secretary	As Needed
Volunteer Logs	MLEE Management	At Meeting
Meeting Sign-in	MLEE Management	Prior to Meeting
Menu	Nutrition Coordinator	Annually

REPORTS

Report:	Completed By:	Schedule:
Attendance Reports	FSW	Monthly
Fiscal Reports	OMB	Various
Fiscal Coordinator Report	Fiscal Coordinator	Monthly
Directors Report	Director	Monthly
Self-Assessment	MLEE Management	Annual
Community Assessment	MLEE Management	Every 5 years/updated annually
Program Information Reports	Data Entry Specialist	Annually
Communication from OHS	Office of Head Start	Various
Audit Findings	Office of Head Start	Various
Corrective Action Plans	MLEE Management	As Needed
School Readiness Report	Education Specialists(s)	Annually

STANDARD(S)

State/Federal/Other	Number/Location	Title/Link:
Federal	1301.2-6	

Policy Council Officers

Policy Council Chairperson

- ♠ Opens meeting at the appropriate time
- ♠ Announces in proper sequence the order of business
- ♠ Creates and Agenda for each meeting
- ♠ States and puts to vote all questions that come before the group
- ♠ Expedites business
- ♠ Authorizes and signs all acts, orders and proceedings
- ♠ Declares the meeting adjourned when the group so votes

Vice Chairperson

- ♠ Serves in absence of the Chairperson
- ♠ Works with the Chairperson on the Agenda for each meeting

Secretary/Treasurer

- ♠ Keeps on file a copy of the meeting minutes
- ♠ Takes minutes at each meeting. The Data Specialist may assist.
- ♠ Keeps on file all committee reports
- ♠ Maintains records of the By-Laws of the organization
- ♠ Presides in the absence of the Chairperson and Vice Chairperson
- ♠ Works with the Head Start Project Director and the Head Start Budget

Program Planning and Assessment

Grant Application Planning Process

Head Start is funded by federal and State grants that are renewable for five years. Every year program staff and governing bodies review annual assessment data and enter a planning process that sets goals and objectives for the new funding cycle, culminating in the submission of the new federal five year grant application.

An Action Plan is developed by program staff at the beginning of the current grant's third year to schedule the reports and activities necessary for preparation of the new application. Policy Council members approve this plan and participate in the activities it outlines. A strategic planning committee is then formed with representation from the Policy Council, School Board and Head Start staff to conduct Community and Self Assessments, update the program Mission Statement

, formulate three-year goals and objectives, and suggest changes to the program structure and design, which are then approved by the whole Policy Council. Program staff completes the grant application and submit it to the Policy Council for final approval. See Funding Application Process.

Self-Assessment

The "Self-Assessment" is an annual process that includes Planning, Data Collection, Analysis and then an Assessment of the accumulated results. The Planning phase includes the program's goals and objectives, a community assessment, developing outcome measures, and service area plans. Data collection is ongoing, and includes information from family records, child developmental assessments, and staff evaluations. This data is then analyzed to assess the status to fit program and inform the planning process for the next year. The entire process and results are summarized in a report. Self-Assessment helps to ascertain whether the program is achieving objectives set by the Policy Council and Band, whether systems are performing well and working together, and if the desired outcomes are being met. Annual self-assessments are required by Head Start. The Policy Council takes an active role in the Planning Phase and approves the final assessment report.

Child Outcome Data

Children ages 0-3 are assessed three times annually using the DRDP instrument. The assessment is collected at the beginning, middle and end of the school year from the teachers to be analyzed for the overall report. The following are areas that are tested:

- ⌘ Communication
- ⌘ Fine Motor / Gross Motor
- ⌘ Problem Solving
- ⌘ Personal / Social

Children ages 3-5 are assessed using DRDP instrument. These assessments are collected three times a year also. The following are the areas that are observed for assessment:

- ⌘ Language Development
- ⌘ Literacy
- ⌘ Mathematics
- ⌘ Science
- ⌘ Creative Arts
- ⌘ Social / Emotional Development
- ⌘ Approaches to Learning
- ⌘ Physical Health & Development
- ⌘ Social Studies

⌘ Technology

Children ages 0 – 5 are screened for Social & Emotional issues using the ASQ-SE in the 1st 45 days of enrollment.

Children ages 3-5 are screened using the ESI-R within the 1st 45 days of enrollment.

This outcome data is required by Head Start must be done in order to be in compliance with the terms of our grant and the National Head Start Program

Community Assessment

Head Start conducts a full Community Assessment at a minimum of every third year of each grant cycle in order to design customized services and strategies for the Mille Lacs Band. The assessment systematically collects and analyzes information on the existing community resources and identifies barriers and gaps in service that can be addressed in the planning process for new grant applications. The Policy Council approves the assessment process and final report, and participates in data collection activities as members of the Strategic Planning Committee.

Introduction to Monitoring

How does the Office of Head Start monitor grantees?

The Office of Head Start (OHS) uses the Aligned Monitoring System 2.0 (AMS 2.0) to review grantees. This approach ensures that monitoring measures the performance and accountability of Head Start programs across the country. It also provides grantees with opportunities for continuous improvement. The AMS 2.0 gives OHS a multi-year perspective on grantee operations with a focus on performance, progress, and compliance.

OHS assesses grantee compliance with the Head Start Program Performance Standards, the Head Start Act, and other regulations related to AMS 2.0. This system conducts off- and on-site reviews. It disseminates its findings through formal monitoring reports.

The [Aligned Monitoring Virtual Expo](#) provides a comprehensive introduction to the Head Start monitoring process and each of the review topics.

What does the AMS 2.0 address?

The AMS 2.0 Focus Area Reviews take a systemic view of a grantee's services and functions across the five-year grant cycle. It creates a more progressive monitoring system that is able to evaluate grantee compliance, progress, and performance across multiple years of program implementation, instead of simply capturing data from grantees at a single place in time.

- Classroom Assessment Scoring System (CLASS®)
- Focus Area One

- Focus Area Two

AMS 2.0 will provide OHS with the performance data needed by year four of the grant cycle. The data is used to determine whether the grantee will need to compete for further Head Start funding according to the [Designation Renewal System](#) (DRS). OHS also will better distinguish between compliance and quality, enabling them to identify and track elements that reflect strong performance.

What kind of reports will a typical grantee receive throughout their five-year monitoring cycle?

The monitoring reports will provide grantees with information regarding their performance, including areas of compliance, non-compliances, and deficiencies.

What happens after a review?

Once an AMS 2.0 review has been closed out and the grantee has received the resulting report, the OHS Regional Office program specialists begin to work with their grantees to provide support during the corrective action process. When the correction period comes to an end, the Regional Office will conduct a follow-up review to determine if findings identified in the monitoring report have been addressed. Regardless of the findings of the monitoring report and whether any corrective actions must be taken, Regional Offices practice ongoing oversight throughout the five-year grant cycle.

The various activities that occur after a review assist grantees in correcting any areas of non-compliance or concern in a systematic and timely manner.

What is the OHS Review Process?

In order to understand this review process, you need to understand five principles that form the foundation for Protocol. The section that follows describes each principle in detail.

The Federal Review is a partnership.

The Federal Review uses a holistic, systems-based approach to monitoring.

The Federal Review respects local ownership of programs.

The Federal Review relies on a team approach using “multiple modes of inquiry.”

The Federal Review, review decisions are made through consensus.

If no approval is obtained from the Governing Body, a proposal cannot be adopted, and the proposed action cannot be taken until an agreement is reached between the parties.

Governing Body Shared Decision-Making Procedures

1. The Governing Body will request an annual calendar from the Head Start Director in which all Head Start related events requiring Governing Body action and trainings are done in a timely manner.
2. The Secretary of the Governing Body will enter all Head Start related events that require Governing Body action and training into the Governing Body’s annual calendar and monthly schedules.
3. The Governing Body will request that all Head Start documentation related to required actions be provided to them in a timely manner to allow the Governing Body the opportunity to review and respond to the documentation in a timely manner.

4. The Governing Body will appoint Liaison to the Head Start Policy Council by the end of September of each year to serve as a communication link between both entities.
5. The Governing Body will allocate a minimum of fifteen (15) minutes each month or as needed, in the agenda for regularly scheduled meetings to review the Head Start monthly report and/or make decisions on Head Start related events that require action.
6. The Secretary of the Governing Body will provide a copy of the Governing Body’s meeting minutes for distribution to the Head Start Director and the Policy Council.

PROGRAM GOVERNANCE (By-Laws)

Each Head Start is required to establish a policy group and a well-functioning governing body. In accordance with Head Start legislation, regulations and policies, they share the responsibility for overseeing the delivery of high quality services to children and families. Involvement in the Policy Council and Policy Committee and the local Parent Committees empowers the active participation of parents and other community representatives. The Head Start program Governance Performance Standards and the By-Laws describe the composition and role of the Policy Council as well as specific operating policies.

Mille Lacs Early Education Policy Council By-Laws

Article I

Name of Organization and Area To Be Served

Section I Name

- 1.1 The name of this organization will be the Mille Lacs Early Education Policy Council

Section II Purpose

- 2.1 The purpose of this organization will be to provide input in planning and to set policies for the Early Head Start/Head Start Program; to ensure that the program administered by the Mille Lacs Band of Ojibwe is meeting the needs of families located in all districts.

Article II

Memberships

Memberships will consist of parents of enrolled Early Head Start/Head Start students and Community Representatives.

Section III

- 3.1 Membership will consist of Policy Council representatives from each district and at least one per classroom Cluster and representative for Head Start/Early Head Start families. One alternate from each district may also be elected. Recruitment efforts shall be made in each district and classroom for a Policy Council representative. If no parent or community member is willing or able to serve per classroom, the spot will be vacant until a representative can be found.
- 3.2 Policy Council shall appoint Community Representatives and shall be no more than 49% of total Policy Council membership.
- 3.3 Alternate delegates representing Early Head Start/Head Start classrooms will have voting privileges in the absence of the Regular delegate. In the event that a quorum is not present, an alternate from any district would become a voting member.
- 3.4
- a) Members of the Policy Council will be elected by their respective center communities in September. The election may be postponed until October if necessary. In case a representative should step down from office, a new alternate will be elected at the next parent community meeting.
 - b) The term membership will be one year beginning at the first October meeting.
 - c) An individual is able to serve more than one term but no more than three combined terms.
 - d) Non-elected members, not serving as officers, will be automatically terminated after three consecutive absences.
 - e) Alternates may serve more than three years as they are not a regular representative of the Policy Council.
 - f) No grantee or agency staff; who work in areas directly related to or which directly impact upon any EHS or HS administrative, fiscal, or programmatic ideas or members of their immediate families, may serve on Policy Council or Policy Committees. 1304.50(b)(6).
 - g) If a Policy Council Representative has a relative employed in any capacity they must recuse themselves from any decision and voting regarding personnel policies or personnel actions.

Article III

Meetings

Section IV

- 4.1 Meetings will be scheduled once a month, date scheduled at Previous MLEEPC meeting. Meeting set Sept-August.
- 4.2 A special meeting of the full Policy Council or Executive Committee may be called by the Chairperson or Early Education Director if the need arises. A written notice, email, or telephone call will inform all members of the meeting. Meeting may occur in person or over the phone.

- 4.3 Three members of the voting membership will constitute a quorum in a Regular meeting.
- 4.4 For special meeting three members of voting memberships will constitute a quorum.
- 4.5 Executive session may be called by elected officers for confidentiality issues. There will be no action taken during closed or executive session meetings.
- 4.6 Policy Council members will conduct meetings pursuant to Parliamentary Procedures based on Roberts Rules of Order.
- 4.7 Policy Council members will be compensated for mileage, child care, and per diem, as needed, to attend required meetings. The compensation will be given as MLEE parent bucks. Parents may receive childcare reimbursement costs.
- 4.8 Policy Council meetings will be run by Simple Parliamentary Procedures.

Article IV

Officers

Section V

- 5.1 Officers of the Policy Council will be elected by a majority at a meeting held in October.
- 5.2 Officers of the Policy Council will be as follows:
 - a) Chairperson
 - b) Vice Chairperson
 - c) Secretary / Treasurer
- 5.3 The length of term for each Officer will be one year. An Officer may succeed her/himself.
- 5.4 No person shall hold more than one office at a time.
- 5.5 All elected officers are required to attend all meetings with the exception of force of nature or acts of Gitchiimanidoo.

Article V

Duties of Officers

Section VI

6.1 **Chairperson**

The Chairperson will preside at meeting of the Full Policy Council and Executive committee. The Chairperson will sign grant applications approved by Policy Council. The Chairperson will make committee assignments as needed. The Chairperson will perform such other duties as are incident to the office and is expected of them by the Policy Council.

- a) Conducts meetings and keeps the group moving toward its goals. The Chairperson leads orderly discussions by tactfully and politely enforcing the rules that offer every member to participate in the discussion. The Chairperson serves as an objective facilitator.

- b) Explains each motion before it is voted on.

May vote to break or create a tie pursuant to Roberts Rule of Order.

The chairperson must not allow personal feelings or outside pressures to influence his/her action.

- c) Will sign minutes of the Full Policy Council and Executive Committee meetings

6.2 **Vice Chairperson**

In absence of the Chairperson, the Vice Chairperson will assume all responsibilities of that person.

- a) The Director of Early Education will attend all School Board meetings pertaining to MLEE PC business. The Vice-Chair may attend if requested.

6.3 **Secretary / Treasurer**

In absence of the Chairperson and Vice Chairperson will assume all responsibilities of that person.

- a) Helps prepare agenda with Early Education Director.
- b) Will take action minutes of meeting and keep permanent record of actions taken.
- c) Will submit a draft of unapproved minutes to Policy Council members and Director within one week of next scheduled meeting.
- d) Receives and handles all mail addressed to the Policy council.
- e) Keeps accurate records of Parent Activity funds.
- f) Works with Director in budget reports to Policy Council.

6.4 **Alternate**

- a) If no officer is present another member may run the meeting.

Article VI

Committees

- Section VII
- 7.1 The Executive Committee will consist of Officers of the Policy Council. It will have authority to act on behalf of the Full Policy Council when needed.
 - 7.2 Other committees may be formed as necessary. All other committees must report to the Full Policy Council and/or Executive Committee before recommendations or reports are ratified.
 - 7.3 Policy Council District representatives and/or alternates will participate in Parent committees.
 - 7.4 Standing committees include:
 - a) Holiday/Special Activities committee
 - b) Personnel/Interview committee
 - c) Performance Standard/Personnel Policies committee
 - d) Self-Assessment/Community-Assessment

Article VII

Representation at School Board Meetings

Revised: 5/30/19sb

Policy Council Approve: 7/9/19

School Board Approve: 7/10/19

- Section VIII 8.1 The Policy Council may have a representative at all School Board meetings that have Early Education agenda items.
- The representative may also give oral reports to Mille Lacs Early Education Policy Council at regularly scheduled meetings.
- 8.2 The individual shall be eligible to receive reimbursement for expenses associated with attending meetings.

Article VIII

Ratification

- Section IX 9.1 Subsequent to reasonable notice, the by-laws of the Mille Lacs Early Education Policy Council will be enacted by a quorum vote of three of the voting membership present and voting at any regular or special meetings.

Article IX

Amendments

- Section X 10.1 Subsequent to reasonable notice, the by-laws of the Mille Lacs Early Education Policy Council may be amended by a quorum vote of three of the voting membership present and voting at any regular meeting and three at special meetings.

Article X

Community Representation

- Section XI 11.1 Community members for representation on Policy Council will be selected in the following manner:
- a) Community members interested may be appointed by the Policy Council and voted on at the regular Policy council meeting.
 - b) Policy Council members may recommend community members to be a part of Policy Council. Policy Council will vote on recommendation of community member addition at regular meeting.
 - c) Community members must not exceed 49% of MLEE PC membership.

Article XI

Policy Council Members

- Section XII 12.1 Staff of the Mille Lacs Early Education Departments cannot be elected or appointed members of the Policy Council.

Reviewed and approved by Mille Lacs Early Education Policy Council.

Chairperson

Date

A short guide to Parliamentary Procedure

This information has been assembled due to frequent requests from members of the Area Assembly regarding the method of conducting the assembly business. We use parliamentary procedure, when necessary, to ensure that courtesy is given to assembly members, and to promote the orderly exchange of ideas. These procedures were developed to serve the assembly – not to stifle it.

Step by Step

1) MOTION

Revised: 5/30/19sb

Policy Council Approve: 7/9/19

School Board Approve: 7/10/19

- a. An Area Service Committee recommendation is considered a seconded motion, and will be restated as such by the Committee Chairperson, after he/she presents the recommendation to the Area Assembly. (This is due to a recommendation that passes a committee already has more than one voting member who agrees with it)
- b. A motion can be made “from the floor” on any issue by any voting member of the Assembly when there is no other issue being considered.
- 2) SECOND (to demonstrate that more than one voting member is in support of the motion)
- 3) CHAIR STATES: “It has been moved and seconded that...”
- 4) DISCUSSION (also refer to **THINGS THAT CAN HAPPEN TO A MOTION**)
 - a. If every comment is in favor of the motion, the Chair may ask “Is it the sense of the meeting that this motion be adopted?” If there is no opposition, it can be recorded as a passed motion.
 - b. A reasonable opportunity is given to all to speak on the motion, and then...
 - c. Chair says: “There being no further discussion we will vote on...”, and restates the motion.
- 5) VOTE (“all in favor of the motion...”, and then “all opposed...”) A two-thirds majority is required to adopt the motion.
- 6) MINORITY OPINION, MOTION TO RECONSIDER
 - a. Chair asks: “Do I hear a MOTION TO RECONSIDER?” Only someone who voted in the minority may make a motion to reconsider. If this motion is made, it must be seconded.
 - i. The motion to reconsider is debatable. After reasonable debate, the Chair will ask for a vote. A simple majority, rather than a two-thirds majority decides this vote. If won...
 - ii. Discussion on the Main Motion resumes (same rules as before).
 - iii. VOTE (same rules as before).
 - iv. THERE IS NO MINORITY OPINION ON THE SECOND VOTE.

Things that can happen to a motion:

- 1) It can be seconded, debated, voted on, etc., as outlined above.
- 2) The following subsidiary motions can be made regarding it (all of these must be seconded, and require a two-thirds majority to carry):
 - a. It can be AMMENDED. The amendment is debated and voted on; then discussion of the original motion resume.
 - b. It can be POSTPONED (tabled) either *definitely* (time or place stated), or *indefinitely* (basically, “killed”).
 - c. It can be REFERRED TO COMMITTEE, either with or without additional assembly instructions.
- 3) At any time during the discussion, a motion can be made to VOTE IMMEDIATELY (“calling the question”). A second is required. This motion is not debatable. The Chair will immediately ask for a vote on the motion to “vote immediately”, and if adopted the assembly votes immediately on the motion under consideration.

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority



Early Head Start/Head Start/Child Care
District 1
Wewinabi
43648 Virgo Road, Onamia, MN 56359
 Telephone Number 320-532-7590 Fax 320-532-0915



INTERNAL DISPUTE / IMPASSE PROCEDURE

Program: Mille Lacs Early Education (including Head Start / Early Head Start)
Performance Standard: Head Start 45 CFR part 1301.6

In the event that an internal dispute or impasse arises between Nay Ah Shing School Board and the Early Education Policy Council, the following procedures for the resolution will be implemented.

A special committee shall be appointed to address the internal dispute or impasse. The committee will consist of at least two but no more than three representatives from each of the policy bodies. The Commissioner of Education, or their designee and Early Education Director will by virtue of their positions comprise two of the Committee seats.

The Committee will meet to resolve or compromise the internal dispute or impasse. If such resolution cannot be reached, a third part mediator, selected by mutual consent of both policy bodies, will be selected to mediate an agreement within the Committee.

Reviewed and approved by Mille Lacs Early Education Policy Council.

Signature	Date	Signature	Date
Policy Council Chair		Commissioner of Education	

Reviewed and approved by Nay Ah Shing School Board

Signature	Date	Signature	Date
School Board Chair		Chair of APB	



Early Head Start/Head Start/Child Care
District 1
Wewinabi
43648 Virgo Road, Onamia, MN 56359
 Telephone Number 320-532-7590 Fax 320-532-0915



Code of Ethics

Mission

The mission of the Mille Lacs Early Education Parent Policy Council is to lead, serve and strengthen Early Education in the Mille Lacs Band.

Code of Ethics

Given its mission, the Mille Lacs Early Education (MLEE) Parent Policy Council has adopted a code of ethics to guide its committee members in their conduct when acting on behalf of the MLEE Parent Policy Council.

This policy is not intended as a stand-alone policy, It does not embody the totality of the MLEE Parent Policy Council ethical standards, nor does it answer every ethical question or issue that might arise. Rather, it is one element of a broader effort to create and maintain a quality organization that gives ethical conduct the highest priority. This Code will be reviewed periodically.

Board Members, Committee Members and Staff should:

1. Listen to our stakeholders and make all reasonable efforts to satisfy their needs and concerns within the scope of our mission and to strive for excellence and innovation and demonstrate professional respect and responsiveness to constituents, donors and others.
2. Make an effort to understand, respect and support our constituents from other cultures, exemplified by the contributions of our staff and executive leadership and to contribute to an organizational culture that respects the diverse, individual contributions or staff and leadership.
3. Respect the confidentiality of sensitive information.
4. Comply with applicable federal, state and local laws, regulations and fiduciary responsibilities in an effort to create transparency in all of our operations.
5. Provide credible and effective oversight to the organization.
6. Not accept commission, gifts, payments, loans, and promises of future benefits or other items of value from anyone who has or may seek some benefit from the MLEE Parent Policy Council.
7. Abide by the governing documents and policies of Head Start.
8. Be accountable for adhering to this Code of Ethics.
9. To report improper conduct.
10. Openly and honestly tell the truth.
11. Honor our commitments and promises to the best of our abilities.

- 12. Maintain the highest ethical standards of conduct.
- 13. Unethical conduct includes but is not limited to:
 - a. Committing any act of child abuse; either physical or verbal.
 - b. Committing any act of cruelty to children or any act of child endangerment.
 - c. Using one’s professional relationship or authority with students for one’s personal advantage.
 - d. Endangering in or being convicted of a crime involving children.

Compliance, Monitoring, and Reporting

Mille Lacs Early Education management is responsible for communicating this Code of Ethics to all members and standing committee members.

Ratified by Mille Lacs Early Education on April 18, 2016.

This form must be completed by all members of the board of members and standing committee members. Failure to comply with the code of ethics may cause removal from Parent Policy Council.

Print Name

Date

Signature

