

**CITY OF SAN ANTONIO
HEAD START POLICY COUNCIL
2019 AMENDED BYLAWS**

ARTICLE I

Name

This body shall be named the Head Start Policy Council, also referred to as “HSPC” or “Policy Council.”

ARTICLE II

Purpose

The purpose of this Policy Council shall be to participate in a formal structure of program governance with the governing body of the City of San Antonio (“City”), as the Head Start grantee, or its representatives concerning the design and implementation of the City of San Antonio Head Start Program ("Program"), which includes Head Start and Early Head Start Child Care Programs, and to provide the leadership necessary to exercise its authority, as outlined in the Head Start Program Performance Standards (“HSPPS”), to enhance the total development of the participating families and children in the San Antonio and Edgewood Independent School Districts.

ARTICLE III

Responsibilities

The HSPC must work in partnership with the City's key management staff and the City's governing body to develop, review, and/or approve or disapprove the following:

- a) Program recruitment, selection, and enrollment priorities;
- b) All funding applications and amendments to funding applications, including administrative services, prior to the submission of such applications to the U.S. Department of Health and Human Services;
- c) Budget planning for Program expenditures, including policies for reimbursement and participation in Policy Council activities;
- d) Bylaws for the operation of the Policy Council;
- e) Program personnel policies and approval of standards of conduct for staff, contractors, and volunteers as well as the hiring, and termination of the Program Administrator and any other person in an equivalent position within the Program; and
- f) Procedures for how members of the Policy Council will be elected.

Further, the HSPC will:

- a) Use ongoing monitoring results, data on school readiness goals, and other information described in the HSPPS and the Head Start Act to conduct its responsibilities;

- b) Assist in the development and approval or disapproval of dispute resolution procedures in accordance with federal regulations;
- c) Ensure activities support the active involvement of parents in supporting program operations, including policies to ensure that the Program is responsive to community and parent needs;
- d) Have a process for communication with Parent Connection Committees;
- e) Abide by the Standards of Conduct set out and signed by each Policy Council member; and
- f) Not engage in fundraising activities.

ARTICLE IV

Membership

Section 1- Composition

The HSPC will be comprised of elected (a) parents/legal guardians of children currently enrolled in the Program and (b) community members, (collectively, “members”), who shall submit to the City an application in accordance with established processes and are eligible according to these Bylaws and applicable law.

- a) Parents of Currently Enrolled Children: At least fifty-one percent (51%) of the members of the Policy Council shall be parents of children currently enrolled in the Program. Parents must be proportionally represented, by Head Start program and service area. For example, if 30% of children in City’s entire Program are served in SAISD’s Head Start program, then 30% of HSPC parent members will be parents of those children; if 15% of children in City’s entire program are served in EHS-CCP Centers within EISD, then 15% of HSPC parent members will be parents of EHS-CCP children within EISD. Each primary parent member will have at least one alternate.
- b) Community Members: Parents of children currently enrolled in the Program will elect two (2) members from the community served, which may include parents or guardians of formerly enrolled children.
- c) Conflict of Interest: Parents/legal guardians of currently enrolled children and members of the community seeking a position on the HSPC must not have a financial conflict of interest; be personally employed or have an immediate family member employed, with the Program; nor receive compensation for providing services to the Program.

Section 2 - Term of Membership

- a) Term: All members, whether primary or alternate, shall serve for a term of one (1) year.
- b) Term Limits: Each member may serve two (2) additional one (1) year terms, if re-elected to each. No member shall serve on the Policy Council for more than a total of three (3) terms. Service of 6 months or more shall count as one (1) year of the three-year service limit, except in the case of an alternate who attends meetings but does not vote.
- c) Filling Vacancies: In the case of a primary parent member's removal or resignation, the alternate parent member serving for that school district shall succeed to the vacated parent member's position and become the primary parent member for the remainder of the term. If an alternate parent member is removed, resigns, or succeeds to a primary parent member's vacated position, the candidate receiving the next highest number of votes at the initial election for the vacant position shall be offered the opportunity to fill the open alternate position (so long as the candidate is still eligible), and so on. If the group of eligible

candidates from which to select a successor has been exhausted, another election shall be held to fill the vacant position. A similar process shall be followed to fill vacant community member position(s).

- d) HSPC members elected during the annual, regularly-scheduled elections shall be seated as a body and hold their first scheduled meeting the next month after the end of the previous term.

Section 3 - Termination of Membership

- a) All members are encouraged to attend each meeting of the HSPC. Parent members should coordinate with alternates to ensure district representation at all meetings.
- b) A HSPC member will be sent a warning letter after a minimum of three (3) absences from regularly-scheduled meetings as notice of potential termination of membership upon further absence(s).
- c) After a warning letter is sent, a member who misses another regularly-scheduled meeting will be removed from the HSPC. Membership will be terminated by notification from the Policy Council stating the policy herein and signed by the Policy Council Chairperson.

Section 4 - Resignation

HSPC members who are unable to complete their term of office should immediately inform the Chairperson and Program staff in writing of their resignation. The vacant position shall be filled in accordance with these Bylaws and established election processes for the Program.

ARTICLE V

Officers

Section 1 - Officers

The officers of the HSPC shall consist of:

- a) Chair
- b) Vice-Chair
- c) Secretary

Other offices may be created as needed.

Section 2 - Electoral Process

The HSPC shall elect all officers from its membership. Only parents of currently enrolled children are eligible to hold an office.

- a) Election of officers shall be held at the first meeting of the newly-elected Policy Council of each year.
- b) Nominations for candidates will be made from the floor by voting members and shall be elected by the majority of the votes cast.
- c) No write-in votes or absentee ballots will be accepted for or by any member.

Section 3 - Term of Office

Each officer will be elected to serve a term of one (1) year as officer.

Section 4 - Duties of Officers

- a) The Chairperson shall:
 - 1) Preside at all meetings of the HSPC;
 - 2) Appoint committee members from the HSPC with the approval of the HSPC; and
 - 3) Call meetings as deemed necessary and allowable under the Texas Open Meetings Act.
- b) The Vice-Chairperson shall:
 - 1) Perform the duties of the Chair, in the absence of the Chairperson; and
 - 2) Assume the duties of the Chairperson should a vacancy occur in the office of the Chair.
- c) The Secretary, with the assistance of City staff, shall:
 - 1) Keep and maintain a current list of the names, addresses and contact information of the membership with the assistance of the City staff;
 - 2) Maintain a record of voting results at meetings; and
 - 3) Perform the duties of the Chair in the absence of both the Chairperson and the Vice-Chairperson.
- d) The Officers shall coordinate so that an officer attends meetings of the Community Action Advisory Board and answers questions as needed regarding the HSPC.

ARTICLE VI

Meetings and Voting

Section 1- Meetings

- a) Frequency: HSPC meetings shall be scheduled on a monthly basis or as often as necessary, and shall be conducted in accordance with the Texas Open Meetings Act.
- b) Quorum: A quorum shall consist of at least fifty-one percent (51%) of Policy Council membership. For the purpose of determining a quorum, vacant positions are not counted. Alternate parents will only be considered as part of the quorum if sitting in for an absent primary parent. If a quorum of the HSPC is not in attendance, the meeting shall not continue and a subsequent meeting date will be set. Failure to achieve a quorum during two (2) consecutive meetings shall result in the immediate call for a Special Meeting at the earliest possible time. Notice of a Special Meeting shall be set in accordance with the posting requirements of the Texas Open Meeting Act.
- c) Attendance: HSPC members shall strive to attend all meetings. If a HSPC member must be absent from a regularly-scheduled meeting, (s)he shall notify the City's HSPC liaison and the HSPC Chairperson at least twenty-four (24) hours prior to the meeting unless an emergency prevents the member from doing so and, in the case of a primary parent member, shall also coordinate with the alternate to ensure representation of the school district at the meeting. HSPC alternates are highly encouraged to attend all meetings and participate in discussions. Alternates shall use their best efforts to remain involved in Policy Council business and be prepared to represent the school district in the absence of the primary parent member or in the event the primary member is removed or resigns.
- d) Minutes / Records: City staff shall prepare and maintain minutes of HSPC meetings. Minutes shall be maintained in accordance with federal, state and local law. All records are subject to the provisions of the Texas Public Information Act.

Section 2 - Voting

- a) Each member of the HSPC shall have one (1) vote in action items of the HSPC. Alternate parent members may participate in all HSPC discussions but may only cast a vote in the absence of the primary member for which they serve as an alternate.
- b) A proposed action is adopted if a majority of the votes *cast* are in favor of the action.
- c) A member may choose not to cast a vote if he or she wishes to take a neutral position, or has a conflict of interest (recusal). His or her abstention shall not count in favor of or opposition to the motion, nor in tallying the total number of votes cast.
- d) Neither proxy (allowing another to vote for the member) nor absentee voting will be allowed.

ARTICLE VII

Committees

- a) The HSPC shall have Standing and Special Committees.
- b) The size of a committee's membership shall be no less than three (3) and no more than five (5) HSPC members, with a quorum consisting of the majority of appointed members. The membership of committees shall be approved by a majority of the votes cast by the HSPC.
- c) Committee chairpersons shall be elected by the remaining members of the committee and shall keep a record of its activities and findings, and report updates to the HSPC through written or verbal reports at the next regularly-scheduled HSPC meeting. On issues requiring a vote by the HSPC, the committee chairperson shall present the recommendation of the committee and supporting rationale to the HSPC.
- d) **Standing Committees.** Standing Committees shall meet as needed to discuss issues related to their charge. Standing Committees shall be established at the first available opportunity during each term. The HSPC shall have the following Standing Committees:
 - 1) Assessment and Planning: This committee's responsibilities include but are not limited to ensuring the completion of the Community Assessment and the Self-Assessment for the Program. Additionally, this committee shall be involved in strategic planning and modifications to the Program based upon the assessments and the Program's short and long range goals. The committee will be informed of periodic reviews and assessments as conducted by the City's Department of Human Services and it shall provide input into that process to ensure public and community concerns are adequately represented.
 - 2) Parent Engagement: This committee's responsibilities include but are not limited to reviewing and making recommendations on how best to utilize the Parent Family Community Engagement (PFCE) Framework. The committee will determine best methods to engage families using strategies that are most effective and to assist with establishing a communication system with parents, parent groups, and families at the Center and school level.
- e) **Special Committees.** The HSPC may establish Special Committees for the specific purpose of reviewing and addressing issues that arise during regular HSPC meetings but require further analysis. Special Committees shall be given a descriptive name and shall automatically dissolve upon completion of its charge. Each Special Committee shall be responsible for establishing operational procedures specific to its assigned task, and which shall be made available for review.

ARTICLE VIII

Salaries and Compensation

HSPC members shall receive no salaries or compensation for their services.

ARTICLE IX

Reporting

The HSPC Chairperson or designee, with assistance of City staff, shall, upon request, submit a written or verbal report to the City Council Committee having responsibility or oversight over the Program on a monthly basis.

ARTICLE X

Ethics Code

All HSPC members shall be subject to the Head Start Standards of Conduct and the requirements set forth in the City's Ethics Code, as applicable to City Officials, with the exception of the financial disclosure requirements under Section 2-73 of the Ethics Code.

ARTICLE XI

Amendments

These Bylaws may be amended by a majority of HSPC votes cast, and subsequent approval by City Council.

Amended and adopted by HSPC on _____, 2019.

Approved by City Council on _____, 2019.

I hereby certify that this is a true and correct copy of the amended Head Start Policy Council Bylaws as approved by the HSPC on the date indicated above.

Chair, Head Start Policy Council

Date

Secretary, Head Start Policy Council

Date

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HEAD START POLICY COUNCIL
2019 AMENDED BYLAWS**

ARTICLE I

Name

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ARTICLE II

Purpose

The purpose of this Policy Council shall be to participate in ~~shared decision-making~~ a formal structure of program governance with the governing body of the City of San Antonio (“City”), as the Head Start grantee, or its representatives concerning the design and implementation of the City of San Antonio Head Start Program ("Program"), which includes Head Start and Early Head Start Child Care Programs, and to provide the leadership necessary to exercise its authority, as outlined in the Head Start Program Performance Standards (“HSPPS”), to enhance the total development of the participating families and children in the San Antonio and Edgewood Independent School Districts.

ARTICLE III

Responsibilities

The HSPC must work in partnership with the City's key management staff and the City's governing body to develop, review, and/or approve or disapprove the following:

- a) Program recruitment, selection, and enrollment priorities;
- b) All funding applications and amendments to funding applications, including administrative services, prior to the submission of such applications to the U.S. Department of Health and Human Services;
- c) Budget planning for Program expenditures, including policies for reimbursement and participation in Policy Council activities;
- d) Bylaws for the operation of the Policy Council;
- ~~a) Procedures describing how the City's governing body and the Policy Council will implement shared decision-making;~~
- ~~b) —~~
- ~~c) Procedures for Program planning;~~
- ~~d) —~~
- ~~e) The Program's philosophy and long and short range Program goals and objectives;~~
- ~~f) —~~
- ~~g) The composition of the Policy Council and the procedures by which members are chosen;~~
- ~~h) —~~
- ~~i) Criteria for determining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR part 1305 of the Head Start regulations;~~
- ~~j) —~~

~~k) Program personnel policies and The annual self-assessment of the City's progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the federal monitoring review;~~

~~l) —~~

~~e) Program personnel policies and subsequent changes to those policies, including standards of conduct for Program staff, contractors, consultants, and volunteers; Decisions regarding the employment of program staff and including a Approval of standards of conduct for staff, contractors, and volunteers as well as nd criteria for the employment and dismissal of program staff, as stated in paragraph 1(E)(iv)(IX) of the Act, regarding the hiring, evaluation, compensation, and termination of the Program Administrator and any other person in an equivalent position within the Program; and~~

f) Procedures for how members of the Policy Council will be elected.

~~a) Decisions to hire or terminate the Program's Administrator;~~

~~b) —~~

~~Criteria and decisions to hire or terminate any person who works primarily for the Program;~~

Further, the HSPC will:

a) Use ongoing monitoring results, data on school readiness goals, and other information described in the HSPPS and the Head Start Act to conduct its responsibilities;

~~a) Assist in the development and approval/disapproval of policies and procedures to enable low income Policy Council members to participate fully in their group responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by members;~~

~~b) Assist Parent Connection Committees in communicating with parents enrolled in all Program options to ensure that they understand their rights, responsibilities, and opportunities of the Program and to encourage their participation;~~

b) Assist in the development and approval or disapproval of dispute resolution procedures in accordance with federal regulations;

c) Ensure activities support the active involvement of parents in supporting program operations, including policies to ensure that the Program is responsive to community and parent needs;

~~e) Abide by the Standards of Conduct set out and signed by each Policy Council member;~~

~~d) Serve as a link to the Parent Connection Committees, the City's governing body, public and private organizations, and the communities they serve~~Have a process for communication with Parent Connection Committees;

e) Abide by the Standards of Conduct set out and signed by each Policy Council member; and

~~d) With the assistance of staff, assist Parent Connection Committees in planning, coordinating, and organizing Program activities for parents, as well as ensuring that funds set aside from Program budgets are used to support parent activities;~~

~~e) Assist in recruiting volunteer services from parents, community residents, and community organizations, and in mobilizing community resources to meet identified needs;~~

~~a)f) Assist in the development and approval of procedures for working with the City to resolve community complaints about the Program, and of policies to ensure responsiveness to community and parent needs; and~~Not engage in fundraising activities.

ARTICLE IV

Membership

Section 1- Composition

The HSPC will be comprised of elected (a) parents/legal guardians of children currently enrolled in the Program and (b) community members, (collectively, “members”), who shall submit to the City an application in accordance with established processes and are eligible according to these Bylaws and applicable law.

- a) Parents of Currently Enrolled Children: ~~At least fifty-one percent (51%) of the members of the Policy Council shall be~~ At least fifty-one percent (51%) of the members of the Policy Council shall be ~~Parents of children currently enrolled in the Program~~ Parents of children currently enrolled in the Program ~~must be proportionately represented on the HSPC. Parents must be proportionately represented, by Head Start program and service area. For example, if 30% of children in City's entire Program are served in SAISD's Head Start program, then 30% of HSPC parent members will be parents of those children; if 15% of children in City's entire program are served in EHS-CCP Centers within EISD, then 15% of HSPC parent members will be parents of EHS-CCP children within EISD. Each primary parent member will have at least one alternate. Head Start parents will elect three (3) primary and three (3) alternate members for SAISD and two (2) primary and two (2) alternate members for EISD; Early Head Start parents will elect (1) primary and (1) alternate for the Early Head Start sites located in SAISD and (1) primary and (1) alternate member for the Early Head Start sites located in EISD.~~
- b) Community Members: ~~Parents of children currently enrolled in the Program will elect two (2) community members~~ Parents of children currently enrolled in the Program will elect two (2) community members ~~at large from the community served, which may include parents or guardians of formerly enrolled children, who are interested in the education and development of the children served by the Program and can contribute to the Program based on their experience in fields such as education, health, social work, law, and business, or based on their familiarity with resources and services for low income children and families, including, for example, the parents or guardians of formerly enrolled children.~~
- c) Conflict of Interest: ~~Program or Contractor staff, or members of their immediate families, are prohibited from serving on the Policy Council unless said staff only occasionally substitutes for the Program. Immediate family is defined to include: spouses, and parents, siblings and children, including in laws~~ Parents/legal guardians of currently enrolled children and members of the community seeking a position on the HSPC must not have a financial conflict of interest; be personally employed or have an immediate family member employed, with the Program; nor receive compensation for providing services to the Program.

Section 2 - Term of Membership

- a) Term: All members, whether primary or alternate, shall serve for a term of one (1) year.
- b) Term Limits: Each member may serve two (2) additional one (1) year terms, if re-elected to each. No member shall serve on the Policy Council for more than a total of three (3) terms. Service of 6 months or more shall count as one (1) year of the three-year service limit, except in the case of an alternate who attends meetings but does not vote.
- c) Filling Vacancies: In the case of a primary parent member's removal or resignation, the alternate parent member serving for that school district shall succeed to the vacated parent member's position and become the primary parent member for the remainder of the term. If an alternate parent member is removed, resigns, or succeeds to a primary parent member's vacated position, the candidate receiving the next highest number of votes at the initial election for the vacant position shall be offered the opportunity to fill the open alternate position (so long as the candidate is still eligible), and so on. If the group of eligible

candidates from which to select a successor has been exhausted, another election shall be held to fill the vacant position. A similar process shall be followed to fill vacant community member position(s).

- d) HSPC members elected during the annual, regularly-scheduled elections shall be seated as a body and hold their first scheduled meeting the next month after the end of the previous term.

Section 3 - Termination of Membership

- a) All members are encouraged to attend each meeting of the HSPC. Parent members should coordinate with alternates to ensure district representation at all meetings.
- b) A HSPC member will be sent a warning letter after a minimum of three (3) absences from regularly-scheduled meetings as notice of potential termination of membership upon further absence(s).
- c) After a warning letter is sent, a member who misses another regularly-scheduled meeting will be removed from the HSPC. Membership will be terminated by notification from the Policy Council stating the policy herein and signed by the Policy Council Chairperson.

Section 4 - Resignation

HSPC members who are unable to complete their term of office should immediately inform the Chairperson and Program staff in writing of their resignation. The vacant position shall be filled in accordance with these Bylaws and established election processes for the Program.

ARTICLE V

Officers

Section 1 - Officers

The officers of the HSPC shall consist of:

- a) Chair
- b) Vice-Chair
- c) Secretary

Other offices may be created as needed.

Section 2 - Electoral Process

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- b) Nominations for candidates will be made from the floor by voting members and shall be elected by the majority of the votes cast.
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Section 3 - Term of Office

Each officer will be elected to serve a term of one (1) year as officer.

Section 4 - Duties of Officers

- a) The Chairperson shall:
 - 1) Preside at all meetings of the HSPC;
 - 2) Appoint committee members from the HSPC with the approval of the HSPC; and
 - 3) Call meetings as deemed necessary and allowable under the Texas Open Meetings Act.
- b) The Vice-Chairperson shall:
 - 1) Perform the duties of the Chair, in the absence of the Chairperson; and
 - 2) Assume the duties of the Chairperson should a vacancy occur in the office of the Chair.
- c) The Secretary, with the assistance of City staff, shall:
 - ~~1) Prepare the official correspondence of the HSPC as designated by the Chairperson;~~
 - ~~2) 1) Keep and maintain a current list of the names, addresses and contact information of the membership with the assistance of the City staff;~~
 - ~~3) 2) Maintain a record of voting results at meetings; and~~
 - ~~4) 3) Perform the duties of the Chair in the absence of both the Chairperson and the Vice-Chairperson.~~
- ~~d) The Officers shall coordinate so that an officer attend an officer attends meetings of the Community Action Advisory Board and answers questions as needed regarding the HSPC. City of San Antonio Head Start Program~~

ARTICLE VI

Meetings and Voting

Section 1- Meetings

- a) Frequency: HSPC meetings shall be scheduled ~~to meet~~ on a monthly basis or as often as necessary, and shall be conducted in accordance with the Texas Open Meetings Act.
- b) Quorum: A quorum shall consist of at least fifty-one percent (51%) of Policy Council membership. For the purpose of determining a quorum, vacant positions are not counted. Alternate parents will only be considered as part of the quorum if sitting in for an absent primary parent. If a quorum of the HSPC is not in attendance, the meeting shall not continue and a subsequent meeting date will be set. Failure to achieve a quorum during two (2) consecutive meetings shall result in the immediate call for a Special Meeting at the earliest possible time. Notice of a Special Meeting shall be set in accordance with the posting requirements of the Texas Open Meeting Act.
- c) Attendance: HSPC members shall strive to attend all meetings. If a HSPC member must be absent from a regularly-scheduled meeting, (s)he shall notify the City's HSPC liaison and the HSPC Chairperson at least twenty-four (24) hours prior to the meeting unless an emergency prevents the member from doing so and, in the case of a primary parent member, shall also coordinate with the alternate to ensure representation of the school district at the meeting. HSPC alternates are highly encouraged to attend all meetings and participate in discussions. Alternates shall use their best efforts to remain involved in Policy Council business and be prepared to represent the school district in the absence of the primary parent member or in

the event the primary member is removed or resigns.

e) ~~Minutes / Records: City staff shall prepare and maintain minutes of HSPC meetings. Minutes shall be maintained in accordance with federal, state and local law. All records are subject to the provisions of the Texas Public Information Act.~~

d) ~~_____~~

e) ~~Closed Session: If the HSPC anticipates discussion that may be an exception to the requirement for an open meeting, meetings to be open to the public under the Texas Open Meetings Act, a closed session may occur if properly called and upon notification on the agenda and in compliance with the Act.~~

~~Minutes / Records: City staff shall prepare and maintain minutes of HSPC meetings. Minutes shall be maintained in accordance with federal, state and local law. All records are subject to the provisions of the Texas Public Information Act.~~

~~f)d)~~

Section 2 - Voting

- a) Each member of the HSPC shall have one (1) vote in action items of the HSPC. Alternate parent members may participate in all HSPC discussions but may only cast a vote in the absence of the primary ~~parent~~ member for which they serve as an alternate.
- b) A proposed action is adopted if a majority of the votes *cast* are in favor of the action.
- c) A member may ~~abstain from voting~~choose not to cast a vote if he or she wishes to take a neutral position, or has a conflict of interest (recusal). ~~To abstain from a vote means a member has chosen not to cast a vote.~~ His or her abstention shall not count in favor of or opposition to the motion, nor in tallying the total number of votes cast.
- d) Neither proxy (allowing another to vote for the member) nor absentee voting will be allowed.

ARTICLE VII

Committees

- a) The HSPC shall have Standing and Special Committees.
- b) The size of a committee's membership shall be no less than three (3) and no more than five (5) HSPC members, with a quorum consisting of the majority of appointed members. The membership of committees shall be approved by a majority of the votes cast by the HSPC.
- c) Committee chairpersons shall be elected by the remaining members of the committee and shall keep a record of its activities and findings, and report updates to the HSPC through written or verbal reports at the next regularly-scheduled HSPC meeting. On issues requiring a vote by the HSPC, the committee chairperson shall present the recommendation of the committee and supporting rationale to the HSPC.
- d) **Standing Committees.** Standing Committees shall meet as needed to discuss issues related to their charge. Standing Committees shall be established at the first available opportunity during each term. The HSPC shall have the following Standing Committees:
 - 1) Assessment and Planning: This committee's responsibilities include but are not limited to ensuring the completion of the Community Assessment and the Self-Assessment for the Program. Additionally, this committee shall be involved in strategic planning and modifications to the Program based upon the assessments and the Program's short and long range goals. The committee will be informed of periodic reviews and assessments as conducted by the City's Department of Human Services and it shall provide input into that process to ensure public and community concerns are adequately represented.
 - 2) Personnel~~Parent Engagement~~: This committee's responsibilities include but are not limited to reviewing, commenting, and making recommendations on how best to utilize the Parent Family Community Engagement (PFCE) Framework. The committee will determine best methods to engage families using strategies that are most effective and to assist with creating establishing a communication system for (or "with") parents, parent groups, and families at the Center and school level.~~Program personnel policies and proposed personnel actions, including the hiring and firing of Program staff with regard to the Program Administrator and any other person in an equivalent position within the Program~~

- e) **Special Committees.** The HSPC may establish Special Committees for the specific purpose of reviewing and addressing issues that arise during regular HSPC meetings but require further analysis. Special Committees shall be given a descriptive name and shall automatically dissolve upon completion of its charge. Each Special Committee shall be responsible for establishing operational procedures specific to ~~their~~its assigned task, and which shall be made available for review.

ARTICLE VIII

Salaries and Compensation

HSPC members shall receive no salaries or compensation for their services.

ARTICLE IX

Reporting

The HSPC Chairperson or designee, with assistance of City staff, shall, upon request, submit a written or verbal report to the City Council Committee having responsibility or oversight over the Program on a monthly basis.

ARTICLE X

Ethics Code

All HSPC members shall be subject to the Head Start Standards of Conduct and the requirements set forth in the City's Ethics Code, as applicable to City Officials, with the exception of the financial disclosure requirements under Section 2-73 of the Ethics Code.

ARTICLE XI

Amendments

These Bylaws may be amended by a majority of HSPC votes cast, and subsequent approval by City Council.

Amended and adopted by HSPC on _____, 2019.

Approved by City Council on _____, 2019.



I hereby certify that this is a true and correct copy of the amended Head Start Policy Council Bylaws as approved by the HSPC on the date indicated above.

– Chair, Head Start Policy Council

Date

Secretary, Head Start Policy Council

Date

	City of San Antonio Head Start Program Procedure	
PDM 13	EFFECTIVE: April 13, 2010	REVISED: November 3, 2015, November 1, 2019
SUBJECT: City of San Antonio Head Start Program Impasse Procedures		
REFERENCE: Program Design and Management: Program Governance		
PAGE: 1 of 3		

I. Purpose:

To establish Impasse Procedures for resolving any dispute between the Governing Body including Advisory Committees, and the Head Start Policy Council (HSPC), and/or between the HSPC and Head Start Program staff.

II. Operational Procedures:

2.1 The procedures outlined below govern the relationship of 5 bodies:

Body #1 – City Council

As the Governing Body, and to maintain legal and fiduciary oversight, City Council takes action on all legal and fiscal matters of the City's Head Start Program (Program).

Body #2 – Head Start Policy Council (HSPC)

Elected parents of children in the Program and elected members of the community who exercise programmatic oversight by considering action items brought forward by Program staff

Body #3 – Head Start Program staff (Program staff)

Program staff briefs the HSPC on programmatic items including applications, budgeting, planning, program and personnel policies, Program Design, Community Assessment, Self-Assessment, School Readiness Goals, Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA), and general operating procedures.

Body #4 – Advisory Committee(s) to City Council (City Council Committee)

Advisory Committees to City Council oversee key responsibilities of the Program (non-legal and non-fiscal in nature). Comprised of City Council members, a City Council Committee receives periodic updates on the Program and manages any impasse between the HSPC and Other Advisory Committees.

Body #5 - Advisory Committee(s) to City Council (Other)

Advisory Committees to City Council oversee key responsibilities of the Program (non-legal and non-fiscal in nature). This includes briefing items regarding monthly reports, and actions approved by the HSPC regarding the annual, self-assessment and program information reports; strategic planning; community assessment; program and personnel policies; ERSEA items; and general operating procedures.

2.2 All HSPC, City Council and Advisory Committee members will receive Head Start governance training and be made aware of these procedures during training sessions.

III. Impasse Procedures:

The following process will occur in sequential phases, as needed:

3.1 Phase 1 – for Matters between HSPC and Head Start Program Staff

Research, Discussion, and Presentation

In the event of an impasse between the HSPC and Program Staff related to items brought before the HSPC for approval, the following sequential steps will be taken:

1. If the HSPC cannot approve an item presented by Program Staff, it will immediately request more information.
2. If more information does not resolve the matter, the HSPC will establish a special committee, and invite Head Start Program Staff to conduct further research regarding the matter, and to collaborate for a resolution to be presented at the next regularly-scheduled meeting. A Special Meeting may be called if the item is needed in time for the next Advisory Committee to City Council (Other) meeting.

3.2 Phase 2 – for Matters between HSPC and Advisory Committee(s) to City Council (Other)

Voluntary Negotiation:

In the event of an impasse between the HSPC and an Advisory Committee to City Council (Other) related to briefing items and actions approved by HSPC, the following sequential process will be followed:

1. In the event that either of the bodies above disagree on an item, the Advisory Committee will request, and HSPC will provide, a further explanation of the item/action and/or further documentation or information prior to consideration of the matter at its next regularly scheduled meeting for reconsideration. If time is of the essence, a Special Meeting may be called.
2. If the matter is still unresolved, each body will appoint no more than three representatives to a joint subcommittee for the purpose of voluntary negotiation. If the subcommittee is able to develop a recommendation supported by a majority of the representatives for each group (e.g., 2 of the 3 members of each body in the subcommittee), the issue and recommendation will be brought back to the HSPC for approval, and then to the Advisory Committee for reconsideration.
3. If this voluntary negotiation process does not resolve the matter, then the bodies will move to Phase 3 of this process.

3.3 Phase 3 – Presentation to Advisory Committee(s) to City Council (City Council Committee)

Item for Final Decision:



In the event of an unresolved impasse between the HSPC and an Advisory Committee to City Council (Other) related to briefing items and actions approved by HSPC, the following sequential phases will be followed:

1. The item will be brought to the appropriate City Council Committee as an item for final decision.
2. The Program staff and Advisory Committee to City Council (Other) shall jointly write the memo to the City Council committee, explaining the impasse. Each party has the right to provide, if needed, additional information.
3. Head Start Program staff shall present the unresolved item to the City Council Committee with the assistance of the HSPC Executive Committee, as available. The Advisory Committee to City Council (Other) shall designate a representative to be present if the City Council Committee has questions regarding the memo. Should the City Council Committee approve the item, the matter is resolved.
4. The Advisory Committee to City Council (City Council Committee), as a subset of City Council members, will be the final decision-maker.

Related Regulations:

Head Start Program Performance Standards 1301.6

Head Start Act of 2007 Section 642(d)(1)

	City of San Antonio Head Start Program Procedure	
PDM 13	EFFECTIVE: April 13, 2010	REVISED: November 3, 2015, November 1, 2019
SUBJECT: City of San Antonio Head Start Program Impasse Procedures		
REFERENCE: Program Design and Management: Program Governance		
PAGE: 1 of <u>36</u>		

I. Purpose:

~~To facilitate meaningful collaboration and~~ To establish Impasse Procedures for resolving any dispute between the ~~Governing Body including Advisory Committees, and- t h e~~ Head Start Policy Council (HSPC), ~~and/or between the HSPC and Head Start Program staff. Head Start Program staff, and the Governing Body (or its representatives) and Advisory Committees to City Council, and/or between the Head Start Policy Council and Head Start Grantee management staff.~~

II. Operational Procedures:

- 2.1 The procedures outlined below ~~fall within two categories~~ govern the ~~relationship of 5~~ [bodies](#):

[Body #1 – City Council](#)

[As the Governing Body, and to maintain legal and fiduciary oversight, City Council takes action on all legal and fiscal matters of the City’s Head Start Program \(Program\).](#)

~~Category 1 – resolution of an impasse or disagreement between the Head Start Policy Council and the City Council committee(s) regarding issues related to planning and/or general operating procedures of the Head Start Program (including the termination or denial of refunding of the) Head Start grant); and~~

[Category 2Body #2 -- resolution of an impasse or disagreement between the Head Start Policy Council \(HSPC\)](#)

[Elected parents of children in the Program and elected members of the community who exercise programmatic oversight by considering action items brought forward by Program staffand Grantee \(City of San Antonio\) management staff related to personnel and/or other matters requiring Head Start Policy Council approval.](#)

[Body #3 – Head Start Program staff \(Program staff\)](#)

[Program staff briefs the HSPC on ~~programmaticaetion~~ items including applications, budgeting, planning, program and personnel policies, Program Design, Community Assessment, Self-Assessment, School Readiness Goals, Eligibility, Recruitment, Selection, Enrollment and Attendance \(ERSEA\), and general operating procedures.](#)

[Body #4 – Advisory Committee\(s\) to City Council \(City Council Committee\)](#)

[Advisory Committees to City Council oversee key responsibilities of the Program \(non-legal and non-fiscal in nature\). Comprised of City Council members, a City Council Committee receives periodic updates on the Program and manages any impasse between the HSPC and Other Advisory Committees.](#)

Body #5 - Advisory Committee(s) to City Council (Other)

Advisory Committees to City Council oversee key responsibilities of the Program (non-legal and non-fiscal in nature). This includes briefing items regarding monthly financial statements, program information reports, enrollment and attendance monthly reports, meals and snacks, financial audit, self-assessment and strategic planning... and actions approved by the HSPC such as regarding the annual report, self-assessment and program information reports; strategic planning; community assessment; program and personnel policies; ERSEA items, program information report; and general operating procedures.

- 2.2 AllNew Policy CouncilHSPC, City Council and City Council committeeeach Advisory Committee members will receive Head Start governance training and be made aware of these procedures during thesetraining sessionsHead Start.

program-orientation-sessions:

~~If the disagreement relates to disapproval of refunding application which could lead to termination or denial of refunding the Head Start Grant, the City's Department of Human Services (DHS) shall notify the U.S. Department of Health and Human Services (HHS) Regional Office within 10 working days. If the Head Start Policy CouncilHSPC is proposing to disapprove the a refunding application, DHS shall notify the U.S. Department of Health and Human Services (HHS) Regional Office immediately, at least 90 days prior to the refunding date.~~

III. Category Impasse Procedures:

The following process will occur in sequential phases, as needed:

3.1 Phase 1 ~~4~~ for Matters between HSPC and Head Start Program Staff

Research, Discussion, and Presentation

In the event of an impasse between the HSPC and Program Staff related to items brought before the HSPC for approval, the following sequential steps will be taken:

1. If the HSPC cannot approve an item presented by Program Staff, it will immediately request more information.
2. If more information does not resolve the matter, the HSPC will establish a special committee, and invite Head Start Program Staff to conduct further research regarding the matter, and to collaborate for a resolution to be presented at the next regularly-scheduled meeting. A Special Meeting may be called if the item is needed in time for the next Advisory Committee to City Council (Other) meeting.

3.2 Category Phase 21 -- Impasse Procedures for Matters Related to Planning and/or General Operating Proceduresbetween HSPC and Advisory Committee(s) to City Council (Other)

Voluntary Negotiation:

In the event of an impasse between the HSPC and ~~the an Advisory Committee to City Council committee- (Other)~~ related to ~~planning and/or general operating procedures~~

briefing items and actions approved by HSPC, the following sequential process will be followed:

1. In the event that either of the bodies above disagree on an item, When there is disapproval of any issue related to planning and/or general operating procedures between either the HSPC or the City Council committee, the disapproving group the Advisory Committee will request, and HSPC will provide, a brief further explanation of the reason item/action for disapproval and/or a request for further documentation or information prior to consideration of the matter at the its next regularly scheduled meeting for reconsideration for the disapproving group. (unlessIf time is of the essence, in which case, a sSpecial call mMeeting may be warrantedcalled). The issue, along with the additional documentation or information, will be presented to the disapproving group a second time for reconsideration.
2. If the matter is still unresolved, HSPC each body will shall designateappoint a subcommittee of no more than three membersrepresentatives to a joint subcommittee, and the City Council committee will identify no more than three representatives to meet for the purpose of voluntary negotiation. If the representatives subcommittee for the two groups areis able to develop a recommendation, which is supported by a majority of the representatives for each group (e.g., 2 of the 3 members of the HSPC and 2 of the 3 representatives of the City Council committee)each body in the subcommittee), the issue and recommendation will be brought back to the HSPC for approval, and then to the City Council eAdvisory Committee for reconsideration and approval, as appropriate.
3. If this voluntary negotiation process fails or the recommendation of the group is not accepted by either the HSPC and/or the City Council committee does not resolve the matter, then the parties bodies will move to Phase 3H of this process.

3.3 **Phase 3 – Presentation to Advisory Committee(s) to City Council (City Council Committee)**

Item for Final Decision:

In the event of an unresolved impasse between the HSPC and an Advisory Committee to City Council (Other) related to briefing items and actions approved by HSPC, the following sequential phases will be followed:

1. The item will be brought to the appropriate City Council Committee as an item for final decision.
2. The Program staff and Advisory Committee to City Council (Other) shall jointly write the memo to the City Council committee, explaining the impasse. Each party has the right to provide, if needed, additional information. The HSPC
3. Head Start Program staff and City Council committee shall each designate a subcommittee of no more than three members to participate in the mediation

~~process, the authority to select a mediator prior to the scheduled date of mediation, and shall grant the subcommittee settlement authority. Either party may replace its representative(s) at any time shall present the unresolved item to the City Council Committee with the assistance of the HSPC Executive Committee, as available. The Advisory Committee to City Council (Other) shall designate a representative to be present if the City Council Committee has questions regarding the memo. Should the City Council Committee approve the item, the matter is resolved.~~

~~The Advisory Committee to City Council (Other) designate a representative to be present and explain the Advisory Committee to City Council (Other)'s concerns~~

~~2.4. The HSPC subcommittee and City Council committee representatives shall, at a joint meeting, select a mediator from the list of mediators provided by the City of San Antonio. The qualified mediator will not have any affiliation with the City of San Antonio. The Advisory Committee to City Council (City Council Committee), as a subset of City Council members, will be the final decision-maker.~~

~~3.4 Phase 4 City staff (on behalf of the HSPC) brings the matter before City Council~~

~~City Council:~~

- ~~1. Should the item remain unresolved, Head Start staff shall set the item on the City Council agenda and bring it before City Council for approval.~~
- ~~2. A representative of either or both of the Advisory Committees to City Council shall be available to stand at the podium should the City Council have questions.~~
- ~~3. The mediator fees may be charged to the Head Start grant in the amount equal to the usual and customary fee charged within the City of San Antonio market.~~
- ~~4. The parties shall schedule mediation at a mutually agreeable time and place as soon as possible. The mediation will follow standard and customary mediation rules.~~
- ~~5. Upon conclusion of the successful mediation, the parties will develop and execute a settlement agreement within three working days. The actual settlement agreement or the course of action set forth therein shall be subject to City Council approval, if such approval is required. The Parties will abide by the agreed upon resolution/agreement.~~
- ~~3. If a mediated agreement is not reached, then the Parties will move to Phase III of this process.~~

~~Phase III Arbitration:~~

- ~~4. The HSPC and City Council Committee shall each designate a representative to participate in the arbitration process. Either party may replace its representative at any time.~~
- ~~5. —~~
- ~~6. Each party's designated representatives will select their respective legal counsel, if necessary, from a list of attorneys and an arbitrator from a list of arbitrators provided by the City of San Antonio. The arbitrator shall be mutually agreeable to both Parties.~~
- ~~7. —~~
- ~~8. Arbitrator and attorney fees will be charged to the Head Start grant in an amount equal to the usual and customary fees charged within the City of San Antonio market.~~
- ~~9. —~~
- ~~10. The arbitration shall be scheduled and completed within 90 days (unless an extension of time is mutually agreed to by the parties).~~
- ~~11. The arbitration shall be a de novo review (comprehensive review of all evidence, testimony and documentation) of the matter.~~

- ~~12.~~
- ~~13. The party having disapproved the action subject to this impasse shall be considered the Defendant for purposes of the arbitration. The party recommending the action which was not approved shall be the Plaintiff for purposes of the arbitration and shall have the burden of proof.~~
- ~~14.~~
- ~~15. The matter before the arbitrator shall be subject to a "preponderance of the evidence" burden of proof.~~
- ~~16.~~
- ~~17. The arbitrator shall have the option of issuing a scheduling order directing the parties to submit information and documents by set dates.~~
- ~~18.~~
- ~~19. If no scheduling order is issued:~~
- ~~20.~~
- ~~21. The attorneys for the parties shall confer within 15 calendar days of the commencement of the arbitration process to discuss discovery and exchange of documents and evidence relevant to the arbitration;~~
- ~~22. The Plaintiff shall provide a position statement to the Defendant and arbitrator no later than 45 calendar days prior to the scheduled date of the arbitration;~~
- ~~23. The Defendant shall submit a response to the Plaintiff's position statement within 15 calendar days of the receipt of the Plaintiff's position statement;~~
- ~~24. The Plaintiff shall have the option of submitting a response to the Defendant's position statement within 10 calendar days of receipt of the Defendant's position statement;~~
- ~~25. The Plaintiff shall provide a witness list and exhibit list to the Defendant and the arbitrator no later than 30 calendar days prior to the scheduled date of the arbitration;~~
- ~~26. The Defendant shall submit a witness list and exhibit list to Plaintiff and arbitrator within 10 calendar days of the receipt of Plaintiff's witness list and exhibit list.~~
- ~~27.~~
- ~~28. The arbitrator shall receive evidence and testimony as reasonably necessary to resolve the dispute in a timely manner.~~
- ~~29.~~
- ~~30. Unless otherwise agreed to by both parties there shall be no record taken of the arbitration.~~
- ~~31.~~
- ~~32. The decision of the arbitrator will be binding and final.~~

~~3.2 Category 2 Impasse Procedures for Matters Related to Personnel and/or Other Matters Requiring Head Start Policy Council Approval~~

~~The City of San Antonio will comply with applicable Head Start regulations, policies approved by the Head Start Policy Council and the governing body, and City's policies and procedures as they relate to personnel actions. In the event of an internal dispute between the HSPC and Grantee management staff related to personnel and/or other matters the following process will be followed:~~

~~Phase I Negotiation:~~

- ~~1. When there is disapproval by the HSPC on any issue related to personnel actions and/or other program actions recommended by Grantee management staff, the HSPC will provide Grantee management staff with a brief explanation of the reason for disapproval and a request for further documentation or information prior to consideration of the matter at the next regularly scheduled HSPC meeting. The issue, along with the additional documentation or information, will be presented to the HSPC a second time for reconsideration at their next regularly scheduled meeting (unless time is of the essence, in which case, a special call meeting may be warranted).~~
- ~~2. If the matter is still unresolved, the HSPC will identify a subcommittee of members (no more than three) to meet with Grantee management staff for the purpose of voluntary negotiation. If the representatives for the two groups are able to develop a recommendation, which is supported~~

by a majority of the representatives for each group (e.g., 2 of the 3 members of the HSPC and 2 of the 3 representatives of the Grantee management staff), the issue and recommendation will be brought back to the HSPC and Grantee management staff for consideration and approval, as appropriate.

3. If the voluntary negotiation process fails or the recommendation of the group negotiation is not accepted by the HSPC and/or Grantee management the parties will move to Phase II of this process.

Phase II – Arbitration:

1. Each group shall designate a member to participate in the arbitration process. Either party may replace its representative at any time.
2. The HSPC and designated representative(s) for the Grantee management staff will select their respective legal counsel, if necessary, from a list of attorneys and an arbitrator from a list of arbitrators provided by the City of San Antonio. The arbitrator shall be mutually agreeable to both Parties.
3. Arbitrator and attorney fees will be charged to the Head Start grant in an amount equal to the usual and customary fees charged within the City of San Antonio market.
4. The arbitration shall be scheduled and completed within 90 days (unless an extension of time is mutually agreed to by the parties).
5. The arbitration shall be a *de novo* review (comprehensive review of all evidence, testimony and documentation) of the matter.
6. The party having disapproved the action subject to this impasse shall be considered the Defendant for purposes of the arbitration. The party recommending the action which was not approved shall be the Plaintiff for purposes of the arbitration and shall have the burden of proof.
7. The matter before the arbitrator shall be subject to a “preponderance of the evidence” burden of proof.
8. The arbitrator shall have the option of issuing a scheduling order directing the parties to submit information and documents by set dates.
9. If no scheduling order is issued:
 - a. the attorneys for the parties shall confer within 15 calendar days of the commencement of the arbitration process to discuss discovery and exchange of documents and evidence relevant to the arbitration;
 - b. the Plaintiff shall provide a position statement to the Defendant and arbitrator no later than 45 calendar days prior to the scheduled date of the arbitration;
 - c. the Defendant shall submit a response to the Plaintiff’s position statement within 15 calendar days of the receipt of the Plaintiff’s position statement;
 - d. the Plaintiff shall have the option of submitting a response to the Defendant’s position statement within 10 calendar days of receipt of the Defendant’s position statement;
 - e. the Plaintiff shall provide a witness list and exhibit list to the Defendant and the arbitrator no later than 30 calendar days prior to the scheduled date of the arbitration;
 - f. The Defendant shall submit a witness list and exhibit list to Plaintiff and arbitrator within 10 calendar days of the receipt of Plaintiff’s witness list and exhibit list.
10. The arbitrator shall receive evidence and testimony as reasonably necessary to resolve the

~~dispute in a timely manner.~~

~~11. Unless otherwise agreed to by both parties there shall be no record taken of the arbitration.~~

~~12. The decision of the arbitrator will be binding and final.~~

Related Regulations:

[Head Start Program Performance Standards](#) 1301.6;

[Head Start Act of 2007 Section](#) 642(d)(1)