

# Policy Council

# By-Laws

Revised September 2020



*Together We Build Bright Futures*

**This Institution is an Equal Opportunity Provider**

## **Policy Council By-Laws**

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Policy Council Approval: 2 August 2017, Revision approved 6 March 2021

Semcac Board Approval: 11 September 2017 original, Revision approved: 14 October 2019

## ***PREAMBLE***

### **Welcome To The Semcac Head Start Policy Council**

#### **Head Start works together with families to build bright futures.**

THANK YOU for accepting the responsibility of serving as a Policy Council Delegate, Alternate, or Community Representative for the Semcac Head Start program. This is a big job and an important one. With your help, it will be possible for all the parents to have a real voice in deciding what kind of Head Start program ours will be. We hope that you will find participating on the Policy Council an educational, interesting and rewarding experience.

The Policy Council By-laws with this Preamble, have been written to help you understand your role and responsibilities as a Policy Council member. In addition, you received an orientation binder that includes other helpful resources such as our program's philosophy and goals.

The Head Start program operates under the umbrella of Semcac, who is the grantee. The Department of Health and Human Services/Administration for Children and Families awards Head Start grants. The State of Minnesota's Department of Education also allocates state funds to support additional funded enrollment. The grantee must follow regulations as stated in the Head Start Act, Head Start Performance Standards, and Federal Uniform Guidelines as well as applicable state laws and regulations.

When you are attending a meeting of the Policy Council, you are representing not only yourself, but also the parents who elected you to represent them (your Parent Committee group). To represent them well, you must know their ideas and feelings on matters that are being considered by the Policy Council and be able to present those ideas and feelings. You should also work with other members of the Policy Council to arrive at Policy Council decisions.

Your primary contact will be the Director regarding the activities of Policy Council. If you have questions or concerns, feel free to contact the Director at 507/864-8271. Your Home-based Educator, Teacher or Family Education Paraprofessional would be happy to answer questions you may have.

# **Semcac Head Start – Policy Council By-Laws**

## **RESOLUTION**

Resolved, by Semcac Board, that the By-Laws of Semcac Head Start Policy Council be, and the same hereby amended in its entirety, so as to read as follows.

## **ARTICLE I – NAME (1301.3.a)**

The Semcac Board, herein referred to as “Board,” establishes the Semcac Head Start Policy Council. The name of the organization shall be the Semcac Head Start Policy Council, herein referred to as “Policy Council.” This includes both Early Head Start and Head Start, center and home-based program options.

## **ARTICLE II – COMPOSITION (1301.3.b.)**

The Semcac Board, as the governing body, has the responsibility to determine the composition of the Policy Council, to include representation of the community. The Semcac Board By-laws are a matter of record in compliance with 1301.2.

The Board further will ensure that the Policy Council does not have identical memberships and functions as those of the Board. In general, the Board shall have control and policy management of the legal and fiscal affairs, business, property and funds of the corporation to safeguard federal and state funds.

The following concerns the operations of the Policy Council.

### **2.1. Establish**

The Policy Council will be established as early in the program year as possible. November will be the target month to establish the Policy Council. The new Policy Council will be established before the existing Policy Council members step down, to the extent possible.

### **2.2. Representation**

Policy Council will be comprised of two types of representatives:

- 1) Parents or guardians of children enrolled in the Head Start program are eligible to serve as members
- 2) Representatives of the community who have a concern for children and can contribute to the program may serve on the Policy Council. This includes past Head Start parents.

#### **2.2.1 Parent Representatives**

Parents will make up the majority of the members of Policy Council.

Parents of children currently enrolled in all program options must be proportionately represented on established policy groups, to include center- and home-based, and Early Head Start and Head Start.

#### **2.2.2 Community Representatives**

Community members provide their agency/organization and community with current information about the Semcac Head Start program.

Parents and staff are encouraged to recruit appropriate candidates. Individuals interested in serving as a Community Representative can contact the Family and Community Partnership Coordinator.–Nominations will be voted on by Policy Council members present at the regular meeting. Community representatives will make up the minority of the Policy Council total membership.

**2.3. Conflict of interest**

Members of the policy council shall will not have a conflict of interest with the Head Start agency and not receive compensation for serving on the policy council or for providing services to the Head Start agency. Parents who are employed by Head Start or serve on the Semcac Board may not serve on Policy Council. Semcac staff may not serve on Policy Council. The spouse of staff or a Semcac Board member may not serve on Policy Council.

**ARTICLE III – DUTIES and RESPONSIBILITIES (1301.3.c.)**

**RESPONSIBILITIES-** The policy council approves and submit to the governing body decisions about each of the following activities:

- Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs. Program recruitment, selection, and enrollment priorities.
- Applications for funding and amendments to applications for funding for programs prior to submission of applications.
- Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.
- Bylaws for the operation of the policy council.
- Personnel policies and decisions regarding the employment of program staff, consistent including standards of conduct for program and criteria for the employment and dismissal of program staff.
- Developing procedures for how members of the policy council of the Head Start agency will be elected.

**3.1. Purpose**

The purpose of the Policy Council shall be to promote the goals and objectives of the Head Start program as outlined in Head Start Performance Standards Part 1301 and the Head Start Act Section 642. C. Program Governance.

**3.2.1 Policy Council**

The Policy Council shall provide a formal structure of shared governance through which parents are responsible for the program direction of the Head Start program in Dodge, Fillmore, Houston, Mower, Steele, and Winona counties.

The Policy Council will appoint its Chair as the representative to the Semcac Board to act as a liaison between the two governing bodies. This will be a non-voting Semcac Board position. The appointee will have the responsibility for following proper procedures in submitting Policy Council recommendations or concerns to the Semcac Board. The appointee will report in writing or in person to the Policy Council at regular meetings.

**3.2.2 Semcac Board**

The Board assumes the legal and fiscal responsibility for Head Start and the safeguarding of all funds.

The Board will appoint a representative to the Policy Council who acts as a liaison between the two governing bodies. This will be a non-voting Policy Council position. The appointee will have the responsibility for following proper procedures in submitting Board recommendations or concerns to the Policy Council. The appointee will report in writing or in person to the Board at regular meetings.

### 3.2.3 Decision-making

The Director will present shared governance decisions through Policy Council before they are brought to the Semcac Board. When this is not possible, the issue may be brought to the Policy Council Executive Committee for action before taking to Semcac Board. Then, the issue will be added to the agenda for full Policy Council. Or, if needed, action items could go to the Semcac Board before the Policy Council if needed to meet deadlines.

The Policy Council Chair and Board Liaison will join the Director in bringing forward actions between the two bodies.

Policies, grants, and other pertinent documents will be implemented when approved by both boards. Both Bodies will review and approve as required by the Head Start Performance Standards.

### **ARTICLE IV – TERM (1301.3.d.)**

All Policy Council memberships shall be one (1) year terms, limited to five (5) consecutive or five (5) non-consecutive years in a lifetime. Terms shall run from the start of a new Policy Council in November until when new Policy Council members are elected and seated the following November.

The exception would be when a parent alternate does not actually cast a vote during the program year. That individual did not actually serve as Policy Council member. S/he would be allowed to serve an additional year as a Policy Council member if elected or re-elected.

### **ARTICLE V – REIMBURSEMENT (1301.3.e.)**

Policy Council members will not receive compensation for serving.

Policy Council members shall be reimbursed for each Policy Council activity to include:

- Mileage (if required) at the current agency rate.
- Childcare reimbursed at \$4 an hour for one child, \$8 an hour for two or more children. Policy Council will review rates annually. Members will submit a receipt for the cost, and a form is available to use if needed.
- Meals based on actual costs supported by actual receipts if not provided and if pre-approved.
- Connectivity Compensation of \$10 for each meeting in which a member participates. The compensation supports work with Policy Council via cell phone, emails, texts, and access to internet.

Members will use the Mileage and Expense Reimbursement form (in Appendix).

Community representatives and Semcac Board Representative will be reimbursed if they request.

Each site that has a Policy Council member in attendance, will receive \$10.00 for each meeting, in which a pc rep was present. Attendance will be reviewed at the April meeting in order for sites to receive the funds for May activities for use: End-of-Year Celebration, Parent Library resources, classroom books/equipment, summer literacy bags, etc.

### **ARTICLE VI – FUNCTION**

#### **6.1. Voting Rights**

Each Parent Committee Delegate and each community representative has one (1) vote.

The Chair only votes in the event of ties.

The Alternate will vote in the absence of the Delegate. As well, if the Delegate is serving as Chair, the Alternate could vote as a regular Delegate. This provides the site a voice in each vote.

## **6.2. Member Commitment**

All members will complete a Code of Conduct/Data Privacy form when they first join (in Appendix).

## **6.3. Absenteeism/Removal/Resignation**

If a member is unable to attend, the member should contact the Head Start office or the Chair as soon as possible. This considered an excused absence.

At each meeting, attendance will be reviewed as part of establishing quorum. If a member has two (2) consecutive unexcused absences from the Policy Council, the Chair will contact the member. The Chair will report to the Director if the member is staying on or not. If not, the Director will inform the site if it needs to select a new member.

If a Delegate is unable to fulfill their term, the Alternate has the option to become the Delegate and complete the term. If the Alternate is unable to complete the term, the vacancy shall be filled through the local parent committee election. Completion of a part year term will be reviewed for attendance before giving credit towards year of service.

A member may be removed from Policy Council for violating the Code of Conduct.

## **6.4. Officers and Election**

### **6.4.1. Eligibility**

Policy Council members may hold an office.

An officer who fails to perform his/her duties may be asked to resign or may be removed from office by a two-thirds (2/3) vote of the membership. If the Chair is asked to step down or resigns, the Vice-Chairperson will fill the vacated position. Vice-chair or other vacancies in office shall be replaced by the usual method of elections.

### **6.4.2 Election**

The Policy Council shall elect officers to serve as Chairperson, Vice-Chairperson, and Secretary.

If there is full, consistent representation from sites, the Policy Council could determine to add a Parent Affiliate officer.

Officers will be elected for a period of one year and may hold only one office at a time.

A simple majority vote shall determine the election.

### **6.4.3 Duties of the Officers**

#### **Chair**

- Presides over Policy Council meetings, Executive Committee meetings and special meetings
- Officially represents the Policy Council or designates an individual to do so. Serves as the Policy Council representative to the Semcac Board or assigns a representative
- Contacts the parent committee if their delegate has two (2) consecutive absences
- Appoints special committees as needed. Appoints individuals to fill temporary vacancies among officers and on committees
- Prepares the agenda for Policy Council meetings with the Director
- Prepares the agenda for Executive Committee meetings with the Director
- Explains each motion before it is voted on
- Votes only in the event of a tie. The exception to voting only in case of ties would be to allow the Chair to vote if there are fewer than five active members. This would allow for business to keep moving and allow for stronger parent support for various agenda items

- Signs all official documents after Policy Council approval
- Conducts meetings according to Robert's Rules of Order
- Assures that all Policy Council members have a copy of the By-laws

#### Vice-Chair

- Assumes responsibilities of the Chair in his/her absence
- Assists with general duties of the Chair whenever necessary

#### Secretary

- Assumes responsibilities of the Chair if vice-chair is absent
- Records minutes of all Policy Council and Executive Committee meetings
- Presents minutes of previous meeting for approval
- Takes attendance at each meeting and keeps attendance record
- Takes care of Policy Council official correspondence including invitations, letters, and thank you's etc.

#### Parent Affiliate

If elected, would assume responsibilities of the chair, if vice-chair and secretary are absent. Affiliate could serve as secretary if secretary needed to serve as acting chair.

### **6.5. Meeting Requirements**

#### 6.5.1 General

Policy Council shall meet regularly or otherwise as needed determined by members. Meetings shall occur at a time and place determined by the membership.

Staff will send notice of meetings to the Policy Council members and to staff via email ~~and parent intranet~~. At a minimum of seven (7) days to preview the items before the meeting. When this is not possible, an item could be brought to the meeting and members will decide whether to vote or take other action.

All meetings shall be conducted according to Policy Council by-laws, based on Robert's Rules of Order. Electronic meetings (conference calls or video conferencing) is allowed.

Decisions of the Policy Council shall be based upon a simple majority vote of the members present with the exception of the removal of an officer which requires 2/3 majority.

Staff members may attend Policy Council meetings or committee meetings in a consultant, non-voting capacity. Staff members should secure permission from their respective supervisor to attend before coming. This could mean a shift in the work schedule to avoid overtime. If supervisor approves, s/he will email the Director to explain the purpose for attending. The Director may deny attendance, and if needed, will confer with the Chair. If staff comes without permission, they will be asked to leave.

The Director attends all Policy Council meetings in a consultant, non-voting capacity.

Written minutes of each meeting will be kept. Staff will share minutes, along with other all parents to view in a timely manner. Minutes shall be made available to the Board and to the public upon request.

Special meetings shall be called by the Policy Council Chair and/or the Director or upon written request of fifty percent (50%) of the Policy Council.

#### 6.5.2 Quorums

- A quorum will be established if one-third (1/3) of the Policy Council members are present, including one officer. A quorum could be established by means of telephone conference call, video conference call, or other electronic methods available.
- Fifty-one percent (51%) of those present must be parents of children currently enrolled in the program.
- If a Parent Committee does not have an elected Delegate, the empty slot is not counted in the membership.



- If a quorum is not present, at time of the meeting, those members present could determine to hold the meeting in the interest of moving business along. Members may call a brief recess and contact members by phone.
- If issues arise in between regularly scheduled meetings that need prompt attention, email could be used to canvas members' views and/or vote. Members would email their comments and vote, either way for all to review. The Chair and Director would tally results. Similarly, a conference call could be used. Director will confer with Chair to set up either of these situations.

## **6.6. Standing Committees**

### 6.6.1 Executive Committee

Elected officers make up this committee and the Chair will lead it. The Director shall serve as advisor.

- Two officers present will serve as a quorum.
- Each member has one (1) vote except for the Chair. The Chair votes only to break a tie. Approval of action will be by majority vote.
- The committee has the authority to conduct business on behalf of the Policy Council between regular meetings of the Policy Council. Information and decisions will be shared with the full Policy Council at their next regularly scheduled meeting, and full vote taken if appropriate.
- The committee may meet as a telephone conference call. Or, if needed to facilitate prompt action to respond, for example, to funding agencies, agenda items could be reviewed and approved via email voting. Members would email their comments and vote, either way for all to review. The Chair and Director would tally results.

The Executive Committee also serves as the Grievance Committee. The Grievance Committee shall attempt to resolve difficulties that arise from parent or community member concerns in accordance with By-Laws Article IX.

### 6.6.2 Program Work Groups

Each year a new Policy Council convenes, members will be asked to serve voluntarily on the:

- a. Health and School Readiness Leadership Team (SRLT) led by the Education and Health Coordinator. The HSRLT has the mission to ensure a program wide system is implemented to prepare children for life life-long success in partnership with their family and community. The team has representation from service areas, staff positions, parents and community members.

If no Policy Council member is able or interested, staff will be encouraged to ask other parents. Staff will be asked to serve as well.

As need arises, Policy Council members would be asked to join staff at special meetings or learning communities in support of a particular topic or issue.

## **ARTICLE VII – PARENT COMMITTEES** (1301.4)

### **7.1. Establishment**

Local Parent Committees will be established as early in the program year as possible. October will be the target date.

Parent Committees for center-based operations will be established at the center level. For home-based program option, an equivalent Committee must be established at the local program level.

Parents will vote on the composition at the first Committee meeting:

- when the program operates more than one option from the same site (example home-based and center-based), or
- if more than one site is operating centers in the same town/city,
- the Parent Committee membership is combined unless parents choose to have a separate Committee for each option.

### **7.2. Membership**

Parent committees will be comprised exclusively of parents of currently enrolled children.

### **7.3. Representatives to Policy Council**

Each Parent Committee will elect annually one parent to serve as their Policy Council Delegate and one parent to serve as their Policy Council Alternate.

Staff will orient parents to understand other leadership opportunities and participation, for example, in the state association or the program's Health/Special Services Advisory and School Readiness Leadership Team.

### **7.4. Responsibilities**

Within the Parent Committee structure, responsibilities are:

- Advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families
- Communications with the elected Policy Council representatives
- Within the guidelines established by the Board and Policy Council, participate in the recruitment and screening of Head Start employees.
  - The program will consider current and former program parents for employment vacancies for which such parents apply and are qualified.
  - Parents will be invited to join the interview committees for the hiring of all regular staff based on agency personnel hiring policies and procedures.
  - Parents will have same rights and responsibilities as other committee members in recommending the best candidate for the position.
  - If parent is unable to attend interviews, the interviews will continue regardless.
  - The Director's monthly reports will include an update on staff hiring and separations.
  - The Policy Council will vote to approve the Directors monthly report as routine meeting agenda item.
  - The exception is that Policy Council will have responsibility to share with Board the decision to hire or terminate the Director and all agency staff paid at least 50% of their salary by the program.

### **7.5. Policy Council Role with Parent Committees**

The Policy Council Delegate and/or Alternate for each Parent Committee will assist their local parent committee with fulfilling their duties:

- a. Serve as a link for their Parent Committee to the Policy Council.
  - Share at each parent meeting items discussed and/or voted on at the Policy Council meeting. Take notes at the Policy Council meeting. Provide your parent committee with clear and accurate information. If you are not clear about something, please contact the Director for clarification.
  - Ask for input from your parent committee on upcoming Policy Council agenda items. Use your judgment and, if necessary, lead a discussion on the input to ensure it is reasoned and not a concern of an individual. These should be handled locally in accordance with Grievance procedures, By-laws Article X.
- b. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in Head Start; and to encourage their participation in the program. One way to do this would be to assist staff in preparing the center newsletter or developing a parent committee newsletter.
- c. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- d. Determine in annual program budget an amount per child for parent activity funds. The total amount then is based on the number of children enrolled at each site on the first day.

## **ARTICLE VIII – TRAINING (1301.5)**

### **8.1 Purpose**

The objective of orientation and training of members of Semcac Board and Policy Council is to support them in carrying out their responsibilities towards active, independent, and informed governance. Training ensures that members have the knowledge, skills, and experience necessary to oversee effectively staff responsible for delivering high quality services in compliance with applicable laws, regulations and standards. Training also ensures that members have adequate understanding of financial management and internal controls.

#### 8.1.1 Board

The main training content covers the roles and responsibilities as laid out in the Board By-Laws and Policy Council By-Laws. The Executive Director of Semcac is the lead to ensure that orientation of new Board members is conducted and regular training of members is maintained. He will work with the Board to determine the frequency for such orientation and training to ensure the effort is most effective. Other resources may be accessed such as through the State Office of Economic Opportunity.

#### 8.1.2 Policy Council

The Director is responsible for orientation and training of members of the Board and Policy Council specifically on performance standards and program eligibility to include applicable federal regulations and program policies and procedures. The approach is primarily on-going through the annual review and approval of the Policy Council By-Laws and the implementation of Head Start Governance and Management Responsibilities Calendar.

All officers will receive adequate orientation and acquire a working knowledge of Policy Council By-laws, Head Start Performance Standards and Roberts Rules of Order.

### **8.2. Attending Conferences/ Training**

Policy Council members and parents may attend State, Regional and National conferences and trainings as funding allows. Policy Council will select the conference/training attendees according to the following process and criteria. The Director will share upcoming opportunities. Those interested in attending will submit a written request stating what they would like to accomplish.

#### 8.2.3 Reimbursed Costs

- Childcare reimbursed at \$4 an hour for one child, \$8 an hour for two or more children, up to a maximum of \$60 per day.
- Mileage (if required) at the current agency rate.
- \$10.00 stipend for personal cell phone use.
- Meals: If a one-day event, you must send your receipts to the Rushford office and you will be reimbursed for the actual cost of your meals, with a maximum of the local per diem rate. If a multiple day event, a cash advance will be given based on the time gone and the location of the event. This cash advance is to be used for meals only. Receipts are not required.
- Transportation: If additional transportation is needed (such as a taxi or shuttle to and from the airport) A receipt for this expense must be obtained.

### **ARTICLE IX - IMPASSE RESOLUTION (1301.6)**

To facilitate meaningful consultation and collaboration about decisions of the Semcac Board and Policy Council, the following procedures are in place to resolve internal disputes between the two bodies in a timely manner.

#### **9.1 Definition of Impasse:**

An impasse shall be defined as having occurred when the Semcac Board of Directors and Policy Council disagree on the hiring or discharge of a Director, a grant request, proposed work program, major changes in budget and work plan while the program is in operation, etc.

Each body will must put in writing why it does not accept the decision through each step below.

#### **9.2 Informal Process:**

- Step 1: The Policy Council Chair and Semcac Board Chair will meet within ten (10) working days of the impasse to resolve the dispute. The Executive Director and Director will be present at this meeting. The Director will be responsible for making meeting arrangements. Additional meetings may be necessary to resolve the dispute. If a resolution is reached, the Policy Council Chair and Board Chair will report back to their respective boards for approval at their next scheduled meeting;
- Step 2: If a satisfactory resolution is not reached in Step 1, the Executive Committee of Policy Council and the Executive Committee of the Semcac Board will meet within ten (10) working days following conclusion of the meeting in Step 1 in an attempt to resolve the impasse. The Executive Director and Director will be present at this meeting. The Director will be responsible for making meeting arrangements. Additional meetings may be necessary to resolve the dispute. If a resolution is reached, the Policy Council Chair and Board President will report back to their respective boards for approval at their next scheduled meeting.

### **9.3 Formal Process:**

- Step 1: If the impasse still exists after Step 2 of the Informal Process, the Executive Committee of Policy Council and the Executive Committee of the Semcac Board, before adjourning their meeting, will agree on a neutral arbitration service such as the American Arbitration Association, the Federal Mediation and Conciliation Services, the Bureau of Mediation Services, etc. The Executive Director will notify the arbitration service that the two groups have chosen. The arbitration service will determine meeting times and places for fact finding.
- Step 2: The arbitrator's final written report will be mailed to the Semcac Board President and Policy Council Chair, with a copy to the Executive Director and Director.

The decision of the Arbitrator is binding on the Semcac Board of Directors and Policy Council.

### **ARTICLE XI: CHANGING PROGRAM POLICY or THE BY-LAWS**

Significant changes to program policies that appear not to be working may be proposed to the board chair. Any proposed changes need to be presented to the Policy Council in writing. All changes need to be reviewed to ensure compliance with the Head Start Act, fiscal policies, and Performance Standards and voted on by the membership.

Depending on the nature of the policy change, Semcac Board may need to approve. Program management staff reviews all policies routinely, at a minimum annually. Key changes of policies related to parent engagement and personnel are presented to Policy Council.

The By-laws will be reviewed and updated as needed, annually; and approved by full Policy Council.

## Code of Conduct and Data Privacy for Staff, Substitutes, Consultants/Contractors and Volunteers

I agree to adhere to the following code of ethical conduct, in addition to Semcac's Standard of Conduct:

- I will use positive methods of child guidance. I will follow strictly the program's procedures concerned with children's behavior guidance;
- I will respect and promote the unique identity of each child, family, and staff member, and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability;
- I will follow the program confidentiality policies concerning information about children, families, staff, and/or internal operating procedures;
- I will not leave a child alone or unsupervised while under my care;
- I will adhere to the program's policies and procedures for filing a community complaint;
- I will refrain from accepting or soliciting personal favors, gratuities, or anything of significant value from contractors or potential contractors and employees or potential employees of the program;
- I will share my skills, talents, and expertise to promote and improve the quality of the program in accordance with program performance standards.

Any violation of this Code, or any Agency or Program policy will be cause for discipline action, up to and including dismissal.

### Protection of Private Data

Staff will have access to private personally identifiable data. Persons not employed by Semcac Head Start are restricted access to certain materials, files, and records classified as "private" or "confidential". However, due to assignments and/or activities here, non-staff, at least indirectly, will have knowledge of information that is "private" and governed under Minnesota law. Staff and non-staff are not to disclose this information. This non-disclosure extends to times, places, and persons beyond Semcac Head Start. You must maintain as **private** any information, including participant's names, disabilities, family members, etc., obtained while at Semcac Head Start. If you have a question about confidentiality, please speak with your supervisor, Teacher or Educator, or your site's Coordinator.

Any violation of the law, including improper disclosure of private data, could result in civil or criminal penalties. Any person who willfully violates the provisions of the Minnesota Data Practices Act is guilty of a misdemeanor. I, as the individual, understand that the Minnesota Data Practices Act provides for the protection of data. Any violation of that law, including the improper disclosure of the data, which I have access to, may result in civil or criminal penalties. I understand that a violation of Semcac's Standards of Conduct and Head Start's Code of Conduct will be cause for discipline action, up to and including dismissal.

Name: \_\_\_\_\_  
*Please print*

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Site: \_\_\_\_\_

**Semcac Head Start**  
*This Institution is an Equal Opportunity Provider*  
**Policy Council Expense Reimbursement Form**

**Mileage Reimbursement**

I hereby declare that I traveled from \_\_\_\_\_ to \_\_\_\_\_ and returning to \_\_\_\_\_ on \_\_\_\_\_ (date). The purpose of the trip was \_\_\_\_\_.

Odometer readings: Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

Total miles: \_\_\_\_\_ Mileage reimbursement request at IRS Rate: \$ \_\_\_\_\_

**Child Care Reimbursement**

Number of children: \_\_\_\_\_ Birth date(s): \_\_\_\_\_

Time: Beginning at \_\_\_\_\_ Ending at \_\_\_\_\_ Date: \_\_\_\_\_

Child care reimbursement request: \$ \_\_\_\_\_

**Connectivity Compensation**

\$10 per meeting in which I fully participated.

**Other Reimbursement**

*(Attach original receipt(s) to request form)*

Date: \_\_\_\_\_ Description: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**Total Reimbursement Requested: \$ \_\_\_\_\_**

Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

*I hereby declare that the above mentioned claim is just and true, and that the money therein charged was actually paid for the purpose stated. Mileage reimbursement submitted is for miles driven by my vehicle or for the actual transportation expense (whichever is lower). Child care expense is for my legally qualified dependent(s). I also declare that in all cases no part of such claim has been paid by another source. I understand that false information on this form may be cause for removal from the Board of Directors based on Section 4.9.B. of the Semcac Bylaws.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>**FOR OFFICE USE ONLY**</b>							
Invoice #:		Amount Due:		Fiscal Approval:			
Invoice Date:		Vendor ID:					
<u>P</u>	<u>F</u>	<u>A</u>	<u>L</u>	<u>O</u>	<u>R-E</u>	<u>Amount</u>	<u>Description</u>
H S A		210	999	6520	1-9999		Policy Council participation

## **GUIDELINES FOR COMPLETING THE EXPENSE REIMBURSEMENT FORM**

### **12. BENEFICIARY AND BOARD EXPENSES (as written in Semcac's Financial Policies)**

- 12.1 *The individual incurring expenses while carrying out duties for the Agency will complete and sign the "Reimbursement for Mileage and Babysitting Expense Form."*
- 12.2 *The Administrative Assistant will verify all Reimbursement for Mileage and Babysitting Expense forms.*
- 12.3 *The Executive Director will approve the voucher for payment.*

### **General Guidelines**

- The Expense Reimbursement Form needs to be completed in its entirety for reimbursement.
- The Expense Reimbursement Form should be submitted monthly.
- Forms authorized by the Executive Director prior to noon on Wednesday will be paid during that week's cash disbursement cycle (checks are mailed on Friday). Forms received after noon on Wednesday are paid out during the next week's cash disbursement cycle.
- The board member and the Executive Director are responsible for the accuracy and completeness of the Expense Reimbursement Form. Incomplete Expense Reimbursement Forms shall be returned to the board member.
- The signatures of the board member and Executive Director imply joint agreement with the expenses stated on the Expense Reimbursement Form.

### **Mileage Reimbursement Guidelines**

- The most cost effective method of travel should be utilized by board members.
- Privately owned vehicles used for Semcac business will be reimbursed according to the prevailing IRS rate, which includes the cost of fuel, standard vehicle maintenance, and insurance coverage.
- The following information needs to be documented:
  - Date of travel
  - Nature and purpose of travel
  - Beginning and ending odometer readings
  - Number of miles driven or reimbursable
  - Insurance coverage statements checked

### **Child Care Reimbursement**

- Child care reimbursement will be made for qualified children age 12 or under and children over age 12 with a disability.
- The child care reimbursement rate is \$4.00 per hour for one child and \$8.00 per hour for two or more children, up to a maximum of \$60.00 per day. Reimbursement will follow the current Head Start rate.

### **Other Reimbursements**

- Board members may be reimbursed for other expenses to include telephone or parking, providing that a receipt is attached to the Expense Reimbursement Form.
- Telephone: Phone calls from a board member's personal phone will be reimbursed at actual cost upon submission of a copy of the telephone record.
- Meals (per Personnel Policies): Semcac shall pay the actual cost of meals, not to exceed \$39.00 per day, including tips, when on Agency business outside the Agency's and/or program's service area or while attending business-related meetings that occur over a mealtime or when attending an all-day training/conference. Meal reimbursement exceeding \$600 annually is taxable.
  1. To be eligible for breakfast reimbursement while on Agency travel to attend a conference or training, the member must need to leave prior to 6:00 a.m. To be eligible for dinner allowance while returning from a conference/training, the member must be unable to reach home prior to 6:00 p.m.
  2. Semcac shall pay the billed rate for meals when provided as part of a seminar or conference.
  3. No alcoholic beverages will be reimbursed by the agency.
  4. The receipt must be itemized to show what was paid for.
  5. Include individuals represented at the meeting and purpose.

**Semcac Head Start**  
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**POLICY COUNCIL**  
**GENERAL CONDUCT OF EACH MEETING**  
Based on Robert's Rules of Order

**1. Meeting Called To Order**

- Note the time.

**2. Establish quorum**

- Review membership attendance – actions needed?

**3. Introductions/ice breaker**

**4. Ask for changes to the Agenda/Approval of Agenda**

- Ask for additions or corrections to the agenda.
- Is there a motion to approve the agenda?
- Is there a second?
- Any discussion?
- All in favor, say “aye”,
- Opposed “nay”,
- Abstentions,
- State if motion carried or not.

**5. Ask for approval of last meeting notes**

- Ask for additions or corrections to the minutes.
- Is there a motion to approve the minutes?
- Is there a second?
- Any discussion?
- All in favor, say “aye”,
- Opposed “nay”,
- Abstentions,
- State if motion carried or not.

**6. New Business**

- This is where new items for the agenda are placed.
- Again, if there are any decisions to be made, the chairperson will ask for a motion, a second, further discussion and a vote.
- Members will vote on agenda items marked \*

**7. Unfinished Business**

- Generally, this is where items from the last meeting are to be continued, reviewed and discussed.
- If there are any decisions to be made, the chairperson will ask for a motion, a second, further discussion and a vote.



## **8. General Reports**

- Parent Center Committees – opportunity to share out site news
- Committee Reports and Recommendations
- Semcac Board (Liaison)
- Director report is sent via email and posted to parent intranet
  - Is there a motion to approve the report?
  - Is there a second?
  - Any discussion?
  - All in favor, say “aye”,
  - Opposed “nay”,
  - Abstentions,
  - State if motion carried or not.
- MHSA report – parent rep

## **9. Other**

- Opportunity to bring up suggestions, questions, general sharing, etc.

## **10. Agenda and Date/Time/Location for next meeting**

- Confirm purpose of meeting and decide best time for group to meet

## **11. Adjournment**

- Chair asks for a motion to adjourn, notes the time, calls for a second, all in favor, “aye”.
- “Meeting is adjourned.”

## **12. Documents Turned In**

- Secretary signs meeting notes
- Chair signs agenda items
- Chair and Secretary Sign Staff hires or terminations

Semcac Head Start  
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**PROBLEM SOLVING for GRIEVANCES**

Before a grievance can be filed by a parent or community member, direct discussion must take place between the person(s) whom the complaint involves. The parties involved must make more than one attempt to resolve any problem or conflict. More than one meeting must occur prior to the issue becoming a grievance. Failing that, the grievance or complaint must be prepared in writing using this form. Please print clearly.

Classroom \_\_\_\_\_ Date \_\_\_\_\_

Name of Parent/Guardian or Community Member \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Problem/Complaint (Explain in detail, using back of form if needed)

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Signature (s): \_\_\_\_\_

Form Given to \_\_\_\_\_ Date Problem Solving Form received \_\_\_\_\_

Staff will have a maximum of five working days to respond after receiving the written complaint.

Action Taken/Findings (Explain in detail, using back of form if needed)

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Date Problem Resolved \_\_\_\_\_ Staff Signature \_\_\_\_\_

If not resolved within five days, forward this form to your supervisor. Date sent \_\_\_\_\_

*Supervisors:*

Refer to Grievance Procedures found in Policy Council By-Laws and Family Partnerships P&Ps.

Original to Admin Office. Copy to sender if requeste

