

## Walla Walla Public Schools Preschool Programs

*Head Start ♦ ECEAP ♦ Developmental*

**Diana Evenson, Preschool Director**

*1150 W. Chestnut, Walla Walla, WA 99362*

*Office: 509.527.3066, ext. 1780/Cell: 507.400.7123*

*E-mail: DEvenson@wwps.org/Fax: 509.522.4480*

### MEMORANDUM

**Date:** June 15, 2017

**To:** WWPS School Board

**From:** Diana Evenson, Preschool Director

**Subject:** Head Start/ECEAP Policy Council By-Laws

Dear WWPS School Board Members:

On May 25, 2017 the Head Start/ECEAP Policy Council approved revisions to the Policy Council By-Laws.

Two major items were addressed in the revisions:

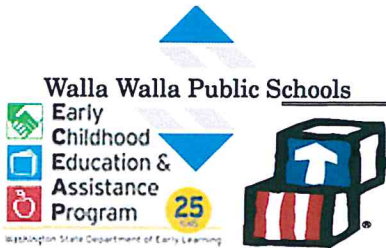
- 1) Removal of Green Park as a represented site—Article III (A)(1)
- 2) Change in tenure from three to five years—Article III (B)(4)

These revisions, along with a few other minor changes in wording, are highlighted in the attached document. The original by-laws are also included here for comparison.

With the Board's approval of these revisions, these By-Laws will go into effect immediately.

Thank you for your continued support!

Sincerely,  
*Diana Evenson*  
Preschool Director



**Policy Council  
By-Laws  
Revised March 2017**

**Article I – Name**

- A. The name of this organization shall be the Walla Walla Public Schools Head Start/ECEAP Policy Council (herein referred to as Policy Council).

**Article II – Purpose**

- A. The Purpose of Policy Council shall be:
1. To represent all Head Start/ECEAP parents, becoming knowledgeable about major aspects of program operations, with the assistance of program staff.
  2. To serve as a link between the Head Start/ECEAP program, its grantee, Walla Walla Public Schools Board of Directors, and the Walla Walla County community.
  3. To initiate suggestions and ideas for program improvements and to receive reports on actions taken by program administration with regard to these recommendations.
  4. To plan, coordinate, and organize program activities for parents, with the assistance of staff.
  5. To recruit volunteer services and mobilize community resources to meet identified needs.
  6. To review and approve all major program activities and policies as outlined in Head Start and ECEAP regulations and performance standards.
  7. To participate to the greatest extent possible in the annual program self-assessment, as well as community needs assessments.
  8. To review and approve regular reports regarding:
    - a. Monthly budget status
    - b. Monthly component reports in the areas of:
      - Administration
      - Education
      - Enrollment
      - Attendance
      - Nutrition
      - Parent Involvement
      - Disabilities Services
    - c. Periodic reports of progress towards achievement of program goals and objectives
    - d. Other relevant information effecting Head Start/ECEAP at the local, state, and national levels

**Article III – Membership**

- A. Policy Council membership will consist of at least ten members, including:
1. Up to thirteen parent representatives, with the representatives being proportional to the funded enrollment of each of the two programs, Head Start and ECEAP, at the beginning of the school year.
  2. Up to four community representatives, one of which may be a past parent.
  3. One non-voting school board liaison member.
- B. Parent Representatives:
1. Each classroom will be encouraged to have a parent representative. All parent representatives will be voting members.
  2. Parent members of the Policy Council must have a child enrolled in Head Start/ECEAP at the time they are elected. If the representative's child is withdrawn before the end of the program term, that member may not continue to serve on the Policy Council and the seat will be considered vacant.
  3. Parent representatives will be elected democratically by ballot.
  4. The term of membership shall commence upon election and continue until a new Policy Council is seated for the next program term. Parent Representatives may serve up to three consecutive terms and up to five years total

- C. Community Representatives:
  - 1. Policy Council members and program staff will seek out participation from community members that will contribute a variety of skills and perspectives to the Policy Council and ensure a broad base of community support. Examples of such are persons include leaders from public and private community agencies, educational institutions, and/or businesses.
  - 2. No more than one former parent of the Head Start/ECEAP program may serve as a Community Representative.
  - 3. Community members will be invited to the annual fall election meeting where they shall be elected democratically by ballot. Community Representatives shall be voting members.
  - 4. The term of membership shall commence upon election and continue until a new Policy Council is seated for the next program term. Community Representatives may serve up to three consecutive terms and up to five years total.
- D. Removal from the Policy Council
  - 1. A non-attending community or representative will automatically be removed from Policy Council if:
    - a) The representative misses two consecutive regular meetings of the Policy Council or any combination of three consecutive regular, special, or assigned committee meetings of the Policy Council.
    - b) However, the remaining Policy Council representatives may determine that the member has been absent for good cause and vote to reinstate his/her membership on the Policy Council.
- E. Persons not eligible to serve on Policy Council: No contracted employee of the Head Start/ECEAP program, nor its grantee board, nor any immediate family member of such, may serve on the Policy Council.
- F. Members of the Policy Council shall not have a conflict of interest with the Head Start/ECEAP program.
- G. Members of Policy Council shall not receive any form of compensation for providing services to Head Start/ECEAP.

#### **Article IV – Officers**

- A. The officers of the Policy Council shall be:
  - 1. President
  - 2. Vice-President
  - 3. Secretary
- B. Executive Committee:
  - 1. The three officers shall constitute the Executive Committee of the Policy Council and will work closely with the Head Start/ECEAP administration to ensure effective Policy Council leadership.
  - 2. This committee may act on behalf of the Policy Council in emergency situations, in which it is not possible to convene a regular or special Policy Council meeting. All actions taken under this section must be reported to the Policy Council at its next regular or special meeting.
- C. Duties of Officers:
  - 1. President: It shall be the duty of the President to:
    - a. Preside over all regular and special meetings of the Policy Council.
    - b. Work closely with the Head Start/ECEAP Director in preparing meeting agendas and arranging time, place, etc. for meetings.
    - c. Appoint committees of the Policy Council.
    - d. Act as Policy Council spokesperson.
    - e. Sign correspondence and legal documents requiring Policy Council approval.
    - f. Perform other duties as necessary to ensure program operation.
  - 2. Vice-President: It shall be the duty of the Vice-President to:
    - a. Assume the full duties of the President in the absence of, or at the request of the President.
    - b. Perform other duties as assigned by the President.
  - 3. Secretary: It shall be the duty of the Secretary to:
    - a. Take minutes of all regular and special Policy Council meetings.
    - b. Ensure that the minutes and other relevant information are printed and distributed to Policy Council members one week before the next Policy Council meeting.
    - c. Preside over Policy Council meetings in the absence of both the President and Vice-President.
    - d. Report to the Policy Council when a member has been automatically removed from the Policy Council.

- D. Election of Officers
  - 1. All officers will be elected from among the parent members at the annual fall election meeting. At that meeting, leadership roles may be assumed by Head Start/ECEAP staff if previous Policy Council officers are unable to attend. The newly elected officers shall assume their duties immediately following election.
  - 2. In the process of electing officers, nominations will be taken from the floor. If the resulting vote fails to give a majority to a single candidate, a second vote will be taken between the top two candidates receiving the most votes so that each officer is elected by a majority of members present.
- E. Removal of Officers: An officer may be removed from office if a majority of members believe that the officer is not doing an adequate job. The procedure for removal of an officer must ensure the protection of that officer's rights.
  - 1. One-third (1/3) of the current Policy Council membership may request that the question of removal of an officer be placed on the agenda of the next regular meeting or of a special meeting. Such a request must be in writing to the President or the Head Start/ECEAP Director, stating the reason for the proposed removal from office, and signed by the concerned members.
  - 2. The question of removal must then be placed on the agenda and discussed fully, with the opportunity for the officer in question to be present and take part in the proceedings.
  - 3. After a full hearing on the matter the officer in question may be removed from office by a majority of all members present.
- F. Filling of Vacancies
  - 1. All officer vacancies will be filled as soon as possible by a majority vote of the Policy Council.
  - 2. If a vacancy in the Presidency occurs, the Vice-President will be eligible for election to the vacant post, but will not automatically move into the office.

### Article V– Meetings

- A. Types of Meetings: Meetings of the total Policy Council membership will be of three types: Regular, Special, and Annual.
  - 1. Regular meetings will be held once a month at a time and place set by the Policy Council.
    - a. All members shall be sent written notice one week prior to a regular meeting. It is a member's responsibility to review the materials prior to each meeting. Such notice is to include:
      - 1. Agenda
      - 2. Minutes of the previous meeting
      - 3. Relevant documents to be reviewed and acted upon.
    - b. The agenda will be developed in cooperation between the Head Start/ECEAP Director and the Policy Council President. Any Policy Council member may place issues on the agenda by contacting either the Director or the President two weeks prior to the meeting.
  - 2. Special meetings may be called, as necessary, by either the Head Start/ECEAP Director or the Policy Council President.
    - a. Whichever of these two individuals calls the meeting, must first notify the other, to discuss time, place, and agenda.
    - b. Special meetings may be called with prior day notice, provided that reasonable effort is made to contact all Policy Council members, either by telephone or in person, stating the purpose of the meeting.
    - c. Any Policy Council members who feel a special meeting is necessary should contact either the President or the Head Start/ECEAP Director to express that view.
  - 3. The Annual Meeting shall be conducted in **the fall** of each new program term to conduct the following business:
    - a. Election of Officers, **Parent Representatives and Community Representatives.**
    - b. Training of members in the Policy Council's roles and responsibilities.
    - c. Set the date and time for the regular monthly meetings.
- B. Quorum: A quorum at all Policy Council meetings will consist of a simple majority of votes, provided that the number of voting Parent Representatives is greater than the number of voting Community Representatives.

### Article VI – Committees

- A. Standing Committees
  - 1. Executive committee: see Article, IV, Section B

2. Program Self-Assessment Committee: The committee shall be drawn from the entire Policy Council membership to participate in the annual Head Start/ECEAP program self-assessment activities.
  3. Budget Committee: The budget committee is composed of the entire Policy Council membership.
- B. Ad Hoc Committees
1. Ad Hoc Committees may be formed for special, one time purposes, and will be appointed as necessary and dissolved when their task is completed.
  2. The President will appoint members of any Ad Hoc committee. Committee members may include any Policy Council member, or other individuals whose experience or expertise may serve the purpose for which the committee is formed.
- C. Representation
1. Washington State Head Start/ECEAP Association Representatives shall consist of:
    - a. Up to four representatives including:
      - 1) The Head Start/ECEAP Director,
      - 2) The Parent Involvement Coordinator, or other person designated by the Director, and
      - 3) Up to two parents of children participating in the program.
    - b. Except for the staff, the representatives to this Association shall be elected by the Policy Council, and replaced at their discretion.
  2. Personnel Representative: The Personnel Representative will be an officer of the Policy Council, normally the President. The Personnel Representative will participate in the screening, interview, rating protocols of all Head Start/ECEAP position openings, whenever feasible, and report their recommendations to the Policy Council.
  3. Representatives to Community Agencies: The Policy Council may, from time to time, elect a representative to a community agency. These representatives shall report regularly to the Policy Council on their activities and experiences as a representative.

#### **Article VII – Adoption and Amendment**

- A. These by-laws become effective when approved by a Policy Council quorum.
- B. These by-laws may be amended at any time by a quorum, provided that:
  1. A written copy of the proposed amendment(s) is provided for each Policy Council member a minimum of seven days prior to the meeting at which the amendment is considered for adoption.
  2. The announcement of the meeting clearly indicates that the amendment will be considered for adoption at that time.
  3. An opportunity for full discussion of the amendment is provided.
  4. The written amendment is in proper by-law form.

#### **Article VIII- Voting by the Phone**

- A. Phone voting may take place in the event of an emergency, or in the event that an issue requires immediate action and there is no quorum at the Policy Council Meeting. In this event:
  1. All members will receive notice of the proposal by mail. This information will be made available to all Policy Council members seven (7) days prior to phone vote. Members need to respond with seven (7) days of the postmark.
  2. Results from the telephone vote will be summarized in writing. Results will be sent to the program director or his/her designee.
  3. The results of the vote will be presented at the next Policy Council Meeting.
  4. Approval of a motion must receive the support of no less than the simple majority of those present at the next Policy Council meeting.

**Walla Walla Public Schools**  
**Head Start/Early Childhood Education Assistance Program (ECEAP)**

**Policy Council**  
**By-Laws**  
Revised 2011

**Article I – Name**

The name of this organization shall be the Walla Walla Public Schools Head Start/ECEAP Policy Council (herein referred to as Policy Council).

**Article II – Purpose**

The Purpose of Policy Council shall be:

- A. To represent all Head Start/ECEAP parents by becoming knowledgeable about all major aspects of Head Start/ECEAP program operation, with the assistance of program staff.
- B. To serve as a link between the Head Start/ECEAP program and its grantee board of directors and the community.
- C. To initiate suggestions and ideas for program improvements and to receive reports on actions taken by the Head Start/ECEAP administration with regard to its recommendations.
- D. To plan, coordinate, and organize program-wide activities for parents, with the assistance of staff.
- E. To recruit volunteer services and mobilize community resources to meet identified needs.
- F. In general, to review and approve all major program activities and policies as outlined in the Head Start/ECEAP Performance Standards.
- G. To assume primary responsibility for conducting the annual self-evaluation of the Head Start/ECEAP program, as described in Federal guidelines.
- H. To review and discuss regular monthly reports from the Head Start/ECEAP management staff regarding:
  1. Budget status
  2. Component reports
    - Administration
    - Health & Nutrition
    - Education
    - Disabilities
    - Mental Health & Social Services
    - Parent Involvement
  3. Progress towards achievement of program goals and objectives
  4. Other relevant information effecting Head Start/ECEAP at the local, state, and national levels

**Article III – Membership**

- A. Policy Council membership will consist of at least ten members, including:
  1. 13 parent representatives with the representatives being proportional to the number of children in each of the two programs Head Start/ECEAP at the beginning of the school year. Both Blue Ridge and Green Park will be represented
  2. Each classroom will be encouraged to have members represent that classroom on Policy Council. All will be voting members.
  3. 4 community representatives one of which will be a past parent.
  4. One non-voting school board liaison member.
- B. Parent representatives: parent members of the Policy Council must have children enrolled in the Head Start/ECEAP programs at the time they are elected, and at all times thereafter while they are members of the Policy Council. They will be elected democratically by ballots.
  1. Election: Parent members will be elected after the start of the school year and take their seats on the Council at the annual meeting in October of each year. (The annual meeting is an organizational meeting for the election of the officers and selection of community representatives.)
  2. Vacancy: If a member's child is withdrawn from the program during the course of the year, that member may not continue as a parent representative to the Policy Council.
  3. Terms of Membership: The term of membership for representatives shall be from October to October, or until a new council is seated.
- C. Community Representatives: Community Representatives will be chosen and invited to serve and elected at the annual Policy Council meeting in October. Such Community Representatives may be chosen, for example,

from public and private community agencies, educational institutions, or businesses, and will reflect the Head Start/ECEAP programs desire to ensure a broad base of community support and input.

1. Election: Community Representatives will be chosen by Policy Council members at the annual meeting in October. The chairperson will make contact with, and secure the participation of selected Community Representatives. Community Representatives will take their seats immediately upon their election.
  2. Terms of Membership: The term of membership for Community Representative on the Policy Council shall be for one year from October to October.
  3. Up to 1 of the 4 Community Representatives shall be a past Head Start/ECEAP parent.
  4. Vacancies will be filled as soon as possible by the Policy Council.
- D. There will be no regular alternates to Policy Council community members. However, with the approval of the council membership, on a case by case individual to attend a given meeting in his/her place
- E. Tenure. No member of the Policy Council whether parent or community representatives, may serve a total of more than three years, according to federal guidelines.
- F. Removal from the Policy Council
1. A non-attending representative will automatically be removed from Policy Council membership.
    - a) A member's seat will be considered vacant if he/she misses (1) two consecutive regular meetings of the Policy Council or (2) any combination of three consecutive regular, special, or assigned committee meetings of the Policy Council.
    - b) However, the remaining Policy Council membership may determine that the member has been absent for good cause and vote to reinstate his/her membership on the Policy Council.
- G. Persons not eligible to serve on Policy Council: No contracted staff member of Head Start/ECEAP or its grantee board may serve on the Policy Council nor any immediate family member of such employees may serve on the Policy Council.
- H. Members of the Policy Council shall not have a conflict of interest with the Head Start/ECEAP program.
- I. Members of Policy Council shall not receive any form of compensation for providing services to Head Start/ECEAP.

#### Article IV – Officers

- A. The officers of the Policy Council shall be:
1. President
  2. Vice-President
  3. Secretary
- B. Executive Committee
1. The three officers shall constitute the Executive Committee of the Policy Council and will work closely with the Head Start/ECEAP administration to ensure effective Policy Council leadership.
  2. This committee may act on behalf of the Policy Council in emergency situations, in which it is not possible to convene a regular or special Policy Council meeting. All actions taken under this section must be reported to the Policy Council at its next regular or special meeting.
- C. Duties of Officers
1. President: It shall be the duty of the chairperson to:
    - a) Preside over all regular and special meetings of the Policy Council
    - b) Work closely with the Head Start/ECEAP Director in preparing meeting agendas and arranging time, place, etc. for meetings
    - c) Appoint committees of the Policy Council
    - d) Act as Policy Council spokesperson
    - e) Sign correspondence and legal documents requiring Policy Council approval
    - f) Perform other duties as necessary to ensure program operation.
  2. Vice-President: It shall be the duty of the vice-President to:
    - a) Assume the full duties of the President in the absence of, or at the request of the President
    - b) Perform other duties as assigned by the President
1. Secretary: It shall be the duty of the secretary to:
- a) Take minutes of all regular and special Policy Council meetings;
  - b) Ensure that the minutes and other relevant information are printed and distributed to Policy Council members one week before the next Policy Council meeting
  - c) Preside over Policy Council meetings in the absence of both the President and Vice-President.
  - d) Report to the Policy Council when a member has been automatically removed from the Policy Council under the provisions of Article III, Paragraph F, of these by-laws.

- D. Elections of Officers
  - 1. All officers will be elected from among the parent members at the annual meeting in October in which new members take their seats. At that meeting the leadership role may initially be assumed by Head Start/ECEAP staff. The newly elected officers shall assume their duties immediately following their election.
  - 2. In the process of electing officers, nominations will be taken from the floor. If the resulting vote gives a majority to no one candidate, then another vote will be taken between the two candidates receiving the most votes so that each officer is elected by a majority of members present.
- E. Removal of Officers: An officer may be removed from office, if a majority of members believe that the office is not doing an adequate job. The procedure for removal of an officer must ensure the protection of that officer's rights.
  - 1. One-third (1/3) of the current Policy Council membership may request that the question of removal of an officer be placed on the agenda of the next regular meeting or of a special meeting. Such a request must be in writing to the President or the Head Start/ECEAP Director, stating the reason for the proposed removal from office, and signed by the concerned members.
  - 2. The question of removal must then be placed on the agenda and discussed fully, with the opportunity for the officer in question to be present and take part in the proceedings.
  - 3. After a full hearing on the matter the officer in question may be removed from office by a majority of all members present.
- F. Filling of Vacancies
  - 1. All officer vacancies will be filled as soon as possible by a majority vote of the Policy Council.
  - 2. If a vacancy in the Presidency occurs, the vice-chairperson will be eligible for election to the vacant post, but will not automatically move into the office.

#### Article V– Meetings

- A. Types of Meetings: Meetings of the total Policy Council membership will be of three types: Regular, Special, and Annual.
  - 1. Regular Meetings: Regular meetings will be held once a month at a time and place set by the Policy Council.
    - a) All members must be sent written notice one week prior to a regular meeting. It is a member's responsibility to review the materials prior to each meeting. Such notice to include:
      - 1) Agenda
      - 2) Minutes of previous meeting
      - 3) Relevant documents to be reviewed and acted upon.
    - b) The agenda will be developed in cooperation between the Head Start/ECEAP Director and the Policy Council President. Any Policy Council member may place issues on the agenda by contacting either the Director or the President two weeks prior to the meeting.
  - 2. Special Meetings: Special meetings may be called, as necessary, by either the Head Start/ECEAP Director or the Policy Council President.
    - a) Whichever of these two individuals calls the meeting, must first notify the other, to discuss time, place, and agenda.
    - b) Special meetings may be called with prior day notice, provided that reasonable effort is made to contact all Policy Council members, either by telephone or in person, stating the purpose of the meeting.
    - c) Any Policy Council members who feel a special meeting is necessary should contact either the President or the Head Start/ECEAP Director to express that view.
  - 3. Annual Meeting: Business to be conducted at the annual meeting of the new Policy Council in October each year shall include:
    - a) Election of officers
    - b) Training of members in the Policy Council's roles and responsibilities
    - c) Discuss and issue invitations to community representatives to join the Policy Council
    - d) Set the date and time for the regular monthly meetings
- B. Quorum: A quorum at all Policy Council meetings will consist of a simple majority with the number of parents being greater than the number of Community Representatives.

#### Article VI – Committees

- A. Standing committees
  - 1. Executive committee: see Article, IV, Section B



2. Program Evaluation Committee: These committees shall be drawn from the entire Policy Council membership. The purpose is to conduct the annual Head Start/ECEAP program evaluations. These committees will evaluate specific program areas and report their findings back to the Policy Council as a whole.
  3. Budget Committee: The budget committee is composed of the entire Policy Council membership.
  4. Any standing committee may request or the President may recommend individuals whose experience or expertise may serve the purpose for which the committee is formed.
- B. Ad Hoc Committees
1. Ad Hoc Committees may be formed for special, one time purposes, and will be appointed as necessary and dissolved when their task is completed.
  2. The President will appoint members of any Ad Hoc committee. Committee members may include any Policy Council member, or other individuals whose experience or expertise may serve the purpose for which the committee is formed.
- C. Representation
1. Washington State Head Start Association Representatives
    - a) 4 representatives to this Association will consist of:
      - 1) The Head Start/ECEAP Director;
      - 2) A member of the Management Staff;
      - 3) Two parents of children participating in the program.
    - b) Except for the staff, the representatives to this Association shall be elected by the Policy Council, and replaced at their discretion.
  2. Personnel Representative: The Personnel Representative will be an officer of the Policy Council, normally the President. The Personnel Representative will participate in the screening, interview, rating protocols of all Head Start/ECEAP position openings, whenever feasible, and report their recommendations to the Policy Council.
  3. Representatives to Community Agencies: The Policy Council may, from time to time, elect a representative to a community agency. These representatives shall report regularly to the Policy Council on their activities and experiences as a representative.

#### **Article VII – Adoption and Amendment**

- A. These by-laws become effective when approved by a majority of all current Head Start/ECEAP parent Policy Council members at a duly publicized annual meeting.
- B. These by-laws may be amended at any time by a majority of members present at a meeting constituted with a quorum, provided that:
  1. A written copy of the proposed amendment(s) is provided for each Policy Council member a minimum of seven days prior to the meeting at which the amendment is considered for adoption.
  2. The announcement of the meeting clearly indicates that the amendment will be considered for adoption at that time.
  3. An opportunity for full discussion of the amendment is provided.
  4. The written amendment is in proper by law form.

#### **Article VIII- Voting by the Phone**

##### 1. Phone Voting

Phone voting may take place in the event of an emergency or in the event that an issue requires immediate action and there is no quorum at the Policy Council Meeting.

In this event:

- a.) All members will receive notice of the proposal by mail. This information will be made available to all Policy Council members seven (7) days prior to phone vote. Members need to respond with seven (7) days of the postmark.
- b.) Results from the telephone vote will be summarized in writing. Results will be sent to the program director of his/her designee.
- c.) The results of the vote will be presented at the next Policy Council Meeting.
- d.) Approval of a motion must receive the support of no less than the simple majority of those present at the next Policy Council meeting.