



Ben Shelly
President

Rex Lee Jim
Vice President

NHSPC 211-01-2014

**RESOLUTION OF THE
NAVAJO HEAD START POLICY COUNCIL**

NAVAJO HEAD START POLICY COUNCIL SUPPORTS AND APPROVES THE IMPLEMENTATION OF THE NAVAJO HEAD START ANNUAL REVISION OF POLICY & PROCEDURES (INCLUDING FORMS, PROFESSIONAL DEVELOPMENT, FLOW CHART & TRACKING) AND SERVICE DELIVERY PLANS 2013-2014 IN THE AREA OF PROGRAM GOVERNANCE.

WHEREAS:

1. The Navajo Nation Board of Education (hereinafter the "Board" is the education agent in the Executive Branch for the purposes of overseeing the operation of all schools serving the Navajo Nation, including the Navajo Head Start program. 10 N.N.C. §106[A]; 10 N.N.C. §51. The Board carries out its duties and responsibilities through the Department of Diné Education. 10 N.N.C. §106[G][3]; and
2. Pursuant to 45 CFR 1304-50. Program Governance and Appendix A. The Navajo Nation Head Start Policy Council is duly elected and constituted Head Start Policy Council and an authorized entity of the Navajo Nation government; and
3. Pursuant to 45CFR 1304.51(a)(1)(iii) Management Systems and procedures-Program planning must include: the development of written plans(s) for implementing service in each of the program areas covered by this part (e.g. Early Childhood Development and Health Services, Family and Community Partnership, and program Design and Management);
4. Pursuant to 45 CFR 1304.51 (a)(2) All written plans for implementing services, and the progress in meeting them, must be reviewed by the grantee staff and reviewed and approved by the Policy Council or Policy Committee at least annually, and must be revised and updated as needed; and
5. Pursuant to 45 CFR 1304.50 (a)(i-iii) Policy Council and Parent Committee structure must establish and maintain a formal structure of shared governance through which parents can participate in policy making or in other decisions about the program.
6. The purpose of Navajo Head Start is to promote the school readiness of low-income children by enhancing their cognitive, social and emotional development: **(a)** in a learning environment that supports children's growth in language, literacy, mathematics, science, social and emotional functioning, creative arts, physical skills, and approaches to learning; and **(b)** through the provision to low-income children and their families of health, educational nutritional social, and other services based on family needs assessment; and
7. Navajo Head Start provides children with experiences that encourage and stimulate intellectual and social growth opportunities, promote Navajo Language and culture, and provides access to necessary medical, dental, and nutritional services under the Head Start and Early Head Start programs; and
8. The Navajo Nation Head Start Policy Council has the best interest of the Navajo Head Start to continue in providing quality services to children and families.

NOW, THEREFORE BE IT, RESOLVED:

Supports and approves the implementation of the Navajo Head Start Annual Revision of Policy & Procedures (including forms, professional development, flow chart & tracking) and Service Delivery Plans 2013-2014 in the area of Program Governance.

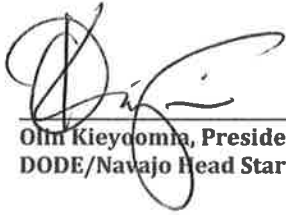
CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Navajo Head Start Policy Council at a duly called meeting in **Window Rock, AZ** at the DoDE Education Building which a quorum was present and that it was passed by vote of 11 in favor, 0 opposed, and 2 abstained, this 23rd day of **January 2014**.

NNHSPC 211-01-2014

Motion by: Rafael DeJesus

Second by: Alvin Clark



Olin Kieyoomia, President
DODE/Navajo Head Start Policy Council



Ben Shelly
President

**DEPARTMENT OF DINÉ EDUCATION
THE NAVAJO NATION**

P.O. Box 670 · Window Rock, Arizona 86515
PHONE (928) 871 – 7475 · FAX (928) 871 – 7474



Rex Lee Jim
Vice-President

NNBEJA-NHS-004-2014

**RESOLUTION OF THE
NAVAJO NATION BOARD OF EDUCATION**

Approving the Implementation of the Navajo Head Start annual revision of policy & procedures (including forms, professional development, flow charts, and tracking) and Service Delivery plans 2013-2014 in the area of Program Governance Services.

WHEREAS:

1. The Health, Education, and Human Services Committee is the oversight committee for the Department of Diné Education and Navajo Nation Board of Education [2 N.N.C. § 401 (C)(1); 10 N.N.C. § 1(B)]; and
2. The Navajo Nation Board of Education (hereinafter the “Board”) is the education agent in the Executive Branch for the purposes of overseeing the operation of all schools serving the Navajo Nation. [10 N.N.C. § 106 (A)] The Board carries out its duties and responsibilities through the Department of Diné Education (hereinafter the “Department”) [10 N.N.C. §106 (G)(3)]; and
3. The Department of Diné Education (hereinafter the “Department”) is the administrative agency within the Navajo Nation with responsibility and authority for implementing and enforcing the educational laws of the Navajo Nation. 2 N.N.C. §1801(B); 10 N.N.C. §107(A). The Department is under the immediate direction of the Navajo Nation Superintendent of Schools, subject to the overall direction of the Navajo Nation Board of Education. 10 N.N.C. §107(B); and
4. The Navajo Head Start (“NHS”) Program, which is located within the Department of Diné Education as approved by the Department’s Plan of Operation, Resolution No. GSCMY-19-07. The NHS also is funded by a grant from the Office of Head Start, Administration of Children and Families (ACF), under the terms of the Head Start Act, 42 U.S.C. §9801 *et seq.*, and applicable regulations; and,
5. The Navajo Nation is named the grantee and is responsible for ensuring compliance with the Head Start Act and performance standards in delivering the services to Navajo children and their families. The 2013-2014 Navajo Head Start Policy and Procedures and Service Delivery Plans is revised annually for implementation of Head Start/Early Head Start services
6. The Board acknowledges the Navajo Head Start Resolution #211-01-2014 passed on January 23, 2014, Approving the Navajo Head Start to implement the policy and procedures

BOARD OF EDUCATION

Jimmie C. Begay, President · Dolly C. Begay, Vice President · Dr. Bemadette Todacheene, Secretary
Members: Katherine D. Arviso · Rose J. Yazzie · Gloria Johns · Bennie Begay · Patrick D. Lynch
Timothy Benally, M.Ed, Acting Navajo Nation Superintendent of Schools

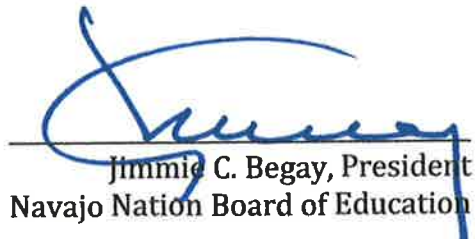
and service delivery plans, as it relates to services within the program; and Recommending Approval through the Navajo Nation Board of Education, and the Health, Education, and Human Services Committee of the Navajo Nation Council.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Navajo Nation Board of Education hereby approves the Navajo Head Start Policy and Procedures and Service Delivery Plans.
2. The Navajo Nation Board of Education further recommends that the Navajo Nation Superintendent of Schools or his designee(s) and other designated members of the Navajo Nation Council to advocate on behalf of the Navajo Nation consistent with the services stated in this resolution.
3. The Navajo Nation Board of Education hereby directs and empowers the Superintendent of Schools to take any actions deemed as necessary and proper to carry out the purposes of this resolution.

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Board of Education of the Navajo Nation at a duly called meeting at Window Rock, Arizona (Navajo Nation) at which a quorum was present, motion by Katherine D. Arviso and seconded by Gloria Johns and that the same was passed by a vote of 5 in favor; 0 opposed; 0 abstained, this 29th day of January 2014.



Jimmie C. Begay, President
Navajo Nation Board of Education

2013/2014 NAVAJO HEAD START PROGRAM GOVERNANCE SERVICE DELIVERY PLANS

**NAVAJO HEAD START: PROGRAM GOVERNANCE
GOAL: POLICY COUNCIL MUST PERFORM THE FOLLOWING FUNCTIONS: ADDITIONAL ROLES AND RESPONSIBILITIES**

Standard	Objective	Plan of Action: Specific Tasks	Responsibility	Reference	Time Frame
1304.50 (a) 1	Grantee must establish and maintain a formal structure of shared governance through which parents can participate in policy making or in other decisions about the program. Policy Council are elected / selected and seated at the grantee.	This structure must consist of the following groups, as required:	Com. Partnership Mgr Asst. Supt., Region PIC EHS/HS Parent Community Representatives	Parents Roles and Responsibilities Parent Hand Book Parent Roster Service Delivery Plan Performance Standard H/S Act RPC Selection Resolution By- Law Parent Roster(Quarterly) Parent Hand Book Policies & Procedures Flow Chart	October 2013 To October 2014
1304.50 (a) 1(i)	Policy Council are elected / selected and seated at the grantee.	Policy Council will be established at the Grantee level. • NHSPC RPC is represented from four regions. Parent Committee will be established at all regional level. • Regional Parent Committee	Region PIC, ASO EHS/HS Parent Community Representatives Teachers/Sch. Readiness Coach/ Region PIC, Center /Home-Base/Early Head Start Staff, Center Staff	LPC By-Laws LPC Resolutions LPC Roster	October 2013 to October 2014 Sept. / Dec / Feb. / April 2013-2014
130450 (a) 1 (iii)	Parent Committee are established at the center based level.	Parent Committee will be established at the local program level. • Local Parent Committee	Com. Partnership Mgr., Region PIC, Asst. Supt., ASO, EHS/HS/HB Parent Community Representative	LPC Roster LPC Selection Resolution RPC/NHSPC Bylaws Parent Roster – RPC Roster NHSPC Roster Membership Parent Handbook Performance Standard	Sept. 2013 – School Year Ending Sept 2014
1304.50 (a) 2 (3)	Parent Committee must be comprised exclusively of the parents/legal guardian of children currently enrolled at the center level for Center based / Home Base / Early Head Start programs./	1. Current enrolled Local and Regional Parent Committee must be parents / legal guardian 2. Parent Committees, must be elected early in the program year. 3. All Parent Members must stand for election or re-elected annually 4. All Parent Members must limit the number of one year terms any individual may serve on either body to a combined total of three terms. Regional Parent Committee and Policy Council must retain their seat until their successor is elected			

2013/2014 NAVAJO HEAD START PROGRAM GOVERNANCE SERVICE DELIVERY PLANS

**NAVAJO HEAD START: PROGRAM GOVERNANCE
GOAL: POLICY COUNCIL MUST PERFORM THE FOLLOWING FUNCTIONS: ADDITIONAL ROLES AND RESPONSIBILITIES**

1304.50 (a) (5)	The governing body and the Policy Council must not have identical membership and functions.	<p>(Community Representative is Selected) and seated.</p> <ol style="list-style-type: none"> 1. Duties and responsibilities will be orientated by Community Partnership Manager/Region PIC. 2. Governing Body and Policy Council By-laws shall be updated yearly. 	Com. Partnership Mgr. Region PIC	Parent Handbook Performance Standard By-Laws	Sept. 2013 to Sept. 2014
1304.50 (b) (1)	Grantee governing body operating an Early Head Start / Home Base program must propose, within the frame of these regulations, the total size of their respective policy groups. The procedures for the election of parent members, and community representatives. Are approved by the Policy Council.	<p>Election / selection:</p> <ul style="list-style-type: none"> • Local Parent Committee <ol style="list-style-type: none"> 1. Elect Officers 2. Select Parent Representatives for the Regional Parent Committee • Regional Parent Representatives <ol style="list-style-type: none"> 1. Elect Officers 2. Elect Parent Representatives for the 3. Early Head Start 4. Home Base 5. Center Base 6. Select Community Representatives 7. Select & Approve Community Representative from all Regions 	Com. Partnership Mgr. Region PIC Asst. Superintendent, ASO, School Readiness Mgr., School Readiness Coach, FSL Early Head Start, Head Start Teachers Home Base Staff	By laws, Performance Standard, calendar, orientation/election-agenda, sign in sheet, and minutes, rosters, elected representative, resolution for each region.	Sept. 2013 to Nov. 2014
1304.50 (b) (2)	Policy Councils must be comprised of two types of representation: <ul style="list-style-type: none"> • parents of currently enrolled children and • Community representatives. 	<ol style="list-style-type: none"> 1. 51% of the Policy Council Members will be parents 2. 49% of Policy Council Members will be Community Representatives 	Com. Partnership Manager, Asst. Supt. Governing Body	By-laws Performance Standard Membership Listing	Sept. 2013 to Sept. 2014

2013/2014 NAVAJO HEAD START PROGRAM GOVERNANCE SERVICE DELIVERY PLANS

**NAVAJO HEAD START: PROGRAM GOVERNANCE
GOAL: POLICY COUNCIL MUST PERFORM THE FOLLOWING FUNCTIONS: ADDITIONAL ROLES AND RESPONSIBILITIES NAVAJO HEAD START:**

Standard	Objective	Plan of Action: Specific Tasks	Responsibility	Reference	Time Frame
1304.50 (b) (3)	Community Representatives must be drawn from the local businesses, public or private community, civic, and professional organizations; and others who are familiar with resources and services for low-income children and families.	Advertisement of Community Representatives: 1. Fliers 2. Agency Referrals 3. Local News Parent & Public Serv. Announcements Community Representative Criteria: 1. submit letter of interest 2. submit resume 3. submit 3 letters of recommendation	Center Staff Regional Staff ASO EHS / HB HS Parent Early Head Start Community Members	Performance Standards Fliers Referrals Announcements Submission of Criteria Packet. Calendar By Laws	July 2013 to Closing date July 2014 to open until fill
1304.50(b)(4)(5)) (6)	All Parent members of Policy Councils must stand for election or re-election annually. All community representatives also must be selected annually.	1. LPC/ RPC / NHSPC election takes place the month after school begins. 2. Community Representative selection takes place August to Nov 3. Community Representatives are selected by the Regional Parent Committee	Com. Partnership Mgr., Region PIC, Asst. Supt., ASO, Sch. Readiness Mgr., Sch. Readiness Coach, Teachers EHS/HS/HB Parent Community Members	Performance Standards RPC / NHSPC Bylaws Parent Committee Roster	Oct. 2013 to Nov 2014
	Policy Councils must limit the number of one-year terms any individual may serve to a combined total of three (3) terms.	Records must be maintained at the center level, regional level and central level. Monitoring membership and records will be kept by tracking.	Com. Partnership Mgr., Region PIC, Asst. Supt., ASO, Sch. Readiness Mgr., Sch. Readiness Coach, Teachers	Parent Committee Roster, LPC File / Binder, RPC Files / Binder, NHSPC / Files & Binder Performance Standards Service Delivery Plan	Oct. 2013 Sept. 2014
1304.50 (b) (6)	No Policy council members of their family, must not be		Com. Partnership Mgr., Region PIC, Asst.	Performance Standard Parent Committee Roster	Oct. 2013 August 2014

2013/2014 NAVAJO HEAD START PROGRAM GOVERNANCE SERVICE DELIVERY PLANS

employed by Navajo Head Start			Superintendent, ASO	Orientation at center, agency, and central level: Agency and Sign in sheet, supporting documents
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2013/2014 NAVAJO HEAD START PROGRAM GOVERNANCE SERVICE DELIVERY PLANS

**NAVAJO HEAD START: PROGRAM GOVERNANCE
GOAL: POLICY COUNCIL MUST PERFORM THE FOLLOWING FUNCTIONS: ADDITIONAL ROLES AND RESPONSIBILITIES NAVAJO HEAD START:**

Standard	Objective	Plan of Action: Specific Tasks	Responsibility	Reference	Time Frame
1304.50 (b)(1)-(b) (7)	Parents of children currently enrolled in all program option must be proportionately represented on established policy groups.	Local Parent Committee must elect Parent Representatives to attend regional parent/special meeting Regional Parent Committee elects Parent Representatives and selected Community Representatives to attend the NHSPC meetings to represent all Regions.	Com. Partnership Mgr., Region PIC, School Readiness Mgr., School Readiness Coach, Teachers	Performance Standards Membership Listing Sheet Tracking of Sign In Sheet	Oct. 2013 to August 2014
1304.50 (c) & (d) (1) (i)(ii)(iii)(iv) (v) (vi) (vii) (ix) (x) (xi)	Policy Group responsibilities; at a minimum, policy groups must be charged with the responsibilities. (1) Policy Council must work in partnership with Central management staff and the governing body to develop, review, approve or disapprove the following policies and procedures:	Governing Body, Management and Policy Council shall have a shared decision making flow chart Policy Council will participate in the development of the grant application and review, approve or disapprove the grant application	Com. Partnership Mgr., Region PIC, Asst. Supt., ASO, Policy Members Com. Rep. Governing Body NHSPC	Performance Standards Shared Decision Making Flow Chart Grant Application Meeting / Work Session: Agenda Sign In Sheet Meeting Minutes Calendar	Sept. 2013 Aug. 2014
	(i) All funding applications and amendments to fund applications for EHS HS/HB, (ii) Procedures describing how the governing body and the	Governing Body and Policy Council will have an existing policy and procedures for shared decision making Governing Body, and Policy Council Work Session or Meetings For Parts (iii) to (iv) Policy Council will participate in		Shared Decision Making Policy and Procedures Meeting Minutes Planning Sessions / Meeting: Agenda, Sign in Sheet and minutes	

2013/2014 NAVAJO HEAD START PROGRAM GOVERNANCE SERVICE DELIVERY PLANS

<p>appropriate policy group will implement the shared decision-making;</p> <p>(iii) procedures for program planning in accordance with this part and the requirements of: 45 CFR 1305.3 (See Appendix A</p> <p>(iv) The program's philosophy and long and short-range program goals and objectives</p>	<p>program planning and to assist in the development of the Philosophy, long and short range goals, and objectives to approve or disapprove.</p>		
<p>(v) The composition of the Policy Council and the procedures by which policy group members are chosen;</p> <p>(vi) Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements.</p> <p>(vii) The annual self assessment of the grantee provides the programmatic and</p>	<p>1. Development of Policy and Procedure for Parent Committee (Structure, Composition and Election / Selection) 2. Policy Council and Regional Parent Committee will have Bylaws which shall be revisited often to ensure roles and responsibilities 3. Policy Council and Regional Parent Committee will be given an Orientation at the Beginning and Mid Year</p> <p>ERSEA Policy and Procedures will be approved / disapproved by Policy Council</p> <p>1. To conduct annual self assessment, to ensure that the programmatic and fiscal intent of its grant application is carried out. 2. Policy council actively involved in the assessment team.</p>	<p>Com. Partnership Mgr. Region PIC, Asst. Supt., ASO</p> <p>Com. Partnership Mgr. Asst. Supt., ASO, Region PIC</p> <p>Quality Assurance Mgr. Com. Partnership Mgr., Asst. Supt.</p>	<p>Policy and Procedures Committee Structure Membership Listing Performance Standards Orientation: Agenda, Sign in Sheet and supporting documents</p> <p>Meeting agenda, sign in sheet and Minutes ERSEA Policies & Proc.</p> <p>Self Assessment Report On Site Observation Report</p>
			<p>Beginning: Sept. 2013 Oct. 2013 Mid Ye Dec. 2013 Jan. 2014</p> <p>Sept. 2013 to Aug 2014</p> <p>Sept 2013 to Sept 2014</p>

2013/2014 NAVAJO HEAD START PROGRAM GOVERNANCE SERVICE DELIVERY PLANS

<p>fiscal intent of the grant application, including planning or other actions. Findings that may result from the review of the annual audit, and finds from the Federal monitoring review.</p>	<p>3. Findings from the self-assessment are reported to the Policy Council and Governing Body.</p>	<p>Meeting Minutes, Agenda and Sign in Sheet Calendar</p>	<p>Sept 2013 to August 2014</p>
<p>(viii) Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31 including standards of conduct for program staff, consultants, and volunteers</p>	<p>Policy Council Members as often be involved in changes to program personnel policies; including standards of conduct for program staff consultant and volunteers Policy Council Member will be a part of the Interview Panel during the hiring process Policy Council will be informed of the firing of Assistant Superintendent for Head Start or Early Head Start for recommendation of approval / disapproval (executive session) Central Level – Policy Council Member or Regional Parent Committee Member will participate in the Interview Panel</p>	<p>Human Resource Manager Com. Partnership Mgr., Asst. Supt.</p>	<p>Personnel PP Work Session / Content Meetings Agenda and Sign in Sheet</p>

Copy of Navajo Head Start Program Monitoring Plan Matrix Draft 1 (1) asabagaya@wildblue.net
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Navajo Head Start Program Monitoring Plan Matrix (Draft)

	A	B	C	D	E	F	G
1	Program Governance						
2	Target Area	Monitoring Activities	Monitor by Position	Frequency	Monitoring Tools & Tracking Devices	Purpose	Accountable Authority
3	Policy Council Composition	Review of PC Binder, PC Roster	Program Director, FCP Manager	Monthly	Bylaws, recruitment criteria and process Policy Council Member Profile	Ensures quorum A 51% parent make up of the Policy Council No member has served more than 3 years	Family and Community Partnership Manager Program Director
4	PC By-laws	Review PC Binder	Parent Involvement Coordinator Family and Community Partnership Manager Program Director Site Manager	Annually	Meeting Agendas, Meeting Minutes, PC Bylaws	Ensures Program compliance with Head Start Performance Standards Articulates Roles and Responsibilities of Policy Council	Governing Board
5	Policy Council Meeting	PC Binder	Program Director, Family and Community Partnership Manager	Monthly Annually	Policy Council Meeting Minutes Policy Council Agenda	Ensures documentation of Policy Council Meetings and quorum when voting issues arise. Ensures documentation of items to be shared as information and items needing approval by the PC.	Program Director
6	Policy Council Training	Review PC Meeting Minutes	Program Director, Site Manager	Monthly	Policy Council Meeting Minutes, Policy Council Agenda, PC sign in sheets	Ensure Policy Council receives appropriate and timely training to make informed decisions about program policies and services This includes Parent Voice Training the first	Program Director

+ ☰ Instructions Reporting Transportation ERSEA Program Governance Program Planning Human Resources Facilities_Safety Mental Health E

**Navajo Head Start
PROGRAM GOVERNANCE**

Policy ID: NHS PG01-2013

Subject: Parent Committee and Policy Council

Performance Objective: *Navajo Head Start (EHS/HS) the Program shall establish and maintain a formal structure of shared governance through which parents will participate in policy making or in other decisions about the program.*

Purpose

Navajo Head Start (NHS) provides two types of services, Head Start and Early Head Start (EHS) with an option of Center or Home Base Programs. NHS is in four (4) Regions, EHS is considered Region V, but services are combine with Region II. Region I is Crownpoint and Shiprock combined, Region II is Ft. Defiance area, Region III is Chinle area and Region IV is Tuba City area. These regions were established to meet the needs of local communities. Upon the establishment of the four (4) regions, a middle parent committee is developed to enhance productivity and communication; therefore NHS Program Governance-Parent Committee and Policy Council are: Local Parent Committee, Regional Parent Committee and Policy Council.

Scope

This policy applies to program governance.

All Policy Councils and Parent Committees must be established as early in the program year and may not be dissolved until successor Councils and Committee are elected and seated.

Definitions:

Shared Decision Making: The act of the governing body ensuring program management staff and the parents the right to participate effectively in Head Start governance and the opportunity to express their opinions and to ensure these opinions are given every reasonable consideration.

Governing Body: The Navajo Nation Board of Education Committee oversees NHS program which situated under the Department of Dine Education.

Program Management: (Organizational Chart) Central and Regional Administration, Central Administration Head Start parent means a Head Start child's mother or father, other family member who is a primary legal caregiver, legal guardian or the person with whom the child has been placed for purposes of adoption, pending a final adoption decree.

Navajo Head Start Policy Council (NHSPC): Policy Council must be established at the Grantee (Navajo Nation) level to maintain a formal structure of shared governance through which elected parent representative and selected community representatives and participate in policy making and/or other decisions about the program.

Community Representative: Community members from the local community, businesses, public or private community, civic, and professional organizations; and others who are familiar with resources and services for low-income children and families, including, for example, but not limited to, the parents of formerly enrolled children.

Regional Parent Committee (RPC): Formal Parent Committee comprised of local head start center, home base and early head start parents of NHS to facilitate communication, committee and community activities.

Local Parent Committee (LPC): Informal Parent Committee comprised of local head start center, home base and early head start parents of NHS to facilitate communication, committee and community activities.

Operational Procedures:

1. NHS must establish and maintain a formal structure of shared governance aside from everyday parental involvement. The structure must consist of Parent committees at the local level (head start center); Regional levels and the Policy Council at the central level (Grantee level). Each level must be established as early in the program school year as possible.
2. Local Parent Committees are comprised exclusively of parent(s) or legal guardian(s) of current enrolled children. When programs operate more than one option from the same site, the Parent Committee membership is combined unless parents choose to have separate committee for each option (SUBJECT TO APPROVAL PROCESS and ALL Parents of enrolled children must vote and agree from the same site.)
3. Local Parent Committee is an informal committee where bylaws are not required but is encouraged. Local Parent Committee structure and composition consists of the following, as required:

- a) All Parent(s) and Legal Guardian(s) of enrolled children of NHS.
- b) Local Parent Committee Roles and Responsibilities:
 - i. Advise staff in developing and implementing program policies and procedures, activities and services.
 1. Participate in Curriculum revisions and or selection
 2. Acknowledgement of the lesson planning
 3. Implement the Parental Involvement Policies and Procedures
 - ii. Plan, conduct, and participate in programs or activities for parents
 - iii. Participate in recruitment and screening of Head Start employees
 1. Serving on interview process
 - iv. Assist with advertisement of recruitment of children
 - v. Promote positive communication and parent involvement
 - vi. Elect a Regional Parent Representative (RPC)
- c) Elect Officers and maintain an appropriate quorum
 - i. President
 - ii. Vice President
 - iii. Secretary
- d) Establishing By Laws are optional but encouraged
- e) A well maintained record keeping binders at the Head Start centers
 - i. Agenda, sign in sheet, meeting minutes are supporting documents
 - ii. Standing LPC meeting agenda items
 1. Center & Home Base staff report
 2. RPC Representative report
 3. Parent Training

4. Chapter Representative (if applies)
- f) All Head Start Centers must provide an orientation at the beginning of the school year and when needed throughout the year. Parent Involvement Coordinator and Content Area Specialist are available upon formal request.
 - g) Prepare and pass supporting resolutions for Head Start Center/Home Base or Head Start Region.
 - i. Program Options (center/home base and/or 4-1or 5-0)
 - ii. Collaborative efforts with the community
 - iii. Field Trips
4. Regional Parent Committee is comprised of two types of representation such as the Policy Council: parents of currently enrolled children and community representative. At Least 51 percent of the members of these policy groups must be the parents of currently enrolled children. Regional Parent Committee and Policy Council may not be dissolved until successor council are elected and seated.

- 1) Regional Parent Committee is a Formal Committee; by laws are required. Regional Parent Committee structure and composition consists of the following:
 - 2) Parents of currently enrolled children and community representatives
 - 3) Local Parents elect parent representative and / or home base parent representative, for those combined options must elect center parent representative, home base representative and early head start parent representative (center or home base). In addition elect an alternate parent representative.
 - 4) Community representative (Refer to RPC roles and Responsibilities)
 - 5) Regional Parent Committee Roles and Responsibilities:
 - (a) Regional Parent Representative must approve or disapprove the selection of Community Representative. (Refer to Policy Council Composition)
 - (b) Elect Officers
 - President
 - Vice President
 - Secretary
 - (c) Elect Policy Council Representatives (Exclusively Parents of enrolled children in Head Start)
 1. 1 Center Parent
 2. 1 Home Base Parent
 3. 1 Early Head Start Parent (EHS Center Parent and Pregnant Women Program)
- 6) Advise staff in developing and implementing program policies, activities and services. (Navajo Head Start Parent Committee will provide support and implement activities and services).
- 7) Plan, Conduct, and participate in programs or activities for parents.
- 8) Participate in Recruitment and Interviews of Head Start Employees
 - a. Serving on interview selection/panels
- 9) Promote positive communication and parent involvement
- 10) Report during regional parent committee meetings
- 11) Serve as communication link between NHSPC to RPC and RPC to LPC.
- 12) Serve as an advocate to their community.
- 13) Recordkeeping (Binders) at Regional Office
 - a) Agenda, sign-in sheet, meeting minutes, and supporting documents
 - b) Regional Parent Committee meeting agenda

i) Region Program Report by Administrative Services Officer (ASO) written report shall be available one week prior to meeting and verbally presented

- (1) Finance
- (2) ERSEA
- (3) Human Resource
- (4) Education
- (5) Transportation
- (6) Meal Count (CACFP)
- (7) Facilities
- (8) Policy Council Representatives Report
- (9) Health Service Advisory Committee Report
- (10) Training

14) Regional Office must provide orientation and is required at the beginning of the year and when needed throughout the year. Parent Involvement Coordinator and Content Area Specialist shall provide trainings as requested by Centers etc.

15) Prepare and Pass Supporting or Recommending Resolutions for Head Start Region or Central Office of the following but not limited:

- a) Program Options (center / home base and/or 4-1 or 5-0)
- b) Collaborative efforts with the community Elected Parent Representatives and Selected Community Representatives

16) Standardized Regional Parent Committee Bylaws.

17) Navajo Head Start Policy Council is a Formal Council, By laws are required. Navajo Head Start Policy Council is comprised of two types of representation, parent of currently enrolled children and members of the community.

a. Navajo Head Start Policy Council Parent Members: Parent Representative elected from the Region Parent Committee Formally to fulfill the following positions:

- (1) Center Parent Representative
- (2) Home Base Parent Representative
- (3) Early Head Start Parent Representative (for those who have Early Head Start)

b. Navajo Head Start Community Representative:

- (1) Must be drawn from the: local community businesses, public or private community; civic, and professional organizations; and others who are familiar with resources and services for low income children and families, including for example the parents of formerly enrolled children.
- (2) Must be advertised in June, July and August and when necessary should a community representative resign or failure of attendance (also refer to Policy Council Bylaws for reference).
- (3) Announcement maybe done in the form of Local Paper Advertisement, Public Service Announcement through radio stations, and/or Flyers.

(4) Interested individuals must submit the following to nearest Navajo Head Start Regional office which services the community of which they are from:

1. Letter of interest
2. Resume

3. 3 Letters of Recommendation

- (5) Selection: a pool of interested individuals will be reviewed by the Parent Involvement Coordinator / ASO and presented to the Regional Parent Committee. The Regional Parent Committee will then review the preselected individuals for selection approval / disapproval (Resolution).
 - (a) Community Representatives are Selected Annually; current members are encouraged to submit Letter of interest before advertisement. Any change of information must be updated by the individual.
- (6) Parent Members of the Policy Council are Elected or Re Elected Annually. Community Representatives are selected annually.
- (7) Policy Council must limit the number of one year terms any individual may serve on either body to a combined total of three year terms (45CRF)
- (8) Policy Council Membership will be forward to the Board of Education-Governing Body for acknowledgement
- (9) Policy Council Members shall not have a conflict of interest with Navajo Head Start and not receive compensation for serving on the policy council or for providing service to Navajo Head Start.

18) Navajo Head Start Policy Council Roles and Responsibilities:

1. Policy Council shall approve and submit to the governing body.
 2. Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start region is responsive to community and parent needs.
 3. Program recruitment, selection, and enrollment priorities.
 4. Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.
 5. Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.
 6. By laws for the operation of the policy council.
 7. Program personnel policies and decisions regarding the employment of program staff, consistent with paragraph (1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.
 8. Developing procedures for how members of the policy council of the Head Start region will be elected.
 9. Recommendations on the selection of delegate agencies and the service areas for such regions.
- 19) Navajo Head Start Policy Council shall review and share regular information for use by the governing body and policy council for program planning, policies, and Navajo Head Start Operations when provided by Navajo Head Start Administration.

1. monthly financial statements, including credit card expenditures;
2. monthly program information summaries;
3. program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
4. monthly reports of meals and snacks provided through programs of the Department of Agriculture;
5. the financial audit;
6. the annual self-assessment, including any findings related to such assessment;
7. the communitywide strategic planning and needs assessment of the Head Start region, including any applicable updates;
8. communication and guidance from the Secretary; and
9. the Program Information Reports

20) In Addition to Policy Council Roles and Responsibility:

- a) Work in partnership with management staff to develop, review approve/disapprove
 1. Procedures for Program Planning, Philosophy, short/long term goals and objectives
- b) Decisions to hire or terminate any person who works primarily for the Early Head Start or Head Start program of the Grantee; and Decisions to hire or terminate any person who works primarily for the Early Head Start or Head Start program of the Grantee:
 1. Due to Navajo Head Start under the Navajo Nation, Navajo Head Start must follow Navajo Nation Personnel Policies Manual. Thus, Policy Council Members, Regional Parent Committee or Local Parent Committee Members will assist in sitting on the interview panel in recommending decision for selections of hiring.
 2. Navajo Head Start provides Personnel listing that indicated vacancy
- c) Serve as a link to the Parent Committees, Grantee, Governing Body, Public and Private Organizations, and the communities they serve.
- d) Assist parent committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in Early Head Start and Head Start and to encourage their participation in the program.
- e) 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.
- f) Assist in recruiting volunteer services from parents, community residents, and community organizations and assist in the mobilization of community resources to meet identified needs.
- g) Establish and maintain procedures for working with the Grantee to resolve community concerns about the program (**Refer to Parent and Community Concern Policy and Procedure**)
- h) Define criteria for ERSEA procedures

1. NHSPC must serve on an established ERSEA Committee at the Grantee Level

- 21) Parent Committee and Policy Council shall be reimbursed for a reasonable expense in fulfilling their group responsibilities in accordance with Navajo Nation Travel Policies Reimbursement shall include if applicable; meals, mileage, childcare and lodging. **(Refer to Parent Cost Policy and Procedure)**
- 22) Parent Committee Members and Community Representatives are encouraged to volunteer and observe at the center, home base and early head start to better understand the Navajo Head Start Program.
- 23) Record Keeping: File all necessary documents pertaining to Navajo Head Start Policy Council at Central Office.
 1. Meeting Agenda, Sign in Sheet, Meeting Minutes and Supporting Documents
 2. Program Involvement Agenda, Sign in Sheet, Meeting Minutes and Supporting Documents (may also be per Content Area)
 3. Reimbursement Claims (parent cost policy)
 4. Activities when utilizing parent cost budget
- 24) TRAINING AND TECHNICAL ASSISTANCE Appropriate training and technical assistance shall be provided to the members of the governing body and the policy council to ensure that the members understand the information the members receive and can effectively oversee and participate in the programs of the Head Start agency.
 1. Parent Committees with the assistance of Navajo Head Start Staff will develop a training plan and training opportunities will be provided to enhance their duties/responsibilities.

Related Regulations: Head Start Act 207; Appendix A; 1304.50a; 1304.50 a1; 1304.50 a1i; 1304.50a 1ii; 1304.50a 1 iii; 1304.50 a2; 1304.50a3; 1304.50a4; 1304.50 a 5. See also 1301.2 and 1306.3 h.