



BY-LAWS MEMBERSHIP COMMITTEE ZOOM MEETING

Zoom Log In | <https://us02web.zoom.us/j/89202656618>

Dial In: (929) 205-6099 | Meeting ID: 892 0265 6618

Date: September 20, 2023 | Time: 6:00 PM

AGENDA

Members: Linnes Finney , Chairperson, N’Kosi Jones, Vice-Chairperson, Ruby Willix, Yolanda Robinson, William Holt (Ex-Officio), Yolanda Garrett, Staff Liaison

Quorum: Attendance meets quorum with three (3) members present.

WHAT	PAGES	HOW	WHO
1. Call to Order Moment of Silence Mission Statement Roll Call		Present	Chairperson Secretary
2. Public Comments (Two Minutes)			
3. Secretary’s Report Recommendation: By-Laws Membership Meeting Minutes:		Present/ Approve	Chairperson
4. Committee Recommendations/Action/Ratification Items Action/Ratification <ul style="list-style-type: none"> • Advisory Council/Committee Membership Recruitment Plan • Head Start/EHS Policy Council Membership Recruitment • Advisory Councils Meeting Timelines • Head Start/EHS Meeting Timelines 		Present/ Approve	Committee Chairperson
5. Other Business:		Present/ Approve	Chairperson CEO
6. Adjournment		Present	Chairperson

The ALPI’s Mission Statement

The mission of The ALPI is to collaborate with community partners and deliver human service programs that empower the economically disadvantaged and others to be self-sufficient.

Community Action Promise

Community Action changes people’s lives, embodies the spirit of hope, improves communities and makes America a better place to live. We care about the entire community and we are dedicated to helping people to help themselves and each other.



**The Agricultural and Labor Program, Inc.
2023 By-Laws and Membership Committee
Attendance Y-T-D Summary**

Name	Jan 2023 Closeout	Feb Orientation & Board Meeting	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2024 Closeout
1. Tonmiel Rodriguez, Esq.	P												
2. N’Kosi Jones	P			A				P					
3. Berniece Taylor	A												
4. Ruby Willix	P			P				P					
5. Yolanda Robinson	P			P				P					
6. RaShondra Croskey	P												
7. Yolanda Garrett-Staff Liaison	P			P				P					
8. Arlene Dobison-CEO	P			P				P					
9. Linnes Finney Esq.				P				P					
10.													
11.													
12.													
13.													
Total Present	7			5									

P = Present | E = Excused | A = Absent | = No Meeting Held



By-Laws/Membership Committee Meeting Minutes



BY-LAWS/MEMBERSHIP COMMITTEE

Zoom Meeting | <https://us02web.zoom.us/j/89474928858>

Date: August 28, 2023 | Time: 5:00 PM

Members: Linnes Finney, Esq., Chairperson, Dr. N’Kosi Jones, Vice-Chairperson, Ruby Willix, Yolanda Robinson, Yolanda Garrett Staff Liaison, Arlene Dobison, CEO

Board Members		Board Support	Staff Liaison	
Linnes Finney, Esq.	P	Arlene Dobison, CEO	Yolanda Garrett	P
Dr. N’Kosi Jones	P			
Yolanda Robinson	P			
Ruby Willix	P			

The meeting was called to order, at 5:18 PM by Chairperson Linnes Finney, Esq., a moment of silence was observed by all, the mission of The ALPI was recited by Yolanda Robinson, *The mission of The ALPI is to collaborate with community partners and deliver human service programs that empower the economically disadvantaged and others to be self-sufficient.*

Roll Call

A quorum was established.

Secretary Report

Dr. N’Kosi Jones moved to accept/approve the By-Laws/Membership meeting minutes of January 20, 2023. Seconded by Ruby Willix. The floor opened for questions. There were no questions. The motion carried unanimously.

COMMITTEE RECOMMENDATIONS/ACTION

Tripartite Board Membership; Meeting Attendance; Corporate Membership Roster; Advisory Council Annual Election

Dr. N’Kosi Jones moved to accept/approve the review of Tripartite Board Membership; Meeting Attendance; Corporate Membership Roster; Advisory Council Annual Election. Ruby Willix seconded. The floor opened for questions. There were no questions. The motion carried unanimously

Discussion or comments.

Arlene Dobison, CEO reminded the committee of the attendance policy. A letter will not be sent to David Rucker, in accordance with Section 8 of the by-laws, as he has resigned from the Board and Northern Region. Linnes Finney, Esq. was made aware of his two excused absences and the attendance policy of a member being absent from three excused or unexcused board meetings.

ADJOURNMENT:

Dr. N’Kosi Jones moved to adjourn the meeting at 5: 36 PM. Seconded by Ruby Willix. Meeting adjourned.



CORPORATION APPLICATION/RECRUITMENT PROCESS

1. The Membership Campaign period will be May – September. Applications received on or before September 15th will be eligible for membership on the Council's Corporate Membership Roster. This list is used to validate membership during the Council's election process. Applications received after September 15th will be eligible the following year.
 - a. Each Council will receive a copy of the Corporate Membership Roster for their region by October 1st for the purpose of recruiting new members.
2. In May, each Council will receive twenty-five (25) applications for membership recruitment.
3. Applications will be accepted year round.
4. A corporate application will become a part of the initial assessment for all services provided by ALPI including those providing contracted services.
5. All applications are to be sent to the Board's Membership Committee Staff Liaison for processing.
6. Each applicant will receive a membership card, welcome letter, and ALPI's published literature.
7. A quarterly report will be made to the Board by the Membership Committee regarding the level of each Council's corporate membership.

See sample letter and Corporate application below.

Sample Recruitment Letter

Date

Dear Corporate Member:

I am writing to request your attendance at the ALPI Central Regional Advisory Committee's (CRAC) Annual Meeting on [Date]. The meeting will be held at the [Location of Meeting]

It is at the Annual Meeting that the election is held to seat members on the Advisory Committee. As a corporate member of The Agricultural and Labor Program, Inc., I am pleased to inform you that you are eligible for membership on the Central Regional Advisory Committee (CRAC).

The role of the CRAC is to serve as an "advisory" committee to the ALPI Board of Directors. The ALPI is a comprehensive human services organization whose mission is to help improve the quality of life for those individuals in the ALPI service areas. The CRAC provides input directly from the communities of **North Osceola County, Dover, Ruskin, Wimauma, Plant City Lakeland, Bartow, Lake Alfred, Auburndale, Winter Haven, Haines City, Mulberry, Polk City, Davenport, Bradley, Waverly, Poinciana, Wahneta, Eagle Lake, Gordonville, Eloise, & Gordon Heights** thus making it the eyes and ears of the ALPI Board. As a member of the CRAC you will be a voice for your community.

Should you have questions or would like to include your name on the election ballot, please contact [Executive Office]

Thank you in advance for your consideration in joining the CRAC by attending the Annual Meeting.

Sincerely,

***Note:** You are ineligible to serve on the committee if you are an ALPI employee or an immediate family member currently serving on the committee (ALPI Bylaws **ARTICLE X – SECTION 5**).*

Corporate Application



Today's Date:

Corporate Application

The Agricultural and Labor Program, Inc.
P.O. Box 3126 • Winter Haven, FL 33885 • www.alpi.org

Name _____
(Last) (First) (Middle Initial)

Mailing Address _____
(Street No./P.O. Box)

(City, County, State, Zip Code)

Home # () _____ - _____ Business # () _____ - _____

Cell # () _____ - _____ Email Address: _____

Race: Black White Hispanic Other Marital Status: Married Unmarried (single, divorced, widowed)

Household Size _____ Yrs. of Education _____ Occupation _____ Yrs. on Job _____ Yrs. in Profession _____

Registered Voter: Yes No Able to attend nights/weekends meetings: Yes No

Applicant's Signature _____ Date _____

*Annual Recruitment is conducted May through September. All membership cards will be mailed in the month of October.
Membership Applications received after May will be mailed in October of the following year.*

I certify that this application has been reviewed by the Regional Advisory Membership Committee.

Regional Advisory Chairperson _____ Date _____

(Official Use Only)

The Agricultural and Labor Program, Inc.

Regional Applicant resides in Central Eastern Northern Southern

We certify that this application has been reviewed by the Board Membership Committee

Chairperson _____ Vice Chairperson _____

I.D. Number _____ Date Approved _____

**POLICY
COUNCIL**

1301.3

HEAD START PERFORMANCE STANDARDS
PART 1301 PROGRAM GOVERNANCE

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ALPI HEAD START/EARLY HEAD START
OPERATIONAL POLICIES AND PROCEDURES
PART 1 – PROGRAM GOVERNANCE

SUBJECT	Program Governance
SECTION: Part 1301	§1301.3 Policy Council
PERFORMANCE OBJECTIVE:	To establish and maintain a formal structure of shared governance through which parents can participate in policy-making and the decision- making for the direction of the Head Start and Early Head Start programs.

POLICIES

a) ALPI establish and maintain a Policy Council at the agency level and is responsible for the direction of the Head Start and Early Head Start program, including program design and operations, long/short-term planning goals and objectives, taking into account the annual communitywide strategic planning, needs assessment and self-assessment.

b) Composition – ALPI’s Policy Council composition consist of parents of children who are currently enrolled in the Head Start and Early Head Start program, which constitute of the majority (74%) of the members of the policy council; and members at large of the community served by the program who may include parents of children who were formerly enrolled in the program and one Board of Directors (governing body) representative.

ALPI establish and maintain a process that ensures that members of the policy council do not have a conflict of interest in accordance with Head Start Act. No staff or members of their immediate families will serve on the policy council except parents who occasionally substitute as staff.

c) Duties and Responsibilities –

(1) ALPI’s Policy Council is responsible for activities specified §642(c)(2)(D) of the Head Start Act; which activities shall approve and submit to the Board of Directors (governing body) decisions to include the following:

- Activities that support the active involvement of parents in supporting program operations, including policies to ensure that the program is responsive to the community and parent’s needs;
- Program recruitment, selection, and enrollment priorities;
- Applications for funding and amendments to applications for funding for programs prior to submission of the applications;

- Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities;
- Bylaws for the operation of the policy council;
- Program personnel policies and decisions regarding the employment of program staff, consistent with the Head Start Act §642(1)(E)(iv)(IX), including but are not limited to the following:
 - Personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the agency;
 - Personnel policies regarding the hiring, evaluation, termination, and compensation of employees.
- Developing procedures for how members of the policy council will be elected
- Recommendations on the selection of delegate agencies and the service areas of such agencies.

(2) The Policy Council uses ongoing monitoring results, data on school readiness goals, other information described in §1302.102, and information described in section (642(d)(2) of the Head Start Act to conduct its responsibilities to include but are not limited to:

- Financial statements including credit card expenditures
- Program progress summaries reports
- Program enrollment and attendance reports including children partially enrolled in subsidize care
- Meals and snacks provided through the Child Care Food Program/USDA
- Financial audit
- Program annual self-assessment report and improvement plan
- Agency’s communitywide strategic planning, and needs assessment of the program including annual updates
- Communication and guidance from the funders
- The annual Program Information Report (PIR).

d) Term

- (1) A member will serve for one-year terms
- (2) If the member intends to serve for another year, she or he will stand for re-election

(3) The Policy Council at the agency level in its bylaws will include how many one-year terms, not to exceed five terms, a person may serve

(4) The program seats the successor policy council, before the existing policy council is dissolved (October).

e) Reimbursement

The program will reimburse low-income parents participating in the policy council for reasonable expenses incurred if necessary.

OPERATIONAL PROCEDURE:

Composition

1. ALPI Board of Directors is responsible for the total membership of the Policy Council. The recommendations for composition are based on the number of Head Start and Early Head Start centers and children enrolled in the program. The centers with 6 or more classrooms elect two representatives and two alternates, and centers with 10 or more classrooms elect three representatives and three alternates. Refer to the approved membership matrix per center in item #6 of this procedure.
2. The Program Operations Director is responsible for submitting a potential list of members at large of the community served to the Deputy Director and subsequently to the Chief Executive Officer for review and approval and to the Board of Directors.
3. Family Service staff will provide information to parents upon the recruitment and enrollment process about program opportunities; i.e., parent committees, Policy Council, advisory committees, etc.
4. The Child Development Services Manager/Coordinator and Contracted Center Directors are responsible for establishing and maintaining the Parent Committees at the center level and its structure in September of the program year, and provide training to include but are not limited to the following:
 - Parliamentary Procedures
 - Roles and Responsibilities of Parents
 - Parent's Rights
 - Program Governance
 - Education and Child Development Program Services
 - Health Program Services
 - Family and Community Engagement Program Services

5. The Child Development Services Manager/Coordinator and Contracted Center Directors during the first Parent Committee Meeting in September with the assistance of the Family Support Services Coordinators and/or the Family and Community Partnerships Managers are responsible for facilitating the election process that will consist of the following officers and the election of Policy Council representatives and their alternates:
 - President
 - Vice-president
 - Secretary
 - Policy Council Representative(s)
 - Policy Council Alternate(s)

6. The Child Development Services Managers will ensure that the established parent committee elects policy council representative(s) and alternate(s) at the first parent committee meeting in September, the membership per center will consist of the following:

Directly operated centers:

2 Classrooms Francina Duval HS Center	1 Representative & 1 Alternate
6 Classrooms Lincoln Park HS Center	1 Representatives & 1 Alternate
5 Classrooms Garden Terrace HS Center	1 Representatives & 1 Alternate
9 Classrooms George W. Truitt FS Center	2 Representatives & 2 Alternates
11 Classrooms Child Dev. & FS Center	3 Representatives & 3 Alternates
6 Classrooms Frostproof Child Dev. Center	1 Representatives & 1 Alternates
14 Classrooms Queen Townsend HS Center II	3 Representatives & 3 Alternates

Contracted centers:

Learning Tree Academy will work together with the Child Development Services Manager/Coordinator (liaison) from Francina Duval Head Start Center to elect 1 representative and 1 alternate.

JumpStart Development Center will work together with the Child Development Services Manager/Coordinator (liaison) from the Frostproof Child Development Center for the JumpStart parents to be represented by the elected members at the Frostproof Child Development Center.

Little Scholars will work together with the Child Development Services Manager/Coordinator from the Child Development and Family Services Center for the Little Scholars parents to be represented by the elected members at Child Development and Family Services Center.

YMCA, Indiantown, will work together with the Child Development Services Manager/Coordinator from the Child Development and Family Services Center for the

YMCA, Indiantown parents to be represented by the elected members at the YMCA, Indiantown.

7. Within 72 hours of the conclusion of the first Parent Committee Meeting, the Child Development Services Manager/Coordinator and Contracted Center Directors through the liaison will submit: name, address, home/work telephone numbers of the members elected to serve on the Policy Council to the Program Operations Directors.
8. Along with the information will be the signed certification of each elected members stating that he/she is not an ALPI or contracted centers staff member, nor member of their families, serving on the Policy Council. Immediate family means: wife, husband, son, daughter, mother, father, sister, brother, aunt, uncle, grand parents or relatives by marriage.
9. Policy Council members are elected or re-elected annually. (Community Representatives are selected annually). Policy Council will serve a one (1) year term beginning in October. Members may serve on the Policy Council shall not exceed a combined total of five (5) years. Any part of the year served will be considered as a full term.
10. Members that obtained employment with ALPI or contracted center, will be required to resign from the Policy Council; except parents who occasionally substitute for Head Start or Early Head Start Staff.
11. Past employees must be out of services for at least two years before becoming eligible to serve on the Policy Council.
12. The Program Operations Director or designee will develop a Policy Council Roster and forward it to the Deputy Director and the Chief Executive Officer within 72 hours after receiving the necessary information from the centers.

Orientation

1. The Deputy Director and the Program Operations Directors will provide Orientation/Training to the Policy Council, and Board of Directors in October on various topics to include, but not limited to the following:
 - Composition of the Board of Directors
 - Responsibilities of the Board of Directors
 - Responsibilities of the Policy Council
 - Responsibilities and Rights of Parents
 - ERSEA
 - Funding Sources
 - Program Structure and Program Option
 - Delivery of Services

2. During the first Policy Council Meeting in October, the Deputy Director and Program Operations Directors are responsible for formally organizing the Policy Council. At this meeting, and prior to facilitating the election process, the Directors will submit the list of potential Community Representative Candidates approved by the Chief Executive Officer and the Board of Directors to the Policy Council for approval. After obtaining the approval of the Community Representatives, the Deputy Director and the Program Operations Directors or consultant will facilitate the election process by which, all positions are declared open and new officers are elected and Board Representative Approved.
 - Chairperson
 - Vice-chairperson
 - Secretary
 - Board of Directors Representative

3. Additional training is provided to Parents and Policy Council through monthly meetings, workshops, conferences, etc.

4. The Program Operations Directors are responsible for submitting the names of the elected officers to the Deputy Director and the Chief Executive Officer within 72 hours of the election.

5. The Deputy Director and the Program Operations Directors are responsible for submitting information for approval to the Policy Council, to include but are not limited to:
 - Fiscal Management Policies and Procedures
 - Personnel Policies and Procedures
 - Management Work Plans and Operational Policies & Procedures

- Policy Council Bylaws
 - Internal Dispute Resolution Procedure (Impasse Procedure)
 - Community/Parent Complaint Procedure
 - ERSEA Policies and Procedures
 - Criteria for recruitment, selection, and enrollment of children
 - Community Assessment Results
6. The Deputy Director and Program Operations Directors will work with the Policy Council to develop/review/update policies and procedures for implementing services and reporting according with federal, state and local requirements.
 7. Under the direction of the Deputy Director and Program Operations Director the Management staff has the overall responsibility for implementing and planning process and assuring involvement of appropriate staff, policy council, parents, and others.
 8. The Policy Council will meet in the monthly basis for least nine months of the program year and in accordance with the Bylaws. The meeting notice will be mailed seven days prior to the meeting along with a package of information for prior review by the members.
 9. The Deputy Director and the Program Operations Directors are responsible for providing information to the Policy Council on a monthly basis or as needed for review and approval; this information will include but is not limited to the following:
 - Financial statements, including credit cards expenditures
 - Program progress summaries
 - Program enrollment, including attendance reports for children whose care is partially subsidized by another public agency (VPK/School Readiness)
 - Meal and snacks/Child Care Food Program
 - Human Resource/Personnel Related issues
 - School Readiness Reports
 - CLASS Observation Reports
 - Financial audits when applicable
 - Annual self-assessment, including improvement plans
 - Communitywide strategic planning and needs assessment and updates
 - Communication and guidance from funders i.e., federal, state and local authorities
 - Program Information Report (PIR)
 - Community complaints
 - Program Changes
 - Funding applications and amendments applications
 - Parent Committee Reports

10. The Deputy Director is responsible for communicating with the policy council as needed utilizing various methods to include but not limited to the following:
 - Monthly meeting packages
 - Telephone calls & faxes
 - Meetings
 - Letters & Memorandums
 - Emails, etc.

11. The Deputy Director is responsible for ensuring that as part of the communication system, one Policy Council member seats in the Board of Directors memberships and one Board of Directors member seats in the policy council Memberships.

12. The Deputy Director, Program Operations Directors and selected Management Staff will work with the policy council to set long/short term program goals and objectives annually and/or during the developing of the refunding applications period by utilizing the following information:
 - Data and recommendations from the community assessment, program self-assessment, federal reviews, and recommendations from the Regional Office Staff, Board of Directors Strategic Plans, Program Information Report (PIR)
 - Child Outcomes/School Readiness Data/Reports
 - CLASS Observations Reports
 - Federal, State and local requirements and updates and other significant data.

13. The Deputy Director and the Program Operations Directors are responsible for facilitating the Program Annual Self-Assessment along with the Policy Council, Board of Directors, Management staff annually (February) of the Head Start and Early Head Start program of its operations and compliance with Performance Standards, Head Start Act, and other federal regulations and requirements. The annual self-assessment consists of the following:
 - The team will carry out the Self-Assessment of each program service area, in accordance with prescribed instruments (Office of Head Start Monitoring Protocol). The Board of Directors and Policy Council will approve/disapprove the Self-Assessment planning process.

 - The Program Operations Director or designee will provide training for team members on how to conduct the assessment, including visits to centers, review of records and systems; compilation of data, and writing of final reports that include strengths, weaknesses, findings, recommendations and plans for improvements. The review of records will include, but are not limited to the following:
 - Monitoring Reports

- School Readiness
 - Delivery of Service Reports Management Systems.
 - Staff Credentials/Professional Development Activities and Plan
 - Community Assessment Report/information
 - Children Cum Files
 - Financial Reports
 - Program Information Report (PIR)
- The Management Staff will utilize the results and recommendations from the Self-Assessment in planning for program improvements such as enhanced staff training, mentoring and supervision; improvements in curriculum; reallocation of program resources; involvement of parents and volunteers and community partners; or new efforts to support families in enhancing children’s learning and development.
 - The Management staff will submit the annual Self-Assessment Report and Improvement Plan to the Policy Council and Board for review and approval in March/April of the program year.

Program Recruitment, selection and enrollment priorities

1. The Deputy Director and the Program Operations Directors are responsible for submitting and training the Policy Council on §1302.12 of the Performance Standards in the month of October of the school year.
2. The Deputy Director and the Program Operations Directors are responsible for securing consultant if necessary to facilitate the training during the Policy Council orientation or as needed.
3. The Family Services Management Staff are responsible for development and updates of the policies and procedures for the program recruitment, selection, and enrollment priorities annually.
4. The Deputy Director and the Program Operations Directors are responsible to submit the policies and procedures for the program recruitment, selection, and enrollment priorities the Policy Council for approval and to the Chief Executive Officer for the Board of Directors approval.

Funding Application and Amendment Applications

1. The Deputy Director and the Program Operations Directors will work with the policy council in the development of funding applications for the Head Start and Early Head Start program being in February of each year.
2. The Management staff under the direction of the directors will assist in the development and update of the funding application narrative to report on progress in meeting the goals and objectives of the program.
3. Once the funding application is completed, the Deputy Director and the Program Operations Directors are responsible for submitting the application for the Policy Council for approval and to the Chief Executive Officer for the Board of Directors approval.
4. Funding Notice of Awards will be submitted to the Policy Council and to the Board of Directors.

Bylaws

1. The Deputy Director and the Program Operations Directors are responsible for submitting the currently Policy Council Bylaws to the newest elected Policy Council for review and approval in November/February of the school year.
2. The Chief Executive Officer is responsible for submitting the currently Board of Directors Bylaws to the Board of Directors in November/February of the fiscal year.
3. Once the Bylaws are reviewed and recommendations for revision and/or updates are made; the Board of Directors Bylaws Committee will responsible for coordinating the revisions and/or updates and later submitted to the Board of Directors for approval of the both set of Bylaws.
4. Prior to submit the revised Policy Council Bylaws to the Board of Directors; the Deputy Director and the Program Operations Directors are responsible for submission to the Policy Council for approval.
5. The Policy Council and Board of Directors Bylaws are review and updated annually and as needed.

Budget Planning for Program Expenditures

1. The Deputy Director and the Program Operations Directors are responsible for ensure involvement of the Policy Council in the budget development process to include reimbursement for the participation of low-income families in program activities.
2. The Deputy Director and the Program Operations Directors responsible for provide opportunities for workshops, training, conference, etc. to policy council to promote skills enhancement, family and community engagement activities which will be a part of budget planning expenditures.
3. The Deputy Director and the Program Operations Directors are responsible to ensure that reimbursement for participation in the program activities are in accordance with the ALPI's Fiscal Management Policies and Procedures.
4. As part of the Policy Council major timelines and activities; Deputy Director and the Program Operations Directors will prepare and distribute established timelines for annually Board of Directors and Policy Council joint activities, conference, etc.
5. The Chief Executive Officer is responsible for submitting to the Board of Directors the Policy Council major timelines in February of the fiscal year.

Activities Supporting Parent Involvement

1. The Deputy Director, Program Operations Directors and Management staff will provide opportunities to parents that support their involvement in the program operations and facilitate community support for parents; these will include but are not limited to:
 - Parent meetings
 - Parent Trainings
 - Policy Council
 - Advisory Councils
 - Reading Day with Dad/Mom
 - Community Drives
 - Community Workshops
2. The Management Staff is responsible for informing parents about program activities to include opportunities such as: home visits, parent/child conference, family partnership agreement, etc. at the parent orientations, health fairs, open houses, etc.

3. The Management Staff will develop and distribute the Family Engagement Resource Guide annually that promotes to include but are not limited to following:
 - Family Engagement
 - Parent activities that promote child learning and development
 - Community Resources
4. Through the Family Partnerships Agreement process, the family services staff work established family goals and work with the families to achieve their goal on the ongoing basis.

Personnel Policies and Decisions

1. The Deputy Director and the Program Operations Directors will work closely with ALPI's Human Resource Department regarding personnel policies regarding the employment of program staff to include the following:
 - The hiring, evaluation, compensation, and termination of the Executive Director (Chief Executive Officer), Head Start Director, Human Resources Director, and Chief Fiscal Officer (Budget and Finance Director), and any other person in an equivalent position with the agency;
 - The hiring, evaluation, termination, and compensation of employees.
2. The Deputy Director and the Program Operations Directors will submit decisions to hire or terminate any person who works for the ALPI Head Start/Early Head Start program to the Policy Council for approval and to the Board of Directors through the Chief Executive Officer prior to begin employment.
3. The Deputy Director and the Program Operations Directors will be responsible adhere to ALPI's Personnel Policies and Procedures hiring and terminating process.
4. The Deputy Director and the Program Operations Directors will submit ALPI's Personnel Policies and Procedures for approval annually.

Policy Council Functions and Timelines

August	<ul style="list-style-type: none"> • Approve/disapprove new employees • Participate in the parent orientation
September	<ul style="list-style-type: none"> • Establish the Parent Committees – Major items for the Parent Committees are: <ul style="list-style-type: none"> ○ Parliamentary procedures training ○ Election of Policy Council Representative(s) and Alternate(s)
October	<ul style="list-style-type: none"> • Conduct the Policy Council Program Governance Training/Orientation <ul style="list-style-type: none"> ○ New Policy Council Members are installed and trained/orientated on to include, but are not limited to the following: <ul style="list-style-type: none"> ▪ Head Start Performance Standards ▪ Roles and Responsibilities ▪ ERSEA 1302.12 • Facilitate the Policy Council Monthly Meeting • Select Policy Council Members to participate in the Annual Parent Conference • Select Policy Council Members to participate in the Annual Board of Directors Retreat
November	<ul style="list-style-type: none"> • Facilitate the Policy Council Monthly Meeting • Select Policy Council Members to participate in the Board of Directors Annual Retreat to review, and discuss items to include, but are not limited to: <ul style="list-style-type: none"> ○ Program Self-Assessment & Improvement Plan ○ Staff Qualifications and Development Report ○ Child Outcomes ○ Program Monitoring Reports
December	<ul style="list-style-type: none"> • Facilitate the Policy Council Monthly Meeting. Major items for review, input, and approval/disapproval include: <ul style="list-style-type: none"> ○ Management Work Plans, and Operational Policies and Procedures ○ Internal Dispute Resolution/Community Compliant Procedures ○ Fiscal Management/Personnel Policies and Procedures
January	<ul style="list-style-type: none"> • Facilitate the Policy Council Monthly Meeting • Recruit Policy Council Members to participate in the Self-Assessment Phase II process • Select Policy Council members to participate in the Agency Corporate Annual Meeting
February	<ul style="list-style-type: none"> • Facilitate the Policy Council Monthly Meeting <ul style="list-style-type: none"> ○ DHHS ACF – HS/EHS Grant Application planning process begin • Policy Council, Parents, Board Members, and Staff participate in the Program Self-Assessment Phase II • Select Policy Council Members to participate in the Annual Board of Directors Orientation/Training (new board)
March	<ul style="list-style-type: none"> • Facilitate the Policy Council Monthly Meeting – Major items for review, input, and approval include: <ul style="list-style-type: none"> ○ Approve/disapprove of Refunding Application ○ Program Annual Self-Assessment Report and Improvement Plan • Select Policy Council Members to participate in the NHSA Training Conference
April	<ul style="list-style-type: none"> • Facilitate the Policy Council Monthly Meeting
May	<ul style="list-style-type: none"> • Facilitate the Policy Council Monthly Meeting
June	<ul style="list-style-type: none"> • Facilitate the Policy Council Monthly Meeting • Recruit Policy Council members to participate in the Agency Annual Picnic
<p>NOTE: Monthly approvals include, but are not limited to, the following:</p> <ul style="list-style-type: none"> → Program progress reports & Financial reports → Personnel related issues i.e., hiring, termination, of Head Start/Early Head Start Staff → Budget revisions (as needed) → Program changes (as needed) → Correspondance (DHHS/ACF, NAEYC, ELC, Etc.) → Other communication (flyers, announcements, etc.) 	

Conflict of Interest Policy

ALPI has established Code of Business Conduct policies and procedures in accordance with the Head Start Act section 642(C) Conflict of Interest. The purpose is to conduct business activities and transactions with honesty and integrity, and in accordance with moral, ethical and legal standards. ALPI's Board of Directors has adopted Code of Business Conduct with apply to agency officers, agency employees or agents. The conflict of interest can be financial, personal relations, status or power.

The code or standard of conduct prohibit real and apparent conflict of interest that may arise among officer, employees, or agents and to prohibit solicitation and acceptance of gifts or gratitude by officer, employees, or agents for their personal benefits in excess or minimal value.

Refer to Personnel Policies and Procedures Policy 140 – Code of Business Conduct for detail information.

Complaints Procedure- Procedure to Resolve Community Complaints about the Program:

ALPI's complaint procedure is a problem-solving mechanism in which every attempt is made to resolve issues at the lowest level of authority, with the least possible amount of program disturbance. A written complaint made by a parent and/or legal guardian of a child enrolled in the program or a community member, alleging that Head Start or Early Head Start regulation, agency's Policies and Procedures, and/or Program Policies and Procedures:

- Where not followed; or
- Were administered in a discriminatory (unequal) fashion; or
- Were administered in an arbitrary and capricious (unfair) fashion.

Situations may arise that are not covered by any existing policy or procedures but seem to merit action; these would be addressed in most cases by the development of new policies and procedures that apply to that type of situation in the future.

1. Before a parent and/or legal guardian or a community member can file a complaint direct discussion must take place between the employees with whom the complaint involves. They must make more than one attempt to resolve any problems or conflict at the center level. All parties involved should note the date and time of the informal discussions.
2. If the parent and/or legal guardian or community member complaint is with the top management level of the center, the parent and/or legal guardian or community member may choose to go directly to the # 6 of the procedure.

3. Failing resolution at that level, the person with the complaint must attempt to resolve problems or concerns at the center level with coordinators. More than one meeting must occur prior to the issue becoming a compliant.
4. If the informal discussion process fails, the complaint must be prepared in writing and given to the individual about whom the complaint is made. The staff person about whom the complaint is made will have a maximum of five days to respond after receiving the written complaint.
5. If the complaint is not resolved, or if no action occurs within five working days, the complaint may be presented in writing to their immediate supervisor, who has five working days to hold at least one meeting and to make a recommendation to their immediate supervisor or the program director.
6. If the complaint is not resolved, or if no action occurs within five working days, the complaint may be presented to the program director, who has five working days to hold at least one meeting and make a recommendation to the Chief Executive Officer.
7. If the complaint is not resolved, or if no action occurs within five working days, the complaint may be presented in writing to the Chief Executive Officer and the Policy Council, who has five working days, to schedule at least one meeting and to make a recommendation to the Board of Directors.
8. If satisfactory resolution to the compliant is not made at the Head Start Policy Council or the Chief Executive level, the Board of Directors will review the matter and will give response within five working days.
9. If the findings are appealed to the Board, the Board (or a standing committee of the Board) has the maximum of ten working days to review the matter. If the Board determines that this compliant procedure was followed, the matter is closed as far as the ALPI is concerned and the recommendation of the Chief Executive Officer shall remain in effect.
10. The following concepts will be used for the written compliant procedure:
 - Information is submitted in writing, signed, and dated
 - No anonymous complaints will be accepted or considered
 - Witnesses may be called at the discretion of the parties involved
 - Supporting information may be submitted
 - The contents of all meetings are kept confidential, unless the complaint is discussed with persons outside of the process. In such a case, staff may discuss the issue with the same persons.

- Mediators or other neutral parties may be asked to assist in resolving differences any time after item #6 of this procedure
 - Efforts are made to keep the compliant local, involving as few people as possible
 - Program officials, parents, and other authorities as appropriate deal with compliant alleging criminal acts or immediate danger to children immediately.
11. Once a person has taken a compliant throughout all of the steps, the compliant may not be returned to the lower level of authority to begin all over again.
12. The compliant procedure applies to all ALPI centers unless an alternate version is developed and approved by the agency and Policy Council.
13. The hierarchy of authority to resolve parent and/or legal guardian or community compliant is as follows:
- Originator (parent and/or legal guardian or community member)
 - Immediate Supervisor
 - Program Director
 - Deputy Director
 - Policy Council
 - Chief Executive Officer
 - ALPI Board of Directors



Head Start/EHS Policy Council Membership Recruitment

HEAD START PERFORMANCE STANDARDS
PART 1301 PROGRAM GOVERNANCE

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ALPI HEAD START/EARLY HEAD START
OPERATIONAL POLICIES AND PROCEDURES
PART 1 – PROGRAM GOVERNANCE

SUBJECT	Program Governance
SECTION: Part 1301	1301.1-2
PERFORMANCE OBJECTIVE:	To establish and maintain a formal structure for program governance for the oversight of quality services for Head Start children and families and for making decisions related to program design and implementation.

§1301.1 PURPOSE

To establish and maintain a formal structure for program governance that includes a governing body, a policy council at the agency level and a parent committee at the center-based level; which responsibilities will consist of the governing body being responsible for the legal and fiscal responsibility to administer and oversee the agency’s Head Start and Early Head Start program and the policy council is responsible for the direction of the Head Start and Early Head Start program.

ALPI formal structure of program governance consists of:

- Board of Directors (governing body), legally and fiscally responsible for the Head Start/Early Head Start program which composition includes at least one member with background and expertise in fiscal management or accounting; one member with background and expertise in early childhood education and development; and one member as a licensed attorney familiar with issues that may come before the governing body.
- Policy Council, responsible for the direction of the Head Start/Early Head Start program, including the design and operations; which composition consists of parents of children who are currently enrolled in the Head Start/Early Head Start program as the majority of the members of the policy council; and members at large of the community served by the program who may include parents of children who were formerly enrolled in the program.
- Parent committees, each Head Start or Early Head Start directly operated or contracted center will establish at the center-based level a parent committee comprised exclusively of parents of currently enrolled children as early in the program year as possible (September of each year); which will be responsible for advising staff on program policies, activities, recruitment, etc.

ALPI HEAD START/EARLY HEAD START
 OPERATIONAL POLICIES AND PROCEDURES
PART 1 – PROGRAM GOVERNANCE

SUBJECT	Program Governance
SECTION: Part 1301	§1301.2 Governing Body
PERFORMANCE OBJECTIVE:	To establish and maintain a formal structure for program governance for the oversight of quality services for Head Start children and families and for making decisions related to program design and implementation.

POLICIES

a) Composition – ALPI’s Board of Director’s (governing body) composition is in accordance with the requirements specified in the Head Start Act §642(C)(1)(B); which include one member with a background and expertise in fiscal management or accounting, one member with a background and expertise in early childhood education and development, one member a licensed attorney, and one parent (policy council representative) of children who are currently enrolled in the program. In the event that the Board of Directors is unable to secure a member with such background and expertise, the Board will use a consultant or an individual with relevant expertise with the qualifications described in the Head Start Act §642.

b) Duties and Responsibilities –

(1) ALPI’s Board of Directors responsibilities include but are not limited to the following:

- Having legal and fiscal responsibility for administering and overseeing programs including Head Start and Early Head Start, and the safeguarding of Federal funds;
- Adopting practices that assure active, independent, and informed governance of the Head Start agency, including practices consistent with subsection (d)(1), and fully participate in the development, planning, and evaluation of the Head Start programs involved;
- Ensuring compliance with Federal laws (including regulations) and applicable State, and local laws (including regulations) including:
 - Selecting delegate agencies and the service areas for such agencies;
 - Establishing procedures and criteria for recruitment, selection, and enrollment of children;
 - Reviewing all applications for funding and amendments to applications for funding of the program;
 - Establishing procedures and guidelines for accessing and collecting information described in subsection (d)(2) of the Head Start Act;
- Reviewing and approving all major policies including:
 - The annual self-assessment and financial audit;

- Progress in carrying out the programmatic and fiscal provisions in the grant applications including implementation of corrective actions; and
- Personnel policies regarding the hiring, evaluation, termination, and compensation of agency employees;
- Developing procedures for how members of the policy council composition and selection;
- Approving financial management, accounting, and reporting policies, and compliance with laws and regulations related to financial statements, including the following:
 - Approval of all major financial expenditures of the agency;
 - Annual approval of the operating budget of the agency;
 - Selection (except when a financial auditor is assigned by the State under State law or is assigned under local law) of independent financial auditors who shall report all critical accounting policies and practices to the governing body; and
 - Monitoring of the agency's actions to correct any audit findings and of other action necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices;
- Reviewing results from monitoring conducted under section 641A(c), including appropriate follow-up activities;
- Approving personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the agency;
- Establishing, adopting, and periodically updating written standards of conduct that establish standards and formal procedures for disclosing, addressing, and resolving including:
 - Any conflict of interest, and any appearance of a conflict of interest, by members of the governing body, officers and employees of the agency, and consultants and agents who provide services or furnish goods to the agency; and
 - Complaints, including investigations, when appropriate.

(2) The Board of Directors (governing body) uses ongoing monitoring results, data on school readiness goals, other information described in §1302.102, and information described in section 642(d)(2) of the Head Start Act to conduct its responsibilities, to include but are not limited to:

- Financial statements including credit card expenditures
- Program progress summaries reports
- Program enrollment and attendance reports including children partially enrolled in subsidize care
- Meals and snacks provided through the Child Care Food Program/USDA
- Financial audit

- Program annual self-assessment report and improvement plan
- Agency's communitywide strategic planning, and needs assessment of the program including annual updates
- Communication and guidance from the funders
- The annual Program Information Report (PIR)
- Agency's progress in carrying out the programmatic and fiscal provisions in such agency's grant application, including implementation of corrective actions; and
- Personnel policies of such agencies regarding the hiring, evaluation, termination, and compensation of agency employees;

c) Advisory Committees:

- (1) The Board of Directors (governing body) may establish advisory committees as it deems necessary for effective governance and improvement of the program.
- (2) If the Board of Directors (governing body) establishes an advisory committee to oversee key responsibilities related to program governance, it must:
 - Establish the structure, communication, and oversight in such a way that the Board of Directors (governing body) continues to maintain its legal and fiscal responsibility for the agency;
 - Notify the responsible HHS official of its intent to establish such advisory.

OPERATIONAL PROCEDURE:

1. ALPI's Board of Directors will be composed to include: one member with a background and expertise in fiscal management or accounting, one member with a background and expertise in early childhood education and development, and one member a licensed attorney. In the event that the Board of Directors is unable to secure a member with such background and expertise, the Board shall use a consultant or an individual with relevant expertise with the qualifications described in the Head Start Act Section 642 (c).
2. It is the responsibility of the Chief Executive Officer to ensure that the ALPI Board of Directors is functioning at all times within the federal regulations, state, and local applicable laws including, but not limited to the following:
 - Preparing for and providing annual orientation sessions for the ALPI Board of Directors members;
 - Securing and distributing resource information to enhance individual skills and clarity of roles and responsibilities;
 - Providing for the distribution of program and financial management reports;
 - Facilitate the joint training of the ALPI Board of Directors and Policy Council in strategic planning, financial management, resource development, etc.;
 - Facilitate the approval to include but are not limited to the following:

- Fiscal Management Policies and Procedures
 - Personnel Policies & Procedures to include;
 - i. The hiring, evaluation, compensation and termination of the Chief Executive Officer, Head Start/Early Head Start Director, Human Resources Director, Budget and Finance Director, and any person in an equivalent position with the agency
 - Grant applications and amendments
 - Criteria for recruitment, selection, and enrollment of children
 - Program Information Report (PIR)
 - Annual operating budget and major expenditures
 - Compliant procedure to include investigation, when is appropriate
3. It is the responsibility of the Chief Executive Officer to ensure that ALPI Board of Directors receive appropriate orientation, training and technical assistance and to inform them of management procedures & functions necessary to implement a high-quality program through orientation, trainings, conferences, and meetings. The orientation/training will include but are not limited to:
- Composition of the Board of Directors
 - Responsibilities
 - Conflict of Interest
 - Impasse Procedures
 - Advisory Councils
 - ERSEA
 - Ongoing Monitoring
 - School Readiness Data
4. It is the responsibility of the Chief Executive Officer to provide information to the ALPI Board of Directors on a monthly, bi-monthly, and annual basis. This information will include, but are not limited to the following:
- Financial Reports
 - Program growth, improvement, development, etc.
 - Self-Assessment/Audits
 - Federal Reviews
 - Funding applications and amendments
 - Criteria for recruitment, selection, and enrollment of children
 - Program enrollment and attendance to including VPK children
 - Program USDA monthly reports (meals and snacks)
5. It is the responsibility of the Chief Executive Officer, under the directives of the Board of Directors to submit a written request for approval to the Department of Health and Human

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Services prior to making changes in the program or budget related that impacts Head Start/Early Head Start. These changes include, but are not limited to the following:

- Scope of program (Head Start/Early Head Start) Services
- Change in key personnel including Executive Officer, Senior Managers, Fiscal Officer, Human Resources and other person in an equivalent position.

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6. It is the responsibility of the Division Director and the Senior Managers to ensure that information about the program is submitted to the Board of Directors through the Chief Executive Officer and to Policy Council on a monthly basis.

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7. As per the Board of Directors bylaws, the corporation membership is divided into four (4) regions: southern, eastern, central, and northern, with each region having a Regional Advisory Council. The regions are designated by the Board of Directors.

8. The regional advisory council serve in an advisory capacity to the Board of Directors and they are responsible to advise, and assist with community advocacy efforts and general promotion of the agency to support the organization’s mission and needs.

Refer to ALPI Board of Directors Bylaws for detailed information.

ALPI HEAD START/EARLY HEAD START
OPERATIONAL POLICIES AND PROCEDURES
PART 1 – PROGRAM GOVERNANCE

SUBJECT	Program Governance
SECTION: Part 1301	§1301.3 Policy Council
PERFORMANCE OBJECTIVE:	To establish and maintain a formal structure of shared governance through which parents can participate in policy-making and the decision- making for the direction of the Head Start and Early Head Start programs.

POLICIES

a) ALPI establish and maintain a Policy Council at the agency level and is responsible for the direction of the Head Start and Early Head Start program, including program design and operations, long/short-term planning goals and objectives, considering the annual communitywide strategic planning, needs assessment and self-assessment.

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b) Composition – ALPI’s Policy Council composition consist of parents of children who are currently enrolled in the Head Start and Early Head Start program, which constitute of the majority (74%) of the members of the policy council; and members at large of the community served by the program who may include parents of children who were formerly enrolled in the program and one Board of Directors (governing body) representative.

ALPI establish and maintain a process that ensures that members of the policy council do not have a conflict of interest in accordance with Head Start Act. No staff or members of their immediate families will serve on the policy council except parents who occasionally substitute as staff.

c) Duties and Responsibilities –

(1) ALPI’s Policy Council is responsible for activities specified §642(c)(2)(D) of the Head Start Act; which activities shall approve and submit to the Board of Directors (governing body) decisions to include the following:

- Activities that support the active involvement of parents in supporting program operations, including policies to ensure that the program is responsive to the community and parent’s needs;
- Program recruitment, selection, and enrollment priorities;
- Applications for funding and amendments to applications for funding for programs prior to submission of the applications;

- Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities;
- Bylaws for the operation of the policy council;
- Program personnel policies and decisions regarding the employment of program staff, consistent with the Head Start Act §642(1)(E)(iv)(IX), including but are not limited to the following:
 - Personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the agency;
 - Personnel policies regarding the hiring, evaluation, termination, and compensation of employees.
- Developing procedures for how members of the policy council will be elected
- Recommendations on the selection of delegate agencies and the service areas of such agencies.

(2) The Policy Council uses ongoing monitoring results, data on school readiness goals, other information described in §1302.102, and information described in section (642(d)(2) of the Head Start Act to conduct its responsibilities to include but are not limited to:

- Financial statements including credit card expenditures
- Program progress summaries reports
- Program enrollment and attendance reports including children partially enrolled in subsidize care
- Meals and snacks provided through the Child Care Food Program/USDA
- Financial audit
- Program annual self-assessment report and improvement plan
- Agency’s communitywide strategic planning, and needs assessment of the program including annual updates
- Communication and guidance from the funders
- The annual Program Information Report (PIR).

d) Term

- (1) A member will serve for one-year terms
- (2) If the member intends to serve for another year, she or he will stand for re-election

(3) The Policy Council at the agency level in its bylaws will include how many one-year terms, not to exceed five terms, a person may serve

(4) The program seats the successor policy council, before the existing policy council is dissolved (October).

e) Reimbursement

The program will reimburse low-income parents participating in the policy council for reasonable expenses incurred if necessary.

OPERATIONAL PROCEDURE:

Composition

1. ALPI Board of Directors is responsible for the total membership of the Policy Council. The recommendations for composition are based on the number of Head Start and Early Head Start centers and children enrolled in the program. The centers with 6 or more classrooms elect two representatives and two alternates, and centers with 10 or more classrooms elect three representatives and three alternates. Refer to the approved membership matrix per center in item #6 of this procedure.
2. The Senior Manager is responsible for submitting a potential list of members at large of the community served to the Division Director and subsequently to the Chief Executive Officer for review and approval and to the Board of Directors.
3. Family Service staff will provide information to parents upon the recruitment and enrollment process about program opportunities; i.e., parent committees, Policy Council, advisory committees, etc.
4. The Child Development Services Manager/Coordinator and Contracted Center Directors are responsible for establishing and maintaining the Parent Committees at the center level and its structure in September of the program year, and provide training to include but are not limited to the following:
 - Parliamentarian Procedures
 - Roles and Responsibilities of Parents
 - Parent’s Rights
 - Program Governance
 - Education and Child Development Program Services
 - Health Program Services
 - Family and Community Engagement Program Services

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5. The Child Development Services Manager/Coordinator and Contracted Center Directors during the first Parent Committee Meeting in September with the assistance of the Family Support Services Coordinators and/or the Family and Community Partnerships Managers are responsible for facilitating the election process that will consist of the following officers and the election of Policy Council representatives and their alternates:
 - President
 - Vice-president
 - Secretary
 - Policy Council Representative(s)
 - Policy Council Alternate(s)

6. The Child Development Services Managers will ensure that the established parent committee elects policy council representative(s) and alternate(s) at the first parent committee meeting in September, the membership per center will consist of the following:

Directly operated centers:

2 Classrooms Francina Duval HS Center	1 Representative & 1 Alternate
6 Classrooms Lincoln Park HS Center	1 Representatives & 1 Alternate
5 Classrooms Garden Terrace HS Center	1 Representatives & 1 Alternate
9 Classrooms George W. Truitt FS Center	2 Representatives & 2 Alternates
12 Classrooms Child Dev. & FS Center	3 Representatives & 3 Alternates
7 Classrooms Frostproof Child Dev. Center	1 Representatives & 1 Alternates
12 Classrooms Queen Townsend HS Center II	3 Representatives & 3 Alternates

Contracted centers:

Loving Care Child Development Center will work together with the Child Development Services Manager (liaison) from Francina Duval Head Start Center for the Loving Care Child Development parents to be represented by the elected members at the Francina Duval Head Start Center.

KidShip Early Learning Center will work together with the Child Development Services Manager (liaison) from the Frostproof Child Development Center for the KidShip Early Learning Center parents to be represented by the elected members at the Frostproof Child Development Center.

Gertrude Walden Childcare will work together with the Child Development Services Manager from the Child Development and Family Services Center for the Gertrude Walden Childcare parents to be represented by the elected members at Child Development and Family Services Center.

Hobe Sound Early Learning Center, will work together Child Development Services Manager from the Child Development and Family Services Center for the Hobe Sound Early Learning Center parents to be represented by the elected members at Child Development and Family Services Center.

Bonner Lake Early Learning Center will work together Child Development Services Manager from the Child Development and Family Services Center for the Bonner Lake Early Learning Center parents to be represented by the elected members at Child Development and Family Services Center.

7. Within 72 hours of the conclusion of the first Parent Committee Meeting, the Child Development Services Manager/Coordinator and Contracted Center Directors through the liaison will submit: name, address, home/work telephone numbers of the members elected to serve on the Policy Council to the Senior Managers.
8. Along with the information will be the signed certification of each elected members stating that he/she is not an ALPI or contracted centers staff member, nor member of their families, serving on the Policy Council. Immediate family means: wife, husband, son, daughter, mother, father, sister, brother, aunt, uncle, grand parents or relatives by marriage.
9. Policy Council members are elected or re-elected annually. (Community Representatives are selected annually). Policy Council will serve a one (1) year term beginning in October. Members may serve on the Policy Council shall not exceed a combined total of five (5) years. Any part of the year served will be considered as a full term.
10. Members that obtained employment with ALPI or contracted center, will be required to resign from the Policy Council; except parents who occasionally substitute for Head Start or Early Head Start Staff.
11. Past employees must be out of services for at least two years before becoming eligible to serve on the Policy Council.
12. The Senior Managers or designee will develop a Policy Council Roster and forward it to the Division Director and the Chief Executive Officer within 72 hours after receiving the necessary information from the centers.

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Orientation

1. The Division Director and the Senior Managers will provide Orientation/Training to the Policy Council, and Board of Directors in October on various topics to include, but not limited to the following:
 - Composition of the Board of Directors
 - Responsibilities of the Board of Directors
 - Responsibilities of the Policy Council
 - Responsibilities and Rights of Parents
 - ERSEA
 - Funding Sources
 - Program Structure and Program Option
 - Delivery of Services

2. During the first Policy Council Meeting in October, the Division Director and Senior Managers are responsible for formally organizing the Policy Council. At this meeting, and prior to facilitating the election process, the Directors will submit the list of potential Community Representative Candidates approved by the Chief Executive Officer and the Board of Directors to the Policy Council for approval. After obtaining the approval of the Community Representatives, the Division Director and the Senior Managers or consultant will facilitate the election process by which, all positions are declared open and new officers are elected and Board Representative Approved.
 - Chairperson
 - Vice-chairperson
 - Secretary
 - Board of Directors Representative

3. Additional training is provided to Parents and Policy Council through monthly meetings, workshops, conferences, etc.

4. The Senior Managers are responsible for submitting the names of the elected officers to the Division Director and the Chief Executive Officer within 72 hours of the election.

5. The Division Director and the Senior Managers are responsible for submitting information for approval to the Policy Council, to include but are not limited to:
 - Fiscal Management Policies and Procedures
 - Personnel Policies and Procedures
 - Management Work Plans and Operational Policies & Procedures

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- Policy Council Bylaws
- Internal Dispute Resolution Procedure (Impasse Procedure)
- Community/Parent Complaint Procedure
- ERSEA Policies and Procedures
- Criteria for recruitment, selection, and enrollment of children
- Community Assessment Results

6. The Division Director and Senior Managers will work with the Policy Council to develop/review/update policies and procedures for implementing services and reporting according with federal, state and local requirements.

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7. Under the direction of the Division Director and Senior Managers the Management staff has the overall responsibility for implementing and planning process and assuring involvement of appropriate staff, policy council, parents, and others.

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8. The Policy Council will meet in the monthly basis for least nine months of the program year and in accordance with the Bylaws. The meeting notice will be mailed seven days prior to the meeting along with a package of information for prior review by the members.

9. The Division Director and the Seniors Managers are responsible for providing information to the Policy Council on a monthly basis or as needed for review and approval; this information will include but is not limited to the following:

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- Financial statements, including credit cards expenditures
- Program progress summaries
- Program enrollment, including attendance reports for children whose care is partially subsidized by another public agency (VPK/School Readiness)
- Meal and snacks/Child Care Food Program
- Human Resource/Personnel Related issues
- School Readiness Reports
- CLASS Observation Reports
- Financial audits when applicable
- Annual self-assessment, including improvement plans
- Communitywide strategic planning and needs assessment and updates
- Communication and guidance from funders i.e., federal, state and local authorities
- Program Information Report (PIR)
- Community complaints
- Program Changes
- Funding applications and amendments applications
- Parent Committee Reports

10. The Division Director is responsible for communicating with the policy council as needed utilizing various methods to include but not limited to the following:

- Monthly meeting packages
- Telephone calls & faxes
- Meetings
- Letters & Memorandums
- Emails, etc.

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11. The Division Director is responsible for ensuring that as part of the communication system, one Policy Council member seats in the Board of Directors memberships and one Board of Directors member seats in the policy council Memberships.

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12. The Division Director, Senior Managers and selected Management Staff will work with the policy council to set long/short term program goals and objectives annually and/or during the developing of the refunding applications period by utilizing the following information:

- Data and recommendations from the community assessment, program self-assessment, federal reviews, and recommendations from the Regional Office Staff, Board of Directors Strategic Plans, Program Information Report (PIR)
- Child Outcomes/School Readiness Data/Reports
- CLASS Observations Reports
- Federal, State and local requirements and updates and other significant data.

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13. The Division Director and the Senior Managers are responsible for facilitating the Program Annual Self-Assessment along with the Policy Council, Board of Directors, Management staff annually (February) of the Head Start and Early Head Start program of its operations and compliance with Performance Standards, Head Start Act, and other federal regulations and requirements. The annual self-assessment consists of the following:

- The team will carry out the Self-Assessment of each program service area, in accordance with prescribed instruments (Office of Head Start Monitoring Protocol). The Board of Directors and Policy Council will approve/disapprove the Self-Assessment planning process.

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- The Senior Managers or designee will provide training for team members on how to conduct the assessment, including visits to centers, review of records and systems; compilation of data, and writing of final reports that include strengths, weaknesses, findings, recommendations and plans for improvements. The review of records will include, but are not limited to the following:

- Monitoring Reports

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- School Readiness
 - Delivery of Service Reports Management Systems.
 - Staff Credentials/Professional Development Activities and Plan
 - Community Assessment Report/information
 - Children Cum Files
 - Financial Reports
 - Program Information Report (PIR)
- The Management Staff will utilize the results and recommendations from the Self-Assessment in planning for program improvements such as enhanced staff training, mentoring and supervision; improvements in curriculum; reallocation of program resources; involvement of parents and volunteers and community partners; or new efforts to support families in enhancing children’s learning and development.
 - The Management staff will submit the annual Self-Assessment Report and Improvement Plan to the Policy Council and Board for review and approval in March/April of the program year.

Program Recruitment, selection and enrollment priorities

1. The Division Director and the Senior Managers are responsible for submitting and training the Policy Council on §1302.12 of the Performance Standards in the month of October of the school year.
2. The Division Director and the Senior Managers are responsible for securing consultant if necessary to facilitate the training during the Policy Council orientation or as needed.
3. The Family Services Management Staff are responsible for development and updates of the policies and procedures for the program recruitment, selection, and enrollment priorities annually.
4. The Division Director and the Senior Managers are responsible to submit the policies and procedures for the program recruitment, selection, and enrollment priorities the Policy Council for approval and to the Chief Executive Officer for the Board of Directors approval.

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Funding Application and Amendment Applications

1. The Division Director and the Senior Managers will work with the policy council in the development of funding applications for the Head Start and Early Head Start program being in February of each year.
2. The Management staff under the direction of the directors will assist in the development and update of the funding application narrative to report on progress in meeting the goals and objectives of the program.
3. Once the funding application is completed, the Division Director and the Senior Managers are responsible for submitting the application for the Policy Council for approval and to the Chief Executive Officer for the Board of Directors approval.
4. Funding Notice of Awards will be submitted to the Policy Council and to the Board of Directors.

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Bylaws

1. The Division Director and the Senior Managers are responsible for submitting the currently Policy Council Bylaws to the newest elected Policy Council for review and approval in November/February of the school year.
2. The Chief Executive Officer is responsible for submitting the currently Board of Directors Bylaws to the Board of Directors in November/February of the fiscal year.
3. Once the Bylaws are reviewed and recommendations for revision and/or updates are made; the Board of Directors Bylaws Committee will responsible for coordinating the revisions and/or updates and later submitted to the Board of Directors for approval of the both set of Bylaws.
4. Prior to submit the revised Policy Council Bylaws to the Board of Directors; the Deputy Division Director and the Senior Managers are responsible for submission to the Policy Council for approval.
5. The Policy Council and Board of Directors Bylaws are review and updated annually and as needed.

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Budget Planning for Program Expenditures

1. The Division Director and the Senior Managers are responsible for ensure involvement of the Policy Council in the budget development process to include reimbursement for the participation of low-income families in program activities.
2. The Division Director and the Senior Managers responsible for provide opportunities for workshops, training, conference, etc. to policy council to promote skills enhancement, family and community engagement activities which will be a part of budget planning expenditures.
3. The Division Director and the Senior Managers are responsible to ensure that reimbursement for participation in the program activities are in accordance with the ALPI's Fiscal Management Policies and Procedures.
4. As part of the Policy Council major timelines and activities; Division Director and the Senior Managers will prepare and distribute established timelines for annually Board of Directors and Policy Council joint activities, conference, etc.
5. The Chief Executive Officer is responsible for submitting to the Board of Directors the Policy Council major timelines in February of the fiscal year.

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Activities Supporting Parent Involvement

1. The Division Director, Senior Managers and Management staff will provide opportunities to parents that support their involvement in the program operations and facilitate community support for parents; these will include but are not limited to:
 - Parent meetings
 - Parent Trainings
 - Policy Council
 - Advisory Councils
 - Reading Day with Dad/Mom
 - Community Drives
 - Community Workshops
2. The Management Staff is responsible for informing parents about program activities to include opportunities such as: home visits, parent/child conference, family partnership agreement, etc. at the parent orientations, health fairs, open houses, etc.

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3. The Management Staff will develop and distribute the Family Engagement Resource Guide annually that promotes to include but are not limited to following:
 - Family Engagement
 - Parent activities that promote child learning and development
 - Community Resources
4. Through the Family Partnerships Agreement process, the family services staff work established family goals and work with the families to achieve their goal on the ongoing basis.

Personnel Policies and Decisions

1. The Division Director and the Senior Managers will work closely with ALPI’s Human Resources Department regarding personnel policies with employment of program staff to include the following:
 - The hiring, evaluation, compensation, and termination of the Executive Director (Chief Executive Officer), Head Start Director, Human Resources Director, and Chief Fiscal Officer (Budget and Finance Director)
 - The hiring, evaluation, termination, and compensation of employees based on policies.
2. The Division Director and the Senior Managers will be responsible for adhering to ALPI’s Personnel Policies and Procedures hiring and terminating process.
3. The Division Director and the Senior Managers will submit ALPI’s Personnel Policies and Procedures for approval annually.

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Policy Council Functions and Timelines

August	<ul style="list-style-type: none"> • Approve/disapprove new employees • Participate in the parent orientation
September	<ul style="list-style-type: none"> • Establish the Parent Committees – Major items for the Parent Committees are: <ul style="list-style-type: none"> ○ Parliamentary procedures training ○ Election of Policy Council Representative(s) and Alternate(s)
October	<ul style="list-style-type: none"> • Conduct the Policy Council Program Governance Training/Orientation <ul style="list-style-type: none"> ○ New Policy Council Members are installed and trained/orientated on to include, but are not limited to the following: <ul style="list-style-type: none"> ▪ Head Start Performance Standards ▪ Roles and Responsibilities ▪ ERSEA 1302.12 • Facilitate the Policy Council Monthly Meeting • Select Policy Council Members to participate in the Annual Parent Conference • Select Policy Council Members to participate in the Annual Board of Directors Retreat
November	<ul style="list-style-type: none"> • Facilitate the Policy Council Monthly Meeting • Select Policy Council Members to participate in the Board of Directors Annual Retreat to review, and discuss items to include, but are not limited to: <ul style="list-style-type: none"> ○ Program Self-Assessment & Improvement Plan ○ Staff Qualifications and Development Report ○ Child Outcomes ○ Program Monitoring Reports
December	<ul style="list-style-type: none"> • Facilitate the Policy Council Monthly Meeting. Major items for review, input, and approval/disapproval include: <ul style="list-style-type: none"> ○ Management Work Plans, and Operational Policies and Procedures ○ Internal Dispute Resolution/Community Compliant Procedures ○ Fiscal Management/Personnel Policies and Procedures
January	<ul style="list-style-type: none"> • Facilitate the Policy Council Monthly Meeting • Recruit Policy Council Members to participate in the Self-Assessment Phase II process • Select Policy Council members to participate in the Agency Corporate Annual Meeting
February	<ul style="list-style-type: none"> • Facilitate the Policy Council Monthly Meeting <ul style="list-style-type: none"> ○ DHHS ACF – HS/EHS Grant Application planning process begin • Policy Council, Parents, Board Members, and Staff participate in the Program Self-Assessment Phase II • Select Policy Council Members to participate in the Annual Board of Directors Orientation/Training (new board)
March	<ul style="list-style-type: none"> • Facilitate the Policy Council Monthly Meeting – Major items for review, input, and approval include: <ul style="list-style-type: none"> ○ Approve/disapprove of Refunding Application ○ Program Annual Self-Assessment Report and Improvement Plan • Select Policy Council Members to participate in the NHSA Training Conference
April	<ul style="list-style-type: none"> • Facilitate the Policy Council Monthly Meeting
May	<ul style="list-style-type: none"> • Facilitate the Policy Council Monthly Meeting
June	<ul style="list-style-type: none"> • Facilitate the Policy Council Monthly Meeting • Recruit Policy Council members to participate in the Agency Annual Picnic
<p>NOTE: Monthly approvals include, but are not limited to, the following:</p> <ul style="list-style-type: none"> → Program progress reports & Financial reports → Personnel related issues i.e., hiring, termination, of Head Start/Early Head Start Staff → Budget revisions (as needed) → Program changes (as needed) → Correspondence (DHHS/ACF, NAEYC, ELC, Etc.) → Other communication (flyers, announcements, etc.) 	

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Conflict of Interest Policy

ALPI has established Code of Business Conduct policies and procedures in accordance with the Head Start Act section 642(C) Conflict of Interest. The purpose is to conduct business activities and transactions with honesty and integrity, and in accordance with moral, ethical and legal standards. ALPI's Board of Directors has adopted Code of Business Conduct with apply to agency officers, agency employees or agents. The conflict of interest can be financial, personal relations, status or power.

The code or standard of conduct prohibit real and apparent conflict of interest that may arise among officer, employees, or agents and to prohibit solicitation and acceptance of gifts or gratitude by officer, employees, or agents for their personal benefits in excess or minimal value.

Refer to Personnel Policies and Procedures Policy 140 – Code of Business Conduct for detail information.

Complaints Procedure- Procedure to Resolve Community Complaints about the Program:

ALPI's complaint procedure is a problem-solving mechanism in which every attempt is made to resolve issues at the lowest level of authority, with the least possible amount of program disturbance. A written complaint made by a parent and/or legal guardian of a child enrolled in the program or a community member, alleging that Head Start or Early Head Start regulation, agency's Policies and Procedures, and/or Program Policies and Procedures:

- Where not followed; or
- Were administered in a discriminatory (unequal) fashion; or
- Were administered in an arbitrary and capricious (unfair) fashion.

Situations may arise that are not covered by any existing policy or procedures but seem to merit action; these would be addressed in most cases by the development of new policies and procedures that apply to that type of situation in the future.

1. Before a parent and/or legal guardian or a community member can file a complaint, direct discussion must take place between the employees with whom the complaint involves. They must make more than one attempt to resolve any problems or conflict at the center level. All parties involved should note the date and time of the informal discussions.
2. If the parent and/or legal guardian or community member complaint is with the top management level of the center, the parent and/or legal guardian or community member may choose to go directly to the # 6 of the procedure.

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3. Failing resolution at that level, the person with the complaint must attempt to resolve problems or concerns at the center level with coordinators. More than one meeting must occur prior to the issue becoming a compliant.
4. If the informal discussion process fails, the complaint must be prepared in writing and given to the individual about whom the complaint is made. The staff person about whom the complaint is made will have a maximum of five days to respond after receiving the written complaint.
5. If the complaint is not resolved, or if no action occurs within five working days, the complaint may be presented in writing to their immediate supervisor, who has five working days to hold at least one meeting and to make a recommendation to their immediate supervisor or the program director.
6. If the complaint is not resolved, or if no action occurs within five working days, the complaint may be presented to the program director, who has five working days to hold at least one meeting and make a recommendation to the Chief Executive Officer.
7. If the complaint is not resolved, or if no action occurs within five working days, the complaint may be presented in writing to the Chief Executive Officer and the Policy Council, who has five working days, to schedule at least one meeting and to make a recommendation to the Board of Directors.
8. If satisfactory resolution to the compliant is not made at the Head Start Policy Council or the Chief Executive level, the Board of Directors will review the matter and will give response within five working days.
9. If the findings are appealed to the Board, the Board (or a standing committee of the Board) has the maximum of ten working days to review the matter. If the Board determines that this compliant procedure was followed, the matter is closed as far as the ALPI is concerned and the recommendation of the Chief Executive Officer shall remain in effect.
10. The following concepts will be used for the written compliant procedure:
 - Information is submitted in writing, signed, and dated
 - No anonymous complaints will be accepted or considered
 - Witnesses may be called at the discretion of the parties involved
 - Supporting information may be submitted
 - The contents of all meetings are kept confidential, unless the complaint is discussed with persons outside of the process. In such a case, staff may discuss the issue with the same persons.

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- Mediators or other neutral parties may be asked to assist in resolving differences any time after item #6 of this procedure
 - Efforts are made to keep the complaint local, involving as few people as possible
 - Program officials, parents, and other authorities as appropriate deal with complaints alleging criminal acts or immediate danger to children immediately.
11. Once a person has taken a complaint throughout all of the steps, the complaint may not be returned to the lower level of authority to begin all over again.
12. The complaint procedure applies to all ALPI centers unless an alternate version is developed and approved by the agency and Policy Council.
13. The hierarchy of authority to resolve parent and/or legal guardian or community complaint is as follows:
- Originator (parent and/or legal guardian or community member)
 - Immediate Supervisor
 - ~~Senior Manager~~
 - ~~Division~~ Director
 - Policy Council
 - Chief Executive Officer
 - ALPI Board of Directors

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ALPI HEAD START/EARLY HEAD START
OPERATIONAL POLICIES AND PROCEDURES
PART 1 – PROGRAM GOVERNANCE

SUBJECT	Program Governance
SECTION: Part 1301	1301.4
PERFORMANCE OBJECTIVE:	To establish and maintain the formation of Parent Committees to provide parents with a broad range of opportunities to participate in the shared decision-making process.

§1301.4 PARENT COMMITTEES

(a) Establishing parent committees

ALPI’s Head Start and Early Head Start established the Parent Committees comprised exclusively of the parents and/or legal guardians of current enrolled children as early in the program year (September) at the center-level.

The Parent Committees are established during the first Parent Committee Meeting in the September of the program year. During that meeting, parents and/or legal guardians are given training to include but are limited to the followings:

- How to conduct a meeting using parliamentary procedures
- How to conduct an election of ~~officer’s~~ process to include Policy Council representatives and alternates
- Overview of program opportunities to include participation in advisory councils, policy council, etc.
- Plan, conduct, and participate in informal and formal programs and activities
- How to become an advocate for early education
- How to be engagement in their child’s education and development in Head Start, Early Head Start and Public School of other school settings.

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(b) Requirements of parent committees

ALPI within the parent committees structure determines the best methods to engage families using strategies that are most effective in the community and ensures the parent committees carries out their responsibilities to include advising staff in developing and implementing local program policies, activities, and services to meet the needs of children and families enrolled in the program.

ALPI has established and maintained a system or process of communication with policy council, Board of Directors, parents and the community.

ALPI established policies provide the opportunities to parents to participate in the recruitment and screening of program staff.

OPERATIONAL PROCEDURE

1. The Senior Managers are responsible for ensuring that Parent Committees are established and are fully functioning at all Head Start/Early Head Start directly-operated centers and contracted centers in September of the program year.
2. The Child Development Services Managers, and Contracted Center Directors, with the assistance of the Family Services staff, is responsible for facilitating the establishment of the Parent Committee at each individual center in September of the program year.
3. The Child Development Services Managers, and Contracted Center Directors will develop the agenda and ensure that the agenda reflects at a *minimum* the following topics:
 - An overview of the Head Start Performance Standards Program Service Areas
 - Responsibilities of Parents and their rights
 - Program opportunities; i.e., Policy Council, advisory councils, trainings, etc.
 - Upcoming Policy Council and Board of Directors Training/Orientation
 - Training on Parliamentary Procedures
 - Election process
4. The Child Development Services Managers and Contracted Center Directors are responsible for requesting assistance to facilitate the first Parent Committee Meeting and thereafter.
5. After the first meeting in September, the President of the Parent Committee is responsible thereafter for facilitating the monthly Parent Committee Meetings.
6. The Family and Community Partnerships Manager and the Family Support Services Coordinators are responsible for monitoring meetings on a monthly basis to provide support to staff, and parents, and to assist in any questions and/or concerns that parents and/or legal guardians may have.
7. The Child Development Services Managers, and Contracted Center Directors will provide formal and informal communication to parents and/or legal guardians by utilizing various methods of communication such as:
 - Monthly Parent Committee Meetings
 - Home visits
 - Parent/Teacher Conferences
 - Monthly Newsletters, Flyers, announcement, etc.
 - Telephone

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8. The formal and informal communication/information provided to parents and/or legal guardians include, but is not limited to the following:
 - Program Policies and Procedures
 - Child's Progress Reports & Child Outcomes/School Readiness results
 - Screening results & Nutrition information
 - Meetings, Trainings, workshops, and community events
 - Home visits & Parent/Teacher Conferences
 - Program Annual Self-Assessment

9. The Child Development Services Managers and Contracted Center Directors work closely with parents and/or legal guardians early in the program year, to determine the best methods to engagement families by using to include but limited to the following strategies:
 - Parent Interest Survey
 - Nurturing Fatherhood Survey
 - Family Partnership Agreements
 - Notices/Announcements

10. The Child Development Services Manager and Contracted Center Director will facilitate opportunities for parents and/or legal guardians to assist in the following:
 - Advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families
 - Have a process of communication with the policy council
 - Within the guidelines established by the Board of Directors, policy council, participate in the screening of Head Start and Early Head Start employees

11. The Child Development Services Managers, and Contracted Center Directors will work directly with parents and/or legal guardians to promote the importance and understanding of parent representation in the Policy Council decision-making process including: planning of program activities, funding, etc.

ALPI HEAD START/EARLY HEAD START
OPERATIONAL POLICIES AND PROCEDURES
PART 1 – PROGRAM GOVERNANCE

SUBJECT	Program Governance
SECTION: Part 1301	1301.5
PERFORMANCE OBJECTIVE:	To establish and maintain a formal structure for program governance for the oversight of quality services for Head Start children and families and for making decisions related to program design and implementation.

§1301.5 TRAINING

- Training - ALPI will provide training and orientation to Board of Director (governing body), and Policy Council to include training on program performance standards, and the §1302.12(m) to ensure that members understand the information provide will effectively allow them to oversee and participate in the program. The training/orientation consist but is limited to:
 - Legal and fiscal responsibilities
 - Composition
 - Duties and Responsibilities
 - Advisory Council
 - Performance Standards
 - §1302.12(m) ERSEA
- Training - The program at the center-level will train the parent committee on to conduct meetings, program activities, family engagement opportunities, etc.

Education and Child Development Program Services to include:

- Curriculum
- Screening and Assessments
- School Readiness
- Parent and Family Engagement
- Ongoing Assessment of children

Health Program Services

- 45/90 screenings
- Follow-up and Treatment
- Mental Health
- Nutrition
- Family Support Services

The Board of Directors (governing body) and policy council receive ongoing training after the initial training in various methods to include but are limited to: region conferences, state conferences, agency training, etc.

OPERATIONAL PROCEDURE

1. The Chief Executive Officer is responsible for securing and ensuring the newly seated ALPI Board of Directors receive appropriate training/orientation and technical assistance and to inform them of management procedures and functions necessary to implement a high-quality program during the training/orientation in February of the fiscal year.
2. The Chief Executive Officer will work closely with Senior Management Staff (Directors) to ensure compliance that funding training requirements are cover during the training/orientation and thereafter. The training/orientation topics will include but are not limited to:
 - Agency Structure - Composition
 - Funding sources and responsibilities
 - Agency Program Services
 - Board of Directors Structure -Composition
 - Board of Directors Bylaws
 - Agency Policy and Procedures; i.e., Fiscal Management, Personnel, Program Work Plan, and Operations.
 - Internal Dispute Resolution (Impasse) Procedure
 - Grant Applications
 - Agency Annual Audit
 - Community Assessment
 - Five-year Business Plan
 - Child Outcomes/School Readiness
 - Performance Standards
 - §1301.2 Governing body
 - §1301.3 Policy Council
 - §1301.4 Parent Committees
 - §1302.12 (m)
3. The Chief Executive Officer will facilitate the Board of Directors election process during the training/orientation in February; which election will consist of the following positions:
 - Chairperson
 - Vice-Chairperson
 - Treasurer
 - Secretary

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4. The Chief Executive Officer is responsible to provide information to the ALPI Board of Directors on a monthly, bi-monthly, annual basis or as needed. This information will include, but not be limited to the following:
 - Financial Reports
 - Program growth, improvement, development, etc.
 - Self-Assessment/Audits
 - Federal Reviews
 - Funding applications and amendments
 - Criteria for recruitment, selection, and enrollment of children
 - Program enrollment and attendance to including VPK children
 - Program USDA monthly reports (meals and snacks)

5. The Chief Executive Officer will work under the direction of the Board of Director to establish and maintain major timelines, meeting schedules, etc. These timelines will include but are not limited to the following:
 - Conferences
 - Board Retreat
 - Board Meetings
 - Board Orientation/Training
 - Grant Developments and Approvals
 - Annual Self-Assessment

6. The Division Director and Senior Manager's will be responsible to ensure that the Policy Council participate in joint activities with the Board of Director to include: Board of Directors Retreat, Annual Self-Assessments, Board Orientation/Training, etc.

7. The Division Director and the Senior Managers are responsible for securing and ensuring the newly elected Policy Council receive appropriate training/orientation and technical assistance and to inform them of management procedures and functions necessary to implement a high-quality program during the training/orientation in October of the school year.

8. The Division Director and Senior Manager's will work closely with the program's Management Staff to ensure compliance that funding training requirements are cover during the training/orientation and thereafter. The training/orientation topics will include but are not limited to:
 - Agency Structure - Composition
 - Agency Program Services
 - Board of Directors Structure -Composition
 - Policy Council – Composition

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- Policy Council Bylaws
- Internal Dispute Resolution (Impasse) Procedure
- Grant Applications
- Agency Annual Audit
- Community Needs Assessment
- Five-year Business Plan
- Child Outcomes/School Readiness
- Performance Standards
 - §1301.2 Governing body (Board of Directors)
 - §1301.3 Policy Council
 - §1301.4 Parent Committees
 - §1302.12 (m)

9. The Division Director, Senior Manager's or designee will facilitate the Policy Council election process during the training/orientation in October or at the first monthly meeting in October; which election will consist of the following positions:

- Chairperson
- Vice-Chairperson
- Secretary

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10. The Division Director and the Senior Managers are responsible to provide information to the Policy Council on a monthly, annual basis or as needed. This information will include, but not be limited to the following:

- Financial Reports
- Program growth, improvement, development, etc.
- Self-Assessment/Audits
- Federal Reviews
- Funding applications and amendments
- Criteria for recruitment, selection, and enrollment of children
- Program enrollment and attendance to including VPK children
- Program USDA monthly reports (meals and snacks)

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11. The Division Director and Senior Managers will facility the development of major timelines and meeting schedule, etc. These timelines will include but are not limited to the following:

- Conferences
- Policy Council Orientation/Training
- Monthly Meetings
- Board Retreat & Board Meetings

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- Board Orientation/Training
- Grant Developments and Approvals
- Annual Self-Assessment

ALPI HEAD START/EARLY HEAD START
OPERATIONAL POLICIES AND PROCEDURES
PART 1 – PROGRAM GOVERNANCE

SUBJECT	Program Governance
SECTION: Part 1301	1301.6
PERFORMANCE OBJECTIVE:	To establish and maintain a procedure to settle disputes and resolve impasses between the ALPI’s Board of Directors and the Head Start and Early Head Start Policy Council.

§1301.6 IMPASSE PROCEDURES

(a) ALPI will establish and maintain procedures that facilitate a meaningful consultation about decisions of the governing body (Board of Directors) and the policy council. These procedures allow members to solve internal disputes between the governing body (Board of Directors) and policy council in a timely manner that include impasse procedures. These procedures include:

- Demonstrate that the governing body (Board of Directors) considers proposed decisions from the policy council and that the policy council considers proposed decisions from the governing body (Board of Directors);
- If there is a disagreement, require the governing body (Board of Directors) and the policy council to notify the other in writing why it does not accept a decision; and
- Describe a decision-making process and a timeline to resolve disputes and reach decisions that are not arbitrary, capricious, or illegal.

(b) If ALPI’s decision-making process does not result in a resolution and an impasse continues, the governing body (Board of Directors) and policy council will select a mutually agreeable ~~third-party~~ mediator and participate in a formal process of mediation that leads to a resolution of the dispute.

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(c) ALPI, if not resolution is reached with a mediator, the governing body (Board of Directors) and policy council will select mutually agreeable arbitrator whose decision is final.

OPERATIONAL PROCEDURES

1. When ALPI Head Start/Early Head Start Policy Council and the Board of Directors (governing body) reach an impasse on issues requiring the approval of both bodies, the following procedures will be implemented:

- The Chairperson of the Board of Directors may elect to schedule a jointly called meeting of the Board with the full membership of the Policy Council, and/or the chairpersons of each body may each appoint three members to a “Dispute Resolution” Committee, functioning as a special committee of the Board of Directors. The joint bodies or committee shall meet at a mutually agreeable time and place to discuss the impasse issue(s) informally, and institute all good faith efforts to resolve the dispute in a manner acceptable to both bodies.
- Recommendations developed and approved unanimously by the Dispute Resolution Committee and/or recommendations arising from the joint meeting will be presented for approval to both bodies.
- If the committee and/or combined bodies fail to negotiate the issue, formal procedures shall be implemented. All mediation or subsequent dispute resolution discussions will remain confidential among members of the two bodies.
- The Dispute Resolution Committee, if not previously established, will be appointed by the chairpersons of each body, and meet to select a qualified neutral third party to serve as a Mediator to assist the bodies in resolving the impasse. The Mediator shall not arbitrate, judge nor decide the dispute for the parties, but will work to gain the trust of both parties and then use his/her knowledge and skills to help the parties focus their interest and goals in order to come to an agreement that meets their individual and mutual objectives. If the committee cannot agree upon a mediator, chairpersons of the both bodies will recall members and appoint new representatives to the committee.
- The mediator is strictly prohibited from discussing the case with anyone outside the mediation process, so that no one who might be involved in a possible later adjudication will have any knowledge of what happened during mediation. Fees for mediation services may be charged to the program grant and/or discretionary funds of the Board of Directors.
- Although either body is free to consult with legal counsel at any time, the mediation process shall not require parties to have attorneys.
- In the event that the impasse cannot be resolved by mediation, the Board of Directors will notify the assigned Program Specialist at the Regional Office. Both bodies may elect to enter into binding arbitration (by individual panel) following procedures developed and approved by both Policy Council and Board of Directors. If either party refuses to engage in arbitration, the Board of Directors may elect to enter the judicial system to resolve disputes.

2. During the course of informal and formal efforts to resolve the dispute, no related actions shall be implemented unless approved by both bodies. If the conflict places the program or agency in jeopardy of losing funding, violation of local, state and federal statutes, endangering the health and safety of staff, parents and/or legal guardians, participants, or the public; or involves an emergency situation requiring immediate action, the Board of Directors has the authority to seek approval from the funding agency, local, state, or federal authorities (if applicable) and/or the judicial system to implement such actions as it deems warranted.
3. Once the dispute is resolved, such corrective actions or reparations deemed by the mediated, arbitrated, or judicial decision accepted shall be implemented.

Complaints Procedure- Procedure to Resolve Community Complaints about the Program:

ALPI's complaint procedure is a problem-solving mechanism in which every attempt is made to resolve issues at the lowest level of authority, with the least possible amount of program disturbance. A written complaint made by a parent and/or legal guardian of a child enrolled in the program or a community member, alleging that Head Start or Early Head Start regulation, agency's Policies and Procedures, and/or Program Policies and Procedures:

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- Where not followed; or
- Were administered in a discriminatory (unequal) fashion; or
- Were administered in an arbitrary and capricious (unfair) fashion.

Situations may arise that are not covered by any existing policy or procedures but seem to merit action; these would be addressed in most cases by the development of new policies and procedures that apply to that type of situation in the future.

14. Before a parent and/or legal guardian or a community member can file a complaint, direct discussion must take place between the employees with whom the complaint involves. They must make more than one attempt to resolve any problems or conflict at the center level. All parties involved should note the date and time of the informal discussions.
15. If the parent and/or legal guardian or community member complaint is with the top management level of the center, the parent and/or legal guardian or community member may choose to go directly to the # 6 of the procedure.
16. Failing resolution at that level, the person with the complaint must attempt to resolve problems or concerns at the center level with coordinators. More than one meeting must occur prior to the issue becoming a complaint.
17. If the informal discussion process fails, the complaint must be prepared in writing and given to the individual about whom the complaint is made. The staff person about whom

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the complaint is made will have a maximum of five days to respond after receiving the written complaint.

18. If the complaint is not resolved, or if no action occurs within five working days, the complaint may be presented in writing to their immediate supervisor, who has five working days to hold at least one meeting and to make a recommendation to their immediate supervisor or the program director.
19. If the complaint is not resolved, or if no action occurs within five working days, the complaint may be presented to the program director, who has five working days to hold at least one meeting and make a recommendation to the Chief Executive Officer.
20. If the complaint is not resolved, or if no action occurs within five working days, the complaint may be presented in writing to the Chief Executive Officer and the Policy Council, who has five working days, to schedule at least one meeting and to make a recommendation to the Board of Directors.
21. If satisfactory resolution to the complaint is not made at the Head Start Policy Council or the Chief Executive level, the Board of Directors will review the matter and will give response within five working days.
22. If the findings are appealed to the Board, the Board (or a standing committee of the Board) has the maximum of ten working days to review the matter. If the Board determines that this complaint procedure was followed, the matter is closed as far as the ALPI is concerned and the recommendation of the Chief Executive Officer shall remain in effect.
23. The following concepts will be used for the written complaint procedure:
 - Information is submitted in writing, signed, and dated
 - No anonymous complaints will be accepted or considered
 - Witnesses may be called at the discretion of the parties involved
 - Supporting information may be submitted
 - The contents of all meetings are kept confidential, unless the complaint is discussed with persons outside of the process. In such a case, staff may discuss the issue with the same persons.
 - Mediators or other neutral parties may be asked to assist in resolving differences any time after item #6 of this procedure
 - Efforts are made to keep the complaint local, involving as few people as possible
 - Program officials, parents, and other authorities as appropriate deal with complaint alleging criminal acts or immediate danger to children immediately.

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24. Once a person has taken a compliant throughout all of the steps, the compliant may not be returned to the lower level of authority to begin all over again.
25. The compliant procedure applies to all ALPI centers unless an alternate version is developed and approved by the agency and Policy Council.
26. The hierarchy of authority to resolve parent and/or legal guardian or community compliant is as follows:
- Originator (parent and/or legal guardian or community member)
 - Immediate Supervisor
 - Senior Managers
 - Division Director
 - Policy Council
 - Chief Executive Officer
 - ALPI Board of Directors

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Advisory Council / Committee Membership Recruitment Plan



The Agricultural and Labor Program, Inc. Corporation Application Process

1. Membership Campaign will begin each May through September of each year. (Each council will receive a copy of the membership roster from their region by October 1st of each year for the purpose of recruiting new members to serve on the council.)
2. In May of each year each Advisory Council will receive a package of (25) applications for the recruitment of new members.
3. Applications will be accepted year-round.
4. A Corporate Application will become a part of the initial assessment for the family of every child enrolling in either Head Start, or Early Head Start. Attempts are to be made to also provide a Corporate Application to the families of the Children enrolled in Contracted Centers.
5. All applications should be sent to the Corporate Office c/o Community Services Director or the Staff Liaison of the By-Laws/Membership Committee of the Board of Directors.
6. Each applicant will receive a welcome letter and information about the organization, upon receive of an application.
7. A quarterly report will be made to the Board of Directors regarding the increases in Membership.



Today's Date:

Corporate Application

The Agricultural and Labor Program, Inc.
P.O. Box 3126 • Winter Haven, FL 33885 • www.alpi.org

Name _____
(Last) (First) (Middle Initial)

Mailing Address _____
(Street No./P.O. Box)

(City, County, State, Zip Code)

Home # () _____ - _____ Business # () _____ - _____

Cell # () _____ - _____ Email Address: _____

Race: Black White Hispanic Other Marital Status: Married Unmarried (single, divorced, widowed)

Household Size ____ Yrs. of Education ____ Occupation _____ Yrs. on Job ____ Yrs. in Profession ____

Registered Voter: Yes No Able to attend nights/weekends meetings: Yes No

Applicant's Signature _____ Date _____

Annual Recruitment is conducted May through September. All membership cards will be mailed in the month of October. Membership Applications received after May will be mailed in October of the following year.

I certify that this application has been reviewed by the Regional Advisory Membership Committee.

Regional Advisory Chairperson _____ Date _____

(Official Use Only)

The Agricultural and Labor Program, Inc.

Regional Applicant resides in Central Eastern Northern Southern

We certify that this application has been reviewed by the Board Membership Committee

Chairperson _____ Vice Chairperson _____

I.D. Number _____ Date Approved _____



Board Task And Timelines



BOARD OF DIRECTORS 2023 TASKS AND TIMELINES



TASK(S)	ACTION ITEM	TRAINING	BOARD ACTIVITIES	Committee(s)/ Person Assigned
FEBRUARY				
Shared Governance Orientation		X		CEO, Bd Chair
Establish Board Meeting Schedule	X			CEO, Bd Chair
Establish Board Committee Assignments	X			CEO, Bd Chair
Establish Board/Policy Council Tasks & Timelines	X			CEO, Bd Chair
Review Head Start Policy Council Meeting Schedule	X			CEO, Bd Chair
Review and Approve Board Meeting Action Items	X			Full Board
Confirm elections and review Advisory Council Meeting Schedules	X			CEO, Bd Chair
Review Fundraising State Certification	X			CEO, Bd Chair
Identify Potential Speakers for Annual Corporate Luncheon			X	CEO
MARCH				
Review Head Start Self-Assessment Report	X			CEO, Bd Chair, PP
Review Financial Reports	X			CEO, Bd Chair, B/F
Review Y-T-D Grant Reports <ul style="list-style-type: none"> • Performance • Reimbursement 	X			CEO, Bd Chair, PP
Approve proposed grant applications	X			CEO, Bd Chair, PP
Annual Regional Councils' Orientation and Timelines (per region)		X		CEO, Bd Chair, ACR
Effective Advisory Council Meetings (i.e. Robert Rules of Order, etc.)		X		CEO, Bd Chair, ACR
Regional Advisory Council Agenda Items and Community Needs	X			CEO, Bd Chair, ACR
Representation for Upcoming Conferences/Meetings/Events	X	X	X	TBA
April				
Board Meeting/ALPI Site Visit <ul style="list-style-type: none"> • Frostproof Child Development Center and Lakeview Park 	X			CEO, Bd Chair
Discuss 2023 Preliminary Operating Budget	X			CEO, Bd Chair, B/F
Establish Annual Picnic Plan/Budget	X			CEO, Bd Chair, BA
Review Board Recognition/Appreciation Awards Plan <ul style="list-style-type: none"> * Identify CEO Annual Award for 2024 	X			CEO, Bd Chair, BA
Review Head Start/EHS 2023-2024 Program Goals and Objectives	X			CEO, PP
Review community target areas to be served by ALPI Head Start/EHS in 2023-2024	X			CEO, PP
Review ALPI Head Start/EHS 2023-2024 Community Resource Plan	X			CEO, PP
Review programs' quarterly monitoring reports	X			CEO, PP
Review Advisory Council Membership Recruitment Plan	X			CEO, BL/MS
Review Head Start/EHS Policy Council Membership Recruitment and Organization Plan	X			CEO, BL/MS



BOARD OF DIRECTORS 2023 TASKS AND TIMELINES



TASK(S)	ACTION ITEM	TRAINING	BOARD ACTIVITIES	Committee(s)/ Person Assigned
APRIL CONTINUED				
Review Head Start/EHS 2022-2023 Self-Assessment Results and QIP	X			CEO, PP
Review ALPI Head Start/EHS 2023-2024 criteria for recruitment, selection and enrollment priorities	X			CEO, PP
Review Agency 2023-2024 Legislative Agenda/Plan	X			CEO, GA
Keynote Speaker Criteria <ul style="list-style-type: none"> • Finalize Keynote Speaker for 56th Annual Corporate Luncheon • Send out Contract for Keynote Speaker 	X		X	CEO, Bd Chair, BA
Review Financial Reports	X			CEO, Bd Chair, B/F
Review Y-T-D Grant Reports <ul style="list-style-type: none"> • Performance • Reimbursement • In-kind Match 	X			CEO, Bd Chair, PP
Review Board Fundraising Report	X			CEO, Bd Chair, B/F
Approve proposed grant applications	X			CEO, Bd Chair, PP
Representation for Upcoming Conferences/Meetings/Events	X	X	X	TBA
MAY				
Finalize Annual Picnic Plan/Budget <ul style="list-style-type: none"> • Send out RFP for Food Vendors 	X			CEO, Bd Chair, BA
Board Site Visit <ul style="list-style-type: none"> • St. Lucie County 			X	CEO, Board of Directors
Review Financial Reports	X			CEO, Bd Chair, B/F
Review Y-T-D Grants Reports <ul style="list-style-type: none"> • Performance • Reimbursement • In-Kind Match 	X			CEO, Bd Chair, PP
Approve proposed grant applications	X			CEO, Bd Chair, PP
Representation for Upcoming Conferences/Meetings/Events	X	X	X	TBA
JUNE				
Board Meeting	X			CEO, Bd Chair
Approve Employee Health Insurance Proposal <ul style="list-style-type: none"> • Benefit Enrollment Start Date Change 	X			CEO, Bd Chair, EC
Conduct Annual Picnic Activities	X		X	CEO, Bd Chair, BA
Review Annual Board Management Retreat Plans	X			CEO, Bd Chair



BOARD OF DIRECTORS 2023 TASKS AND TIMELINES



TASK(S)	ACTION ITEM	TRAINING	BOARD ACTIVITIES	Committee(s)/ Person Assigned
Review and Finalize Annual Meeting Program Procedures <ul style="list-style-type: none"> • Annual Business Meeting and Corporate Luncheon Theme • Review Community Services Award Criteria • Review Annual Meeting Draft, E-Mail List • Annual Meeting Program Agenda Content and Program Participants 	X		X	CEO, Bd Chair, BA
Succession Plan Short and Long Term	X			CEO, Bd Chair, SP
Identify nominee(s) for Volunteer Services Awards (ALPI, William Holt Corporate Trailblazer Award., FACA, FHSA, SEACAA, Region IV HS, NHSA)	X			CEO, Board Activities Committee
Review Financial Reports	X			CEO, Bd Chair, B/F
Review Y-T-D Grant Reports <ul style="list-style-type: none"> • Performance • Reimbursement • In-Kind Match 	X			CEO, Bd Chair, PP
Review Board Fundraising Report	X			CEO, Bd Chair, B/F
Review CEO Performance Evaluation Procedures & Instrument for 2023	X			CEO, Bd Chair
Approve proposed grant applications	X			CEO, Bd Chair, PP
Regional Advisory Council Agenda Items and Community Needs	X			CEO, Bd Chair, ACR
Five Year Strategic Plan 2020-2024 Review	X			CEO, BD, PP
Representation for Upcoming Conferences/Meetings/Events	X	X	X	TBA
JULY				
Review Agency Retirement Plan	X			CEO, Bd Chair, EC
Review Financial Reports	X			CEO, Bd Chair, B/F
2024 Annual Meeting Order of Trinkets (Board and Staff)	X			CEO, IT and BA Liaison
Review Y-T-D Grant Reports <ul style="list-style-type: none"> • Performance • Reimbursement • In-kind Match 	X			CEO, Bd Chair, PP
Approve proposed grant applications	X			CEO, Bd Chair, PP
Representation for Upcoming Conferences/Meetings/Events	X	X	X	TBA
AUGUST				
Review Tripartite Board Membership & Meeting Attendance	X			CEO, Bd Chair, BL/MS
Review Financial Reports	X			CEO, Bd Chair, B/F
Review Y-T-D Grant Reports <ul style="list-style-type: none"> • Performance • Reimbursement • In-kind Match 	X			CEO, Bd Chair, PP



BOARD OF DIRECTORS 2023 TASKS AND TIMELINES



TASK(S)	ACTION ITEM	TRAINING	BOARD ACTIVITIES	Committee(s)/ Person Assigned
AUGUST				
Approve proposed grant applications	X			CEO, Bd Chair, PP
Representation for Upcoming Conferences/Meetings/Events	X	X	X	TBA
SEPTEMBER				
Board Meeting	X			CEO, Bd Chair
Review Risk Management Assessment Checklist	X			CEO, PP
Identify Board Nominees for 2024 Recognition/Appreciation Awards	X			CEO, Bd Chair, BA
Annual Meeting Notices <ul style="list-style-type: none"> • Corporate Sponsorship Solicitation • Greetings and Proclamation Solicitation • Finalize Contract Negotiations (Speakers, Venue) 	X		X	CEO, Bd Chair, BA
Review Board Membership Recruitment Plan	X			CEO, Bd Chair, BL/MS
Review programs' quarterly monitoring reports	X			CEO, PP
Review Head Start/EHS Policy Council Election procedures/results	X			CEO, Bd Chair, BL/MS
Elect Board Member to serve on the 2023-2024 Policy Council (identify future members)	X			CEO, EC
Approve Head Start/EHS Policy Council 2023 --2024 Community Representatives	X			CEO, EC
Certify Corporate Membership Roster for Advisory Council Annual Election	X			CEO, Bd Chair, BL/MS
Review Financial Reports	X			CEO, Bd Chair, B/F
Review Board Fundraising Report	X			CEO, Bd Chair, B/F
Review Y-T-D Grant Reports <ul style="list-style-type: none"> • Performance • Reimbursement • In-kind Match 	X			CEO, Bd Chair, PP
Approve proposed grant applications	X			CEO, Bd Chair, PP
Representation for Upcoming Conferences/Meetings/Events	X	X	X	TBA
OCTOBER				
Review Community Assessment Report	X			CEO, Bd Chair, PP
2024 Annual Business Meeting and Corporate Luncheon <ul style="list-style-type: none"> • Go Live Website • E-mail Event Invitations 	X		X	CEO, Board Chair, BA
Review Financial Reports	X			CEO, Bd Chair, B/F



BOARD OF DIRECTORS 2023 TASKS AND TIMELINES



TASK(S)	ACTION ITEM	TRAINING	BOARD ACTIVITIES	Committee(s)/ Person Assigned
OCTOBER				
Review Y-T-D Grant Reports • Performance • Reimbursement • In-Kind Match	X			CEO, Bd Chair, PP
Approve proposed grant applications	X			CEO, Bd Chair, PP
Representation for Upcoming Conferences/Meetings/Events	X	X	X	TBA
William Holt Corporate Trailblazer Award, mailing to Board Members for review, nomination selection and return to CEO, Sealed Envelope.			X	CEO, Bd Chair
NOVEMBER				
Board Meeting	X			CEO, Bd Chair
Annual Board Management Retreat	X	X		CEO, Bd Chair,
Review/Approve Annual Audit	X			CEO, Bd Chair, B/F
Review Annual Form 990 Preliminary Report	X			CEO, Bd Chair, B/F
2024 56 th Annual Business Meeting and Corporate Luncheon Program Finalize Awards of Recipients on Program	X		X	CEO, Bd Chair
Confirm Regional Advisory Councils Election Report	X			CEO, Bd Chair, BL/MS
Confirm Head Start Policy Council Election Report	X			CEO, Bd Chair, BL/MS
Review Strategic Plan	X			CEO, Bd Chair, PP
Certify Advisory Council Annual Election Procedures/Results	X			CEO, BL, MS
Review ALPI Head Start/EHS 2024 Self-Assessment Procedures	X			CEO, PP
Review Community Assessment Update Procedures	X			CEO, PP
Review Financial Reports	X			CEO, Bd Chair, B/F
Review Y-T-D Grant Reports • Performance • Reimbursement • In-Kind Match	X			CEO, Bd Chair, PP
Review Board Fundraising Report	X			CEO, Bd Chair, B/F
Approve proposed grant applications	X			CEO, Bd Chair, PP
DECEMBER				
Letters of Greetings, Congratulations, Proclamations Follow-Up	X		X	CEO, Bd Chair, BA
Review programs' quarterly monitoring reports	X			CEO, PP
Review 2024 Draft Corporate Annual Report	X			CEO, Bd Chair, BA



BOARD OF DIRECTORS 2023 TASKS AND TIMELINES



TASK(S)	ACTION ITEM	TRAINING	BOARD ACTIVITIES	Committee(s)/ Person Assigned
December				
Review Y-T-D Grant Reports <ul style="list-style-type: none"> • Performance • Reimbursement • In-Kind Match 	X			CEO, Bd Chair, PP
Review Board Fundraising Report	X			CEO, Bd Chair, B/F
Approve proposed grant applications	X			CEO, Bd Chair, PP
Regional Advisory Councils' Annual Meeting Report Format and Review of Committee Needs	X			CEO, Bd Chair, ACR
JANUARY 2024				
Closeout Board Meeting	X			CEO, Bd Chair
Annual Corporate Membership Meeting	X			CEO, Bd Chair
Annual Corporate Luncheon	X		X	CEO, Bd Chair
Installation of Board Members	X			CEO
Recognition of Outgoing Board Members	X			CEO
Recognition of Board Leadership	X			CEO
Recognition of Board Volunteer Services	X			CEO
Recognition of Corporate/Community Services <ul style="list-style-type: none"> • Highlight recipients on website 	X			CEO
Review Financial Reports	X			CEO, Bd Chair, B/F
Review Y-T-D Grant Reports <ul style="list-style-type: none"> • Performance • Reimbursement • In-Kind Match 	X			CEO, Bd Chair, PP
Review Board Fundraising Report	X			CEO, Bd Chair, B/F
Approve proposed grant applications	X			CEO, Bd Chair, PP



Review Advisory Councils Meeting Timelines



2023 EASTERN REGION ADVISORY COMMITTEE TASKS AND TIMELINES

TASKS	ACTION ITEM	TRAINING	COMMITTEE/MEMBER ASSIGNED
FEBRUARY 2023			
Shared Governance Orientation		X 2/25/2023	FULL COMMITTEE
Select FACA Representative	X		
Select FHSA Representative	X		
MARCH 2023			
Committee Meeting	X	3/20/2023	FULL COMMITTEE
Discussion of the 2023 Timelines	X		Chairperson-Full Committee
Discuss Scholarships Start Up	X		Marjorie Gaskin
Scholarship Packets	X		Chairperson/Staff Liaison
Scholarship Update, Ads, and Letter	X		
Approval of Fund-Raising Activities	X		
Select Member to Pick up Proclamation	X		
Chairperson of Annual Meeting	X		
Benevolence Fund	X		
Recognize Jan-March Birthdays	X		B. Richardson, Mercadez Connelly, Gena Spivey, Betty Bradwell, Angela Jules
APRIL 2023 (NO COMMITTEE MEETING)			
Secure Proclamation for Community Action Month	X		
Submit Fundraising Activities to BOD for approval	X		Board Member



2023 EASTERN REGION ADVISORY COMMITTEE TASKS AND TIMELINES

MAY 2023			
Committee Meeting	X	5/16/2023	FULL COMMITTEE
Community Action Month	X		
Fundraising Activities	X		
Scholarship Update, Ads and Letters	X		
Action Plan for Energy Fair	X		
Select Community Award Recipient	X		
Appoint Annual Mtg. Chairperson	X		
Recognize Birthdays April-July			Constance Griffin, Marjorie Gaskin, Francis Cooper
JUNE 2023 (NO COMMITTEE MEETING)			
ALPI Annual Agency Picnic			
JULY 2023 (NO COMMITTEE MEETING)			
Energy Fair			
Voting Initiative Day & Organize Political Forums			
AUGUST 2023			
Committee Meeting	X	8/21/2023	FULL COMMITTEE
Deadline for Final Selection of Scholarship Applications	X		Scholarship Committee
Fundraising Update	X		Fundraising Committee
Annual Meeting Program Development	X		
Recognize Birthdays August-December			William Holt, Debra Williams, Tiffany Wilder, Bobby Byrd, Victoria Frazier



2023 EASTERN REGION ADVISORY COMMITTEE TASKS AND TIMELINES

SEPTEMBER 2023			
Selection of Fundraising Activities Completed			
Final Deadline of Scholarship Ads-			
Annual Meeting Booklets			
Energy Fair- Martin County			
OCTOBER 2023			
Annual Meeting	X	10/21/2023	FULL COMMITTEE
Installation of 2023-2024 Committee Members	X		Program Committee



**2023 SOUTHERN REGION ADVISORY COUNCIL
TASKS AND TIMELINES**

TASKS:	MONTH	COMMITTEE/MEMBER ASSIGNED
Attend Shared Governance Orientation	FEBRUARY	CEO/Board Chair
Distribute '2023' (draft) Calendars		FULL COUNCIL
Distribute '2023' (draft) Tasks and Timelines		
	MARCH	FULL COUNCIL
Confirm '2023' Meeting Calendar		FULL COUNCIL
Review '2023' Tasks & Timelines		
Review Corporate Applications		
Discuss Seigler, Sims & Wade Scholarship		
Select Rep to attend FACA Conference (TBA)		
	MAY	FULL COUNCIL
Finalize Scholarship Donation		
	JUNE	FULL COUNCIL
Participate in ALPI's Annual Family Day Picnic		Hosted by the Central Region
	AUGUST	FULL COUNCIL
'2023' Annual Meeting Plans		
Identify Individual/Org for Community Service		
Identify Seigler, Sims & Wade Scholarship Recipient		
	OCTOBER	FULL COUNCIL
2023 Annual Membership Meeting		
	JANUARY	FULL COUNCIL
'2024' Annual Corporate BOD Luncheon		



CENTRAL REGION ADVISORY COMMITTEE
TASKS & TIMELINES
2023

TASK(S)	ACTION ITEM	TRAINING	SPECIAL EVENT	Committee(s)/ Person Assigned
FEBRUARY				
Attend Shared Governance Orientation		X		CEO, BD Chair
MARCH				
CRAC Meeting Finalize Council Meeting Schedule Confirm Council Committee Assignments Review Council Tasks & Timelines Review draft plans for scholarships	X			Full Committee
Select Representative to attend FACA Training Conference		X		Full Committee
MAY				
CRAC Meeting Review Advisory Council Membership Recruitment Plan Identify Advisory 2020-2021 Legislative Agenda/Plan	X			
JUNE				
Participate in Annual Agency Family Picnic Activities			X	Full Committee
AUGUST				
CRAC Meeting Finalize Annual Meeting Plans to Include: Program Booklet Program Participants Location /Caterer Invitation Mail-out Review Council's Membership & Meeting Attendance Certify Council's Corporate Membership Select Individual/Org. for 2021 Comm. Service Award	X			Full Committee
OCTOBER				
CRAC Annual Meeting Recognition of Council Volunteer Services Recognition of Outgoing Council Members Installation of 2020-2021 Council Members & Officers	X			Full Committee
JANUARY				
2024 Annual Corporate Meeting and Luncheon			X	Full Committee



NORTHERN REGION COMMITTEE & ATEC ADVISORY COUNCIL

TASKS & TIMELINES

2023

TASK(S)	ACTION ITEM	TRAINING	SPECIAL EVENT	Committee(s)/ Person Assigned
FEBRUARY				
Attend Shared Governance Orientation		X		CEO, Board Chair
MARCH				
NRAC & ATEC Meeting •Finalize Council Meeting Schedule •Confirm Council Committee Assignments •Review/Approve Council Tasks & Timelines •Review Council Yearly Financial Assessment	X			Full Committee
Select One Representative to attend FACA Virtual Annual Training Conference		X		Full Committee
Select Two Representatives to attend Florence Villa Banquet (if applicable)		X		Full Committee
MAY				
NRAC & ATEC Meeting • Review Advisory Council Membership Recruitment Plan *Seminole County (Sanford) *Volusia County (Deland, Pierson) *Lake County (Leesburg) •orange County (Apopka, Orlando, Winter Park, Zellwood) • Review plan/recipient application for scholarship(s) • Identify Advisory 2022/2023 Legislative Agenda/Plan	X			Full Committee
JUNE				
Participate in Annual Agency Family Picnic Activities (if applicable)			X	Full Committee
AUGUST				
NRAC & ATEC Meeting Finalize Annual Meeting Plans to Include: • Elections •Invitation Mail Listing • Review Council's Membership & Meeting Attendance •Certify Council's Corporate Membership •Select Individual/Organization for 2024 ALPI Community Service Award	X			Full Committee
OCTOBER				
Annual Corporate Membership Meeting • Recognition of Council Volunteer Services • Recognition of Outgoing Council Members •Installation of 2023-2024 Council Members & Officers	X			Full Committee



Head Start/EHS Meeting Timelines

**ALPI HEAD START/EARLY HEAD START
POLICY COUNCIL
2022-2023 MAJOR TASKS AND TIMELINES**

October 19-20, 2022	<ul style="list-style-type: none"> ▪ Policy Council Orientation/Training <ul style="list-style-type: none"> ○ PowerPoint Presentation ○ Roles and Responsibilities ○ Election of Officers ○ Overview of Policy Council Monthly Meeting Package ○ First Policy Council Meeting
November 16, 2022	<ul style="list-style-type: none"> ▪ Policy Council Monthly Meeting <ul style="list-style-type: none"> ○ Conflict of Interest ○ Code of Business Conduct ○ Approval: Agency Personnel Policies: Standards of Conduct ○ Approval: Agency Fiscal Management Policies and Procedures ○ Approval: Impasse Procedures
November 18-20, 2022	<ul style="list-style-type: none"> ▪ Policy Council participates in the Board of Directors Retreat to review, and discuss items to include but not limited to: <ul style="list-style-type: none"> ○ Review of Program's Long and Short Goals and Objectives ○ Target Service Areas ○ Program Monitoring Reports ○ Program Annual Self-Assessment Report & Corrective Action Plan ○ Staff Qualification and Development Report ○ School Readiness/Child Outcomes Reports ○ Program Funding
December 14, 2022	<ul style="list-style-type: none"> ▪ Policy Council Meeting <ul style="list-style-type: none"> ○ Program Operational Policies and Procedures
January 18, 2023	<ul style="list-style-type: none"> ▪ Policy Council Monthly Meeting
January 28, 2023	<ul style="list-style-type: none"> ▪ Policy Council participates in the Agency Corporate Meeting/Luncheon
February 15, 2023	<ul style="list-style-type: none"> ▪ Policy Council Monthly Meeting <ul style="list-style-type: none"> ○ Approval: Approval: Selection Criteria Scale
February 25, 2023	<ul style="list-style-type: none"> ▪ Policy Council participates in the Annual Board of Directors Orientation
March 15, 2023	<ul style="list-style-type: none"> ▪ Policy Council Monthly Meeting
April 19, 2023	<ul style="list-style-type: none"> ▪ Policy Council Monthly Meeting
May 17, 2023	<ul style="list-style-type: none"> ▪ Policy Council Monthly Meeting
May 15- 18, 2023	<ul style="list-style-type: none"> ▪ Policy Council participates in the Annual Program Self-Assessment process
June 21, 2023	<ul style="list-style-type: none"> ▪ Policy Council Monthly Meeting
June 24, 2023	<ul style="list-style-type: none"> ▪ Policy Council participates in the Annual Agency Picnic
July 2023	<ul style="list-style-type: none"> ▪ No meeting

NOTE: Monthly Policy Council Approval include, but are not limited to: program progress reports, program financial reports, parent committee reports, human resources action, grant applications and/or amendments, etc.