



Bishop Indian Head Start Program Governance Policies and Procedures

| Key Indicators of Program Performance |
|---|
| 1. Structure and Participation The program has the required structure and process in place to promote full participation of the governing body and Policy Council. |
| 2. Roles, Responsibilities, and Training The governing body and Policy Council fulfill all their responsibilities to ensure the effective oversight of the program. |
| 3. Reporting to Governing Body and Policy Council The program provides all of the required reports to the governing body and Policy Council to ensure they have the necessary information to make decisions and provide effective oversight of the program. |

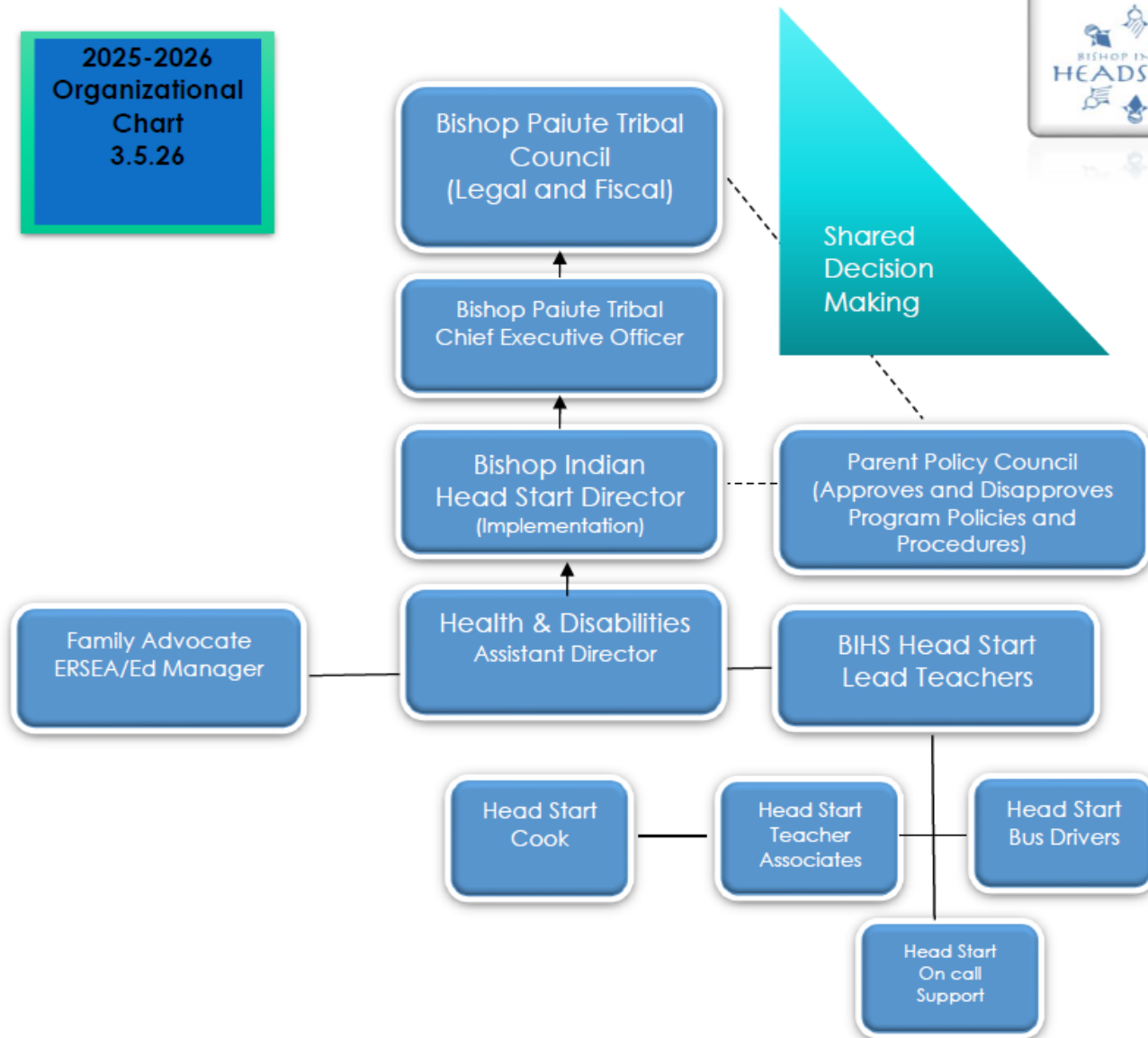
Program Governance (GOV) is designed to assess the level in which grantees implement governance practices that ensure effective oversight of program operations by the governing body and active participation in decision-making by the Policy Council. Head Start programs must ensure that the governing board and Policy Council are composed of the required members. Members of both groups must receive training necessary to fulfill their responsibilities, including the opportunity to analyze reports designed to inform decisions regarding program planning, assessment, design, and overall operations. By monitoring Program Governance, the OHS is better able to ensure that programs establish practices to ensure effective oversight and informed decision-making.

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**2025-2026
Organizational
Chart
3.5.26**



Bishop Paiute Tribal Council: Steven Orihuela -Chair; Emma Williams -Vice Chair; Meryl L. -Secretary/ Treasurer; Jeff Romero -Council Member and Chad Delgado-Council Member
Parent Policy Council: Lidia Schultz -Policy Council Chair; Keith Kelly -Policy Council Vice Chair; TBA-Policy Council Secretary/Treasurer; Community Representative-Perla Gastelum; Interim Policy Council Members: Jose Edgar Llamas, Bonnie Amisone, and Raquel Anakalea.
Chief Executive Officer: Ted Wright
Chief Operations Officer- Ambroshia Stone
Tribal Urban Planner-Brian Adkins
BIHS Director: Susie Cisneros
Health & Disabilities/ Assistant Director: Amanda Miloradich
Education Manager: Sylvia Ramirez
BIHS Admin Assistant/Lead Bus Driver: Gwen Turner
BIHS Maintenance/Bus Driver: Darrin Bernard
Teachers: Tanya Spoonhunter, Virginia Figueroa, Lena Dondero, Annette Dondero, and Dayle Dondero
Associate Teachers: Glenn Nelson, Mindy Rios and Paula Manriquez
Substitute Teachers: Marylou Enriquez, Gina Jones, Domitila Aguirre, and Karen Harrison
Head Start Lead Cook: Kristina Chandler
BIHS Gardener/Bus Monitor: Vacant



Bishop Indian Head Start~ Planning Calendar~ Program Governance~2025-2026

| | Program Staff | Parent Policy Council Parent Policy Committee | Governing Body Tribal Council |
|--------------------------------|--|---|---|
| May, June, July, August | <p>Presents updated</p> <ul style="list-style-type: none"> Program Service Plans Presents Updated Program Calendars Presents Updated Quality Improvement Plan Presents Annual Report to governing body and Policy Council/Policy Committee in accordance with Head Start Program Performance (45 CFR 1305.3; 1304.51, 1305.50). | <ul style="list-style-type: none"> Approves/Disapproves Updated Program Service Plans Approves/Disapproves Updated Program Calendars Approves/Disapproves Updated Quality Improvement Plan Approves/Disapproves Updated Annual Report | <ul style="list-style-type: none"> Approves/Disapproves Updated Program Service Plans Approves/Disapproves Updated Program Calendars Approves/Disapproves Updated Quality Improvement Plan Approves/Disapproves Updated Annual Report |
| September-October | <ul style="list-style-type: none"> Provides information and support to planning teams to propose a work plan for how critical planning steps will occur. | <ul style="list-style-type: none"> Approves/Disapproves procedures for planning. | <ul style="list-style-type: none"> Assures a procedure for planning is established. |
| November | <ul style="list-style-type: none"> Proposal plans to the governing body and Policy Council/Policy Committee in accordance with Head Start Program Performance (45 CFR 1305.3; 1304.51, 1305.50). Propose procedure for self-assessment. | <ul style="list-style-type: none"> Approves/Disapproves work plan. | <ul style="list-style-type: none"> Approves/Disapproves work plan. |
| December | <ul style="list-style-type: none"> Initiates community assessment and collects information from internal and external sources identified in procedure. Recommend plan for self-assessment. | <ul style="list-style-type: none"> Receives status on community assessment from planning team. | <ul style="list-style-type: none"> Receives status report on action plan for doing community assessment from planning team. Approves/Disapproves community assessment |
| January | <ul style="list-style-type: none"> Provide initial information to Tribal Council/Policy Council and Parent Committees about problems, issues, and resources in the community to prepare for goal setting (community assessment findings and recommendations). | <ul style="list-style-type: none"> Receives information from planning team about problems, issues, and resources in the community to prepare for goal setting (community assessment findings and recommendations). | <ul style="list-style-type: none"> Receives information from planning team about problems, issues, and resources in the community to prepare for goal setting (community assessment findings and recommendations). |
| February | <ul style="list-style-type: none"> Work with planning teams to draft/propose goals. Begin draft of objectives. Complete draft recruitment plan. Provide fiscal information—status of funds. Propose plan for correcting audit issues. | <ul style="list-style-type: none"> After planning team recommends goals and recruitment plan, approves/disapproves. Fiscal department provides monthly status of funds. | <ul style="list-style-type: none"> Receives recommendations on goals; approves/disapproves; receives quarterly fiscal reports; audits and assures corrective action. |
| March | <ul style="list-style-type: none"> Provide staff with logistical support for self-assessment and complete report. | <ul style="list-style-type: none"> Participate in Program Self-Assessment. | <ul style="list-style-type: none"> Participating in Program Self-Assessment. |
| April | <ul style="list-style-type: none"> Provide proposed budget changes based on status of funds. Recommend administrative service costs to Policy Council and Policy Committee budget committee. Presents Head Start Grant Narrative and budget to Tribal Council/Policy Council and Parent Committees | <ul style="list-style-type: none"> Receives objectives from planning team. Receives proposed budget changes from fiscal department including administration services for grantee. Approves/Disapproves the Bishop Indian Head Start Grant | <ul style="list-style-type: none"> Receives Long-term Goals with Short Term Objectives Receives proposed budget changes. Approves/Disapproves the Bishop Indian Head Start Grant |

1301.1 and 1301.2
 Bishop Indian Head Start

Governing Body

Policy: Bishop Indian Head Start (BIHS) must establish and maintain a formal structure for program governance that includes a governing body (Bishop Paiute Tribal Council), a Policy Council and a Parent Committee. The Bishop Tribal Council has a legal and fiscal responsibility to administer and oversee Bishop Indian Head Start. Our Policy Council has the responsibility for the direction of the Bishop Paiute Tribe’s Head Start program.

1301.2 Governing body. The Bishop Paiute Tribal Council is the governing board for the tribe and it’s people. The council is elected by a voting system set forth by the tribe’s own bylaws and governance policies. Five members serve on the Tribal Council: Chairperson, Vice Chairperson, Treasurer, Secretary and Voting Member.

Procedure:

- The composition of The Tribal Council must be in accordance with the requirements specified at section 642(c)(1)(B) of the Act, except where specific exceptions are authorized in the case of public entities at section 642(c)(1)(D) of the Act. BIHS must ensure members of the governing body do not have a conflict of interest, pursuant to section 642(c)(1)(C) of the Act.
- The Duties and responsibilities of the Bishop Paiute Tribal Council are documented in section 642(c)(1)(E) of the Act. The BIHS Director provides a Program Governance Planning Calendar to the Tribal Council at the start of each Program Year.
- The Tribal Council must use ongoing monitoring results, data on school readiness goals, other information described in §1302.102, and information described at section 642(d)(2) of the Act to conduct its responsibilities.
- Advisory committees. The Tribal Council may establish advisory committees as it deems necessary for effective governance and improvement of the program. If the Tribal Council 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 Tribal Council continues to maintain its legal and fiscal responsibility for Bishop Indian Head Start; and notify the responsible HHS official of its intent to establish such an advisory committee.

Tribal Council General responsibilities include:

1. Ultimate responsible for legal and fiscal activities of the organization.
2. Responsible for establishing priorities for the organization, developing and evaluating programs and determining appropriate policies.
3. Responsible for hiring, firing, and evaluating the Director, Human Resources Director, Finance Director.
4. Ensure that procedures for program planning are in place.
5. Ensure that all funding applications and amendments are submitted to HHS.
6. Establishing criteria for recruitment, selection and enrollment of children.
7. Approving the composition of the Policy Council and the procedures by which members are chosen.
8. Approving the Council Bylaws Policy.
9. Ensuring that procedures are in place for the hiring and firing of Head Start staff.
10. Ensuring reimbursement of Policy Council member's expenses is available.
11. Determining Head Start employment policies and periodic changes.
12. Ensuring that during the annual self- assessment that the program is carrying out the programmatic and fiscal intent of its grant application, including review of the annual audit and findings from the Federal monitor review.
13. Ensuring that there is written policies that define the roles and responsibilities of the governing body members and to inform them of the management procedures and functions necessary to implement a high quality program.
14. Ensuring that there are procedures for the implementation of shared decision making.
15. Ensuring that there is written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.
16. Ensuring that appropriate internal controls are in place and implemented to safeguard federal funds.
17. Ensuring that an annual audit is conducted.

Operating responsibilities include:

1. Establish and maintain procedures for hearing and working to resolve community complaints about the program.

The Bishop Tribal Council must approve or disapprove:

1. Procedures for program planning.
2. The program's philosophy, long and short-range program goals and objectives, including the annual self-assessment results and grantee improvement plan.
3. Center location.
4. Funding applications and amendments.
5. The number and members of all policy groups and the methods for recruiting and selection.
6. Written policies that define the roles and responsibilities of the governing body members and that inform them of the management procedures and functions necessary to implement a high quality program.
7. Procedures for shared decision making.
8. Procedures for resolving internal disputes.
9. Personnel policies and periodic changes to them.
10. The hiring and firing of the Director, Human Resources Director, and Finance Director

1301.3
Bishop Indian Head Start

Policy Council

Policy: Bishop Indian Head Start (BIHS) must establish and maintain a policy council responsible for the direction of the Head Start program, and a Parent Committee. The purpose of the Policy Council is to provide a formal means of involving parents, agencies, and community persons in decisions affecting the operation and management of the Bishop Indian Head Start program.

Procedure:

Composition. BIHS must establish a policy council in accordance with section [642\(c\)\(2\)\(B\)](#) of the Act, in accordance with section [642\(c\)\(3\)](#) of the Act, as early in the program year as possible. Parents of children currently enrolled in BIHS must be proportionately represented on the policy council. Five members serve on the Tribal Council: Chairperson, Vice Chairperson, Treasurer, Secretary and Voting Member.

- Policy Council membership must maintain 51 percent or more current parents. Policy Council members are elected annually through a formal process with vacancies filled as they occur. Additional representation from past parents and community members will be encouraged.
- BIHS must ensure members of the policy council, do not have a conflict of interest pursuant to sections [642\(c\)\(2\)\(C\)](#) and [642\(c\)\(3\)\(B\)](#) of the Act. BIHS Staff may not serve on the policy council except parents who occasionally substitute as staff. ***In the case of tribal grant recipients, this exclusion applies only to tribal staff who work in areas directly related to or which directly impact administrative, fiscal, or programmatic issues.***
- *Duties and responsibilities.* The policy council is responsible for activities specified at section [642\(c\)\(2\)\(D\)](#) of the Act. The BIHS Director provides a Program Governance Planning Calendar to the Policy Council at the start of each Program Year.
- The Policy Council, must use ongoing monitoring results, data on [school readiness goals](#), other information described in §[1302.102](#), and information described in section [642\(d\)\(2\)](#) of the Act to conduct its responsibilities.
- *Term.* A member will serve for one year. If the member intends to serve for another year, s /he must stand for re-election.
- The Policy Council must include in its bylaws how many one-year terms, not to exceed five terms, a person may serve.
- BIHS must seat a successor policy council, before an existing policy council may be dissolved.
- *Reimbursement.* BIHS must enable low-income members to participate fully in their policy council responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members.

Formation of the BIHS Policy Council: Each classroom of 15 children will elect two representatives to represent the classroom on Policy Council at the first family activity event or by paper ballot process no later than October 21st.

Election Process:

- ✓ Create a ballot and to all classroom parents with a "reply date".
- ✓ Contact parents who indicated Policy Council interest on parent Interest Survey to verify if he/she wants name on ballot.
- ✓ Request parents to provide a brief description of why they want to run for Policy Council. Include information on ballot sheet.
- ✓ Inform all classroom parents of the election results and post organizational chart with current leaders.
- ✓ Participation of past parents and community members will be encouraged if the total Policy Council membership maintains a majority of current parents. All community representatives must submit a written request and be elected by the full Policy Council before they can be seated.
- ✓ The Tribal Council will elect their Policy Council representative. The Tribal Council representative will not have voting rights on the Policy Council.
- ✓ Until new representatives are elected, the prior year representatives shall remain as members. New elections are held in October of each program year and as vacancies occur.
- ✓ As members are elected to the Council, Family service staff will forward their names, mailing addresses and phone number to the Policy Council Secretary who will compile a roster to be distributed by November.
- ✓ Newly elected members will be informed about the first (or upcoming) Policy Council meeting by the Family service staff. The Policy Council Secretary will send agenda and minutes to BIHS Director and elected Policy Council members upon receipt of their names and address.
- ✓ The Policy Council Secretary will notify Family Service staff of a representative's failure to attend monthly meetings when two meetings have been missed. Family Service staff will follow up with the parent representative and/or begin election process again to fill the vacancy. New representative contact information will be forwarded to the Policy Council Secretary. If the Policy Council representative fails to attend the next regularly scheduled Policy Council meeting (third missed meeting), a notification letter will be sent to the parent informing them that their Policy Council membership has been removed. The Family Service staff will also be notified to elect a new Council representative.
- ✓ In electing new representatives, be aware that no representative shall be a voting member of Policy Council for more than five years. They may serve as ex-officio member **only**, without voting privileges. In accordance with Policy Council nepotism bylaws, no Council member shall be voted in if they are related to a Bishop Indian Head Start staff person.

Policy Council Objectives:

At a minimum, the Policy Council is expected to:

- Participate in establishing criteria for and the selection of the program staff.
- Assist the agency in the development of and give approval to all Head Start grant applications.
- Initiate suggestions and ideas for program improvements.
- Establish a procedure for hearing complaints against the Head Start program.
- Assist agency in organizing activities for parents, communicating with present and past parents, encouraging active parent participation, recruiting volunteers, and mobilizing community resources.
- Serve as a link between public and private organizations.
- Establish and review BIHS policies and procedures and approve major programmatic changes.
- Evaluate BIHS on an annual basis using BIHS evaluation tools.
- Review and approve of disbursement Policy Council funds on an annual basis (When funds are available).
- Support the Parent Committee in planning and implementing participation in local community events: celebrations, festivals, fairs, parades, etc.

Policy Council Provision of Information includes:

- Timetables for planning, development, submission of proposals
- Head Start policies, guidelines, communications from The Administration on Children, Youth and Families
- Financial reports and statement of funds expended
- Work plans, grant applications, personnel policies
- Appropriate staff distributes information and materials to parents in a timely manner. Support Service Manager, Health and Disabilities Manager, Family Services Consultant and BIHS Director take primary responsibility as support staff on Policy Council.
- Distributions may include written handouts, minutes of meetings, official correspondence, and oral presentations at meetings or training sessions.
- Minutes of the meeting are emailed, mailed, or hand delivered to all Policy Council members at least five working days prior to the Policy Council meeting. All items to be approved must be included in this packet to allow for informed decision-making.

The packet includes:

- minutes of previous meeting
- agenda for the upcoming meeting
- Director's report
- Health and Disabilities Manager report
- Support Service Manager report (Nutrition, Transportation, and Safety)
- Family Advocate Report
- Minutes and Agendas from parent committee and sub-committees
- Any items to be approved by the Policy Council

Policy Council Concern and Feedback: The Bishop Indian Head Start program encourages communication between parents, community members and staff. If there are concerns, these should be documented after attempts have been made to resolve them through direct feedback and problem solving with the staff and supervisors involved.

- Written concerns should include a description of the problem, date of occurrence, names of people involved and possible solutions. Parents should consult their Policy Council Representative for advice and assistance.
- The written concern form will be completed by the individual(s) involved and given to the Director within ten (10) working days. A meeting will be scheduled to discuss the situation. The Director may invite all or part of the following to review the situation: Policy Council Chairperson, Parent/Community member, Policy Council Representative, individual staff person addressed in the concern, Consultants, Tribal Council Chairperson or other members of the Tribal Council.
- A written response will be prepared by the Director outlining action taken and given to Parent/Community Members within ten (10) working days of the meeting.
- If Parent/Community member is not satisfied with the written response from the Director, the Parent/Community member may request a joint meeting of the Policy Council and Tribal Council Executive Committee for final resolution of the concern through a written request to the Policy Council Chairperson. (see Policy Council Emergency/Special Meeting policy)
- (See PC BYLAWS, Dispute Protocols Policy, and Parent Handbook)

Policy Council Regular Meeting: Policy Council meetings are held the **First Tuesday of each month throughout the calendar year.** However, the Policy Council may change this date due to no quorum or conflicting schedules.

- A Policy Council Meeting may be held as normal if a quorum is present within thirty minutes after scheduled meeting time.
- If no quorum is present after thirty minutes, the meeting shall proceed as an informal discussion. No official session can occur without a quorum.
- A quorum for the conducting of business will consist of no less than 50% of the members.
- This quorum will apply to all Policy Council meetings.

Policy Council Amendment and Suspension of Rules: In certain cases, there may be a suspension of rules allowing the Policy Council to over-ride the By-Laws at a single meeting. Two-thirds majority vote of the Policy Council will change the By-Laws.

- A motion to suspend rules will be effective only for the meeting in which the motion was made.
- A motion to suspend rules must specify the rule to be suspended.
- Proposed amendments to By-Laws are sent to the By-Laws committee for review and recommendation. (see Policy Council Sub-Committees and Description of Standing Committees policy)
- The proposed Amendment shall be presented in writing to the Policy Council members in session at a regular meeting. The proposed amendment will then be placed on the agenda for vote at the next regular meeting.
- A two-thirds majority vote by present members in favor of an Amendment will result in a change of the By-Laws.
- By-Laws must be reviewed at least every two years and rewritten to include new amendments yearly.
- By-Law revisions approved by the Policy Council will move to the Tribal Council for final approval.

Policy Council Operations: The Policy Council determines the location of its meetings, and all meetings are conducted in compliance with 70.2 and Robert's Rules of Order. All decisions of the Policy Council with the concurrence of the Tribal Council shall become policy for Bishop Indian Head Start.

- Agendas and minutes are to be posted in the parent area/parent bulletin board.
- All decisions of the Policy Council must be in compliance with federal, state, and local regulations.

Note: See Parent Policy Council By-Laws

1301.4
Bishop Indian Head Start

Parent Committee

Policy: Bishop Indian Head Start (BIHS) must establish a parent committee comprised exclusively of [parents](#) of currently enrolled children as early in the program year as possible.

Procedure:

- BIHS must ensure that parents of currently enrolled children understand the process for elections to the policy council and other leadership opportunities.
- *Requirements of parent committees.* Within the parent committee structure, BIHS may determine the best methods to engage families using strategies that are most effective in their community, as long as BIHS ensures the parent committee carries out the following minimum responsibilities:

(1) Advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families.

(2) Have a process for communication with the policy council.

(3) Within the guidelines established by the Bishop Paiute Tribal Council and Policy Council, participate in the recruitment and screening of Bishop Indian Head Start employees.

- ❖ **Note:** All Head Start parents and guardians are members of the Parent Committee. The Policy Council is made up of current and former parents and members of the community.

Parents, Area Residents and BIHS: BIHS staff must provide opportunities for parental influence, participation, and self-sufficiency. The BIHS Team will establish effective procedures by which concerned parents and area residents are able to influence the character of BIHS that address their interests and needs.

- BIHS will encourage parents to participate in community organization activities, serving on committees and giving input on services in their community on a regular basis.
- BIHS will provide Technical and other support needed to enable parents and area residents to secure on their own behalf available assistance from public and private sources is provided.
- Training in all program components occurs for parents. Parent participation in the preparation of the work plan and budget is facilitated through the Parent Committee and Policy Council annually.
- Parent engagement is encouraged and includes ways in which parents may assist BIHS staff in setting the goals of the program, through networking at parent meetings and Policy Council participation.
- Parental input in the design and evaluation of the program is solicited, encouraged, and implemented through annual surveys and questionnaires.
- Volunteer orientation is conducted to educate parents and committee members on the opportunities and procedures for program volunteer placements. Use In-Kind data collection sheets to document all volunteer time and any donations.

UPDATED 3.9.2026

Empowering Parents and the Community: Families and community residents will be able to influence the character of Bishop Indian Head Start.

- Parents will elect two representatives per classroom to the Policy Council at the first family activity event.
- Policy Council members will receive training to become familiar with Federal guidelines and agency policies pertaining to their responsibilities.
- Parents will participate in the yearly program self- assessment monitoring review.
- Parents will annually review the work plan, personnel policies (if changes are made), and recruitment/enrollment plans.
- Parents will be recruited to participate in parent leadership roles, serve on local advisory groups and task forces as opportunities become available.
- BIHS Staff will encourage regular participation in the implementation of BIHS services and events.
- BIHS will provide technical and other support as needed. BIHS will encourage families and area residents to access community resources.

1301.5
Bishop Indian Head Start

Training

Policy: Bishop Indian Head Start (BIHS) must provide appropriate training and technical assistance or orientation to the Bishop Paiute Tribal Council, any advisory committee members, and the policy council, including training on program performance standards and training indicated in §1302.12(m) to ensure the members understand the information they receive and can effectively oversee and participate in the programs in the Head Start agency.

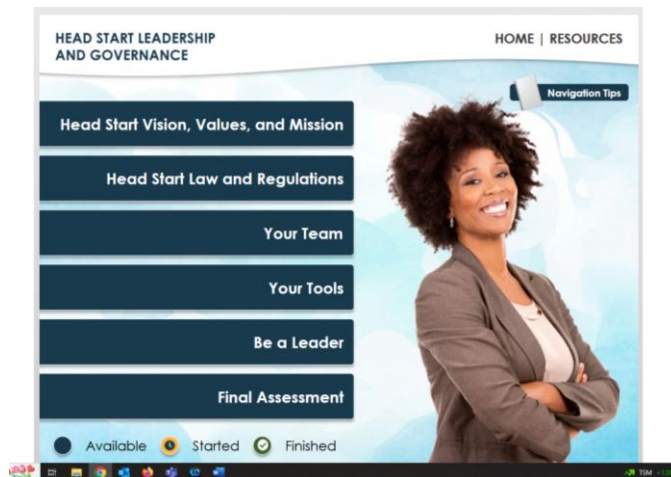
Procedure:

- The Director ensures the Tribal Council, Policy Council, Parent Committee and Staff are trained in Program Governance and Leadership via in person, online and or via the Early Childhood Knowledge Learning Center.
- The Tribal Council, Policy Council, Parent Committee and Staff will turn in the earned certificate of training.
- The Director may contact the Office of Head Start Contract Trainers by requesting Training and Technical support from the assigned BIHS Program Specialist.

Resources:

[Organizational Leadership | HeadStart.gov](https://headstart.gov/organizational-leadership/learning-module/head-start-leadership-governance-training-values-regulations-skills)

<https://headstart.gov/organizational-leadership/learning-module/head-start-leadership-governance-training-values-regulations-skills>



<https://headstart.gov/professional-development/individualized-professional-development-ipd-portfolio/individualized-professional-development-ipd-portfolio>

Individualized Professional Development (iPD) Portfolio

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- ▶ [State Partnerships with iPD](#)
- [FAQs](#)

Individualized Professional Development (iPD) Portfolio

The iPD Portfolio is a learning management system created to support ongoing professional development for staff in Head Start and child care settings. It has accessible, self-paced courses based on staff roles and interests. Check out this [step-by-step document](#) to learn how to access the iPD.

Many iPD courses offer continuing education units (CEUs) upon completion. Some state professional development systems, workforce registries, or regulatory agencies, such as licensing or credentialing, require CEUs as a measure of quality of instruction or to provide assurance of attendance. Credential or licensure renewal may also require CEUs for the same reasons. If you want to use CEUs as part of your professional development, it is important to check with your regulatory agency to make sure you are meeting their specific requirements. You can also use CEUs from completing eligible iPD courses to meet Child Development Associate (CDA) Credential™ professional development requirements. Refer to the [CDA Subject Areas](#) posted under the learning objectives for calculating contact hours.

For more information, contact ipd@ecetta.info



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Welcome to the Individualized Professional Development Portfolio



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[Virtual Professional Development](#), [Professional Development](#)

1301.6
Bishop Indian Head Start

Impasse Procedures/Internal Dispute Resolution

Policy: Bishop Indian Head Start (BIHS) will facilitate meaningful consultation and collaboration about decisions of the Tribal Council and the Policy Council. The Tribal Council (Governing Body) and the Policy Council jointly must establish written procedures for resolving internal disputes between the Tribal Council and Policy Council in a timely manner that include impasse procedures.

Procedures must:

- Demonstrate that the Tribal Council (governing body) considers proposed decisions from the policy council and that the policy council considers proposed decisions from the Tribal Council (governing body).
- If there is disagreement, require Tribal Council (governing body) and the policy council to notify the other in writing why it does not accept a decision.
- Describe a decision-making process and a timeline to resolve disputes and reach decisions that are not arbitrary, capricious, or illegal.
- If the decision-making process does not result in a resolution and an impasse continues, the Tribal Council (governing body) and policy council must select a mutually agreeable third-party mediator and participate in a formal process of mediation that leads to a resolution of the dispute.

Internal Dispute Resolution: If Policy Council and Tribal Council fail to reach consensus during a shared decision making process, an agreement will be reached so that the proposal or action can be put into effect. Bishop Indian Head Start will follow, in order, the following process for facilitating dispute resolutions.

Procedure

- Take the issue, problem, concern back through the shared decision making process. (see Shared Decision Making policy)
- Submit the problem, issue or concern to voluntary negotiation or mediation. This process involves voluntary action to continue discussion with the help and assistance of an outside third person or persons (professional consultants or other community citizens).
- Submit the problem, issue or concern to mandatory (binding) negotiation arbitration. The third party mediator will have the authority to
 1. Hear both sides of the dispute,
 2. Gather any information,
 3. Analyze and interpret all information, and
 4. Make a decision that the disagreeing groups or individual will be obligated to follow.
- Often times, conflicts tend to bring program planning progress to a halt; all action tends to stop until conflict is resolved. Therefore, it is important that staff, perform their roles well and work with the Tribal Council and Policy Council in supporting roles required for the effective contribution of the members of both groups.
- **Note: See Shared Governance Policy, Resolution of Disputes Protocol, and Parent Policy Council By-Laws for further procedures in the process of shared decision making.**
- ***For all programs except American Indian and Alaska Native programs, if no resolution is reached with a mediator, the governing body and policy council must select a mutually agreeable arbitrator whose decision is final.***

BISHOP INDIAN HEAD START
DISPUTES PROTOCOL
[1301.6 Impasse procedures.](#)
PROGRAM YEAR 2024-2025

Office of Head Start Regulations

1301.6 Impasse procedures. To facilitate meaningful consultation & collaboration about decisions of the governing body and the policy council each agency's governing body and policy council jointly must establish written procedures for resolving internal disputes between the governing board and policy council in a timely manner that include impasse procedures. These procedures must: demonstrate that the governing body considers proposed decisions from the policy council and that the policy council considers proposed decisions from the governing body. If there is a disagreement, require the governing body and the policy council to notify the other in writing why it does not accept a decision. Describe a decision-making process and a timeline to resolve disputes and reach decisions that are not arbitrary, capricious, or illegal. If the agency's decision-making process does not result in a resolution and an impasse continues, the governing body and policy council must select a mutually agreeable third-party mediator and participate in a formal process of mediation that leads to a resolution of the dispute. For all programs except American Indian and Alaska Native programs, if no resolution is reached with a mediator, the governing body and policy council must select a mutually agreeable arbitrator whose decision is final.

Bishop Indian Head Start Policy

It is the policy of the Bishop Indian Head Start Program and the Policy Council to use the following protocol whenever there is a difference of opinion (internal dispute) as to the implementation and or interpretation of the Bishop Indian Head Start Shared Governance Policy entered between the Bishop Tribal Council and the program.

1. In the event of a disagreement as, above referenced, both parties shall meet and confer in a good faith attempt to resolve the dispute through negotiation. The first meeting should be within 15 days after receipt of notice by either party for a request to meet and confer, unless both parties agree in writing to an extension of time.
2. If the dispute cannot be resolved to the satisfaction of the parties within 30 days after the first meeting, then either party may request mediation.
3. In the event mediation is requested by either party, the mediator shall be agreed to by both parties.
4. The mediator may be an independent head start program, childcare agency, or similar agency, or any other individual or entity agreed to by the parties.
5. The mediation will be documented as in-kind services.

6. Both parties agree to participate in good faith in the mediation process with the ultimate goal of benefiting the children served by the Program.
7. At all mediation sessions the parties shall be allowed to present their position on the issue at hand and reason why they hold that position.
8. If the Bishop Indian Head Start Disputes Protocol decision-making process does not result in a resolution and an impasse continues, the Bishop Paiute Tribal Council and Bishop Indian Head Start Policy Council must select a mutually agreeable third-party mediator and participate in a formal process of mediation that leads to a resolution of the dispute.
9. For all Head Start programs except American Indian and Alaska Native Head Start programs, if no resolution is reached with a mediator, the governing body and policy council must select a mutually agreeable arbitrator whose decision is final.

The parties have read the above protocol and agree to follow the protocol and ensure that all new members of the Council and Program will be advised of the protocol.



Bishop Paiute Tribal Chairman

11/12/24
Date



Bishop Indian Head Start Policy Council Representative

11/12/24
Date



Bishop Indian Head Start Program Director

11/12/24
Date

Bishop Indian Head Start
Program Governance

Shared Decision-Making Process

Policy: Bishop Indian Head Start (BIHS) will establish and maintain a formal structure for program governance that includes a governing body, policy council and a parent committee. The Bishop Paiute Tribal Council has the legal and fiscal responsibility to administer and oversee the Bishop Indian Head Start. The BIHS Policy council is responsible for the direction of the BIHS program.

All Bishop Indian Head Start Stakeholders having the responsibility of planning decisions will follow this process:

Procedure

1. Identify and clarify the issue.
2. Determine which individuals or groups should be consulted.
3. Gather opinions and facts about the issue.
 1. Raise questions about the issue and value each other's information, advice and assistance.
 2. Distinguish opinions from facts.
4. Develop alternative solutions to the issue.
 1. Respect the proposal or possible solutions that have been offered.
 2. Identify the consequences of each alternative solution to the issue.
 1. Obtain information from parents, community and other individuals or groups.
 2. Obtain technical advice and assistance from professional consultants, Region XI office, and staff to help identify potential consequences of alternative solutions.
 3. Seek advice from those individuals or groups who are needed to help carry out or implement the decision.
5. Make a decision.
 1. Make the choice or decision that has the least amount of potential negative effects or consequences on the program and/or on the individuals who are served by or work for the program.
 2. The decision should be the one that is best for all concerned and the organization, and children and families.
6. Evaluate the outcome of the decision.
 1. The individuals responsible or groups should check to see that the decision was carried out properly.
 2. If necessary, go back to one of the above steps and possibly change the decision if the outcome of the original decision is not satisfactory.

Note: See Shared Governance Policy, Resolution of Disputes Protocol, and Parent Policy Council By-Laws for further procedures in the process of shared decision making



BISHOP TRIBAL COUNCIL

BISHOP INDIAN HEAD START SHARED GOVERNANCE POLICY PROGRAM YEAR 2025-2026

PURPOSE:

This document is to establish policies and procedures for the administration and performance for the Bishop Indian Head Start.

POLICIES AND PROCEDURES:

The Bishop Tribal Council will have *at least one member* participate in the annual self-assessment process for the Bishop Indian Head Start Program.

The Chief Executive Officer for the Bishop Paiute Tribe, or his/her designated representative(s), has the administrative and financial authority over the Bishop Indian Head Start Program.

The Bishop Indian Head Start Director has direct responsibility for the day to day operations of the BIHS Program. The Director is responsible for the Program's adherence to federally required performance standards. The Director will ensure that all personnel and staff follow established federal and tribal policies and procedures.

The Bishop Indian Head Start Director will provide to the Tribal Council, through the Tribal Administrator, a report each month on the conduct and performance of the Program. This report will be reviewed by the Tribal Council at a scheduled meeting each month.

The Bishop Indian Head Start Parent Policy Council will provide a copy of their monthly minutes to the Head Start Director, and they will be included as a separate document for the Tribal Council review at a scheduled meeting each month.

The Head Start Director may, through the appropriate chain of command, request additional time before the Tribal Council's regularly scheduled meetings to address additional issues which are not part of the monthly Program report or the Parent Policy Council minutes.



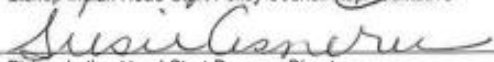
Bishop Paiute Tribal Chairman

7/29/25
Date



Bishop Indian Head Start Policy Council Representative

7/29/25
Date



Bishop Indian Head Start Program Director

7/29/25
Date

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PHONE (760) 873-3584 • FAX (760) 873-4143

Bishop Indian Head Start
Program Governance

Strategic Planning and Program Self-Assessment

Policy: Every Five years, at a minimum, Bishop Indian Head Start will initiate a **strategic planning process**, involving policy groups, staff, administration and community partners to formulate long range goals and short-term program and financial objectives for the BIHS. The Community Needs Assessment, as well as other information gathered in yearly updated information, will be used in the process. The strategic directions established in this process will guide grant planning, budget discussions and other program decisions affecting the agency's approach to serving children and families.

Procedure:

- Invite key members of the Head Start community, including staff, parents/guardians, Bishop Paiute Tribal, Policy Council, Health Advisory and Community Service Partners.
- Schedule times and places for sessions that are appropriate and convenient for those involved. Offer transportation and/or childcare to parents who may require assistance in order to participate.
- Assign facilitator and recorder(s).
- Orient participants to the mission, goals and philosophy of the agency and the Head Start program.
- Provide opportunities for individual input and group discussion.
- Summarize and distribute the results to participants.

Program Self-Assessment: Bishop Indian Head Start will conduct a program self- assessment annually using staff, parents, governing bodies and the community to evaluate the effectiveness and progress in meeting program goals and in implementing Federal and State Performance Standards and regulations.

Procedure:

- The BIHS Director will coordinate the annual self-assessment. The self- assessment will be conducted over an entire month and may begin in January or February of each year.
- The Director will select staff team members. Parents/guardians, Tribal Council, Policy Council, Community Partners and the community will be asked to participate in appropriate areas. When possible, the Tribal Human Resource Team and The Tribal Fiscal team will be used to review specific areas.
- Teams will be comprised, at a minimum, of two people per area. Parent volunteers will be paired with a staff member. Training will be provided for all participants in their respective review area (health and safety, education and culture, parent, family and community engagement, nutrition, transportation, human resources, and fiscal services). The BIHS Director is responsible for planning self-assessment training.
- Teams will complete the assessment using the current assessment tool and guidance sheets. The Teams will turn in results to the Team Leader. The Team Leader will present feedback and turn in written feedback to the BIHS Director. The BIHS Director will compile all the information gathered, analyze the findings and submit a written report within 30 days from the completion of the self- assessment. Information will be shared with management, Policy Council and Tribal Council. The BIHS Director will share information with staff.
- Analyzed Data will be utilized to write the annual BIHS program improvement plan. The plan is presented to the Tribal Council and Policy Council for approval prior to the submission of the OHS Grant.

UPDATED 3.9.2026

- The program improvement plan will be submitted to Office of Head Start Region XI within 45 days of the completion of the self- assessment.

Sample Goal Setting Template

BIHS Program Improvement Goals derived from 2024-2025 Program Self-Assessment

| PROGRAM IMPROVEMENT PLAN 2026 | | | | | |
|--|---|---|---|---|--|
| Goal | Objectives | Services (Actions) | Expected Outcome | Tracking Progress | Tracking Progress2 |
| <i>What goal does our program want to accomplish?</i> | <i>What are we planning to do to reach our goal?</i> | <i>What actions are we going to take to reach our objectives?</i> | <i>Which expected outcomes relate to our goals, objectives, and services (actions)?</i> | <i>Measures of Effort: How much programming are we offering? Are we carrying out services as planned?</i> | <i>Measures of Effect: What difference is our program making? What are the changes in families' and/or staffs' knowledge and behavior? Other effects?</i> |
| | Over a five-year period, our program will establish processes and offer services so that: | | | | |
| Part 1301 Program Governance sub-section 1301.5 Training | | | | | |
| Broad Goal: BIHS Program Governance systems will include a governance structure, strong communications, and regular reporting that supports shared decision making. | Goal: BIHS Policy Council, Tribal Council, Fiscal. and Human Resources will receive training in Leadership and Governance to include all areas under Program Management, Planning & Oversight Systems. Including Financial Training | 1. Online training Resources from the Office of Head Start Knowledge Center will be utilized by the Director to inform and train Policy Council and Tribal Council on at least 4 trainings a year regarding the Performance Standards. | BIHS is supported by a knowledgeable Shared Governance Team with the ability to make sound program decisions effecting the well-being of children, families, staff and the community. | Time Frame: June 2026; Responsible: Director; Documentation: Minutes and completed forms; Check list documenting the completion of each training and certifiants Cost: 0 | The Policy Council, Tribal Council and Fiscal Team will continue to provide support to the Director in all shared governance decisions. Participants indicate they have received sufficient training on a post survey. |
| | | 2. The Program Governance Calendar will have trainings scheduled and reviewed at each meeting. | A program calendar will ensure consistent communication and training. | Timeframe: Schedule complete July 31st of each year; Responsible; Director; Costs: 0 | The Bishop Paiute Tribal Council, Policy Council, Fiscal Team will increase training participation certification from 50% to 75%. |

Sample Goal Setting Template

**BIHS School Readiness Goals derived from 2024-2025
Program Self-Assessment; DRDP Outcomes; Parent and Teacher Observations**

| School Readiness Goals: 2025 - 2030 | | | | | |
|--|--|---|---|--|--|
| Goal | Objectives | Services (Actions) | Expected Outcome | Tracking Progress | Tracking Progress2 |
| <i>What goal does our program want to accomplish?</i> | <i>What are we planning to do to reach our goal?</i> | <i>What actions are we going to take to reach our objectives?</i> | <i>Which expected outcomes relate to our goals, objectives, and services (actions)?</i> | <i>Measures of Effort: How much programming are we offering? Are we carrying out services as planned?</i> | <i>Measures of Effect: What difference is our program making? What are the changes in families' and/or staffs' knowledge and behavior? Other effects?</i> |
| | Over a five-year period, our program will establish processes and offer services so that: | | | | |
| (ATL-REG-5) Self Control of Feeling and Behavior: | | | | | |
| BIHS will provide ongoing opportunities for children to build their social emotional tool box in order to thrive on their own when faced with socially challenging events. | Year 1: 50% or more of our enrolled children will be at Exploring Later. Relies on communication or guidance from familiar adult to regulate emotional or behavioral reactions in moderately stressful situations. | 1. BIHS Team will receive annual PATHS training during preservice in August. PATHS, or Promoting Alternative Thinking Strategies, is a curriculum that helps elementary school children develop social and emotional skills. It also aims to reduce aggression and behavior problems. | Children will leave BIHS with strategies for regulating feelings and behavior and become less reliant on adult guidance over time. | Preservice Agenda, Staff Sign in and out participation sheets | All Teachers and Teacher Associates will provide 1 PATHS Lesson to the BIHS Team and will provide feedback regarding training received on a Pre and Post Survey. |
| Goal P-SE-3. Child engages in and maintains positive interactions and relationships with other children. | | 2. Parents will receive a PATHS orientation during enrollment, first conference, parent committee meeting and Back to School Night. | | Training Agenda, Parent Sign in and out participation sheets, parent and teacher signed meeting sheets | DRDP Parent Survey Feedback (Additional questions: Do parents know what Social Emotional Curriculum BIHS Teachers are using in the Classroom?) |
| Goal P-SE-4. Child engages in cooperative play with other children. | | 3. The Director and Education Manager will ensure PATHS lessons are in weekly lesson plans. | | Director and or Education Manager signature of lesson plan weekly reviews. | Number of times PATHS is written in lesson plans. Number of lessons completed throughout the year. |
| | | 4. The Director and Education Manager will observe a PATHS lesson plan each month and identify strengths and needs of the Teaching Team utilizing PATHS. | | DRDP 3 x (fall, winter and spring) outcome reports | Number of times PATHS is observed. Number of PATHS observations are completed throughout the year. |
| | | 5. Director and Education Manager will implement Practice Based Coach Model in August. | | Practice Based Coaching Needs Assessment form, Goal and resource sheet, meeting forms and Observations forms. | All members of the Teaching Team is equipped with trainings, materials and resources to teach Self-Control of Feelings and Behavior School Readiness lessons. |
| | | 6. BIHS Teachers will assess children by collecting data from DRDP children observations and parent input 3 x a year (fall Winter and Spring). | | DRDP Observations for all children are available; Parent DRDP Reports are reviewed and signed; School Readiness Outcomes are updated and distributed among staff during planning meetings. | DRDP Outcomes reflect 50% of enrolled students are at Exploring Later, Spring 2026. |

Bishop Indian Head Start Program Governance

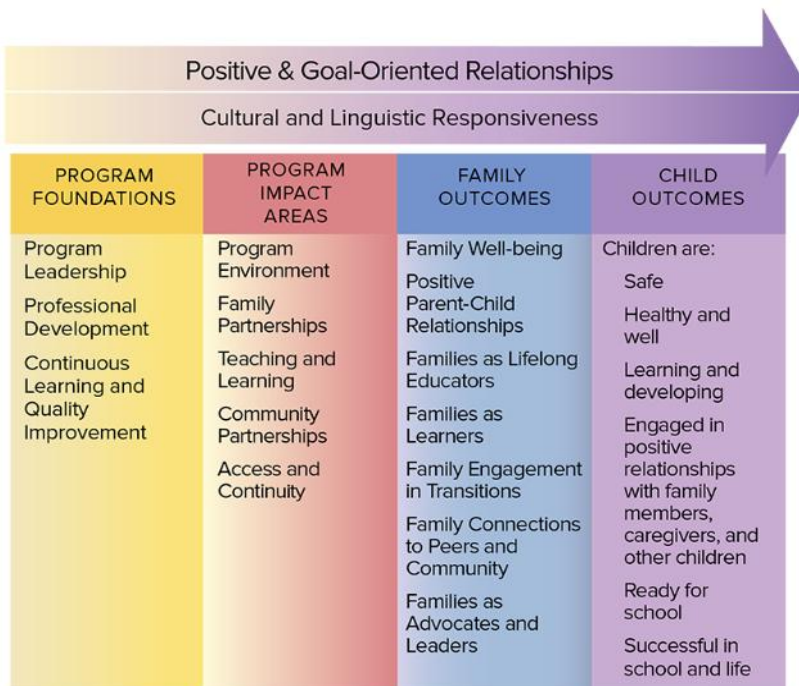
Family and Community Partner Activities

Policy: Bishop Indian Head Start Families and Community Partners will be able to participate in community activities planned by Head Start staff, parents and community partners that engage families in supporting the progress of their children’s school readiness goals.

BIHS staff will utilize the Parent Family & Community Engagement Framework provided by the Office of Head Start to plan parent and family engagement activities that are systemic and integrated across program foundations and program impact areas. BIHS family engagement outcomes will be achieved, resulting in children who are healthy and ready for school. BIHS Parent and family engagement activities are grounded in positive, ongoing, and goal-oriented relationships with families.

Strategies Resource: The PFCE Framework can be used in program-wide strategic planning, program design and management, systems of continuous improvement, professional development for staff, and with governing bodies and parent groups. It can be used to help improve program services or to inform community partners about Head Start parent and family engagement goals and the importance of those goals for school readiness.

<https://headstart.gov/school-readiness/article/parent-family-community-engagement-pfce-framework>



Procedure

A. PROGRAM FOUNDATIONS

1. PROGRAM LEADERSHIP

- The BIHS Director, the Tribal Council, policy council, parent committees and management teams determine the way that BIHS engages parents, families, and the community.

2. PROFESSIONAL DEVELOPMENT

- PFCE training is important to all staff, but their professional development will focus uniquely around their roles in the program.

3. CONTINUOUS IMPROVEMENT

- Leadership is committed to continuously improving systems and activities to engage and support parents and families.

B. PROGRAM IMPACT AREAS

1. PROGRAM ENVIRONMENT

- Families feel welcomed, valued, and respected by program staff.

2. FAMILY PARTNERSHIPS

- Families work with staff to identify and achieve their goals and aspirations.

3. TEACHING AND LEARNING

- Families are engaged as equal partners in their children’s learning and development.

4. COMMUNITY PARTNERSHIPS

- Communities support families’ interests and needs and encourage parent and family engagement in children’s learning.

5. ACCESS AND CONTINUITY

- Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) procedures are developed using community assessment data. These policies and procedures help BIHS to provide services for families most in need of them.

C. FAMILY AND CHILD OUCOMES

| | |
|--|--|
| FAMILY WELL-BEING | Parents and families are safe, healthy, and have increased financial security. |
| Children are SAFE, Healthy and Well | |
| 2. POSITIVE PARENT-CHILD RELATIONSHIPS | Beginning with transitions to parenthood, parents and families develop warm relationships that nurture their child’s learning and development. |
| Children are engaged in positive relationships with family members, caregivers and other children | |
| 3. FAMILIES AS LIFELONG EDUCATORS | Parents and families observe, guide, promote, and participate in the everyday learning of their children at home, school, and in their communities. |
| Children are Learning and Developing | |
| 4. FAMILIES AS LEARNERS | Parents and families advance their own learning interests through education, training and other experiences that support their parenting, careers, and life goals. |
| Children are Learning and Developing | |
| 5. FAMILY ENGAGEMENT IN TRANSITIONS | Parents and families support and advocate for their child’s learning and development as they transition to new learning environments, including home to BIHS to other early learning environments, and BIHS to Kindergarten through elementary school. |
| Ready for School | |
| 6. FAMILY CONNECTIONS TO PEERS AND COMMUNITY | Parents and families form connections with peers and mentors in formal or informal social networks that are supportive and/or educational and that enhance social well-being and community life. |
| Success in School and Life | |

| | |
|--------------------------------------|--|
| 7. FAMILIES AS ADVOCATES AND LEADERS | Parents and families participate in leadership development, decision-making, program policy development, or in community and state organizing activities to improve children’s development and learning experiences. |
|--------------------------------------|--|

Bishop Indian Head Start
Program Governance

Family Activity Events

Policy: BIHS will provide family activity events as a means of involving parents in decision making, parent education, curriculum planning, and to provide two-way communication between staff and parents. BIHS will make every attempt to support Spanish speaking dual language learners (DLL) with Spanish/English interpretation and materials available at all events.

Benchmark

BIHS will have a minimum of five (5) family activity events over the course of the program year, one of these will be dedicated to transition to public school and school readiness.

Procedure

1. Family activity events will be at a time when it is most convenient for the majority of families to attend. Input on convenient times will be solicited at the beginning of the year. If participation declines, the time may be changed to accommodate the current needs of the parent population.
2. Staff will need to adjust their work schedules to attend evening meetings; at a minimum, one teacher from BIHS will attend along with the family advocate. BIHS Director, consultants, specialists and interpreters may also be attending to provide support, resources training, and monitoring.
3. All families at BIHS are members of the parent committees and will receive notification of the time, date and location of the family activity events.
4. A separate kindergarten transition meeting will be made available to all parents to cover the subject of transition to public school and school readiness
5. Input will be sought from Policy Council representatives as the parent education plan for the year is developed. Parent Participation will be documented and tracked by Director, Education Manager and Health and Disabilities Manager. Opportunities to share information from the Policy Council should be made available at family activity events.
6. Staff will involve parents as much as possible in running these meetings. Suggested jobs include:
 1. Note taker
 2. Set-up person
 3. Fund-raising chair
 4. Greeter
 5. Reminder phone calls
 6. Policy Council contact people

NOTE: Family Advocate must train and support family members to encourage support of this type.

7. Family activity event information will be kept in a notebook on site and will include
 1. Agenda
 2. Family Activity Event report for each activity event
 3. Attendance sheets
 4. Copy of handouts given to parents from meetings as well as others sent to families
 5. Policy Council minutes and copies of Action items for each meeting distributed by Executive Administrative Assistant
 6. Copy of parent education plan for the year.
8. Efforts will be made to inform family members who do not attend the meetings. Family Information notebooks will be available where all parents and staff can access it.
9. Agenda options will include these topics and other suggestions made by parent groups for future events.
 1. Policy Council report - Representative must have time to share information from Policy Council
 2. Parent education topic - Family Advocate/Education Manager/Director or guest speaker (half hour minimum)
 3. Classroom update and curriculum suggestions / volunteer sign up
 4. Family service information / resources / community information
 5. Fund-raising report
 6. Family literacy activities and information to support parents as first teachers.
10. Complete the Family Activity Event report and submit it to the Director. Place copy in the parent notebook and post one on parent bulletin board following the family activity event.
11. Complete appropriate documentation (meal count, attendance sheet, and sign in/out) and submit it to the Food Service Manager following the family activity event. (If meal cost came from Head Start Budget).

Bishop Indian Head Start
Program Governance

Confidentiality of Records

Policy: Bishop Indian Head Start Family files are maintained and kept confidential.

Procedure

- Family files are established, maintained, and kept confidential at all service levels. Staff is responsible for keeping all paper files in a locked cabinet or locked classroom when not in use and electronic files are kept on a secure computer, with staff logging out when not in use.
- Family files include completed forms and reports along with all documented computerized information.
- Information regarding child abuse concerns is not considered part of the child's educational record but will be documented in a separate location and retained for five years.
- Parents have the right to review their child's file. In order to do so, parents request to review, and staff will make an appointment within one week to review the file.
- A staff member will be present during this review time and can make one copy of any needed documentation requested by the parent(s).

Bishop Indian Head Start
Management Systems and Procedures

Communication and Reporting

POLICY: BIHS will establish, maintain and implement communication and reporting systems to ensure timely and accurate information is provided to parents, policy groups, staff and the community and feedback is received from these.

PROCEDURE

Provide forums for staff to comment and share information with management.

1. Two-way communications between staff and parents will be, on a regular basis, in the parent's primary language or through an interpreter.
 - ❖ Written notice
 - ❖ Phone
 - ❖ E-mail
 - ❖ Home visits
 - ❖ Parent conference
 - ❖ Newsletters
 - ❖ Via Zoom or TEAMS
 2. Bishop Paiute Tribal Council, Policy Council and Administration will be given regular communications regarding:
 - ❖ committee meeting minutes
 - ❖ training opportunities
 - ❖ financial reports (monthly)
 - ❖ planning
 - ❖ policies and procedures
 - ❖ grant applications
 - ❖ national and local information
- ❖ Information will be given well in advance of any planned meeting date to allow the governing body time to review and digest the information.
3. Family Advocates will arrange for translation services for welcome visits, parent meetings, etc.
 - ❖ If the Spanish Liaison is unable to provide services on that date, that interpreter will contact other interpreters (parent volunteers) to see whether they are available.
 - ❖ If no interpreter is available, the Family Advocate will be assisted in accessing an outside interpreter. The Spanish Liaison has an approved list of people they can access and will use volunteers whenever possible.
- ❖ If a paid interpreter is used that person will be paid hourly and needs to fill out a timecard designated "translator" for the time worked.

4. Parents, Community Collaborates, and staff can see the Parent Policy Bulletin Board to keep current on:
 - ❖ Minutes
 - ❖ Upcoming events/current events
 - ❖ Training opportunities /Job postings
 - ❖ State / National news
5. Direct Service Teams will use regular staff meetings to communicate among each other and facilitate quality outcomes for children and families.
6. Regular staff meetings include:
 - ❖ Regional
 - ❖ Leadership
 - ❖ Daily Operations, and
 - ❖ Various committees
7. Electronic mail will be utilized by all staff to facilitate communication between staff, parents, governing bodies and community agencies.
 - ❖ An Appropriate Use policy will be signed by all staff, parents and volunteers requesting an e-mail account. (See Tribal Employee Handbook)
8. An agency newsletter will be produced on a quarterly basis and distributed to parents and the community.
9. Confidentiality statements will be signed by:
 - ❖ All staff
 - ❖ Policy Council members
 - ❖ Volunteers
10. Tracking and reporting systems will be used by appropriate personnel to monitor track and follow up on family and child services.
11. Child information will be exchanged, with signed permission by the parents, with relevant community agencies and public school systems
12. Parents can request a copy of their child's file with advanced notice.
13. All records will be maintained for a minimum of three years. After that time frame records will be destroyed appropriately.
14. Official records will be accurate, clear and readable. These reports include but are not limited to:
 - ❖ Program Information Report
 - ❖ Financial audit reports
 - ❖ Federal and state reports
 - ❖ Taxes
 - ❖ USDA
 - ❖ Other reports required by the Head Start bureau, Federal, State and local laws.

Bishop Indian Head Start
Management Systems and Procedures

Ongoing Monitoring and Reporting

POLICY: BIHS will monitor required tasks and responsibilities to ensure that these tasks and responsibilities are completed within timelines and according to guidelines provided in Head Start Performance Standards, other federal and state regulations, and BIHS policies and procedures.

- **Monitoring systems** will include the use of ASQ Questionnaires, DRDP and Parent Surveys, ECERS-R, CLASS, and case studies to collect and record information about children and families in the program; periodic reporting of this information to appropriate supervisors, managers, policy groups and leadership; an annual self- assessment of the program; and collaborative review of this information for planning and future development decisions.
- **Monitoring procedures** will be implemented in administration, education and early childhood development, health services (including child health and safety), food program and family and community partnerships that are specific to each area. Procedures will outline the person(s) responsible for completing the monitoring, which person(s) and/or systems are to be monitored, and the tasks/responsibilities to be monitored.
- **Results of monitoring** will be used to demonstrate compliance with Performance Standards and other federal and state regulations, to assist in the review process by providing condensed program information in specific areas, and to determine long range and short-term program goals. Non-compliance and/or areas for improvement will be followed with improvement plans, including strategies for timelines and people responsible.

PROCEDURE

1. BIHS Director, managers, and consultants will develop checklists for staff to use in setting up their environments and processes. These may include:
 - ✓ Checklist for Child Development and Disabilities.
 - ✓ Monthly Program Progress Reporting
 - ✓ Teacher Weekly Checklist
 - ✓ Weekly Lesson Plan
 - ✓ Checklist for Parent Involvement, Family Services and Mental Health.
 - ✓ Checklist in Health and Safety.
 - ✓ Monthly Sanitation Checklist.
 - ✓ Playground/Facilities Checklist
 - ✓ Child/Adult Care Food Program.
 - ✓ Nutrition/Mealtimes Checklist.
 - ✓ Bus Inspection.
2. BIHS Director and Managers will implement procedures and timelines for using said checklists, and will include these in annual training and work plans.
3. Staff will use checklists in setting up and maintaining their environments.
4. BIHS Director and Managers will use checklists in monitoring classrooms on a regular basis and will track their visits and feedback.
5. Information about children and families will be tracked in children's files by all staff.

6. Regular reports will be utilized by all staff both on and off line to ensure timely delivery of services to children and families.

7. BIHS Managers will submit monthly reports and meet with Head Start Director monthly to review
 - ✓ Supervision,
 - ✓ Budgets,
 - ✓ Monitoring,
 - ✓ Attendance,
 - ✓ Enrollment,
 - ✓ Outcomes,
 - ✓ Tracking information,
 - ✓ Any other information about children and families.
 - ✓ Director's Quality Improvement Logs (plans for improvement)
8. Program consultants will meet on a regular basis with Head Start Director. In addition, Program consultants will meet and report to Director at last once a year to discuss at a minimum:
 - ✓ Results of program consultants monitoring of classrooms, using appropriate checklists.
 - ✓ Documentation and analysis of the information
 - ✓ Outcomes reports
 - ✓ Progress on established benchmarks
 - ✓ Plans for improvements as needed, with emphasis on compliance issues.
 - ✓ Information from monitoring will be shared with staff.
9. The Director will monitor children's files through audits, reports and viewing individual records.
10. Consultants/managers may contact a staff person for minor errors with a "cc" to the Director. If the same issue occurs, the consultant will contact the Director only. The BIHS Director will communicate to consultants/managers what the corrective action is.
11. The BIHS Director, Tribal Administrator, Tribal Fiscal and Human Resource Director will communicate regularly to review information gathered. (Communicate maybe my email).
12. Periodic reports to Policy Council and Bishop Tribal Council will be made by the BIHS Director or designee.
13. An annual self- assessment will be conducted each February that will result in a written improvement plan to improve any deficiencies.
14. The program will be reviewed every three years by representatives of the Inyo County Superintendent of Schools State Preschool Program and Region XI Head Start. BIHS will submit an improvement plan 90 days after receiving the written federal report. BIHS staff, Tribal administration, will receive a copy in a timely manner.
15. The results of all monitoring efforts will be included in future planning and decision making.

| Approval Dates |
|--|
| Last Approved by Parent Policy Council on 10-11-2007; 2-25-2013 |
| Last Approved by Tribal Council on 4-18-2008; 9-27-2011; 2-28-2013 |
| Updated 10.17.25 SCV Policy Council received and reviewing tabled to March 10, 2025. |
| Approved by the Tribal Council on 10.27.25 |
| Approved by the Policy Council on 3.9.26 |