

**HEAD START PROCEDURES FOR:
POLICY COUNCIL BY LAWS
COMPONENT: CENTER FOR YOUNG LEARNERS**

1.0 Scope: Performance Standard 1301.6 Internal Dispute Resolution

2.0 Responsibility:

- 2.1 ESC 14 Board of Directors
- 2.2 Policy Council
- 2.3 Executive Director
- 2.4 Head Start Director

3.0 Resources:

- 3.1 Head Start Performance Standard
- 3.2 Internal-Impasse Dispute Policy in Policy Council By-Laws

4.0 Procedures:

- 4.1 Board of Directors and Policy Council with Executive Director and Head Start Director participation will develop written procedures for resolving internal disputes including impasse procedures between the ESC 14 Board of Directors and Policy Council.
 - 4.1.1 Governing body will consider proposed decisions from the policy council and policy Council will consider proposed decisions from the governing body.
 - 4.1.2 If there is disagreement, the governing body and policy council will notify the other in writing.
 - 4.1.2.1 Why it does not accept decision and,
 - 4.1.2.2 Describe a decision making process and timeline to resolve disputes.
- 4.2 The delegate will bring all unresolved Internal Disputes to the Grantee to be resolved.
- 4.3 Governing Bodies approve Internal Dispute Resolution annually (part of Policy Council By-Laws booklet).

5.0 Associated Documents:

- 5.1 Policy Council Meeting Minutes
- 5.2 ESC 14 Board of Directors Meeting Minutes

6.0 Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
Policy Council meeting Minutes	Print/ Electronic	Policy Council Binder/ Google docs	7 years	Shred/ Delete	CYL Office/ Password protected

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ESC 14 Board of Directors meeting minutes	Print/ Electronic	Executive Director's Office	7 years	Shred/ Delete	ESC 14 Exec. Director's Office/ Password Protected
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7.0 Monitoring:

- 7.1 Review by Executive Director
- 7.2 ESC 14 Board of Directors
- 7.3 Head Start Director and Policy Council following incidence.

8.0 Revision History:

Date:	Revision#	Description of Revision
6-2006		
8-2009		Reviewed
11-2012		Reviewed
8-2015		Reviewed
10-2015	4.2	Added procedure for Delegate
6-2016		Reviewed
5-2017	4.1.1 & 4.1.2	Added 4.1.1 & 4.1.2; Changed 1304.52 to 1301.6
5-2018	5.0	Added "Electronic", "Delete", "PROMIS- password protected"
6-2019		Reviewed
4-2022		Reviewed
12/2022		Reviewed