

Guam Head Start Policy Council



Officer's Handbook

Parents work together with teachers, program staff, Guam Public School System staff, the Guam Educational Policy Board and Community Partners to decide what kind of education and learning experiences children will receive.

Guam Head Start Program



TABLE OF CONTENTS

Program Governance	1
Three Critical Roles to Making Things Happen in Head Start	1
GHSPC Roles & Responsibilities	2
CLPG: What Does It Do?	4
Guides to the Duties of Officers	5
Chairperson	5
Statement of Responsibilities, Specific Duties, Tips for a Good Chairperson	
Vice-Chairperson	6
Statement of Responsibilities, Specific Duties	
Secretary	7
Statement of Responsibilities, Specific Duties, Tips for Writing Good Minutes	
Treasurer	7
Statement of Responsibilities, Specific Duties, Proper Accountability of Funds, Safekeeping of Funds	
Duties & Responsibilities of Policy Council Representatives	8
Meeting Guidelines	9
Basic Principles, Preparing for the Meeting, Meeting Tips	
How to Conduct Meetings	10
Tips for Having Better Meetings	14
Motions: How to Make Them	15
Guam Head Start Policy Council Basic Meeting Agenda	16
GHSPC Sample Minutes	17

Compiled August 2000

Revised October 2007

PROGRAM GOVERNANCE

Program Governance is an area of the Head Start Performance Standards which works to ensure that the Guam Head Start Program (Program) has an established policy group and a well-functioning governing body that share responsibility for overseeing the delivery of high quality services to children and families in accordance with Head Start legislation, regulations, and policies.

Through the Guam Head Start Policy Council (GHSPC) and center-based parent committees more commonly known as the Center Level Parent Group (CLPG), parents and other community representatives are empowered to actively participate in the shared decision-making process concerning program design and implementation. The Policy Council has the policy-making authority and, therefore, is governed by locally determined bylaws that ensure clarity and consistency in function and purpose. Parent committees provide every parent of an enrolled child with the opportunity to assist in the development of activities that address their interests and needs and that support the education and healthy development of their children.

Because shared decision-making is a critical element of on-going planning, it is important that the Program maintain an effective Policy Council and parent committees from one year to the next. Although outgoing parents from the Policy Council may not have children in Head Start at the beginning of the next program year, it is important that parents complete their term and continue in a policy-making role until new parents are elected and seated. The term for GHSPC representatives and alternates begins in October of the current year and ends in September of the following year.

THREE CRITICAL ROLES TO MAKING THINGS HAPPEN IN HEAD START



Healthy organizations understand and balance areas or shared responsibilities, relationships, and communication.

Governing Board:

- Has general responsibility to provide direction and oversight because of their legal and financial responsibility for the Head Start grant
- Represents community-at-large
- Establishes overall policies
- Ensures financial stability

Policy Council:

- Develops, reviews and approves or disapproves policies and procedures of the Program
- Represents interests of the parents/guardians as primary educators of children

Head Start Director and Head Start Program Staff:

- Paid employees who are responsible for the implementation of policies and procedures

GHSPC ROLES & RESPONSIBILITIES

The major role of the Policy Council is the approval or disapproval process. This group is not a “rubber stamp.” The Performance Standards give policy councils the authority to be involved in the important responsibility of helping to govern the Program by working in partnership with the governing body and key management staff to *develop, review, and approve* or *disapprove* policies and procedures of the Program. Because of this, they **must** have all relevant information to make good decisions.

Policy councils have a voice in developing:

- All funding applications and any amendments to them
- Procedures for implementing shared decision-making
- Procedures for internal dispute resolution between Governing Board and Policy Council
- Procedures for Program planning
- The Program’s philosophy and long- and short-range goals
- Procedures for selecting delegate agencies, if any, and their service areas
- The composition of the Council and procedures for choosing its members (for Council only)

- The criteria for recruitment, selection, and enrollment priorities
- Procedures for the annual self-assessment of the grantee's programmatic and fiscal progress
- Procedures for personnel policies and any changes to them... including standards of conduct for staff, consultants, and volunteers
- Decisions related to the hiring or termination of the Head Start director and any person who works primarily for the Head Start Program

The Policy Council has one **operating responsibility**. This is to establish and maintain procedures for hearing and working with the grantee to resolve parent or community complaints about the program. The GHSPC has set aside time in both CLPG and GHSPC meetings specifically for this purpose.

In addition to these, the Policy Council serves as a link to the parent committees (CLPGs), grantee agency (Guam Public School System), public and private organizations, and the communities they serve. They also assist parent committees in communicating with parents of currently enrolled children to ensure that they understand their rights, responsibilities, and opportunities in Head Start and to encourage their participation in the Program. More information on the Policy Council's "Governance and Management Responsibilities" can be found in Appendix A of the Head Start Performance Standards, Section 1304.50.

Regular Meetings:

The GHSPC meets on the third Wednesday of every month. Sometimes this date will change if there is a conflict in schedules. For example, if the Parent-Teacher Conferences fall on the third Wednesday of a given month, then the Council will meet on the second or fourth Wednesday or on a date decided upon by the group. There is no more than one regular meeting each month.

Special Meetings:

The GHSPC Chairperson may call a special meeting. Usually these meetings are called to review the program budget or to address a critical concern. Should a special meeting be called, only the item requiring the Policy Council's action is entertained. Notice of all special meetings is provided to all members at least 24 hours prior to the scheduled meeting date and is posted at the Head Start Central Office. There is no more than one special meeting each month.

Work Sessions:

The GHSPC Chairperson and / or Program Director may schedule work sessions to work on projects & issues that will be placed on the council agenda for further deliberation.

The Program Director and service area managers serve as advisors to the GHSPC. They do not conduct Council meetings.

CLPG: WHAT DOES IT DO?

CLPG Functions:

1. *Assists teacher and all other persons responsible for the development and operation of every component including curriculum in the Head Start program.*

Parents and staff should work together in deciding both the general goals of the Program and also the day to day activities for the children. These are decisions for parents and staff to make together. Parents bring to these meetings a knowledge of their own children and their needs which is necessary to make decisions about the Program. Because of their education, training and experience working with the Program, staff should be available to provide assistance and recommendations to parents, but they should not dominate the discussions. The final decisions should be made by parents and staff working together. Decisions should also be in line with the Head Start Child Outcomes Framework.

2. *Works closely with classroom teachers and all other program staff to carry out the daily activities program.*

If the CLPG is to do the best possible job of planning the program for the children, it is important that parents and staff share as much knowledge as possible about the children and the program – health, social services, curriculum development, nutrition, staff training, and career development. In this way they can know more about all of the experiences the children are having, and will be able to contribute better ideas for the total operation of the Program.

It is often difficult for parents who have many other responsibilities to find time to help out in the center. It should also be made clear to parents that it is not a requirement that they help in the center for their children to be enrolled. However, staff and parents should work together so that parents may participate in the daily activities program to the greatest extent possible. When parents cannot participate in the daily activities program at the center, they may wish to become involved in other parts of the Program.

3. *Plans, conducts and participates in informal and formal programs and activities for center parents and staff.*

In addition to planning and developing the program for the local center, the CLPG may want to work together on community problems such as health, housing, education or welfare. There may also be other programs and activities which the CLPG may want to sponsor for themselves and the staff.

4. *Participates in recruiting and screening of center employees within guidelines established by the grantee (Guam Public School System) and Guam Education Policy Board(GEPB).*

Members of the CLPG should be familiar with the job descriptions and the necessary qualifications of all of the jobs in the center. When there is a job opening in the center, parents should help in recruiting people to apply for the job. The GHSPC should know the hiring procedures for their program and assist in interviewing and screening job applicants following those procedures for their program and assist in interviewing and screening job applicants following those procedures. To do this, parents will need to study the hiring guidelines and procedures.

Each CLPG elects a Parent Representative and Alternate to the Guam Head Start Policy Council. When this is done, the CLPG should provide support for the person(s) they elect to represent them. This support is provided in two ways. First, the CLPG tells the representative their ideas on matters coming before the Policy Council. Second, the CLPG should ask their representative to report on the meetings of the Policy Council.

GUIDES TO THE DUTIES OF OFFICERS

Each officer is responsible, with the other members of the group, for good working relationships within the groups. He is also responsible for the specific duties to the office which he must care for promptly and with accuracy.

Tips for a Good Leader:

1. Believes in what he is doing
2. Sees needs and insists that they be met
3. Is open to new ideas as well as new and diverse people
4. Is adjustable – can rise to the occasion
5. Is creative – tries new ways
6. Develops a sense of fairness and a sense of humor

CHAIRPERSON

Statement of Responsibilities:

It is the responsibility of the Chairperson, with the help of the officers and advisor, to guide and direct the groups activities in fulfilling the goals of the Head Start Program.

Specific Duties:

1. Be familiar with the relevant Program policies and procedures
2. Know what other officers are expected to do
3. Be prepared to work closely with and assist other officers
4. Should become friendly with all persons, know each one well, and see that each one has an opportunity to have a share of responsibilities
5. Inform the Vice-Chairperson and Program staff of Head Start matters and when unable to attend meetings
6. Has the power to appoint committee chairpersons and is an ex-officio member of all committees (that is, attends without special invitation)
7. Work with the Program staff in planning the agenda for regular meeting
8. Call meetings to order on time, follow the agenda, and be able to clarify the business at hand at all times
9. Conduct meetings in an orderly manner
10. Remain calm and deal fairly with all sides regardless of personal opinions
11. Ensure that basic meeting principles are adhered to during meetings (see *Meeting Guidelines*)
12. Withdraw funds with another GHSPC officer appropriated by the GHSPC

Tips for a Good Chairperson:

1. Prepare well – has a written agenda
2. Use parliamentary procedure wisely and whenever necessary
3. Delegate authority and responsibility, then follow-up
4. Set pace so business gets accomplished in the allotted time
5. Encourage active participation of ALL committee members
6. Go along with committee decisions even if it is not your personal choice

VICE-CHAIRPERSON

Statement of Responsibilities:

It is the Vice-Chairperson's responsibility to serve as the Chairperson in his absence as well as to assist all officers whenever necessary.

Specific Duties:

1. Know the duties of the Chairperson
2. Keep in touch with Chairperson and aware of the events/activities that are going on in the group
3. Assist the Chairperson as needed
4. Conduct meetings when the Chairperson is absent or at the request of the Chairperson
5. Assume all duties of the Chairperson and preside in his/her absence or at his/her request
6. Communicate with absent members to encourage their active participation
7. Know the duties of the other officers and be prepared to work closely with and assist other officers
8. Withdraw funds with another GHSPC officer appropriated by the GHSPC

SECRETARY**Statement of Responsibilities:**

The Secretary is the keeper of the records and assistant to the Chairperson.

Specific Duties:

1. Be well-prepared, informed, and able to assist the Chairperson in conducting a smoothly run, proper meeting
2. Keep a full and accurate written record (minutes) of all meetings
3. Keep committee reports, if any
4. Keep the official membership roll and take the attendance at meetings
5. Handles correspondence when necessary
6. Know the duties of the other officers and be prepared to work closely with and assist other officers
7. Withdraw funds with another GHSPC officer appropriated by the GHSPC

Tips for Writing Good Minutes:

1. Keep the minutes in a permanent book. Leave enough space on sides and between lines for corrections.
2. Always include:
 - a. Whether it is a regular or special meeting
 - b. The time, date, and place of the meeting
 - c. The name of the presiding officer
 - d. The name of the Secretary
 - e. If the Chairperson or Secretary were not present, include the name and position of the person(s) who took their place
 - f. Whether the minutes of the previous meeting were approved as read, as corrected, or if the reading of the minutes were dispensed with
 - g. If it is a small group, the names of those members present
 - h. Names, affiliation and/or position title of guests present
 - i. The time the meeting was adjourned
 - j. For GHSPC, may include Program and/or committee reports
 - k. Any announcements and reminders made
 - l. Signature of Secretary
3. Record all business briefly and without personal comment (facts and not feelings or personal points of view)
4. Record motions in full and include:
 - a. The exact wording of the motion itself
 - b. The name of the maker of the motion and who seconds the motion
 - c. The action taken or decision made – whether motion passed or failed

5. Do include all defeated motions (those that were not approved)
6. Do not include word for word everything that is said. State the most significant ideas and opinions of the discussion.
7. Write the minutes soon after the meeting
8. When requested, read minutes from the permanent copy; read slowly and clearly enough for people to listen

TREASURER

Statement of Responsibilities:

The Treasurer is responsible for all money received and spent by the group.

Specific Duties:

1. Never "hold" the group's money or deposit it in a personal account
2. Deposit money into the GHSPC bank account
3. For GHSPC, withdraw funds with another officer which were requested by CLPG approval or appropriated by the GHSPC
4. Keep an accurate account of all moneys received and disbursed in a permanent record
5. Prepare and present a monthly Treasurer's Report at meetings showing the previous balance, deposits, withdrawals, income, and expenses for the month being reported, as well as the current balance
6. Receive and verify a financial statement from each CLPG in December and May of the Program Year, to be kept on file at the Head Start Central Office
7. Prepare a complete financial report in January and June of the Program Year after receiving all CLPG financial statements, showing all year-to-date GHSPC and CLPG transactions
8. Know the duties of the other officers and be prepared to work closely with and to assist other officers

Proper Accountability of Funds:

1. Money Receipt Book
It is suggested that Treasurers use pre-numbered money receipt books for proper control and accounting of income.
2. Receipt Required
Whenever money is collected, the Treasurer shall issue a receipt to the individual or organization who turned in the money. The original shall be provided to the individual or organization, and the carbon copy should be retained in the Treasurer's file. When preparing the receipt, the Treasurer should make sure that:
 - 1) the receipt is dated
 - 2) the amount received is shown
 - 3) the type of fund received is indicated
 - 4) the name of the individual or organization is shown
 - 5) the receipt is signed by the Treasurer.

Safekeeping of Funds

1. Deposits
All monies collected shall be deposited into the GHSPC savings account at BankPacific at the close of each day when possible, but no later than the next day in which the bank is open. In all instances, CLPG funds must be deposited within two (2) working days of having received it.
2. Deposit Slips
Deposit slips shall be prepared by the Treasurer in triplicate. The original goes to the bank (BankPacific), one copy must be submitted to the GHSPC Treasurer and one copy should be kept for the CLPG files.

DUTIES & RESPONSIBILITIES OF POLICY COUNCIL REPRESENTATIVES

Parent Representatives and Alternates are elected by the parents/guardians of their respective Center Level Parent Groups to represent them in the Guam Head Start Policy Council. The following are their duties and responsibilities:

1. Obtain the required clearances for Council members.
 - Police clearance obtained within the past six months
 - Tuberculosis (TB) clearance obtained within the past 12 months
2. Maintain confidentiality at all times. **You must sign an Oath of Confidentiality.**
3. Act in a professional manner.
4. Attend all GHSPC meetings.
5. Act as liaison between the GHSPC and the CLPG.
6. Bring information to GHSPC and take information back to the CLPG.
 - You will be expected to take notes of every meeting.
 - You will also be expected to take information such as calendar updates, flyers, and other information back to the CLPG.
 - During the CLPG meetings, make sure that time is reserved on the agenda for you to give your report.
7. Bring issues that have not been resolved from your center to the GHSPC meeting.
 - ◆ **When issues are brought up during the CLPG meetings, ensure that the teaching staff has gone through the proper channels to address the issue or concern.**
8. Ensure that all your issues and concerns are addressed and/or clarified. In other words, ensure that the correct and appropriate information is obtained, clarified, disseminated, and documented.
9. Arrange for baby-sitting and transportation prior to each GHSPC meeting.
 - A. Sign the certification of child care.
 - B. Fill out mileage application and mileage log.
10. Contact the Parent Alternate to attend the GHSPC meetings if you are not able to attend.
11. Provide your mailing address and working contact numbers for the GHSPC Central files and update them as needed.
12. Be involved in committees of the GHSPC. All council members must sign up for at least one standing committee.
13. Only a parent, guardian or parent authorized by a guardian can be a council representative. **Employees of the Guam Head Start Program and/or the Guam Public School System and their immediate family *cannot* be council representatives.**

MEETING GUIDELINES

Basic Principles:

There are some basic principles that are important if a meeting is to be conducted democratically:

1. **The wish of the majority is followed.**
You have to give a little and take a little. Act as a team.
2. **The rights of the minority must be respected and protected.**
People see things in different ways. Sometimes you will not agree with the majority and this is no disgrace. Parliamentary procedure assures that all members have the chance to express their opinions.
3. **Respect for the dignity of all members must be assured.**
As a member of the Center Level Parent Group and/or Guam Head Start Policy Council, you join a group of equal partners where everyone has the same rights. If this rule is broken, your group will become a fighting group and nothing will get done. Thus, courtesy must be shown to all and personal comments should be avoided.
4. **An order of business must be established.**
Members must agree to follow a way of getting things done. If not, much time is wasted in endless fussing and fuming. Discuss one item at a time. Confine debates to the question and/or issue at hand.

Preparing for the Meeting:

1. Ensure that the agenda has been prepared with the assistance of the group's advisors. GHSPC Chairperson should work with Program Staff from the Head Start Central Office.
2. If possible, the secretary should contact members to remind them of the scheduled meeting and/or send out reminder notices.

Meeting Tips:

1. Use "we" instead of "I" or "you." Always remind group members that it is "**OUR** committee."
2. When group members seem slow to participate or decide, ask questions (prepared in advance) or say, "Shall we take a vote?"
3. Committee action(s) should be a **GROUP** decision.
4. Summarize conclusions and set up the time and goal(s) for the next meeting.
5. **ALWAYS** leave enough time to close with recognition and appreciation for jobs well done, thanks for coming, and encouragement.

HOW TO CONDUCT MEETINGS

1. Call the meeting to order.

It is the privilege of the Chairperson of the Parent group to preside at meetings. The Chairperson asks the Secretary if there are enough members present to have a meeting. If the answer is “yes,” the Chairperson announces:

“The meeting will please come to order.”

In order to conduct business, it is usually agreed that there must be a certain number of members present. This is called a Quorum. In the Policy Council and CLPGs, this number is 1/3 of the total group. If there is a quorum present, the Secretary shall take note in the minutes of the meeting date and location as well as the time at which it began or was called to order. The Chairperson will ask the Secretary to do roll call. This can be done by reading the sign-in sheet.

If there is no Quorum – not enough members present – the Chairperson says:

“As there is no Quorum, the meeting is adjourned.”

An informal meeting may be held; however, decisions would not be official. Informal decisions must be voted on and approved or disapproved by the majority of the total group. This can be done by phone vote or home surveys.

2. Hear the minutes of the previous meeting.

Minutes is a parliamentary word for the record of what happened at the previous meeting. The Secretary records the minutes of each meeting and should provide written minutes at the next meeting. If no copies are available, the Secretary can read from his/her report. The secretary works with teaching staff to prepare the minutes prior to each meeting.

Minutes should be approved by the parents/guardians present at the meeting. Members should be given the opportunity to briefly review the minutes of the prior meeting and the goal(s) of the present meeting as stated in the agenda. The Chairperson asks if there are any corrections and/or additions to the minutes and if not, he/she says:

“The minutes stand approved as read.”

If corrections are suggested, the Chairperson asks the Secretary to make them. If there is a difference in opinion, the Chairperson hears both sides and then takes a vote.

“Shall the proposed correction be made? Those in favor say, ‘Aye,’ those opposed say ‘No’.”

Votes may be taken orally (members say “yes” or “no”), by a show of hands (members raise their hands when Chairperson asks who is in favor and who is opposed), or by secret ballot. Whichever method is chosen, the majority of the group decides and then the Chairperson says:

“The corrections will be made (or not made) and the minutes stand approved.”

3. Review Treasurer’s Report.

The CLPG Treasurer maintains a record of the respective CLPG funds in the Policy Council account, all deposits, and all expenses. The balance provided in the CLPG Treasurer report should

reflect the CLPG balance as stated in the GHSPC Treasurer's Report.

The GHSPC Treasurer will provide a report that reflects the balance of all accounts overseen by the GHSPC to include the GHSPC General Fund, all CLPG accounts, and the Workshop/Training Fund.

4. **Hear Program reports.**

The Head Start Program Director and service area managers are required to provide written program reports during GHSPC meetings. These reports provide an update to the GHSPC about what is happening in their respective areas.

During CLPG meetings, program reports are provided by the GHSPC Representative (or Alternate if he/she attended the most recent GHSPC meeting), any Program Staff who may be present during the CLPG meeting, as well as the Teaching Staff. During this time, the Teaching Staff will review his/her lesson plans and allow parents the opportunity to discuss and/or make recommendations regarding what the children will be learning while in Head Start. Parents/guardians must approve the lesson plan and all related field trips.

5. **Hear committee reports, if any.**

Sometimes a large committee needs smaller committees to help them. These smaller committees spend time and study a project and then report to the whole group. These reports are merely advice to the group. They may be accepted, rejected, or changed.

In the GHSPC, some committees are appointed for a whole year. They are called **standing committees** and include the Program Committee, the Constitution/By-Laws/Policies Committee, and the Finance Committee. Details on the functions of these standing committees can be found in the GHSPC Amended By-Laws.

Other committees are appointed for special tasks. Such tasks may include specific activities such as Head Start Awareness Month, Fun Day, Multicultural Awareness Month, etc. These task committees are called **special committees**. The special committee has one task. When that task is finished, the committee goes out of existence. Members are dismissed with thanks.

All committees make reports to the whole group. Again, their recommendations are merely advice to the group. After a report has been made, the Chairperson says:

"You have heard the report of the Committee. What is your pleasure?"

At this point, members can enter into discussion to suggest changes and to make motions to accept or reject the committee report. If the committee does not have a report to make, the Chairperson will say:

"The _____ Committee is status quo."

6. **Old (Unfinished) Business**

Sometimes meetings are interrupted or there just is not enough time in one meeting to finish all the items on the Agenda. The unfinished items that you postpone until the next meeting are called **Old Business**. This also includes issues, concerns, projects, etc. that were discussed previously and still need to be decided upon.

If too many things are left undone, members get an unsettled feeling and are never too happy about it. A helpful rule to follow is to finish one bit of business before you start another. Each meeting is a continuation of the last one so always take up where you left off.

7. New Business

New Business is any issue, concern, or suggestion for action that has not been discussed before. When a New Business is suggested, the Chairperson of the group can ask first for informal discussion to explore various aspects of the proposal. All members can freely express their views. When the Chairperson feels discussion has been exhausted, he/she asks:

“Does anyone desire to make a motion?”

If no motion is made, the meeting is ready for the next item of business.

8. Issues and Concerns – Parent and/or Community

Issues, concerns, problems, and/or grievances from parents/guardians should be addressed with the Teaching Staff during the time designated in the CLPG agenda as “Parent Issues & Concerns.” Please be advised that no action will be taken at that time. Instead, the matter will be noted in the minutes and the Teaching Staff will then work to address the matter and respond to parents/guardians by the next CLPG meeting. If not satisfactorily resolved, they issues should be addressed with the Team Manager for the center and then the Program Director. Finally, unresolved issues may be addressed with the Guam Head Start Policy Council during their regular meeting.

Issues, concerns, problems, and/or grievances from individuals in the community may be expressed and submitted in writing to the GHSPC during the public opinion time designated in the GHSPC agenda as “Community Issues & Concerns.” Please be advised that no action will be taken at that time. Instead, the matter will be noted in the minutes and the GHSPC Chairperson will appoint a special committee and/or delegate Program staff to address the matter.

9. Hear Announcements/Reminders

Teaching staff and/or parents/guardians may make announcements that may be beneficial to the group or may be concerned for further discussion at the next meeting. The Chairperson asks:

“Are there any announcements to be made at this time?”

There can be informal discussion and questions about any announcements made.

10. Adjournment

When the business of the meeting is finished, the Chairperson says:

“If there is no further business, the meeting stands adjourned. The Secretary will please note the time.”

Any member may introduce a motion to adjourn at any time during the meeting if by so doing he does not interrupt a speaker. He/She simply says:

“Mr. (Ms.) Chairperson, I move that we adjourn.”

When the Chairperson hears the motion seconded, he/she says:

“It has been moved and seconded that the meeting be adjourned.”

A motion to adjourn is not debatable so the Chairperson immediately calls for a vote:

“All in favor of adjourning say, “Aye.” Those opposed say “No.”

If approved, the Chairperson says:

“The motion is carried. The meeting is adjourned. The Secretary will please note the time.”

If the motion is lost by a majority of votes, the meeting continues. If a motion on an item of business is being debated at the time of adjournment, it comes up as Old Business at the next regular meeting.

TIPS FOR HAVING BETTER MEETINGS

You know you are having good meetings when:

- The group goals are advanced.
- Attendance is regular.
- The interests of individual members are furthered.
- Common values and good feelings for one another are developed.

What officers can do to improve the meeting:

- Start on time.
- End on time.
- Plan the meeting.
- Keep the meeting moving. After a brief discussion, the Chairperson should ask for a motion if none is made.

What members can do to improve the meetings:

- Know the rules of the meeting.
- Debate the issue, not the persons who present them.
- Address the Chairperson and get recognition before talking.
- Ask for information if you are in doubt.
- Speak up if you have something to say on an issue.
- Assume your share of responsibility for action decided upon by the group.

MOTIONS: HOW TO MAKE THEM

A motion is a way of getting your idea before the group. A proposal for action is made in the form of a motion. For the group to consider a motion, at least two people must be in favor of it. The first member makes the motion and another member seconds the motion to show approval of it. Only one motion may be on the floor (discussed) at any time. The majority makes the decision. If there is a tie, the Chairperson may vote.

A motion should be expressed in the affirmative. It should suggest that the group do something rather than not do something. For example:

“I move that the Policy Council appropriate \$1000 for the drug-testing of current parents who want to become classroom volunteers.”

Steps in Presenting a Motion:

1. An issue is brought up for discussion.
2. Member rises or raises his/her hand and addresses the Chairperson.
3. Member is recognized by the Chairperson.
4. Member makes a motion (states his/her proposal) by saying:
“I move that...”
5. Another member will say:
“I second the motion.”
6. The Chairperson restates the motion.
“It has been moved and seconded that...”
7. Chairperson conducts discussion.
“Is there any more discussion of this matter?”
8. When there is no further discussion, Chairperson puts the motion (proposal) to vote.
“All in favor say, ‘Aye.’ All opposed says, ‘Nay.’”
9. Chairperson announces the result.
“The motion is carried that...”
Or *“The motion is not carried that...”*

If the motion is carried, then the Chairperson will request for further work on the issue. If it is not carried, then he/she will request for a different motion. The Chairperson may also request that the issue be tabled until the next meeting to allow time for further discussion, research, and/or collection of information.

**BASIC MEETING AGENDA:
GUAM HEAD START POLICY COUNCIL (GHSPC)**

AGENDA

EXECUTIVE SESSION (GEPB Members, GHSPC Officers and Program Director)

- I. Meeting Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Minutes (Secretary's Report)
 - A. Approval of Minutes
- V. Treasurer's Report
- VI. Program Reports
 - A. Program Design & Management
 - I. Enrollment Status Report
 - II. Financial Report
 - B. Early Childhood Development & Education
 - C. Health & Disability Services
 - D. Family & Community Partnerships
- VII. Old Business
- VIII. New Business
- IX. Parent's Issues and Concerns
- X. Community Issues and Concerns
- XI. Announcements
- XII. Adjournment

*** NOTE:** *Issues, concerns, problems, and/or grievances from individuals in the community may be expressed and submitted in writing to the GHSPC during the public opinion time designated in the agenda as "Community Issues & Concerns." Please be advised that no action will be taken at that time. Instead, the matter will be noted in the minutes and the GHSPC Chairperson will appoint a special committee and/or delegate Program staff to address the matter.*

Guam Head Start Policy Council (GHSPC)

MINUTES

Regular Meeting, October 12, 2007 6:30 PM, Parent Resource Room, Asan

Chairperson presided meeting, Secretary present.

Minutes from last meeting reviewed and approved with no corrections.

Treasurer's report - Current balance \$4999.18, the GHSPC general fund balance \$4876.66, the Workshop Training fund balance \$0.00 and the Literacy fund balance was \$122.52. All Center balance remains at \$0.00.

Program Report

Program Design and Management: Program Director's Report was filed

Motion was passed to applying for training grant.

The issue of safety helmets for center tricycles was debated. A motion to purchase helmets for all centers with the Gadao Lions Club donation was approved.

Enrollment Status Report was filed.

Financial Report was filed.

Early Childhood Development & Health

Disabilities Manger's Report was filed.

Mental Health Coordinator's Report was filed.

Family Community Partnerships

FCP Manager's Report was filed.

Motion was approved to hold logo contest at upcoming Parent Conference

Unfinished Business

The calendar committee reported a motion to accept revised calendar for Program Year 42. Motion was approved and calendar coversheet was signed by the Chairperson.

New Business

A motion was made to have incoming council members sworn in as part of the transition meeting next month. The motion was debated and approved to have the board and superintendent officiate the ceremony. Location to be announced via flyer.

Parent Issus & Concerns - C.L. Taitano representative shared that children's meals were not kept at proper temperature because of insufficient containers. Chair referred issue to Program Director who will check if proper containers are available and issue to center immediately.

Community Issues & Concerns - None

Announcements & Reminder - None

Meeting adjourned at 8:20pm

Signature of Secretary or recorder