



COLLEGE OF SOUTHERN IDAHO HEAD START/EARLY HEAD START
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**College of Southern Idaho
Board of Trustees
And
College of Southern Idaho Head Start/Early Head Start
Policy Council**

Dispute Resolution Procedure

Background Information: Head Start Performance Standard 1304.50, appendix A, describes Governance and Management Responsibilities and outlines several areas that require both governing body and Policy Council approval. These include:

- I. Planning
 - a) Procedures for program planning
 - b) The program's philosophy and long and short term goals and objectives
 - c) Funding applications
- II. General Procedures
 - a) Policy Council composition
 - b) Procedures for implementing shared decision making
 - c) Procedures for resolving internal disputes
- III. Human Resource Management
 - a) Program personnel policies, including standards of conduct for program staff, consultants and volunteers

Additionally, while the Board or Board Designee has responsibility for approving the decision to hire or terminate Head Start staff, Policy Council approval is required to hire or terminate any person who works primarily for Head Start.

The governing body (the group with legal and fiscal responsibility for administering the Head Start Program) 1304.50 (a)(5), and Policy Council has the responsibility for writing and following their own procedures for resolving internal disputes.

Purpose: This procedure is designed to protect the interest of the children and families being served by the Head Start program in the case of disputes involving

the College of Southern Idaho Head Start/Early Head Start Policy Council and College of Southern Idaho Board of Trustees. Despite any differences of the parties involved, it is our intention to exhibit unconditional positive regard for each other and to exemplify the partnership principle in Head Start.

Goal: It is the goal of the College of Southern Idaho Head Start/Early Head Start Policy Council and the College of Southern Idaho Board of Trustees to resolve any differences fairly and expeditiously. Whenever possible, disagreements will be resolved informally, through discussion, compromise, and consensus. If the parties agree, a professional mediation process could be employed.

Executive Leadership: The College of Southern Idaho Board of Trustees or their designee; the Head Start Policy Council Chairperson or designee; the Vice President of Administration or designee; and the Head Start Director.

Notification of disagreement: It shall be the responsibility of the Governing Board and the South Central Head Start Policy Council as authorized by their respective groups to give adequate notice, in writing, or e-mail, to each member of the Executive Leadership that a disagreement exists.

Resolution Procedure: Following notification to the Board of Trustees or designee and to the representative from the Head Start Policy Council, that a disagreement exists a representative selected from each of the disagreeing parties shall meet to discuss the concerns or dispute. This should be an informal attempt to achieve conciliation, compromise and settlement. The Vice President of Administration and the Head Start Director may also attend the meeting. The meeting day and time should be convenient for all individuals. If agreement is reached, each representative will return to his or her policy groups with the proposed solution. Failure to reach agreement may result in a decision by the representatives to mutually select an outside mediator to assist in facilitating a compromise or resolution. The mediation process should take place and solution reached within 30 days and a final decision, in writing, be distributed to the Executive Leadership. Both parties agree to abide by the final decision.

Statement of Commitment: Every good faith effort will be made to amicably resolve any differences that may occur.

Policy Council Chairperson

Date

Board of Trustees or Designee

Date

G/Policy Council/Policies and By-Laws/Dispute 12-13