

Heading: Program Governance	P.S.# 1304.50(h)	Rev.
Policy Name POLICY ON IMPASSE AND OR MEDIATION	Policy # PG 1	Page 1 of 2

I. PURPOSE: To establish a policy on impasse/mediation within the SUU Head Start program should a dispute arise between the SUU Head Start Policy Council, the SUU Board of Trustees or the SUU Head Start administrative team which, if not resolved, could lead to adverse action against the program.

II. POLICY:

- A. All parties involved in governance of SUU Head Start, Policy Council, Board of Trustees and Head Start Administration are committed to working in the best interest of Head Start children, families and staff. These groups will have access to information necessary to make program and budget decisions. All groups will foster communication through formal and informal means.
- B. Should a dispute arise between one or more members of the Policy Council or Board of Trustees or with SUU Head Start Administrative staff on budget or policy matters, the parties will try to resolve the disagreement. Within ten working days, parties will set a mutually convenient time and place to meet to talk about the problem. All parties will work to define the problem area and to separate personalities from the problem. Any party can request more information at this time.
- C. If they cannot resolve the problem in the time set or if one or both of the parties become angered, the parties will postpone the meeting until a later time, but not longer than five additional working days.
- D. A neutral third-party agreeable to all concerned will attend the next meeting. This will be considered an informal mediation meeting. Among other issues, the mediator can help the parties to: look for common interests (not positions), create options, weigh practical alternatives, look at differing perspectives and invent options for mutual gain. This may involve one or several meetings, as determined by the parties and the issues involved.
- E. If the parties continue to disagree, SUU Head Start staff will consult with the responsible ACF Regional Office regarding the need for a mediator. The mediator will work with all parties in a confidential setting to help resolve the problem.
- F. In matters of Grantee Policy, the Board of Trustees will prevail.
- G. If a conflict is serious enough that the grant could be terminated, or denied refunding,

SUU Head Start administrators must inform Region VIII ACF Office. They must make this notification within ten working days of becoming aware that the conflict has not been resolved. In the case of a Policy Council proposing not to approve the grantee's refunding application, such notification must be made at least 90 days prior to the grantee's refunding date. If the situation leading to the Policy Councils decision to withhold its approval occurs within 90 days of the grantee's refunding date, the SUU Head Start must notify its Regional Office immediately. (From ACYF-PI-HS-96-16)

- H. Following this notification, steps outlined in Administration for Children and Families Program Information Document (ACYF-PI-HS-96-16) shall be followed.

APPROVED: _____
SUU Board of Trustees Chair Date

_____ Date
SUU Head Start Policy Council Chair