

Information and materials needed for the
July 19, 2011

National Migrant Seasonal Head Start Association
Executive Committee Conference call

AGENDA

FISCAL POLICIES AND PROCEDURES

PERSONNEL POLICIES

POLICY ON LETTERS OF SUPPORT

LETTER OF SUPPORT FOR STGi

LETTER OF SUPPORT FOR FHI

SIGN ON LETTER FOR NFA

PLATE OF BOUNTY AWARD

PARENT AFFILIATE CAMPAIGNING POLICIES

EXECUTIVE DIRECTOR REPORT



Agenda – Conference Call NMSHSA Executive Committee

Objective	Updates & Information		
Date	July 19, 2011		
Time	From: 8:00 a.m. PST; 9:00 a.m. MST; 10:00 a.m. CST; 11:00 a.m. EST		
Dial-in-Number	1-888-537-7715		
Pass code	36798596#		
Conference Room	N/A		
Convener	Jose E. Martinez, Cleofas Rodriguez		
Attendees			
No.	Agenda Items		Action
I.	Approval of Agenda		
II.	Fiscal Policies & Procedures		
III.	Personnel Policies		
IV.	NHSA January Leadership Conference		
V.	January 2012 Board Meeting		
VI.	August 2011 BOD Meeting (Call In)		
VII.	Policies on Letters of Support		
VIII.	Letter of support for STGi		

IX.	Letter of support for FHI		
X.	Sign on Letter for NFA		
XI.	Plate of Bounty Award		
XII.	Parent Affiliate Campaigning for Elections		
XIII.	Cleofas' Report		
XIV.	Adjourn		



National Migrant and Seasonal Head Start Association

Voice for the children of migrant and seasonal farmworkers

FISCAL POLICIES AND PROCEDURES

DRAFT



National Migrant and Seasonal Head Start Association

Voice for the children of migrant and seasonal farmworkers

I. PROCEDURES FOR FISCAL CONTROL

1. All income generated through training events, workshops, grants, dues and any other manner of things will be directed to the Executive Director or assigned individual for appropriate handling.
2. Executive Director will ensure the separate log-in and deposit of all funds. Format for log-in will follow prescribed methodology indicating source, amount, type of payment, date received. Deposits will be checked against log-in sheets.
3. The Executive Director or assigned individual will ensure deposit of all bankable funds within (5) five business days of receipt
4. The deposit slip, along with the franked bank receipt will be attached to the log form, filed in the appropriate manner and submitted to the Accountant.
5. Executive Director will approve invoices and bills within five (5) days of their receipt to ensure that they are paid on time, and submit to Accountant with the appropriate check request(s). Checks written for bills and invoices requested will be attached to checks written for review and approval prior to final signature.
6. Checks for \$7,000.00 or more will require two signatures. One Executive Committee member and the Executive Director or Second Executive Committee member.
7. The Accountant will be responsible for keeping ledgers reflecting receipts and expenditures for each of the grants received by NMSHSA.
8. All travel advances will be accounted for before any new travel advances can be released
9. The Accountant will develop a quarterly financial report reflecting income and expenditures to date, comparing those to the annual budget, compiling the cash flow status of the Association, indicating Accounts Receivable, Accounts Payable, and Cash on Hand. This report will be forwarded to the Board of Directors prior to each quarterly meeting of the Board of Directors.
10. The Executive Director will ensure the appropriate completion of an annual audit done by a licensed CPA and/or accounting firm, and will provide copies of that audit for members of the Board of Directors in a timely manner. The Board of Directors must approve the firm prior to signing an agreement.

II. CONDITIONS FOR USE OF CREDIT CARD

Under certain conditions, employees of NMSHSA will be authorized to use an agency credit card. NMSHSA will have a credit card listed in the name of individual employees with a stipulated spending limit. We authorize the use of this card, primarily for cases of emergency, or in situations where a credit card guarantee is essential. The following additional conditions will apply:

- The credit card may be used only by the individual whose name appears on the card.
- The credit card may be used only for agency specific business.
- The credit card holder must provide credit charge receipts for each charge on the account immediately upon return from any business trip or purchase.
- No cash advances will be given for expenses that will be charged to the credit card, any such overlap will be repayable to NMSHSA.
- The employee is responsible for the safekeeping of the credit card, and will be responsible for any unauthorized use of the credit card.
- Any travel charges put on the credit card are expected to fit within the allowable per-diem rate.
- Any abuse of the credit card will result in cancellation of the credit card's privileges.

I understand the preceding requirements and I agree to follow these agency guidelines:

Card holder signature

Date

III. TRAVEL POLICIES

The National Migrant and Seasonal Head Start Association will provide travel advances for bona-fide NMSHSA travel, for staff, Executive Committee members, Board Members, and others when the travel has been deemed appropriate for coverage with NMSHSA funds. **In order to receive advance travel funds, the traveler must adhere to the following policies:**

OUT OF AREA TRAVEL - BOARD, STAFF AND CONSULTANTS

Traveler must request airline/train and/or other ticketed travel plans **at least one month in advance**, preferably six weeks, unless the travel is a last minute notification. Travel advances and airline/train tickets **must be accompanied by an itinerary of the planned travel** - announcement of the meeting; dates of the meeting; location; name of the hotel; etc.

1. Traveler must request lodging (hotel reservations). Based on the circumstances, hotel and per diem costs will be reimbursed to the traveler or NMSHA will pre-pay based on the current Federal rates. In addition, NMSHSA will provide for reasonable estimates of ground transportation, taxis, limo's, airport parking, etc. and will allow \$10.00 per day for tips and incidentals. Where group meals are provided at events which NMSHSA covers, that portion will **NOT** be covered by NMSHSA reimbursement.
2. In order for NMSHSA to cut a per-diem check for the traveler, and get it to the traveler before the date of travel, **travel request forms MUST be received at NMSHSA at least 4 weeks in advance of the travel.**
3. The traveler **must complete the travel reconciliation form for each trip and return it to the NMSHSA office within 30 days of travel.** Failure to complete and return the forms will hold-up future travel plans from being made by the NMSHSA office. Original Receipts for hotel, ground transportation, other allowable expenses and airline ticket cover stub must be included in the reconciliation.
4. Travelers should use the appropriate NMSHSA forms. These forms can be obtained from the NMSHSA office. Requests not on the proper forms will delay processing the travel funds.

MILEAGE

NMSHSA will pay mileage reimbursement for bona-fide auto travel on behalf of the Association. Mileage must be reported on the appropriate form, and submitted to the NMSHSA office. Individuals requesting mileage reimbursement who are not NMSHSA staff members must have approval from the Executive Director. Mileage will be reimbursed at the current allowable federal rate. Bona-fide auto travel includes trips to attend special meetings on behalf of the association, where the individual has been requested by the President, the Executive Director and/or the board to attend. Ordinary board attendance is not included in this category.



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MILEAGE REPORT

Name _____

Purpose of
Travel _____

Date	From	Destination	Purpose	Begin	End	Variance

(A) Total Miles =

(B) Amount per mile (federal rate) =

(C) Total due Traveler = A * B

Traveler's Signature

Date

IV. Financial Reports

1. The accountant will provide on a monthly basis financial report to the Executive Director for his/her review and a carbon copy to the President and the Treasurer of the NMSHSA.
2. The accountant will provide to the Executive Director comprehensive quarterly financial reports and a carbon copy to the President and the Treasurer of the NMSHSA at least twenty (20) days prior to the Board of Directors meeting. The Accountant will develop a quarterly financial report reflecting income and expenditures to date, comparing those to the annual budget, compiling the cash flow status of the Association, indicating Accounts Receivable, Accounts Payable, and Cash on Hand.
3. The Executive Director and the Treasurer will review the quarterly financial reports and ensure that the Board of Directors receive them at least seven (7) calendar days prior to the Board of Directors meeting for their review.

V. Annual Budget

1. The Executive Director will review the annual budget and make recommendations to the Treasurer at least thirty (30) days before the Board of Directors meeting in the fall.
2. The Treasurer and the Executive Director will finalize the annual budget and provide to the Board of Directors a proposal at least seven (7) calendar days prior to the Board of Directors meeting for their review and approval in the fall meeting.
3. Prior to the beginning of the fiscal year, the Executive Director will send the approved annual budget to the Accountant.

VI. Annual Audit and 990

1. An annual audit must be performed by an external firm. The audit will assess the fiscal year's internal controls of the consolidated financial statements, cash disbursements, etc.
2. The Executive Director will ensure the appropriate completion of an annual audit done by a licensed CPA and/or accounting firm, and will provide copies of that audit for members of the Board of Directors in a timely manner.
3. The Board of Directors must approve the firm and the stipulations of the agreement prior to signing it. The approval must take place annually at the Board of Directors meeting in the winter.
4. In the event a different firm is being considered, the Executive Director will obtain and present at least three different firms for consideration to the Board of Directors at the meeting in the winter.

5. The Executive Director and the Treasurer will work together to ensure that the 990 is submitted by the May 15th deadline every year.

VII. Liability Insurance

1. A Certificate of Insurance must be obtained from all contractors/non-employees for any work done for the NMSHSA. The date of the Certificate of Insurance needs to be checked monthly to make sure the date on the certificate has not expired. The Executive Director will review and file the Certificate of Insurance.
2. A Hold Harmless agreement must be completed for contractors/non-employees that do not carry insurance. Approval by the Executive Director is required prior to any work commencing if a contractor/non-employee does not have a Certificate of Insurance.
- 3.

VIII. Petty Cash

Comment [v1]: What do you want to say here?



National Migrant and Seasonal Head Start Association

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PERSONNEL MANUAL

This manual contains important information about employee policies, benefits, safety and employment with the National Migrant and Seasonal Head Start Association. This manual along with the Fiscal Guide establishes policies and procedures for the purpose of defining and coordinating the personnel and fiscal administration of the Association.

National Migrant and Seasonal Head Start Association

PERSONNEL MANUAL

Section 1: Introduction

National Migrant and Seasonal Head Start Association Mission – *derived from the 2008 Strategic Plan*

By advocating for resources, creating partnerships, and affecting public policy we help member agencies provide quality comprehensive services to all farm worker children and their families.

National Migrant and Seasonal Head Start Association Future Direction Statement
– *derived from the 2008 Strategic Plan*

NMSHSA, an influential advocate for farm worker children and families, has a membership to address the needs of those served throughout the country by affecting policy, garnering resources and enhancing partnerships in an ever changing world.

The National Migrant and Seasonal Head Start Association is established to be the voice for the children of migrant and seasonal farm workers within the Head Start community. For almost 35 years Migrant and Seasonal Head Start programs have served a special population in our country. Since its inception, Migrant and Seasonal Head Start programs have served children from birth to five years old in a program delivery model that was designed to meet the needs of migrant and seasonal farm workers who harvest our nation's crops. Its mission is to be the premier advocate for resources and create partnerships to help member agencies provide quality comprehensive services to all farm worker children and their families.

The NMSHS Association facilitates the networking and maintaining a unified voice among 26 grantees and 45 delegate agencies serving 19,000 migrant children across the United States, helping them come to agreement on many Migrant Head Start issues, such as continuity of services and ways to improve and deliver services to this at-risk mobile population of children and families within the context of the Head Start Performance Standards.

The NMSHSA is a member agency made up of affiliate representatives from the Migrant and Seasonal Head Start grantees. The affiliates are:

- Parent Affiliate
- CEO/Community Partnerships Affiliate
- Directors Affiliate
- Staff Affiliate

The Board of Directors is comprised of the Executive Committee of each Affiliate. The Executive Committee of the Board of Directors is elected from and by the Board of Directors; they represent the Directors, Parents, Staff, and CEO/Friends Affiliates and the National Head Start Association Representatives. The

immediate past president of the Board of Directors participates as an ex-officio, non-voting member of the Executive Committee. The Executive Committee holds the primary responsibility of providing guidance and supervision to the NMSHSA Executive Director. The Executive Director holds the primary responsibility of providing guidance and supervision to all other NMSHSA employees, volunteer or interns.

Standing committees of the Association are:

- Finance Committee
- Governance Committee
- Government Affairs Committee

All Committee Chairpersons must be a member of the Board. The Executive Director is an ex-officio member of each standing committee.

Non-refundable, non-transferable membership fees in the Association are established by the Board of Directors. Memberships are renewed annually at the first of each membership year. The membership year runs from January 1 through December 31.

The fiscal year runs from January 1 through December 31.

Section 2: Work Place and Facilities

Office Location

The Association strives to provide a proper and comfortable environment for its employees. The office of the NMSHSA is leased from AFOP and located in their suites of offices at:

1726 M Street NW, Suite 602, Washington, DC 20036

The Association's main phone number connects callers directly to the office

Contact information is:

Phone: 202-223-8998

Fax: 202-223-8599

Email: crodriguez@nmshsaonline.org

Website www.nmshsaonline.org

Days and Hours of Operation

Office hours for the NMSHS Association are 8:30 am -5:30 pm Eastern Time Monday through Friday.

Office Closed - Holidays

The office of the Association is closed on the following holidays. If a holiday falls on a Saturday it is celebrated the preceding Friday; if a holiday falls on a Sunday it is celebrated the following Monday.

HOLIDAY	DATE
New Year's Day	January 1
Martin Luther King's Birthday	Date varies in January
Presidents' Day	Date varies in February
Cesár Chavez's Birthday	March 31
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	Date varies in November
Thanksgiving	Thanksgiving Thursday and Friday
Christmas	December 25 and one day before and one day_after
Birthday	Employee's birthday

Office Closed – Weather and Other

In case of inclement weather or other situations that may affect the Association's normal business hours such as government or school closings, the Executive Director will make the decision regarding a late start or closing of the office due to inclement weather. The ED will notify Association President of decision. The office message will be changed to reflect the closing. If closing is other than a holiday, the office message will leave instructions on how to contact either the Association President or the Executive Director for urgent matters.

Medical Emergency Contacts

In the event of a medical emergency, current emergency medical information for each employee will be made available in their personnel file. It is each employee's responsibility to keep this information current.

In the event of sudden illness or accident of an employee or visitor, emergency help will be obtained by calling 911.

In case of fire or a bomb threat, the employee should call 911 for the firefighters, pull the fire alarm, and leave the building through the exit doors clearly marked on each floor.

Smoking

Smoking is permitted in designated smoking areas only.

Section 3: Personnel Management

The Association will develop, maintain, and provide accurate and up-to-date job descriptions for all positions ensuring that employees are kept aware of their duties and responsibilities. Each employee of the Association will be provided a copy of the written Personnel Manual.

Personnel categories and position classifications

There are four types of classifications for employees:

- Work classifications: Administrative and General
- Time classifications: Year Round Full Time, Year Round Part Time, and Temporary
- Family & Medical Leave Act (FMLA) classifications: key staff and non-key staff
- Fair Labor Standards Act (FLSA) classifications: exempt and non-exempt.

Administrative Staff includes the Executive Director of the NMSHS Association who reports directly to the Board of Directors. The Executive Director is designated as "key staff" for purposes of the Family Medical Leave Act. This designation is noted in the Executive Director's position description.

A Year Round Full Time employee is one who works at least 39 weeks per year AND at least 30 hours per week. A Year Round Part Time Employee is one who works at least 39 weeks per year AND fewer than 30 hours per week and a Temporary Employee works fewer than 39 weeks per year.

At-Will Employment

All employees in the Association are employed at-will, unless the Association specifies otherwise in a written contract for employment. This means that the employment relationship can be terminated at any time and for any reason by either the employee or the Association. Employees are not hired for any definite period of time, even though from time to time wages, salaries or other conditions of employment may be expressed in terms of specific time periods (i.e., annual salary, weekly wages.) Virginia law provides that, lacking a definite period of time for employment, employment is at-will. The Association recognizes that there will be occasions when employees need to terminate their relationship with the Association, and occasions when the Association shall need to terminate employment of individual employees.

Termination of employment may also arise out of no fault of the employee but is necessitated because of budget shortfall, or other such circumstances within the Association or its membership.

An employee will receive written notification of any salary adjustments

THE EMPLOYMENT PROCESS

Authority to Hire

Hiring authority of the Executive Director lies with the Board of Directors of the National Migrant and Seasonal Head Start Association. Other employees of the Association will be hired by the Executive Director.

Careful employee selection is an important responsibility. A uniform selection procedure is used for hiring Association employees that complies with the Americans with Disabilities Act, Equal Employment Opportunity Commission guidelines, Title VII of the Civil Rights Act of 1964 and state and local laws.

If a position has been specified and approved in the budget, the Executive Director has the authority to proceed with the hiring process.

Equal Employment Opportunity, Affirmative Action and ADA

It is the Association's policy consistent with federal laws that no person in the organization, or persons seeking employment with the Association, shall be appointed, promoted, or removed, or in any way favored or discriminated against because of age, sex, race, color, national origin, political preference, religious opinions or affiliations, or sexual orientation. It will also be the policy of the Association that no otherwise qualified persons with disabilities shall, solely on the basis of their individual disability, be likewise subjected to discrimination.

Americans with Disabilities Act

The Association is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). It is the Association's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of an individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of non-discrimination, the Association will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Association aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Association. Employees with a disability who believe they need an accommodation to perform the essential functions of their job should contact the Executive Director. The Association encourages individuals with disabilities to come forward and request reasonable accommodation.

Anti-Nepotism Policy

Recognizing that many spouses, partners and immediate family members of the Board of Directors and the Executive Director have professional expertise appropriate to the work of the Association, but because of conflict of interest issues, the Association forbids the hiring or awarding of contracts to the spouses, partners or other immediate family members of the Executive Director or of those individuals who serve on the Board of Directors. The Executive Director or any members of the Board or staff who are inadvertently put into a potential conflict of interest should immediately report this to the Board and excuse themselves from any further involvement pending resolution of the issue.

The Recruitment and Selection Process:

- Determine job need
- Develop job description and job announcement – Executive Director
- Discuss with Board for go-ahead based on need and funding
- Develop application, screening, interview, and selection process
- Advertise jobs in newspaper, with recruitment agencies, job services, web sites
- Prepare committee for screening and interviews – determine selection criteria
- Conduct interviews and make selection
- Conduct reference and background check
- Make job offer to selected candidate
- Determine starting date
- Prepare for new employee to report to work including preparing office space/set up of equipment, orientation and on-the-job training

The Performance Appraisal System

The purpose of the Association's performance review and appraisal policy is to establish a performance-based evaluation system that provides for an objective, consistent, and uniform method of measuring employees' on-the-job performance. The primary objectives of the performance evaluation are to:

- assist the supervisor in making systematic and objective evaluations of work performance, which can be especially useful in determining certain personnel actions; and
- give the employee a detailed evaluation of their performance and provide them with the information needed to assist them in improving or sustaining their performance.

The supervisor must measure the employee's performance against the agreed-upon evaluation criteria and provide the employee with accurate, constructive feedback. This review also gives the employee an important opportunity to clarify expectations and inform their supervisor of problems they might be encountering in meeting job requirements or goals.

Appraisal Criteria

Evaluations should give the employee a clear picture of where he or she stands in terms of performance standards. Each employee should also be encouraged to seek and receive guidance in improving performance. Each employee's work is evaluated according to the quality of performance in carrying out the job responsibilities set forth in that employee's individual job description and in carrying out those activities spelled out in their annual Work Plan. Finally, the employee performance evaluation gives each employee an opportunity to make written comments concerning any aspect of the evaluation.

Review and Appraisal Schedule

Performance reviews are conducted once a year within 30 days on either side of the anniversary of hire. The performance reviews have the purpose of focusing on the employee's progress and accomplishments and developing plans to improve or enhance future performance. The performance review, prepared by the supervisor and discussed with the employee, should:

- evaluate key responsibilities and their evaluation criteria;
- describe the employee's accomplishments during the performance period; and

- identify areas of proposed professional development.

In the event that an employee and the supervisor may not be able to meet face to face during the year-end performance appraisal process, the supervisor should:

- complete the Employee Appraisal Report as usual;
- mail, via certified mail, the completed Employee Appraisal Report to the employee's residence;
- contact the employee via telephone to answer any questions and discuss areas for improvement;
- ask the employee to sign the Employee Appraisal Report and return the form with their written comments to the supervisor.

Employee Performance Appraisal Report

The Employee Performance Appraisal Report must be prepared by both the employee and the supervisor to evaluate the performance and growth of the employee.

Section I is completed jointly by the employee and the supervisor in order that both agree on the key responsibilities and performance indicators for carrying out those job responsibilities. The employee's annual work plan, which describes how and when tasks and key activities will be accomplished throughout the year, may be referred to during this process to assess goal accomplishment. The intention of the initial meetings to complete Section I is to help the employee recognize those areas of work which have been satisfactory and to provide an opportunity to discuss areas and strategies for improvement.

Section II is completed by the supervisor

In the case of the Executive Director, the report is submitted to the NMSHS Association Executive Committee (EC) for review and subsequent merit salary recommendation for approval by the Board.

Evaluation of the Executive Director

The position of the Executive Director reports to the Board of Directors of the National Migrant and Seasonal Head Start Association. The Executive Committee (**Chairperson??**) is responsible for completing the annual evaluation of the Executive Director's performance and making salary recommendations.

Disciplinary Action

In an effort to carry out the mission and goals of the Association as efficiently as possible, the Association recognizes its responsibility to administer and enforce basic policies and procedures.

All employees are employed at-will, unless the Association specifies otherwise in a written contract for employment. The employment relationship can be terminated at any time and for any reason by either the employee or the Association. Employees are not hired for any definite period of time, even though from time to time wages, salaries or other conditions of employment may be expressed in terms of specific time periods (i.e., annual salary, weekly wages.) Virginia law provides that, lacking a definite period of time for employment, employment is at-will.

An employee subjected to any type of disciplinary action shall be notified in writing of any such action either pending or taken. The written notification will be delivered to the employee in person at their place of work utilizing as much discretion as possible, or sent by certified mail to the employee's address of record.

The following are examples of reasons for taking disciplinary action or termination:

- Insubordination
- Excessive tardiness
- Excessive absence
- Unsatisfactory job performance
- Drinking alcoholic beverages or taking illegal drugs on the job or working under the influence of alcohol, illegal drugs, or other illegal substances
- Programmatic or fiscal fraud and abuse
- Any other conduct not in keeping with acceptable standards of behavior generally associated with employment

Although the Association strives to use counseling as a tool for improving performance and unacceptable business behaviors, there are times when behaviors may be considered egregious and require immediate dismissal. If such behaviors occur, the supervisor will act immediately.

If an employee is involved in external legal investigation by public authorities and/or legal proceedings of any nature become necessary, the internal due process of the Association shall cooperate fully.

Termination of Employment

Employment separations from the Association are by voluntary resignation, retirement, or involuntary termination.

Voluntary Resignation or Retirement

Employees may elect to voluntarily resign their positions or retire from the Association at any time. The Association normally expects advance notice of at least one month for the Executive Director. Failure to comply with this notice guideline may jeopardize the ability of the individual to be rehired by the Association in the future. A written letter of resignation to the Board of Directors is required. In the event of a voluntary resignation, an exit interview will be conducted.

Involuntary Termination

To the extent feasible), the Association will provide an employee with advance notice when initiating a termination. During the notice period, if any, salary and benefits are continued, and the employee is normally expected to continue working. The salary and other payments will cease upon the last actual work day.

Final payment upon termination

Upon termination of employment, any amount(s) then owed by the employee to the Association will be deducted from the final salary payment.

Recovery of Association Property

Terminated employees are responsible for returning all Association equipment,

documents, identification cards, keys, credit cards, books, manuals, and other items issued or provided by the Association.

Vacation Pay

Terminated employees will be paid for any accrued, unused vacation time, limited to a maximum of 24 days.

Unemployment Compensation

Unemployment benefits are available to eligible terminating employees; they should apply on their first day of unemployment through their local Unemployment Office.

Continuation of Group Health Insurance (COBRA)

Terminated employees and their dependents are eligible to continue their existing group health plan after the termination of employment with the Association at their own expense. Under COBRA, eligible employees and their dependents may elect to continue their insurance at the current group rate paid by the organization plus any fees charged to administer the program. Upon notice of termination, the employee will be sent a "continuation of insurance" form. If an employee elects to continue with group insurance, it will be continued until any one of the following conditions is met:

- the date 18 months from the date of the qualifying event, if termination of employment or a reduction of work hours is the qualifying event;
- the date 36 months from the date of the qualifying event if the qualifying event is any except that indicated above;
- the date the Association ceases to provide a group health care plan for any employee;
- the date the employee ceases to reimburse the Association for monthly health insurance costs or pay on a timely basis any required payment for the continuation of health care coverage;
- the date the employee becomes a covered employee under any other group health care plan; or
- the date the employee becomes eligible for Medicare benefits.

Exit Interview

In the case of the departure of the Executive Director, the Executive Committee of the Association will designate one of its members to conduct an exit interview before the last day of work. In the case of all other employees, volunteers or interns, the Executive Director will conduct an exit interview. The objectives for the interview shall be to determine the reasons for leaving, whether there are any complaints, suggestions for improvements, highlights of work experience, obtaining post-employment contact information, and evaluation of the employee's supervisor. The interview will be documented and filed with the employee's personnel record.

SECTION 4: EMPLOYEE COMPENSATION

The salary for the Executive Director's position will be appropriately comparable to prevailing practice within the Association's geographical or activity areas for similar positions in organizations of a similar size in public and/or private, non-profit organizations.

Positions which are exempt from overtime compensation are established through Wage and Hour Division definitions. It shall be the policy of the Association to comply with the regulations established by the Wage and Hour Division in regard to overtime. As an exempt employee, the Executive Director will not be paid overtime. The Executive Director's work schedule is flexible; therefore, after a particularly intense or protracted period where long hours have been worked, the work schedule may be adjusted to balance some of the extra time worked without this time being deducted from vacation or sick leave.

Merit Increase

An employee is eligible to be considered for merit increase at the end of the first year in the position and at the end of each year thereafter. Recommendations for a merit increase will be considered only at the time of the annual evaluation. Limitations on the eligibility and frequency of merit increases are explained below.

The Executive Director or other part-time and full-time employees of the Association may be considered eligible for a merit increase, provided:

- a. Resources are available
- b. (S)he has been in the position for at least one year. Subsequent increases may be awarded each succeeding year, depending on the resources of the National Migrant and Seasonal Head Start Association.
- c. Overall employment related performance, based on his/her evaluation, determines whether or not there may be an increase. In the case of the Executive Director, if the Executive Committee determines that there has been outstanding performance in relation to all functional areas of the job description, a merit increase will be considered, subject to the availability of resources. In the case of other employees, if the Executive Director determines that there has been outstanding performance in relations to all functional areas of the job description, a merit increase will be considered, subject to availability of resources. A merit increase may also be considered if the Executive Committee decides that the Executive Director has done an outstanding job of helping the Association reach its goals for the year. A merit increase may also be considered if the Executive Director decides that an employee has done an outstanding job of helping the Association reach its goals for the year.
- d. The Board of Directors will set the merit cap annually; however, the merit cap may vary from year to year based on financial constraints.
- e. Merit increases may be up to, but may not exceed, the merit cap.
- f. Merit increases will be effective no earlier than the pay period immediately following approval of the National Migrant and Seasonal Head Start Association Board of Directors.
- g. The Executive Director or other employees will be notified in writing within 1 week of approval whether or not a merit increase has been awarded.

SECTION 5: BENEFITS

Government mandated benefits (Social Security, Unemployment Insurance and Workers Compensation): applicable payments to Social Security are made by the employer (The Association) and applicable employee contributions are made through mandatory payroll withholdings in accordance with federal law.

Worker's compensation provides medical coverage for occupational injury or illness in accordance with federal and state regulations. It also provides weekly payments for disabilities resulting from occupational injury or illness. If an employee suffers an injury on the job, he or she should contact the insurer immediately in order to file a report within the requisite time frame.

Optional benefits
Health and Dental Insurance
Disability insurance
Life insurance
Retirement

Expenses for Moving

The Association Executive Committee may authorize payment of the actual cost of moving household goods for a person hired to be Executive Director, with the amount negotiable between the Association Board and the applicant.

SECTION 6: WORK SCHEDULE AND PAYROLL:

WorkSchedule

Exempt employees are expected to keep a reasonable work schedule. Exempt employees will record the total hours worked on a weekly basis as well as describing the tasks and activities worked on a daily basis. Exempt employees are expected to work the days and hours necessary to complete job tasks and activities on a schedule that satisfies the requirements of the job. A full-time employment commitment typically requires a minimum of 80 hours per bi-weekly payroll period over the course of a year; however, job requirements of some exempt employees may require working some evenings and weekends to attend official functions, meet deadlines and travel on official business.

Recording Time Worked

The Executive Director will complete a bi - monthly activity sheet which reflects a short description of daily activities. Each day's activity will be allocated by estimating the percentage of each category which totals 100% each day.

The Bi -Monthly Activity Report will reflect the pertinent pay code for each day, Monday through Friday. Pay codes are as follows: (R) restricted, (UR) unrestricted, (P) personal, (V) vacation, (S) sick or leave, or (H) holiday. Leave for exempt employees must be taken in full days, not partial days.

Bi – Every employee will complete, sign and date a Monthly Activity Reports on the 15th and last day of the month for the previous two (2) week period. Complete Bi – Monthly Activity Reports will be submitted electronically to the supervisor for approval and signature. Bi – Monthly Activity Sheets are filed in the employee's personnel folder and submitted to the Accountant for issuance of payroll checks.

Pay periods go from Sunday to Saturday and payroll checks are issued twice a month on the 15th and last day of the month.

Pay Checks

An employee can be paid by check or can elect, at any time, to participate in a direct deposit payroll system whereby their bi-monthly payments are deposited directly into their personal bank account(s). The employee may choose any financial institution within the continental United States. If a payday falls on a holiday or a weekend, the payment will occur on the last workday preceding the holiday or weekend. Payroll checks are drawn on the Association’s corporate account.

SECTION 7: LEAVE

The Association offers several kinds of leave for its employees, to account for personal and emergency situation as well as professional, military, and court-related obligations. Requests for leave should be submitted as early as possible. The different kinds of leave granted and stipulations for each are explained in the following sections.

Personal/Sick Leave (should we consider just calling it PTO instead of distinguishing between sick and vacation??)

All Association employees begin each year with 3 days of personal/sick leave. Personal/sick leave may not be carried over from year to year. Personal leave is meant to provide for personal or family illness, emergency situations, and any other personal needs for time off not otherwise covered in one of the following subsections.

Personal/sick leave and vacation must be taken as full days for exempt employees, rather than part of a day or several hours.

Vacation Hours will accrue from January 1 according to the following scale:

Years of employment	Days accrued per Month	Total Days annually
6 months to 5 years	1.25	15
6 to 10 years	1.6	20

- a. Up to 5 days of vacation may be taken after six months employment.
- b. Vacation leave may be advanced only with written prior authorization of the Executive Committee, if for Executive Director or the Executive Director for all other employees. If an employee resigns or is terminated prior to earning the equivalent of any advanced leave, the excess that was advanced will be deducted from the final paycheck.
- c. The final paycheck of an employee who resigns with two weeks’ notice or who is subject to a reduction in force will reflect all accrued vacation hours in full day increments not taken prior to separation. Staff members who resign prior to six months of employment will not be paid any vacation leave.
- d. A maximum of 5 days of vacation time can be carried forward from one fiscal year to the next.
- e. A negative balance of vacation at the end of employment will be deducted from the paycheck covering the last two weeks of employment. A negative balance of vacation at the end of the fiscal year will be deducted from the paycheck covering the

last two weeks of the fiscal year.

- f. The Executive Committee must approve vacation leave of the Executive Director. Other employees' vacation leave must be approved by the Executive Director. All Executive Director leave requests must be made in advance via email to the Executive Committee and approved by the President prior to the leave date(s). Other employees may make request either electronically or written and provided to Executive Director. If the employee is sick or confronted with an emergency situation, a leave request may be filled out subsequent to taking leave; however, the employee must inform the immediate supervisor as soon as possible.
- g. The Executive Director or any employee must inform their immediate supervisor in advance of a planned full day absence from work. In the event of an unplanned absence, the employee will inform the supervisor as close to the beginning of the business day as possible, speaking directly to the supervisor or leaving a message with the office receptionist, if the supervisor is not available. This procedure must be followed except in cases of hospitalization.
- h. In the event of an illness or emergency lasting more than a five day period of time, the employee supervisor must approve or disapprove the request for additional personal leave (vacation or sick) to cover the absence. The supervisor will also consider whether other types of leave would be appropriate such as Family and Medical Leave and provide assistance as needed.

i.

Public Service Leave

- a. An employee is always granted permission to be away from work when scheduled for temporary military duty of less than a month or when fulfilling civic responsibilities such as jury duty or testifying in court.
- b. When subpoenaed for court appearance or summoned for jury duty, employees should immediately notify their supervisor.
- c. The Association will compensate the employee the difference between regular pay and military pay or court/jury duty pay.
- d. Time for voluntary appearance in court for the employee's personal benefit is the employee's responsibility, and personal or vacation leave will be taken as needed.

Holiday Schedule

See chart above with listed holidays.

Leave Without Pay

- a. This type of leave is normally granted for acceptable personal reasons at the employee's request and may be used regardless of whether the employee has personal leave credit. Leave without pay should be requested and must be approved prior to taking the leave. Maternity/disability leave is also leave without pay.
- b. Unauthorized absences will be considered leave without pay, and may result in disciplinary action.
- c. Leave without pay, whether authorized or unauthorized, will not earn personal leave credit. Any leave without pay of five days or more duration will be deducted from the employee's total time in service unless it is military leave or

- time covered by Workers' Compensation.
- d. Any personal leave accrued prior to taking leave without pay may be utilized at that time; however, it must be applied to the beginning of the leave period, and it must be applied to continuous working days.
 - e. When leave without pay results in money being owed to the Association, the amount owed will be deducted from the next paycheck, or subject to arrangements attested to on the request form.

Family and Medical Leave Act (FMLA)

Consistent with the Family and Medical Leave Act of 1993, any eligible employee is entitled to 12 workweeks of Family and Medical Leave per calendar when he/she has a serious health condition that makes him/her unable to perform the functions of his/her job or to provide care for a child, spouse or parent with a serious health condition. An employee shall not be discriminated against as a result of the approved use of Family and Medical Leave or a proper request for such leave. Eligibility requires 1250 hours of employment during the past 12 months and 12 cumulative months of employment with the NMSHSA. A "serious health condition" must involve inpatient care or continuing treatment by a health care provider, but in the latter case there must be a period during which the affected person is unable to work or perform other regular daily activities. A serious health condition does not include routine illnesses such as a common cold, flu, headaches other than migraine, routine dental work, etc., unless complications arise.

The employee must use any accrued sick, personal and annual leave during the FMLA period. Payment of wages shall continue through the use of accrued sick, personal and annual leave days only. Days beyond those accrued for sick, annual and personal leave shall be without pay.

The employee must request FMLA as soon as practical. The supervisor may make a determination regarding the commencement of FMLA days, but must do so within three days of the first qualifying day. An employee shall be notified in writing that their leave will be counted against their legal entitlement.

An employee who applies for FML must provide within 15 days of their initial request a medical certification of the serious health condition for which the FML is to be granted. Such medical certification must include a statement that the employee is needed to care for a seriously ill family member or that the employee is unable to perform their job functions. Without such certification, the leave will not be granted. The NMSHSA may require a second medical opinion at NMSHSA expense. The supervisor must respond in writing within ten working days of the receipt of the medical certification.

During the FML, no sick or annual leave will accrue, however, health insurance premiums will continue to be paid during the period of FML. Upon returning to work, sick and annual leave will begin to accrue at the rates previously established. The NMSHSA may require a medical certification of patient fitness that will permit a return to work at the end of the FML. When returning to work, the employee will be restored to the same position, if available, or to an equivalent position with equivalent pay, benefits and working conditions. In accord with FML provisions, an employee designated as a "key employee" is not included in this restoration requirement. (See section on employee

classifications)

An employee may be granted FML in one block or intermittently, however, intermittent leave involving the birth of a child or the placement of child in adoption or foster care requires the approval of one's supervisor. The right to take FML due to the birth of a child or placement of a child in adoption or foster care expires 12 months after the birth or placement. The NMSHSA reserves the right to temporarily transfer the employee to an alternative position during a period of intermittent FML and will provide equivalent pay and benefits.

When foreseeable, 30 days advance notice must be given when requesting FML for planned medical treatment. The employee shall make a reasonable effort to schedule the treatment so as to not unduly disrupt the operations of the NMSHSA, subject to the approval of the health care provider.

In all "serious health conditions" which qualify under FML, the leave begins on the first day ...

Employees on FML are required to report to their supervisor at no more than two week intervals on health status and intention to return to work. Monthly medical recertification may be required to support continuing FML.

SECTION 8: GUIDELINES FOR ETHICAL CONDUCT

Conflict of Interest

An employee or Board member of the Association has an obligation to conduct business of the Association using good judgment, adhering to high ethical standards, and avoiding situations which create an actual or potential conflict between personal interests and the interests of the Association. A conflict of interest exists when loyalties are divided between the Association's interests and those of another such as the individual, a supplier, or a client. Both the fact and the appearance of conflict of interest should be avoided.

These guidelines do not describe all possible conflicts of interest which could develop; but, these circumstances and others like them should be avoided.

- Accepting personal entertainment or personal gifts valued at more than \$25 or any amount of cash from current or former suppliers, contractors or vendors or from lobbyists or members of the Congress.
- Using or disclosing confidential information for personal gain or to the Association's or its member's detriment.
- Having a direct or indirect financial interest in or relationship with, a supplier or other agency or organization, which might adversely affect otherwise objective decisions by the Association.
- Using Association assets for personal use.
- Acquiring any interest in property or assets of any kind for the purpose of selling or leasing it to the Association or its members.
- Engaging the Association in a business relationship with a relative or personal friend

- where the Executive Director or Board member benefits by the relationship.
- The Executive Director or Board member engaging in personal lending, borrowing or investment transactions with suppliers, vendors, or consultants to the Association.

News Releases, Association Policy Statements

News releases concerning events or program elements should be approved by the Executive Director. Public statements concerning policy or position should be approved by the Executive Director. No individual is authorized to make policy or position statements on behalf of the Association except the Executive Director and the current, elected Association Board President.

Political Activities

Due to the fact that the NMSHS Association is a 501 C.3 organization, political activity of the Executive Director (described in a. through c. below) is limited and those activities may only be charged to unrestricted funds from a non-federal source.

Because membership dues come from federal funds which have restrictions on political activity, CFR:76.70, Lobbying Activities, apply. This regulation states that:

No funds provided under the Act may be used in any way:

- a. To attempt to influence in any manner a member of Congress to favor or oppose any legislation or appropriation by Congress (sec. 123(g) and 18 U.S.C. 1913); or
- b. To attempt to influence in any manner State or local legislators to favor or oppose any legislation or appropriation by such legislators. Communications and consultation with State and local legislators for purposes of providing information such as on matters necessary to provide compliance with the Act shall not be considered lobbying (sec. 123(g)).
- c. Employees will not participate in illegal political activities such as rewarding, promising consideration, or favoring of any person for employment, compensation, contract, or other benefit in return for any political activity in support of or opposition to any candidate or political party.

Serving on Advisory Boards of Directors

The Executive Director and other association employees are encouraged to become professionally involved with other organizations through their participation in advisory boards, boards of directors, and other activities. The Executive Director should consult with the Executive Committee before committing to undertake such activities to ensure that they do not conflict with the interests of the Association. All other employees should consult with the Executive Director before committing to undertake such activities to ensure that they do not conflict with the interests of the Association.

Fees and Other Payments

Non-Association related director's fees, honoraria for speeches, fees for jury duty, radio and TV appearances, author's royalties and payments for published articles or article reviews, and travel reimbursements may be accepted, provided these payments do not represent activities that interfere with the Executive Director's or other employees' responsibilities to the Association. No salary or consulting fee, however, may be for

services rendered during regular business hours to other organizations or persons, except on behalf of the Association. In the case of the Executive Director, any questions related to this policy should be brought to the attention of the Executive Committee for clarification before accepting a fee or other payment. In the case of other employees, any questions related to this policy should be brought to the attention of the Executive Director for clarification before accepting a fee or other payment.

Confidentiality

All confidential affairs of the Association and privileged information and are to remain confidential. Confidential and privileged information includes strategies, matters of a business nature such as information about costs, revenues, plans for future development, and any other information and documents that are not readily available to the public. The Association's financial and personnel matters are also confidential.

Any information regarding an individual child or family of a Migrant and Seasonal Head Start program and his/her family are not to be discussed in an open meeting without specific written consent from the parents and the authorization of the program.

The obligation of confidentiality applies both during and after employment, and in the case of Board members, during and after tenure. Consultants will be briefed by the Executive Director on the Association's confidentiality policy.

The Board should review the following life-threatening illness policy to determine whether or not to adopt it as a whole or in part -

Life-Threatening Illness in the Workplace Policy

The Association does not discriminate against any employee with a life-threatening illness, such as AIDS, cancer, heart disease, or multiple sclerosis. Second, an Association employee and members of the Board are expected to be especially sensitive to the needs of a critically ill colleague and are encouraged to recognize that employment for an employee with a life-threatening illness is often life-sustaining and can be both physically and mentally beneficial.

Employees' Right to Work

An employee with any life-threatening illness may continue to work as long as they are able to meet acceptable performance standards, and as long as the best medical evidence indicates that their continued employment does not present a health or safety threat to either themselves or to others. If an employee's medical condition affects his or her performance or availability for duty, it is the employee's responsibility to provide medical documentation to the Executive Committee to this effect. Accurate and timely medical information will allow the Association and the employee to consider alternatives to keeping the employee in his or her position if there are serious questions about the person's safety and reliable performance.

Changes in Work Assignment

Employees who are affected by any life-threatening illness should be treated with compassion and understanding during their personal crisis. The Association will make reasonable efforts to accommodate the employee with a life-threatening illness.

Privacy of Medical Information

Any medical information provided to the Association by the employee is maintained in a separate, secured file from personnel information in compliance with the Americans with Disabilities Act and the Health Insurance Portability and Accountability Act of 1996. This file is confidential and is only available to certain designated officers of the Executive Committee on a need-to-know basis for appropriate and specific management purposes. Anyone found violating the privacy of the employee will be severely reprimanded and the Board of Directors will take appropriate corrective action.

Employment Practices

If an employee has informed the Association that he or she has a life-threatening illness, the Board may require that the employee provide a physician's certification that the employee is able to travel as required.

Benefits

Any employee with a life-threatening illness may request leave without pay (where time away from work exceeds normal personal leave) to pursue medical care or to recuperate from the ill effects of his or her medical condition. The employee may continue their coverage under the Association's insurance and benefits programs to the extent allowable by the providers of the coverage.

Employee Conduct

Discriminatory behavior against any person with a life-threatening illness is against Association policy. No public health basis exists for individuals to refuse to work with or otherwise discriminate against individuals who have a life-threatening illness. If an Association employee with a life-threatening illness is having performance problems, the Board will be sensitive and considerate of how stress and anxiety of a life-threatening illness may inhibit an employee's behavior and job performance.

Drug-free Workplace Policy

The Association provides its employees with a workplace that is free from the abuse of controlled substances. Employees must report to work and operate in suitable mental and physical capacities, performing the assigned job satisfactorily, and behaving appropriately. Any employee reporting to work, using controlled substances on Association premises or meeting places, or dispensing or selling controlled substances on Association premises or meeting places will be subject to corrective action, which may include termination for a first offense.

"Controlled substances" is defined as those drugs listed in schedules I through V of Section 202 of the Federal Controlled Substances Act, 21 U.S.C. §812, and includes, but is not limited to, marijuana, cocaine (including "crack" and other cocaine derivatives) morphine, heroin, amphetamines, and barbiturates. When used in this policy, the term "drugs" means "controlled substances." The term does not include those controlled substances used pursuant to and in accordance with a valid prescription.

As a supplement to this policy, the Association, within its available resources, may offer assistance to the employee experiencing problems resulting from drug abuse or dependency. An employee who is diagnosed as dependent upon alcohol or other controlled substances may be granted an unpaid leave of absence to undertake rehabilitative treatment. Such an employee will not be permitted to return to work until a release from treatment is presented to the Executive Committee certifying that he or she is medically able to return to active duty.

Where an employee's performance, attendance, or behavior problems are connected with a drug or alcohol problem and the employee refuses to seek appropriate help, the Board will terminate employment.

Harassment in the Workplace

Acts of harassment by, or towards, members of the Board of Directors or the Executive Director will not be tolerated. The following behaviors are examples of acts of harassment:

- preventing job opportunities for individuals for reasons that are not job-related;
- using racially offensive language or ethnic slurs in the work environment; and
- making sexist remarks about a person's body or clothing

Acts of harassment include any text, audio, or images transmitted over the Internet. Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

SECTION 9: TRAVEL

All travel is restricted to trips necessary to the transaction of official business of the Association and must be the most economical mode of transportation. Mileage rates will be established federal rates.

When the employee's personal vehicle is used for work-related travel, the employee must carry a current driver's license and proof of at least the minimum insurance required by the state of employment. The employee must also use the vehicle's occupant protection system.

Travel Expenses

Any expenses incurred such as lodging, rental car, gasoline and parking, other than per diem which covers meals and incidentals, while traveling on official business with a duration of more than 12 hours and more than 35 miles from home will be charged to the corporate credit card. All receipts including meals which are deducted from the federal per diem must be sent to the Treasurer for reconciliation with the credit card statement.

Personal vehicle mileage when used for official business will be reimbursed at the federal mileage rate. A Travel Reimbursement Sheet stating beginning and ending mileage, departure city and state, destination city and state, and total mileage must be sent to the Treasurer for reimbursement.

Travel Not Involved in Overnight Lodging

No payment of per diem allowance will be made for travel of 12 hours or less. For travel of more than 12 hours but less than twenty-four hours when no lodging is required the per diem payment will be 75% of the applicable rate.

SECTION 10: INFORMATION TECHNOLOGIES

Email Policy

The use of the electronic mail system is intended for conducting the business of the Association. Some personal use is a normal part of the work environment and, therefore, may also be used for incidental personal purposes as long as this use is reasonable and does not impose additional incremental costs to the Association.

The same personal and professional courtesies and considerations will be observed in the use of electronic mail as they would in other forms of communication.

Email should not be used for soliciting or proselytizing for commercial ventures, religious or political causes, unlawful activities, personal financial gain, or personal trivia, nor should it be used to create any offensive or disruptive messages.

Electronic messages should be treated as confidential and should be filed electronically in a system mirroring the hard copy filing system used in the Association office. Files must be regularly backed up on CD and archived off-site with the Association Secretary. Anti-virus software will be updated and all drives scanned for viruses on a regular schedule.

A file will be kept for all electronic devices used in the Association office. The file will contain manuals, warranty information, dates of purchase, place of purchase, model, and serial number as well as the number for technical support for each device.

If a fee-for-service is required for technical support after the free service period expires, it will be charged to the corporate credit card.

Unacceptable Use of the Internet

The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-Association business, or any use of the Internet for personal gain, is strictly prohibited. Use of the Internet must not disrupt the operation of the organization or the networks of other users. It must not interfere with productivity.

Internet Communications

The user is responsible for the content of all text, audio, or images that he or she places or sends over the Internet. Fraudulent, harassing, or obscene messages are prohibited. All messages communicated on the Internet should have the sender's name attached. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane, or offensive language may be transmitted through the system. An employee who wishes to express personal opinions on the Internet is encouraged to obtain his/her own user name on another Internet system.

Legal Copying

The employee is responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material he/she wishes to download or copy.

Security

All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Threats or assaults that require immediate attention should be reported to the Police at 911.

If you would like to request a Letter of Support from the National Migrant & Seasonal Head Start Association, please complete this form and email it, along with a drafted letter of support, to Cleo Rodriguez, Jr., NMSHSA Executive Director (crodriguez@nmshsaonline) for processing.

TURNAROUND TIME=7 DAYS MINIMUM ONCE DRAFTED LETTER AND REQUEST IS SUBMITTED

LETTER OF SUPPORT REQUEST
FROM NATIONAL MIGRANT & SEASONAL HEAD START ASSOCIATION

APPLICANT NAME: _____

APPLICANT PHONE NUMBER: _____

APPLICANT EMAIL ADDRESS: _____

DATE OF REQUEST: _____ DATE DUE: _____

ARE YOU A MEMBER OF THE NMSHSA BOARD?

AGENCY OFFERING GRANT:
(name and address for letter of support) _____

AGENCY APPLYING FOR GRANT: _____

PARTNERING AGENCIES: _____

NAME OF GRANT: _____

HOW DOES THIS GRANT PROJECT OR ACTIVITY SUPPORT OR COMPLEMENT THE NMSHSA and ITS MEMBERSHIP?

SHORT DESCRIPTION OF AGENCY(S) APPLYING FOR GRANT:

GENERAL DESCRIPTION/PURPOSE OF GRANT:

WHAT NEED IS BEING MET BY THIS GRANT/ANTICIPATED OUTCOMES:

See attached guidelines for preparing a draft letter of support for NMSHSA Board approval

Guidelines for National & Migrant Seasonal Head Start Association Letters of Support

Guidelines for Drafting a Letter of Support for the Family Policy Board

Once you have contacted and found support from either the NMSHSA Executive Director or a Board Member, you will need to draft your own letter of support (subject to editing). Keep in mind that the **minimum** turn-around time *once the letter is in-hand* is **seven business days**, so earlier is better than later.

Contents:

You should feel free to include whatever information will best serve your application, but at a minimum, your letter should include the following:

- 1) **Short Description** of your agency and funding request;
- 2) **Summary** of the project or activity;
- 3) Your **Relationship or Proposed Relationship** with the NMSHSA;
- 4) How project or activity (defined in #2) will support NMSHSA; or, if it does not;
- 5) Other essential **Community Needs** the project or activity proposes to meet.

Note for item 4 above, the NMSHSA Board will prioritize issues or projects that compliment the work of NMSHSA, its grantees and served children and families.

Please keep in mind that this is not an exam or meant to deter support—if you do not know the answer(s) for any of the required materials, please feel free to discuss with NMSHSA Executive Director. The Board is intent on the process not being overly cumbersome.

Letters that do not include the information listed above will be returned to the requestor for revisions before being passed along to the Board for approval.

Next Steps:

As soon as your letter is received and meets the content requirements, it will be reviewed by the Executive Director and then passed along to the Board for approval; the signature process, once approval has been made, should be fairly quick. The responsibility of getting the letter drafted and submitted on time for deadlines is that of the requestor.

Even though the NMSHSA will do everything in its powers to return your letter by or before the 7-day minimum turnaround time, it will not be held responsible under any circumstance for letters not returned to the requestor in time for any application deadline.

Questions:

Should you have questions, please communicate with Cleo Rodriguez, Jr. at 202-223-9889 or via email at crodriguez@nmshsaonline.org. Our mailing address is:

**National Migrant Seasonal Head Start Association
1726 M Street- NW, Suite 602
Washington, DC 20036**



NATIONAL MIGRANT AND SEASONAL HEAD START ASSOCIATION

Voice for the children of migrant and seasonal farmworkers

To: National Migrant Seasonal Head Start Association Board Executive Committee

From: Cleo Rodriguez, Jr., Executive Director

Date: Wednesday, July 13, 2011

RE: NNSA Leadership Conference/January Board Meeting/STG International

I have learned that NNSA will host the Annual Leadership Conference here in Washington, DC January 22-26, 2012 at the L'Enfant Plaza Hotel. I will begin working with NNSA so that we can make this a joint venture for both organizations. I have also spoken to NNSA about bringing the American Indian - Alaska Native Head Start Director's Association into the conversations so that all three organizations jointly sponsor the event. One question I have been asked is what areas/priorities do we (NNSA) want addressed or featured at this leadership conference. I would like for us to address that question. Also, if these are the dates for the conference, this would mean our Board meeting would be Saturday, January 21, 2012—is this correct?

Additionally, I had an opportunity to have coffee with Dr. Myra Crouch who is the Director of Education & Technical Assistance Programs with STG International, Inc. As you know STG is one of among several who are competing for the Region XI/XII T/TA and Collaboration Grants.

We had an at-length conversation regarding the needs of Region XII. We also discussed, at-length, the likely possibility of being written in as a sub-contractor with specific tasks/outcomes that would support our grantees. I had a similar arrangement years ago with Texas HSA, the DSQIC/ QIC Centers and the Collaboration Office. Although it was not a formal arrangement (in writing or a budget line-item), it was understood. The THSA would host what was called the Parent/Governance Institute. We would create a unique training event for our parents as well as a specific training opportunity to train local Grantee Governing Boards on 1304.5. We developed the curriculum (which I have most of the supporting documents—cannot locate the curriculum itself- but may could put my hands on it) and administered the training. The T/TA System would pay for the trainers and materials, etc. We would do all the conference logistics (registration, hotel, exhibitors, etc). We would charge \$X amount for registration fees and inevitably generate revenues for the association. We would also do our Parent of the Year Award, Father of the Year Award, etc..... In this model—STG would simply give us the amount (\$65,000.00 or whatever amount we decide) and we would administer the event.

We also discussed the following- 1. Administrative Support for the Association/Collaboration Office and 2. Field Support. Although we did not spend much time in discussions about those two—I am sure we can elaborate on the possibilities.

Dr. Crouch seems to think we have a great opportunity and a “blank” slate from which to build on. I would like to discuss this with the Executive Committee for feedback. As you know, I am still learning all I can to build our capacity and explore opportunities to better serve our membership.

Please feel free to provide feedback and discussion. Our time frame is quick—July 22, 2011.

DRAFT ONLY

STATEMENT OF WORK

An overarching goal of the Region XI T/TA Center and the Migrant and Seasonal Head Start Collaboration Office (MSHSCO) is to facilitate Federal, state, and community partnerships to strengthen efforts to address critical migrant child and family issues. In an effort to support the efforts of the MSHSCO, STGi proposes to team with the National Migrant & Seasonal Head Start Association (NMSHSA) to coordinate services and initiatives that enable migrant and seasonal programs to meet the unique needs of migrant child and family issues.

Services rendered by NMSHSA in support of the Region XI T/TA Center is proposed to be two-fold, 1) assist STGi to build on the existing partnerships and resources of the current MSHSCO to engage with select states to improve the Collaboration's Office visibility and increase capacity; 2) assist STGi to provide professional development activities for Migrant program staff. NMSHSA will provide the following consulting services:

- Assist STGi T/TA staff upon the direction of the Regional Office to form collaborations with entities involved in migrant, state, and local planning to better meet the needs of low-income children served in Migrant and Seasonal programs.
- Provide trainers, materials and logistics for an annual Parent Institute coupled with Program Governance training for all Migrant & Seasonal Programs.
- Support to the MSHSCO to address regional and national office priorities aimed at meeting the needs of the Migrant Head Start community.
- NMSHSA Executive Director to serve as a member of the Region XII Collaboration Advisory Council (not to be included as a cost to the contract).

The remuneration for the stated services by the National Migrant and Seasonal Head Start Association will be negotiated upon final award of the contract for a fixed price fee of \$135,000.00.

July __, 2011

Honorable Tom Harkin
Chairman, Senate Appropriations Subcommittee on Labor, HHS, Education
731 Hart Senate Office Building

Dear Senator Harkin,

We write on behalf of _____ to urge you to preserve Fiscal Year (FY) 2010 funding levels for the National Institute for Occupational Safety and Health (NIOSH) Agriculture, Forestry, and Fishing (AFF) Program in the FY 2012 Labor, Health, and Human Services appropriations bill. The AFF program funds seven regional scientific research and outreach centers throughout the country, that together contribute to NIOSH's comprehensive national effort to prevent occupational injuries and illnesses in some of the most dangerous industries, including agriculture, logging, and commercial fishing. These centers engage in vital research and prevention activities that protect the nation's 2 to 2.5 million farmworkers from injury, illness, and death on the job.

Agriculture has been described by the Occupational Safety and Health Administration (OSHA) as among the most dangerous industries in the country. According to the Bureau of Labor Statistics, in 2009, workers in crop production suffered a fatal injury rate nearly 10 times that of workers in all industries. Workers in agriculture, forestry, fishing, and hunting also suffered the highest non-fatal injury rate of any industry sector, at 5.5 injuries per 100 workers. Hired agricultural workers are currently not protected by many of the OSHA safety and health standards that protect most other workers in the United States.

The NIOSH Centers for Agricultural Disease and Injury Research, Education, and Prevention conduct research into the prevention of disease and injury for agricultural workers and their families; provide educational outreach to promote injury prevention; and consult and train health and safety professionals, agricultural extension agents, and others to increase agricultural safety, among other activities. The Centers provide leadership in applied research, disease and injury surveillance, outreach strategies, and prevention. For example, the Pacific Northwest Agricultural Safety and Health Center (PNASH) has reported its participation in the development of new mobile platform technology to prevent musculo-skeletal injuries among farmworkers. PNASH's research on the strains impacting workers in tree fruit operations contributed to the design and implementation of the new technology. The Centers' work clearly improves the health and well-being of farmworkers, a vulnerable population who toil daily in dangerous conditions to put food on our tables.

We urge you to work with your colleagues to ensure that funding for the AFF program within NIOSH is preserved in the FY 2012 budget. Thank you for your efforts on behalf of farmworkers.

Sincerely,



HISPANIC EDUCATION COALITION

July 14, 2011

The Honorable John Kline
Chairman
U.S. House Committee on Education and
the Workforce
2181 Rayburn House Office Building
Washington, DC 20515

The Honorable George Miller
Ranking Member
U.S. House Committee on Education and
the Workforce
2181 Rayburn House Office Building
Washington, DC 20515

RE: The Hispanic Education Coalition Opposes the State and Local Funding Flexibility Act of 2011 (H.R. 2445)

Dear Chairman John Kline and Ranking Member George Miller:

On behalf of the Hispanic Education Coalition (HEC), which unites 26 organizations dedicated to improving educational opportunities for nearly 50 million Hispanics living in the United States, we write in strong opposition to the State and Local Funding Flexibility Act of 2011. If approved, this bill would have a disproportionate impact on programs that serve disadvantaged students, migrant students and English language learners (ELLs) across the nation.

According to a recent study by the Pew Hispanic Center, the number of Hispanic students in the nation's public schools nearly doubled from 1990 to 2006, accounting for 60% of the total growth in public school enrollments over that period. Unfortunately, the achievement gap between Latino students and their peers remains wide, and the gap is even more pronounced for English language learners (ELLs). This gap, which is evidenced even before children enter kindergarten, has led to an alarmingly high dropout rate and low levels of enrollment in higher education programs. Only 58% of Latino students are graduating high school in four years.

Unfortunately, as states face tightened budgets they continue to reduce services to disadvantaged and special student populations. The State and Local Funding Flexibility Act of 2011 (H.R. 2445) would allow states and school districts to take additional funding from programs specifically created to close the achievement gaps between disadvantaged students, migrant students and ELLs and their peers and use them for alternative purposes. The flexibility allowed in H.R. 2445 could mean the end of some categorical grant programs which focus on the particular educational needs of these subgroups.

This continued failure to invest in Latino students will only serve to reverse any progress made in closing achievement gaps, increasing graduation rates and college going and completion rates for Hispanic students. For these reasons, HEC strongly opposes passage of this bill and urges you to continue to work toward the passage of a bipartisan comprehensive reauthorization of the Elementary and Secondary Education Act.

If you have any questions, feel free to contact Laura Maristany at (202) 261-2090 or Veronica Rivera at (202) 293-2828.

Sincerely,



Laura Maristany
HACU
HEC Co-Chair



Veronica Rivera
MALDEF
HEC Co-Chair



2011 National Migrant & Seasonal Head Start Plate of Bounty Awards

“Plate of Bounty Award Fact Sheet”

In 1999, the MSHS Conference Steering Committee instituted the Plate of Bounty Awards to acknowledge an individual who have made significant contributions to migrant and seasonal farm worker families. This year, the Migrant and Seasonal Head Start Association would again like to invite the MSHS community to nominate deserving individuals who have made a difference in the lives of Migrant and Seasonal Head Start programs, children and families. This award will be awarded in Washington, DC during the Office of Head Start Birth to Five Conference October 2011. Awardees are encouraged to be present, but not required.

Criteria: Nominees should be individuals who have made outstanding contributions to Migrant and Seasonal Head Start programs, children and families.

Categories: A maximum of 1 Plate of Bounty Award will be presented at the National Conference. The Nomination categories are:

1. parents (current and former);
2. growers and food processors;
3. community partners/supporters (migrant clinic staff, school artists, volunteers, vendors, etc.); and
4. program/agency staff and board (CEOs, MSHS Directors, Board members, etc.)

Individuals can be nominated for **more than one** category if applicable.

How to nominate individuals: Any individual who has made significant and outstanding contributions to Migrant and Seasonal Head Start is eligible to be nominated for the Plate of Bounty Award. In order to nominate an individual, the Nomination Form needs to be completed and sent to the contact person listed at the bottom of the form. Please explain in a clear and concise manner the reasons why this individual should receive the award including describing their contributions to the important work of serving migrant and seasonal farm worker children and families.

If the Plate of Bounty Awards Selection Committee selects your candidate, please note, that the agency nominating the individual is responsible for any travel expenses, including lodging and per diem of the recipient related to attending the Plate of Bounty Awards Ceremony. As the person/agency that nominated the individual, you may also be asked to provide visual information on your candidate including video(s) or three to five pictures of the selected individual interacting with members of the migrant and seasonal farm worker community. This information may be used for a PowerPoint presentation at the award ceremony.

Please submit your nomination by Friday, August 12, 2011- 8:00 pm Eastern time
Cleo Rodriguez, Jr., NMSHSA Executive Director
1726 M Street NW, Suite 602, Washington, DC 20036
crodriguez@nmshsaonline.org
202.223.9889



2011 National Migrant & Seasonal Head Start Plate of Bounty Awards

“Plate of Bounty Award Nomination Form”

*****Deadline, Friday, August 12, 2011- 8:00 pm (Pacific Time)*****

Please tell us why the person being nominated should receive this award for the significant contributions (s)he has made to migrant and seasonal farmworkers and their families. Complete the following sections being as detailed and specific as possible within the space allowed. Nominations that vary from the designated format (e.g., adding too many pages to the form) will not be considered. Nominations received after the deadline will also not be considered. The Awardee will be notified by the end of August 2011 to allot for ample planning time to attend award ceremony.

Nomination is being made by:

Name/Position: _____

Organization: _____

Address: _____

Phone/Fax: _____

E-mail: _____

Individual being nominated:

Name/Position: _____

Address: _____

Phone/Fax: _____

Please submit your nomination by Friday, August 12, 2011- 8:00 pm Eastern time
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National Migrant & Seasonal Head Start Parent Affiliate Election Campaign Guidelines

Allowable Campaigning practices:

- It is allowable to inform the NMSHSA Parent Affiliate voting members of your intention to run for office on the day of the elections. Please keep your intention to run for office confidential and anonymous until the date and time of elections.
- Your campaign speech will be given at the date and time of elections. ONLY during the date and time of elections are you allowed to communicate your background, experience, and intentions, etc. as a potential officer of the NMSHSA.
- Your campaign and behavior should be positive, including speaking positively of yourself and others.
- Your campaign and behavior should be respectful of other parents and potential candidates, including others' right to vote and their candidate decision(s).

Unallowable Campaigning practices:

- It is NOT allowable to inform the NMSHSA Parent Affiliate voting members of your intention to run for office at any time before the day of the elections. Please keep your intention to run for office confidential and anonymous until the date and time of elections.
- Your campaign and behavior should NOT be aggressive or negative, including bullying, harassment, negative or false comments about other voting members or candidates.
- Your campaign and behavior should NOT include persuasion or pressure such as asking or convincing voting members to vote for you. Nor should other fellow voting members persuade or pressure others for their vote on your behalf through phone calls, conversations, etc.
- Distribution of printed material(s) for campaigning is not allowed, including posters, flyers, letters, etc.
- Use of social media material(s) for campaigning is not allowed, including but not limited to e-mail, facebook, myspace, twitter, texting, instant messaging, flickr, youtube, etc.

Monitoring for and Consequences of Unallowable Campaigning practices:

- The Parent Affiliate Executive Committee, Staff Affiliate members, and NMSHSA Executive Director monitor the campaign practices of potential candidates and voting members.
- Consequences of unallowable campaigning practices will result in disqualification from elections. A Campaign oversight committee comprised of Parent Affiliate Executive Committee members, Staff Affiliate members, and NMSHSA Executive Director will oversee the disqualification process.

Guías por Campañas de Elección del Afiliado de Padres de Head Start Nacional Migrante y de Temporada

Prácticas aceptables que hacen una campaña:

- Es aceptable informar a los miembros votantes del Afiliado de Padres del NMSHSA de su intención de correr como oficial durante el día de las elecciones. Por favor mantenga su intención de correr como oficial confidencial y anónima hasta la fecha y el tiempo de elecciones.
- Su discurso de campaña será dado en la fecha y el tiempo de elecciones. SÓLO durante la fecha y el tiempo de elecciones usted será permitido comunicar su fondo, experiencia, e intenciones, etc. como un oficial potencial del NMSHSA.
- Su campaña y comportamiento deberían ser positivos, incluso el hablar positivamente de usted mismo y de otros.
- Su campaña y comportamiento deberían ser respetuosos de otros padres y candidatos potenciales, incluso el derecho de los otros de votar y su decisión(es) de candidato.

Prácticas que NO son aceptables que hacen una campaña:

- NO es aceptable informar a los miembros votantes del Afiliado de Padres del NMSHSA de su intención de correr como oficial en cualquier momento antes del día de las elecciones. Por favor mantenga su intención de correr como oficial confidencial y anónima hasta la fecha y el tiempo de elecciones.
- Su campaña y comportamiento no deberían ser agresivos o negativos, incluso intimidación, acoso, o comentarios negativos o falsos sobre otros miembros de votación o candidatos.
- Su campaña y comportamiento no deberían incluir la persuasión o la presión como petición o convincente a miembros de votación para votar a favor de usted. Tampoco otros miembros votantes deberían persuadir u presionar a otros por votos de su parte por llamadas telefónicas, conversaciones, etc.
- La distribución del material(es) impreso para hacer una campaña no es permitida, incluso carteles, folletos, cartas, etc.
- El uso del material (es) de medios social para hacer una campaña no es permitido, incluso, pero no limitado a correo electrónico, facebook, myspace, twitter, texting, instant messaging, flickr, youtube, etc.

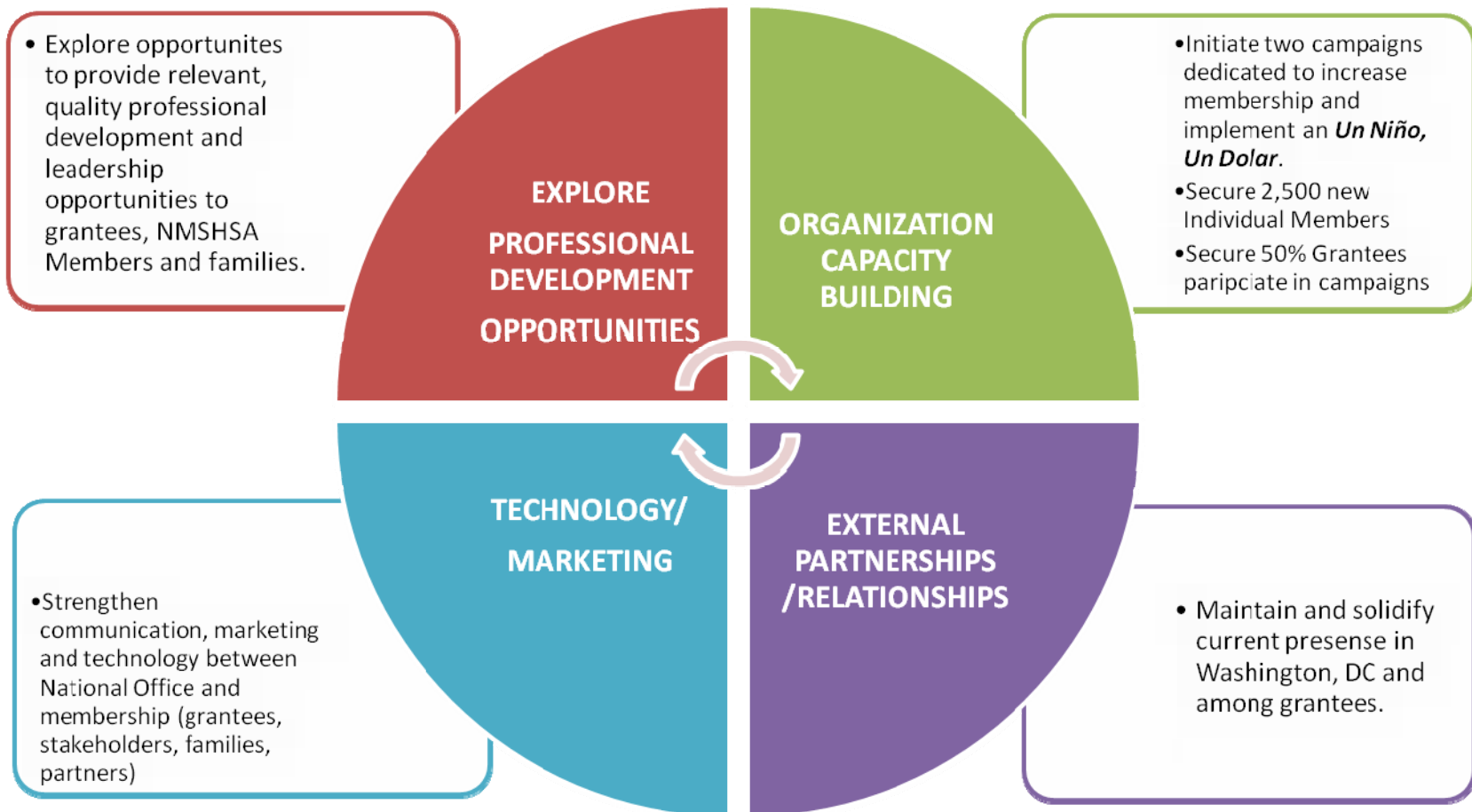
Supervisión y las Consecuencias de las prácticas NO aceptables que hacen una campaña:

- El Comité Ejecutivo del Afiliado de Padres, miembros del Afiliado del Personal, y el Director Ejecutivo de NMSHSA supervisarán las prácticas de campaña de candidatos potenciales y miembros votantes.
- Las consecuencias de prácticas que no son aceptables que hacen una campaña incluirán descalificación de elecciones. Un Comité de supervisión de campañas comprendido de miembros del Comité Ejecutivo del Afiliado de Padres, miembros del Afiliado del Personal, y el Director Ejecutivo supervisarán el proceso de descalificación.

Priority Areas to be addressed by:

Cleo Rodriguez, Jr., Executive Director

National Migrant and Seasonal Head Start Association



Explore Professional Development

- Work with T/TA contractors and Collaboration office to gather professional development needs.
- Survey current grantees for professional development needs.
- Analyze data and create a plan and activities that support grantee needs (conferences, trainings, academis)
- Pending identified T & TA contractor- implement contracted activities

Organization Capacity Building

- Develop value in individual memberships (training discounts, access to communication, etc.) and Un Niño, Un Dolar Campaign participation.
- Work with local grantees to appoint a Membership Chair and Un Niño, Un Dolar Chair at the local level. These Chairs will be the point of contact for the National Office to coordinate campaign efforts.
- Develop a tool kit to provide to each local chair for the two campaigns.
- Create incitives for grantees to encourage participación (Top Membership Club, etc)

External Partnerships/ Relationships

- Continue working with established early childhood coalitions in Washington, DC
- Continue working with established latino coalitions in Washington, DC
- Continue to build relationships with Migrant Collaboration office, NHSA and NIHSDA
- Continue to build relationships with MAFO, NFA and other relevant organizations
- Work to organize Congressional Staff visits of local MHS Grantee.

Technology and Marketing

- Research current software tools and determine the needs.
- Research other relevant websites
- Research relevant communication tools (Constant Contact, etc)
- Work with current technology contractor to unfold a vision for building the capacity of our website
- Make NMSHSA Website work for NMSHSA (Membership dues, donations, etc).
- Create an interactive blog on website for postings, etc.
- Work with a Marketing Firm to professionalize all marketing materials and efforts.