

*Adopted April 10, 2013*

## **KANSAS HEAD START ASSOCIATION POLICY MANUAL**

The Kansas Head Start Association (KHSA) is a private, not-for-profit 501(c)(3) association that supports Head Start programs in the state of Kansas. KHSA seeks to influence public policy, deliver professional development and lead initiatives on behalf of children and families. KHSA offers program membership to all Head Start and Early Head Start programs in Kansas as well as individual memberships to Head Start staff, parents, partners and friends.

KHSA was incorporated in 1997 and received its designation as a 501(c)(3) organization in 2000. In 2004, KHSA adopted revised bylaws which form the governance framework for the Association. This manual supports the bylaws by establishing policies to guide its operations in the following categories:

- Board of Directors
  - Election of Directors
  - Board and Annual Meetings
  - Officers and Committees
  - Written Materials
  - Indemnification
  - Relationship between the Board and the Executive Director
- Program Membership
  - Dues
  - Election of Affiliate Program Member Representatives
  - Meetings
- Regional Association Representation
  - Election
  - Expense Reimbursement
- Professional Contracts
- Fiscal Management and Oversight
- Professional Development Policies
- Whistleblower Protection Policy
- Terms and Conditions of Travel

These policies may be amended by a vote of the Board of Directors at any time. A current copy of policies will be provided to Affiliate Program Members at the beginning of each program year (October 1st) and at such time as deemed appropriate by the Board based on significant changes in policy.



Policy 1002: Board and Annual Meetings

In accordance with the Bylaws, Board meetings are held six times a year or as often as determined to be necessary. One Board meeting per year is a retreat dedicated to strategic planning or another topic of current significance. Approximately one week prior to each meeting, board members receive Board materials, including a meeting agenda, minutes of the past meeting, financial reports and other information to be reviewed prior to the meeting. Sixty percent of the current members of the Board constitute a quorum at any meeting.

KHSA holds an annual meeting in January of each year. The Board and KHSA staff report on the KHSA's financial status, past year's accomplishments, and plans for the coming year. Attendees have access to a written Annual Report during the meeting.

Policy 1003: Attendance at Board Meetings

Developed: 2002                      Reviewed: 5/05 & 12/12

Board members are expected to attend all meetings, or to contact the Executive Director when they anticipate an absence. A *voting* member who misses two consecutive meetings without notice will receive an initial notification by mail. A member who misses three consecutive meetings without notice will be assumed to have resigned, and the Board may take action to replace that member. The member will receive a written notification of Board action.

Policy 1004: Removal of A Board Member

Any board member may be removed with cause by an affirmative vote of two-thirds (2/3) of the members of the Board of Directors present at a meeting at which a quorum is present. Any Board member may formally request a performance review of a Board member by the Board of Directors. Action for removal of a Board member may be taken if the Board member is absent from three consecutive meetings without notice, is not performing his/her duties, or if their behavior is found to be detrimental to the general welfare and best interests of KHSA.

Policy 1005: Vacancies

When a Board member resigns or is removed from the Board, KHSA will notify the member programs and request nominations for the vacant position. An election will be held at the next APM meeting after receipt of a nomination(s) or by such other means as the Board deems appropriate to conduct a vote among the APM's. Members elected to fill a vacant position will complete the term of their predecessor and will still be eligible for election to two subsequent terms.

### Policy 1006: Officers and Committees

The President appoints a nominating committee, which may be the Board Officers, to develop a slate of candidates for Board officer positions. The Board elects officers from this slate, generally in January of each year. Terms for Board officers are one year. Officers may serve two terms. In accordance with the Bylaws, the Board has at a minimum a President and Secretary. A President-Elect may be elected, in which case that person is nominated for the position of President the following year. The Board may also elect a Treasurer as a separate office from the Secretary position. Duties of these officers are:

#### **President**

- Provides overall leadership to the Association, its Board and membership.
- Ensures that KHSA conducts its activities in concert with its mission, vision and values.
- Presides over all meetings of the Board.
- Represents KHSA at the National Head Start Association Leadership Institute and at other national and regional events.
- Serves as a spokesperson for the Association.
- Provides the primary communications linkage between the Board and the Executive Director.
- Works closely with the President Elect to prepare him/her to assume the position of President.

#### **President-Elect**

- Performs the duties of the President in his/her absence.
- Works closely with the President as a partner in Association leadership.
- Prepares to assume the position of President.

#### **Secretary**

- Ensures effective documentation of Board meetings and the dissemination of Board minutes and other information to the membership.
- Ensures compliance with annual reporting requirements of the Kansas Secretary of State.

#### **Treasurer**

Ensures:

- That KHSA follows sound financial practices.
- Development of an annual budget to be approved by the Board.
- Compliance with all grant and contractual requirements of KHSA funders.
- Compliance with IRS reporting requirements.

- That an annual audit is conducted, and that the audit report is presented to the Board for review and approval.

The President may appoint committees to support the work of the Association. Committees may include an Executive Committee, composed of Board officers, and other committees which align with KHSA outcomes, as identified in the strategic plan.

#### Policy 1007: Written Materials

Written materials which express the position or endorsement of KHSA must have Board approval before dissemination. ~~Any~~ Written materials developed ~~under the auspices~~ by KHSA or at the direction of KHSA belong to KHSA and ~~must~~ remain under its control.

#### Policy 1008: Indemnification

Directors will be provided directors' and officers' liability insurance against any liability, expense, attorney's fee and cost reasonably incurred by them or their estate in connection with, or arising out of, any action, suit, or claim in which they are made a party by reason of being, or having been, a director or officer of KHSA, if the action of the officer or director is consistent with KHSA Bylaws and policies, done in good faith, and in a manner reasonably believed to be in, or not opposed to, the best interests of KHSA.

#### Policy 1009: Relationship between the Board and the Executive Director

The Executive Director will report to the Board of Directors and will carry out duties and responsibilities as specified in the Position Description. The Board will conduct an annual performance appraisal and will develop, in collaboration with the Executive Director, goals for the coming year. In matters requiring immediate Board action or decision, the Executive Director will communicate with the President and/or with the Executive Committee. In the absence of the President, the President-Elect will be the primary point of contact. The Executive Director will be guided in daily activities and decisionmaking by the strategic plan, the budget, position papers and other documents adopted by the Board.

### **Section 200: Program Membership**

#### Policy 2001: Program Dues

The Board shall determine the amount of annual dues payable to KHSA by program members and individual members. Program member dues ~~shall be~~ are payable in advance ~~on~~ by the first day of October in each fiscal year. Dues of an

individual member ~~shall be~~ are due on the first day of the month in which a new or renewal membership becomes effective.

Policy 2002: Election of Affiliate Program Member Representatives

Each member program may appoint four Affiliate Program Members (APM's) to represent the program at quarterly APM meetings. The four members will be a director, staff, parent and friend, following the definitions in Policy 1001. The names and contact information for the APM's representative (APMR) are to be submitted to KHSA with the program's dues payment no later than October 1st of each year.

If an APMR is no longer eligible or able to serve in this position, the member program may designate a successor, whose name and contact information is to be submitted to KHSA. Only APMR's whose names have been submitted to KHSA are eligible for nomination to the Board of Directors.

Policy 2003: Meetings of Affiliate Program Member Representatives

The APM's will meet at least three times a year at a location to be determined by KHSA, usually on the second Thursday of January, April and October. Meeting agendas are sent out to APM's at least one week prior to each meeting. Facility space permitting and with prior notice to KHSA, member programs may send individuals in addition to the APMRs. Only the four APMRs may vote.

**Section 300: Regional Association Representation**

Developed: 5/00                      Revised: 5/05

Policy 3001: Election of Regional Association Representatives

Need to develop a policy about terms, length of terms and who is eligible to serve.

KHSA elects four representatives to the Region VII Head Start Association Board, one in each of the four categories of director, friend, parent and staff. At least two of the four representatives must be current members of the KHSA Board at the time of their election to Region VII. If they become ineligible during their term because of a change in their status, they may complete the current term, at the discretion of the KHSA Board, but they are not eligible for nomination for a second term. Representatives to the regional association who are not members of the KHSA Board are encouraged to attend KHSA Board meetings in order to ensure their understanding of current issues. All representatives receive KHSA Board meeting materials on a regular basis to support this understanding.

Representatives to the Region VII Association Board are elected by the APM's, following the same process as outlined in Policy 1001. Representatives are

expected to attend all meetings and provide a written report to the KHSA Board of actions taken and other relevant information. If an absence is anticipated, representatives should notify the Region VII Association prior to the meeting. An alternate parent may be elected to the Region VII Association Board. This position is non-voting, but the parent is an active participant at Board meetings.

Policy 3002: Expense Reimbursement

KHSA will reimburse Kansas representatives and an alternate to the Region VII Association Board for expenses, upon receipt of an expense reimbursement form, provided by KHSA and required receipts. Expenses will not be reimbursed in excess of current federal per diem rates.

**Section 400: Professional Contracts**

Original Date: 5/05                      Revised:              6/10                      Reviewed 12/12

KHSA contracts for professional services to support its operations. The following policies govern all contracted services.

Policy 4001: Purchase of Services

KHSA will establish a written contract with each entity or individual retained to perform services. The contract will include specific goals, define the scope of responsibilities, set out expected outcomes or products to be produced, and the fee to be paid by KHSA. All contracts will include provisions for termination by either party with notice.

Policy 4002: Annual Evaluation

KHSA staff will conduct an annual evaluation of the performance of each contractor, using a consistent, written format approved by the Board.

**Section 500: Fiscal Management and Oversight**

Original Date:              5/00      Reviewed:              5/05      Revisions: 6/08 and 10/08  
Reviewed 12/12

KHSA is committed to responsible financial management. The entire organization including the Board of Directors and staff will work together to make certain that all financial matters of the organization are addressed with care, integrity and in the best interest of KHSA. The following policies are designed to:

1. Protect the assets of KHSA
2. Ensure the maintenance of accurate records of KHSA financial activities

3. Provide a framework of operating standards and behavioral expectations, and
4. Ensure compliance with federal, state, and local legal and reporting requirements

The Executive Director of KHSA has the responsibility for administering these policies and ensuring compliance with procedures that have been approved by the Board of Directors. Exceptions to written policies may only be made with the prior approval of the Board of Directors or Finance Committee. Changes or amendments to these policies may be approved by the Board of Directors at any time. A complete review of the policies shall be conducted every year.

Every Board member and every staff member with financial related responsibility is expected to be familiar with and operate within the parameters of these policies and guidelines.

Policy 5001: Finance Committee

The Finance Committee of the Board will be chaired by the KHSA Treasurer and include both Board and non-Board members. The responsibilities of the Finance Committee are to:

1. Review the financial constraints within which KHSA operates, reviews written fiscal controls and provides recommendations to the KHSA Board of Directors for approval.
2. Advise the KHSA Board of Directors on appropriate long-term financial goals, appropriate investment strategies and resource development activities.
3. Oversee and approves the annual budget prior to submission for board approval.
4. Develop financial and contractual guidelines for a variety of financial activities.
5. Review monthly financial statements and provides reports to the Board of Directors on the financial status of the organization.
6. Review and recommends appropriate actions on all grants and contracts, with ratification by the full Board.

Policy 5002: Line of Authority

The following outlines the authority and responsibility for the financial assets of the organization and provides guidelines for handling and controlling their accumulation and consumption

- **The Board of Directors** has the authority to ~~execute~~ develop any policies it deems to be in the best interest of the organization within the parameters of the organization's articles of incorporation, by-laws, or federal, state and local law.
- **The Treasurer and the Finance Committee** have the authority to perform regular, in-depth reviews of the organization's financial activity, oversee the development of the annual budget, and recommend cash management and investment policies to the Board for approval.
- **The Audit Committee** has the responsibility to recommend the selection of an audit firm to the Board of Directors and to oversee activities related to the annual audit.
- **The Executive Director** is designated by the Board of Directors and has the authority to make spending decisions within the parameters of the approved budget; employ and terminate personnel; determine salary levels; review and recommend new or revised operating procedures and controls to the Board; make decisions regarding the duties and accountabilities of personnel and the delegation of decision-making authority; and, enter into contractual agreements within the parameters of the approved budget.
- **The Fiscal and Program Manager** performs the accounting, internal controls, financial reporting, and other day-to-day financial duties of the organization.

Policy 5003: Financial Reporting

- Monthly financial reports are provided to the Treasurer and/or Finance Committee for their review.
- Detailed financial reports are made available to the Board of Directors at each Board meeting, including a report of grant and contract revenue and expenses and a reconciliation of temporarily restricted net assets by grant.
- Reference explanations for any and all budget variances of 10% or more are contained for the above reports.
- A copy of all bank/financial statements is provided to the Board on a regular (monthly) basis via either the Board President and/or the Vice President or Secretary.

Policy 5004: Annual Budget

The KHSB Board will adopt an annual budget by the beginning of each fiscal year. The budget will be developed by the Treasurer and/or Finance Committee with the Executive Director and Fiscal and Program Manager, based on past and projected revenues and expenses. The development of the budget will follow

the strategic planning process so that resource requirements specified in committee work plans can be addressed.

Policy 5005: Annual Audit

The KHSA Board will appoint an Audit Committee, whose responsibilities will include:

1. Recommendation to the Board the selection of an independent CPA firm to provide annual audits or reviews and tax services each year.
2. Advice to the KHSA Board of Directors and KHSA staff on the policies regarding accounting practices and ensures they are in accordance with Generally Accepted Accounting Practice (GAAP).

The results of the audit, including management findings, will be reported to the Board. Annual audit reports will be submitted to current and potential funders as required. A CPA firm will not be retained to perform these services for a period longer than five years.

Policy 5006: Bank Accounts

KHSA will establish and maintain bank checking, savings and investment accounts that are deemed by the Board to be in the best financial interests of the association. The current balances in all accounts will be reported to the Board at its regular meetings. The Board will take action to designate signatories on these accounts to include the President, Treasurer and Executive Director or other members of the Board of Directors as deemed appropriate. The Executive Director may approve payments for routine expenses within the budget up to \$2000. Payments above \$2000.00 require approval by a member of the Board of Directors deemed appropriate by the Board of Directors. All checks, payments, and charges to the debit card must be supported by appropriate documentation including an approved invoice or check/reimbursement request including the name of the payee, date, itemization of charges and account against which the payment should be charged.

Policy 5007: Separation of Duties

- The Office Manager is responsible for ensuring incoming mail is sorted and distributed.
- The Fiscal and Program Manager is responsible for ensuring deposit slips are prepared. A copy of the deposit slip and other documentation are maintained by the Fiscal and Program manager. The Fiscal and Program Manager is responsible for ensuring deposits are inputted into the accounting system.

- The Fiscal and Program Manager is responsible for ensuring that deposits are taken to the bank in a timely manner.
- The confirmation slip of the deposit from the bank is maintained by the Fiscal and Program Manager and matched with the deposit back-up documentation and filed.
- The Fiscal and Program Manager writes checks and prepares payments, which are signed or approved by the Executive Director or a member of the Board of Directors, depending on the amount.
- The Fiscal and Program manager is responsible for ensures that receipts are recorded and bank reconciliations are completed in a timely fashion.

Policy 5008: Administrative Fees

KHSA's standard administrative fee for grants and subcontracts is no less than 15 percent, unless specified by the funding agency. Administrative fees will be charged against each grant, based on the equal distribution of the administrative fee throughout the grant period.

Policy 5009: Financial Return on Professional Development & Products

Conferences, trainings, other events for which KHSA is the primary sponsor, and services and products sold will serve as a revenue source to the Association and will be designed to generate a minimum of 30 percent revenues over expenses. Financial reports of these events, services, and products will be provided to the Board on a regular basis.

Policy 5010: Procurement

Purchases of goods or services exceeding \$5,000 must be handled through a competitive bid process, with at least two independent estimates solicited from qualified vendors, when there are at least two vendors who meet necessary criteria. Bids are reviewed by the Executive Director and/or Fiscal and Program Manager and a decision made by the Executive Director with input from the appropriate Board committee. The decision will be reported to the Board at or before the next Board meeting. Decisions will be based on an evaluation of quality, cost, experience of the vendor and other factors.

Policy 5011: Returned Checks

All returned checks will incur a processing fee equal to the amount charged KHSA plus 15 percent to cover current bank charges.

Policy 5012: Use of Debit and/or Credit Cards

Credit and/or Debit cards issued to employees and contractors are the property of KHSA and can only be used for authorized payments for goods and services.

At no time is either to be used for personal purchases. Credit cards should be used for hotel charges and in any situation where there is increased opportunity for fraud. Employees and contractors must submit itemized receipts. In lieu of a receipt, the employee or contractor may be accountable for payment of those charges. Lost or stolen cards shall be reported immediately to the issuing institution. Cards may not be used to obtain cash, nor should cash be accepted for credit card returns.

Policy 5013: Travel

Mileage will be reimbursed at the current IRS allowable rate at the time of the occurrence.

Policy 5014: Authorization to Submit/Accept Grants

The Executive Director may pursue any funding opportunities that arise on an as-needed basis, based on the mission of the organization.

Policy 5015: Maintaining Financial Records

The following records will be maintained as follows:

**Retain Permanently**

- Corporate minutes, charter, by-laws
- Articles of Incorporation, agreements and related documents
- All documents evidencing federal, state and local tax exempt status
- Year-end financial statements (with accompanying account reports)
- Books of accounts
- Federal information (Form 990) and unrelated business income tax (Form 990T)
- Returns and state and local annual reports and registrations
- Payroll tax returns

**Retain Indefinitely**

- Executory contracts (where all obligations of parties have not yet been met)
- Grants received from corporations and/or foundations

**Retain for Six Years**

- Payroll and personnel records (other than payroll tax returns)
- Fiscal year end bank statements and reconciliations

**Retain for Four Years**

- Auditors' recommendations ("management letters')

- Interim financial statements and reports to Board of Directors
- Executed contracts (including expired leases and insurance policies)
- Bank statements and reconciliations (except for fiscal year end)
- Cancelled checks
- Sales and purchase invoices and supporting documentation (including petty cash vouchers)
- Expense reimbursement reports and supporting documentation
- Other detailed records supporting federal, state and local regulatory reports
- Other important correspondence
- Most anything that is neither specifically listed here not considered particularly important

#### **Retain for One Year**

- Duplicate bank deposit slips
- Unimportant correspondence

#### Policy 5016: Risk Management

The Board of Directors or Finance Committee will annually review insurance coverage.

- **Directors' and Officers' Liability:** Coverage includes the Board of Directors and Officers of KHSA for whom an alleged breach of duty, neglect, error, misstatement, misleading statement, omission, or other act wrongfully done or attempted by the persons above is claimed. The limit liability shall be not less than \$500,000.
- **Worker Compensation/Employer Liability:** This insurance shall protect KHSA against claims brought under the Kansas Workers Compensation Law and shall protect against claims for injury to, disease, or death of workers which may not fall within the provisions of the Workers' Compensation Act. The liability limits shall not be less than the statutory requirements. The liability limits shall be the following:
  - \$100,000.00 per accident
  - \$500,000.00 disease policy limit
  - \$100,000.00 disease limit per employee
- **General Liability and Property Insurance:** KHSA shall procure general liability insurance to protect against claims arising out of any act or acts of omission by KHSA resulting in personal injury to or property damage. Property insurance shall be procured to protect property against the perils of fire and extended coverage and physical loss or damage to property. The liability limits shall be not less the \$2,000,000.00 in the

aggregate, with \$1,000,000.00 per occurrence each for bodily injury and property damage, with employee dishonesty coverage at \$10,000.

Policy 5017: Investment Policy for Reserve Fund *Adopted 10.7.09*

Current assets to be placed into the KHSA Reserve Fund will include the Certificates of Deposit the organization currently owns.

Future deposits will include all interest earned off of other investments or other monies as determined by the Board of Directors.

This fund will be managed as if it will be in existence for 10+ years.

The expected portfolio return of this fund should be equal to or greater than the overall long term return of the average Short Term Bond Funds in the Morningstar Database.

### **INVESTMENT OBJECTIVES**

This account is for the use of KHSA in the event that normal funding of the organization's activities is diminished.

### **INVESTMENT PHILOSOPHY**

This money shall be invested so that it keeps up at least with inflation plus 1%-2% additional return over time. This should be construed to be essentially the same average as the Short Term Bond Fund average as determined by Morningstar.

Risk is defined in investments as volatility. Some risk will always need to be taken in order to get a rate of return over the long term inflation rate. The amount of this volatility should be compared to the volatility of the Morningstar funds that are High Quality-Short Term Bonds in the database.

There will come a time when the majority of these funds will not be able to make an adequate return. A decision to sell to cash or invest in some other non-correlated asset class will need to be made. If no one on the Board of Directors has an investment management background, the Board should hire a qualified advisor to assist in making the appropriate decision.

The Board of Directors with input from the KHSA Financial Advisor will make decisions about which funds in which to invest. All funds should be invested in funds highly rated by Morningstar. If hiring an advisor to the fund becomes more expensive than the expected annual return on the money, the Board should consider putting all the money into Certificates of Deposit.

## **INVESTMENT SELECTION CRITERIA**

Investments should be in mutual funds, Exchange Traded Funds (ETFs), or individual bonds and should be evaluated as possible alternatives every other year beginning in 2011. Investment selection guidelines should follow the Uniform Prudent Management of Institutional Funds Act criteria as a general rule. In addition;

Funds selected should be highly rated by Morningstar or a similar rating service and cost less than the average for management.

Funds selected can be either taxable or tax free.

Funds should be true no-load funds.

Index funds and actively managed funds should be equally regarded.

Trading costs should be kept low.

## **MONITORING PROCEDURES**

There will be fluctuations in the account value that need to be monitored by someone on the Board of Directors (normally, The Treasurer) on a quarterly basis and reported to the Board of Directors. The Board will need to know:

- How did the account do relative to other funds in its category over the last three years?
- Have we lost any principal? Each Quarterly Statement of the funds will be provided to the KHSA Board of Directors.
- What is the current expectation for inflation in the economy?
- Are there reasons for us to take money out of this fund in the next six months?

There will be times when the fund underperforms the Morningstar Average, and if the fund has consistently underperformed for more than two years, the

money should be put into another set of funds or into CDs or cash until such time that the market will support an upward movement in these assets.

**Section 600: Professional Development Policies**

Original Date: 5/00                      Reviewed: 5/05                      Reviewed 12/12

**Outcome Focus:** KHSA professional development policies support the outcome that “KHSA members experience increased personal and professional growth and development.”

**Quality:** KHSA ensures that all professional development events are thoughtfully designed, in accordance with federal priorities, effectively coordinated and financially sound in order to produce a quality educational experience for participants, and to ensure that Head Start continues to build its reputation for quality in the early childhood field.

**Content:** KHSA demonstrates the integration of child development, family and community partnerships, as well as Head Start mission, values and emerging topics. KHSA contributes to the development of up-to-date knowledge and practice within the Kansas Head Start community and plans its events to ensure that topics of immediate interest and priority are addressed.

**Partnerships:** KHSA will partner with other organizations which have similar missions and values to offer professional development opportunities of mutual benefit to our members. KHSA will work to ensure that members are aware of and participate in these opportunities to develop their skills, knowledge and networking with other professionals. Partnerships may include co-sponsorship, promotion, participation in planning and other strategies.

**Family Integration:** KHSA is committed to the personal and professional development of Head Start family members and will support their roles as Policy Council members, KHSA members, program volunteers, advocates for their children and families, and as their children’s first teachers.

**Financial Policies:** Conferences and events for which KHSA is the primary sponsor will serve as a revenue source to the Association and will be designed to generate a minimum of 30 percent revenues over expenses, to be reviewed annually. Requests for supporting sponsorships will be reviewed by the Executive Director and recommended to the Board for approval, based on consistency with KHSA goals, priorities and budget allocations. Payment for professional development events will be handled under the following policies:

- Registrations for training and networking events (not including the annual conference) are due to KHSA no later than one week (seven calendar days) prior to the scheduled event. Registrations must be accompanied by a check, payment, or purchase order number.
- Registered participants or their programs will be charged for training and networking events unless they notify KHSA by telephone or e-mail at least five (5) days prior to the event. No refunds will be given without at least five days notice of cancelling a registration. KHSA will charge a 20 percent processing fee for returned payments.
- KHSA individual members will be charged a “member rate” which is less than the non-member rate.
- Registration and payment policies for the conference are contained in each conference brochure, as posted on the KHSA web site and in the printed brochure.

**Accountability:** Planning of conferences and other professional development initiatives/activities will be the primary responsibility of the KHSA staff and committees of the Board of Directors in collaboration with the technical assistance system. Every effort will be made to ensure that Board policies are followed, reporting on information of interest to the Board relative to events and outcomes, and monitoring conference finances. The Committee will provide clear job descriptions for conference planning committee chairs and members and will be accountable to the Board for those committees and their work.

**Continuing Education:**

Contractors and staff are encouraged to pursue educational opportunities which contribute to their professional development and increase their knowledge and skills relevant to their positions with KHSA. KHSA will consider reimbursement for these opportunities when the following criteria are met:

- The contractor has worked with KHSA for at least one year.
- The contractor submits a proposal to the KHSA Board identifying the name of the course and the institution, the number of hours credit, the cost of tuition, books and other fees, a statement describing the relevance of the course(s) to the Association and how the contractor expects to transfer learning from the course to his/her position with KHSA.
- The institution must be an accredited college or university.

Upon review of the proposal, the Board may grant preliminary approval for reimbursement, based upon successful completion of the course(s) with a grade of “B” or above (3.0). In order to receive reimbursement, the contractor must submit receipts for approved expenses with documentation from the institution of the final grade.

## **Section 700: Resource Development**

Original Date: 9/05

### Policy 7001: Pursuit of Funds

KHSA does not compete with local Head Start programs for funds. KHSA will only pursue funds that are:

- Opportunities to support broad based programs that can impact the state or multiple sites and have statewide significance
- Project-specific
- Responsive to needs identified by programs

Before pursuing funds, KHSA will request assurance from grant makers that funding to the state association will not impact opportunities for local programs to apply for or receive funds.

### Policy 7002: Distribution or Sale of Materials

KHSA produces educational and other materials as part of its mission, which are frequently of interest to other organizations, both in-state and out-of-state.

When these materials are produced through grant funding, the funder's policies will govern how the materials may be shared outside KHSA and its member programs. When there are no grant or funder restrictions, the following policies will apply:

1. Educational materials produced by KHSA will be made available to Kansas partner agencies (such as KACCRRRA, KDHE) at cost, including the direct costs of copying and distributing the material, plus labor costs.
2. For out-of-state requests, an additional 30 percent of the direct costs of copying and distributing the material will be charged.
3. All materials distributed beyond KHSA will include recognition of KHSA and any other organizations which supported the development of the materials.

## **Section 800: Protection of Employees and Contractors**

Original Date: 6/10

Reviewed 12/12

### Policy 8001: Protection of Employees and Contractors from Reprisal for Whistleblowing

The purpose of this policy is to encourage employees and contractors to report Alleged Wrongful Conduct, and to prohibit supervisory personnel from taking Adverse Personnel Action against an employee or contractor as a result of a good faith disclosure of Alleged Wrongful Conduct to a Board member or to

KHSA's Audit Committee. An employee or contractor who discloses and subsequently suffers an adverse Personnel Action as a result is subject to the protection of this Whistleblowing Policy.

All employees and contractors are encouraged promptly to report Alleged Wrongful Conduct. No Adverse Personnel Action may be taken against an employee or contractor in knowing retaliation for any lawful disclosure of information to a Board member or to KHSA's Audit Committee, which information the employee in good faith believes evidences:

(i) a violation of any law; (ii) fraudulent or criminal conduct or activities; (iii) questionable accounting or auditing matters ; (iv) misappropriation of funds; or (v) violations of provisions of this Code (such matters being collectively referred to herein as "Alleged Wrongful Conduct").

No employee or Board member with authority to make or materially influence significant personnel decisions shall take or recommend an Adverse Personnel Action against an employee or contractor in knowing retaliation for disclosing Alleged Wrongful Conduct to law enforcement officials, a Board member or to KHSA's Audit Committee.

An employee or contractor who becomes aware of Alleged Wrongful Conduct is encouraged to make a disclosure to a Board member or to KHSA's Audit Committee as soon as possible.

This Whistleblowing Policy may not be used as a defense by an employee against whom an Adverse Personnel Action has been taken for legitimate reasons or cause. It shall not be a violation of this Whistleblowing Policy to take Adverse Personnel Action against an employee whose conduct or performance warrants that action separate and apart from the employee making a disclosure.

An employee's protection under this Whistleblowing Policy is in addition to any protections such employee may have pursuant to any applicable state or federal law and this Whistleblowing Policy shall not be construed as limiting any such protections.

## **Section 900: Terms and Conditions of Travel**

*Original Date: 6/10*

### Policy 9001: Terms and Conditions of Travel to Conferences and Meetings

1. Any traveler representing KHSA will attend the entire conference, meeting or event and report back to the board at the next meeting.

2. **IMPORTANT:** Any deviation in travel arrangements for personal reasons must be approved by the board and/or the executive director. Air travel is **not** refundable once the ticket is purchased. Travelers are responsible for keeping all receipts for expenses and filling out the appropriate reimbursement forms.
3. Conduct – Drug and/or alcohol consumption, as well as smoking, is prohibited at the actual event or meeting unless it is a conference reception that includes alcohol. A drink or two with dinner is acceptable as long as it does not alter an individual's state of mind. Individuals are expected to maintain high professional standards, safeguard confidentiality, and perform with intelligence, commitment and enthusiasm. Hotel rooms are to only be used by those specifically assigned to the room. Room keys are not to be shared with anyone other than the person assigned the room key by the hotel. Individuals will not solicit or accept gratuities, favors, or anything of value for personal use or enrichment from contractors/vendors or potential contractors/vendors or general public. Individuals are expected to continually be aware and take pride in their role within the community and uphold the standards that best represent KHSA.

Personal phone calls, texts, and emails are restricted to breaks and personal time.

4. Dress Code – All attendees are required to be in casual business dress in good condition (i.e. slacks or skirt, blouse...no t-shirts or sweat suit materials etc). This includes evenings at dinner or conference/meeting events.
5. Receipts – Receipts for transportation including luggage, hotel, taxi cabs, shuttles, buses or subway trains must be submitted to KHSA on the appropriate reimbursement forms.
6. Taxi Receipts – Funds may only be used for taxi transportation from airport to hotel, from hotel to airport, and to eating establishments within a 10-mile radius from the hotel. Reasonable tips may be included in the receipt. Taxi costs to and from entertainment locations (*i.e. amusement parks, movie theaters, shopping malls, etc.*) are the responsibility of the traveler. Additionally, any funds spent by the traveler for taxi transportation that exceeds the allotted amount is the responsibility of the traveler and will not be reimbursed by the association.

7. Confidentiality – KHSA representatives may encounter sensitive issues regarding board business or other entities. This information must not be shared outside of the board.

The KHSA Executive Director shall review these guidelines with travelers, and both shall sign a written agreement prior to each travel incident. Failure to comply with these expectations may lead to not being asked to travel/attend Kansas Head Start Association meetings/conferences etc.