



## Portland Public Schools Head Start

### INTERNAL DISPUTE RESOLUTION POLICY AND PROCEDURE

#### Policy:

The Internal Dispute Resolution Policy and Procedure is used to solve a problem between the Policy Council and the Board of Education after all other means of settlement have been exhausted. It is expected that all differences will be settled at the lowest level of authority possible.

#### Procedures:

In the event that a dispute arises between the Portland Public School Board of Education (and/or its designated representative) and the Portland Public Schools Head Start Policy Council, a Dispute Resolution Committee will be formed. The dispute will be resolved in the following manner:

1. A disagreement requires the Board of Education (governing body) or the Policy Council to notify the other in writing why it does not accept a decision.
2. Chair of the PPS Board of Education will appoint a member to the Dispute Resolution Committee.
3. Chair of the PPS Head Start Policy Council will appoint a member to the Dispute Resolution Committee.
4. If agreed upon by both parties, Head Start Staff will serve as a resource to the committee.
5. A Dispute Resolution Committee meeting will be scheduled within 30 calendar days for the parties to meet to discuss the disagreement.
6. The Dispute Resolution Committee will evaluate the disagreement and make a resolution determination.
7. If the committee does not reach a resolution and an impasse continues, the Board of Education (governing body) and the Policy Council will select a mutually agreeable third party mediator.
8. The recommendation of the mediator is final.