

 Policy #: A-7	Effective Date: 2/26/02	Page #: 1 of 4
Ref #: 1304.51(b)	Policy Council Approval Date: 8/28/07	Revision Date: 4/12/07, 6/1/07

COMPONENT: ADMINISTRATION

SUBJECT: PREPARING POLICY COUNCIL PACKETS AND IN-KIND FORMS

PERFORMANCE OBJECTIVE: The purpose of this policy is to implement procedures for preparing and mailing information to be presented to the Policy Council.

1. Regular Head Start Policy Council meetings are held the fourth Tuesday of every month at 12:00 noon as designated in the Policy Council By-Laws. All Policy Council members must be sent an information packet at least ten days prior to each meeting as well as a copy sent to the Executive Director. The packet will consist of an agenda for the next meeting; the minutes of the last meeting; information on any old or new business to be discussed; and reports concerning financial status, enrollment, personnel, etc.; and any other information that should be brought to the attention of the Policy Council.
2. The following process will be utilized to prepare Policy Council packets:
 - a. Develop and prepare an agenda listing all the necessary information to be covered at the next meeting. The standard agenda format is attached.

HEADING: State the date, place, and time of the meeting.

SECTION I: Call to Order/Roll Call/Establishment of a Quorum - Chairperson.

SECTION II: Reading of minutes from previous meetings and approval

SECTION III: Old Business (*List any items that have previously been discussed that the Director wishes to update or clarify*)

- A. Enrollment/ADA/Recruitment:
- B. Financial Status Report:
- C. Additional Items: (*Obtained from the Director*)

SECTION IV: New Business (*List any items that have not previously been discussed that the Director wishes to bring before the Council*)

SECTION V: Adjournment

- b. Sources of Information: Enrollment/ADA/Recruitment data will come from the Family Service Manager, usually the morning of the meeting to ensure accuracy. Recruitment data is only provided at the beginning of the school year. A calendar for all seven classrooms is provided by the Education Manager at the beginning of each new school year. The Financial Status Report is provided by the Director of Finance. Other information may be provided by the central staff but all information in the Policy Council packet must be approved by the Director prior to reproduction and mailing.
3. Reproduction and Distribution: All information compiled for policy council packets will be duplicated and mailed by the Receptionist to each member of the Policy Council at least ten days prior to the next meetings as well as a copy sent to the Executive Director.
4. Pre-Establishment of a Quorum: Approximately 2 or 3 days before the policy council meeting, the Receptionist will call all Policy Council members to confirm whether or not they will attend the meeting. There are seven (7) centers in four (4) counties and there must be at least one Policy Council member representing four (4) of the centers to establish a quorum, Community Representatives can represent any center in their county. When all members have confirmed their attendance status, the Director will be advised as to whether a quorum will be achieved on the meeting date. On the day prior to the meeting, the Receptionist will call the meeting place to advise them of the number of people expected to attend the meeting, if the meeting place is outside of Head Start.
5. Sign-In Sheet: There will be a Sign-In sheet for all the members that attend the meeting. This sheet will be given to the Receptionist after the meeting. The Receptionist will provide the original to the Marketing Manager. A copy of this form is also attached.
6. After the Policy Council has met, the Receptionist will send copies of approved minutes to the centers. Lead Teachers are to post the minutes on the Parent Board. Previous monthly minutes are to be kept in a binder by the lead Teacher for reference. The Information Technology Manager or designee will update changes to the Policies and Procedures, Personnel Policies, Job Descriptions etc. on the Highland Rim Head Start webpage at www.highlandrim.org.
7. Original data covered in the Policy Council meeting will be placed in a binder headed Policy Council Minutes for that program year. It will be kept current monthly by the Receptionist.

Policy Council Agenda

Date

Location

Time

I. Call to Order/Roll Call/Establish Quorum - Chairperson

II. Reading of Minutes from Previous Meetings and Approval

III. Old Business

A. Enrollment/ADA/Recruitment

B. Financial Status Report

C.

D.

IV. New Business

A.

B.

C.

D.

E.

V. Adjournment

