

Policy Council Orientation

(Things to Remember)

Meeting Overview

1. Meets every month (Zoom – Admin Building) **except Nov/Dec are combined. Normally, there are no meetings in July/August.**
2. Time and Dates are set by each PC at the beginning of the school year (Typically the 4th Tuesday of the month at 9:00 to 9:15 AM)
3. PC consists of elected parents of currently enrolled students and community representatives (Cannot serve more than 5 years total)
4. PC Agenda and packets are made available at prior to meeting date (72 hours is the rule)

Shared Governance

5. PC shares governance with the Governing Board. Governing Board has the majority of the responsibility is the grantee.
6. CSNT (Community Services of Northeast Texas Inc) is a non-profit that delivers resources to communities including Head Start/Early Head Start Services
7. General responsibility of PC is to approve policies and procedures that govern the implementation of services

Monitoring, Evaluation, Planning

8. PC monitors monthly reports, plan updates, annual audit information, Annual Self-Assessment, all Monitoring Reports, and Long & Short Range Goals with progress

Fiscal Management

9. PC approves all funding applications including budget amendments and budget revisions

Personnel Management

10. PC approves hiring of the Head Start/Early Head Start Director, Human Resources Director, Chief Financial Officer, and all personnel that are paid from Head Start funds

Most Important

11. Attend meetings, participate in committee meetings, ask questions when you have questions.

Thank you for being a part of our Policy Council