



Under provisions of district policy BDF (LOCAL) and Part 1301 of the Code of Federal Regulations, the Head Start Policy Council (HSPC) is established by the Superintendent and serves at the will of the Superintendent. The Superintendent shall designate an appropriate staff member to serve as the Head Start Policy Council coordinator.

The HSPC shall serve strictly as an advisory body at the will of the Superintendent. The HSPC shall have no power to expend public funds, enter into contracts, or otherwise place obligation or liability upon the district.

Under the provisions of district policy BDF(LOCAL), it shall be the responsibility of the coordinator of district advisory bodies, in consultation with the committee coordinator, to establish and amend the bylaws, as needed.

Article II: Charge

The purpose of the HSPC is to provide direction to the district's Head Start program, including program design and operation, and long- and short-term planning goals and objectives, taking into account community needs.

To accomplish its purpose, the HSPC shall have the following responsibilities as outlined in the Head Start Act:

- 1) Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
- 2) Program recruitment, selection, and enrollment priorities.
- 3) Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.
- 4) Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.
- 5) Bylaws for the operation of the policy council.
- 6)

Article II: Meetings

The HSPC shall conduct regular meetings, and the committee coordinator shall determine the regular meeting schedule. The regular meeting schedule shall be placed on the HSPC website. The regular meeting schedule may be revised as necessary by the committee coordinator. If necessary, the committee coordinator may cancel a regular meeting with good cause (i.e., inclement weather or other adverse conditions), and determine if the meeting should be rescheduled. Members shall be given the reason for meeting cancellations, and be given sufficient notice of canceled or rescheduled meetings.

The committee coordinator will request approval from the Chief Officer of Intergovernmental Relations & Board Services and the district advisory body coordinator to establish a subcommittee and shall provide a description of the purpose and the desired outcome of the requested subcommittee. Subcommittees may not constitute a quorum of the HSPC committee. Subcommittee shall meet at the discretion of the committee coordinator.

Minutes shall be kept for all regular meetings and other plenary meetings. Minutes may be kept for subcommittees at the direction of the committee coordinator. Minutes are records of meeting highlights, and are not intended to provide a high level of detail. At a minimum, minutes shall include: attendance of members, staff and visitors; the time the meeting was called to order and adjourned; the outcome of any votes or other actions; and a brief synopsis of the meeting proceedings. Minutes for regular meetings and other plenary meetings shall be approved by the HPSC and posted on the HSPC website.

Article IV: Membership

Members are selected by in accordance with District Policy BDF (LOCAL) and Part 1301 of the Code of Federal Regulations. Membership of the HSPC will strive to reflect the geographic, ethnic, sexual orientation, gender identity and expression, disability, and economic diversity of the district. The committee shall be compromised of 51% parent members and 49% community members using the following parameters:

- One parent from each Head Start campus (8)
- One alternate parent from each Head Start campus (8)
- 2-3 community members from agencies engaged in Early Childhood Work

The following restrictions apply to the HSPC membership

Any formal action of the HSPC shall be communicated in a timely manner to the Board, through the Superintendent. Likewise, any formal action of the Board related to the district's Head Start program shall be communicated in a timely manner to the HSPC, through the Superintendent.