





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.

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.



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