

Policy Committee Meeting Agenda

(Hot Sheet)

CF/P-11 Revised 11/03

(optional)

This form is used for planning delegate policy committee meetings.

1. A staff person assists the parent officers to develop the meeting agenda. The meeting is held at the time regularly scheduled for agenda meetings.
2. **Note:**
 - a. “Center/Delegate Staff Reports” include education, health, and social service staff and updates.
 - b. Policy Committee meetings should also include a report of the Stanislaus Head Start Policy Committee (SHSPC) meeting.
3. After the agenda is prepared:
 - a. The agenda is translated, if needed.
 - b. The white copy is submitted to the Delegate office.
 - c. Staff mails copies of the agenda to committee members according to the timeline specified in the Policy Committee bylaws.
 - d. Center staff post a copy of agenda on the parent bulletin board prior to the meeting.

Persons scheduled to make presentations should be contacted by parent or staff person responsible.