

TO: POLICY COMMITTEE REPRESENTATIVES AND HEAD START TEACHERS  
SUBJECT: POLICY COMMITTEE MEETING

**POLICY COMMITTEE MEETING/ORIENTATION**  
**THURSDAY, OCTOBER 15, 2015**  
**9:00 AM – 11:00 AM**  
**LOCATION: CAPITAL CITY CHILD DEVELOPMENT CENTER**  
**7220 24<sup>TH</sup> STREET**  
**If you have any questions please call Rose Moya, Parent Advisor at 643-7822.**

*Performance Standard 1304.50(a)(1) Grantee and delegate agencies must establish and maintain a formal structure of shared governance through which parents can participate in policy making or in other decisions about the program.*

## AGENDA

### **I. Call to Order/Roll Call**

### **II. Orientation**

- A. Roles and Responsibilities
- B. Executive Board
- C. How to Make a Motion
- D. Attendance and Reimbursements
- E. Conflict of Interest

### **III. Consent Items**

- A. Approval of the Minutes of the September 17, 2015 Meeting

### **IV. Action Items**

- A. Approval of Past Parents & Community Representative

### **IV. Action Items-Continued (Closed Session Personnel-Pursuant to Government Code Section 54957)**

- A. Staff Approval (if applicable)

### **V. Information Items**

- A. Director's Report
- B. Eligibility, Recruitment, Selection, Enrollment and Attendance Report
- C. Fiscal Monthly Report
  - Department Credit Card Statement of Account
  - USDA Meals/Snacks
- D. Policy Council Report
- E. Nutrition Update
- F. Facility Update
- G. First 5 Update

### **VI. Open Discussion and Comments**

### **VII. Public Participation**

### **VIII. Adjournment**