



**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY**

NO. 01 ISSUE 1
PAGE 1 of 2
EFFECTIVE: 12-28-10
Updated

SUBJECT:

**Organization of Parent Advisory Committees and
Election of Policy Council Members**

APPROVED: 12-28-10


BY: Ron Griffin, Director

PURPOSE

The purpose of this policy is to have clear guidelines for the organization of Parent Advisory Committees and the elections of Policy Council representatives from those committees.

POLICY

To provide every parent of a child enrolled in the Head Start, Early Head Start or State Preschool program with the opportunity to participate in shared decision-making concerning the center operations and activities that address their interests/needs, and to support any endeavor that enhances the education and healthy development of their children.

REFERENCE

Head Start Performance Standards: 1304.50(a)(1)

PROCEDURE

- The Site Supervisor or designee is responsible for training the parents in their roles as decision makers and meeting facilitators.
- All parents of enrolled children in the Head Start, Early Head Start and State Preschool programs are members of the Parent Advisory Committee.
- Meetings are held at a time and day of the week most convenient to the greatest number of parents in all programs.
- Parents are given the opportunity to view the Parent Participation video prior to any elections for officers for the committee.
- Officers of the Parent Advisory Committee are: Chairperson, Co-Chairperson, Secretary and Treasurer. Officers must be elected by the parents of enrolled children.
- After the Committee is organized, a representative to the Policy Council and one alternate are elected. Any of the officers can be elected as Policy Council Representative or Alternate.
- No grantee or Delegate Agency staff or immediate family members may serve on the Delegate Agency Policy Committee or on the Policy Council.
- The child of the Policy Council representative must occupy a Federal funding category.
- The Parent Advisory Committee's elected officials conduct meetings on a monthly basis to discuss center issues and other topics relevant to the health and safety of their children. Topics may include: health information, housing needs, adult education, and public assistance.

- The Site Supervisor meets with the Chairperson prior to the monthly meeting to plan an agenda. The agenda includes: date, time, person presiding over the meeting, pending business, new business, open forum, special presentations, announcement(s), and adjournment. The minutes of the Parent Advisory Committee meeting should mirror the agenda.
- Any action (voting) item by the members of the committee must be reflected in the meeting minutes.
- The Site Supervisor collects the agenda, meeting minutes, sign-in sheet and any hand-outs and submits them to the agency Supervising Program Specialist each month for documentation. A copy of the package is kept at the site. A list of Committee officers' names and contact information is submitted at the beginning of the school year.
- Home Base and Early Head Start parents are included in the monthly Parent Advisory Committee Meeting.