

**Task: Preparing for and Conducting the First Parent Committee Meeting**

Task	Person Responsible	Date to be Completed
1. Schedule the First Parent Committee Meeting. All Materials for Parent Meeting will be included in Meetings Binder provided by Family Service Manager. Should you need additional copies, please refer to HRHS website. Parent Letter copies will be provided with Binder.	Fam. Svs. Mgr.	July/August
2. Mail or give a copy of the First Parent Meeting Letter to each parent.	Family Advocate	5 days before
3. Follow the Parent Committee Meeting Menu to complete and submit a purchase request for refreshments. Submit PO request to FSM.	Family Advocate	10 days before meeting
4. Copy the following meeting material for all parents and give copies to FSW's for preparation of each of their meetings: - First Parent Committee Agenda -PAF Info Sheet - Parent Committee Code of Conduct -PAF Request - Parent Committee By-Laws - Job Descriptions for Parent Committee Officers; Chairperson, Vice Chairperson and Secretary - Policy Council Information Sheet - Job Description of Policy Council Member	Fam. Svs. Mgr.	Before meeting
5. Discuss Agenda, Code of Conduct, and Potential Officers Create a Parent Committee Notebook to be used throughout the year	Family Advocate/Teaching Staff	Family Team Meeting
6. Arrange for space, chairs, name tags for the meeting.	Family Advocate	Prior to meeting
7. Purchase approved refreshments.	Family Advocate	Day of meeting
8. Greet and welcome parents and ensure parents: - Sign-in - Receive handouts - Encourage parents to review handouts	All Staff	Before meeting begins
9. Conduct the meeting according to the Parent Committee Meeting Agenda. Start with "The Parent Committee Information" sheet. - Ask parents if they have a copy of the Parent Committee By-Laws and if they have any questions. Be able to discuss the highlights but not necessarily reading it to them. * Discuss the Parent Committee Code of Conduct and ask parents to sign the code. <u>All</u> parents are members of the Parent Committee and must sign the Code of Conduct. * Review the slate of Parent Committee Officers and their job duties. - Ask for nominations and seconds and then call for a vote from all parents for each officer. - Determine the outcome of the votes for each officer. - Ask officers to sign their job descriptions. - File a copy of the signed job description in the Parent Meeting Notebook. * Discuss Policy Council by utilizing the "Policy Council Information Sheet". Answer any questions parents may have.	Family Service Worker/assigned designee	During meeting

**Task: Preparing for and Conducting the First Parent Committee Meeting (con't)**

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<p>#9. Continued</p> <ul style="list-style-type: none"> <li>* Discuss the process for selecting Policy Council members.                             <ul style="list-style-type: none"> <li>- Review the Policy Council Member Job Description with parents.</li> <li>- Present recommendations for Community Representatives Parents will approve by vote, community representatives even if they may be returning reps. Ask for a motion, second and then call for a vote of all parents.</li> <li>- Repeat the steps used for electing Parent Committee Officers to elect the parent Policy Council Representative and Alternative.</li> </ul> </li> <li>* Ask parents to decide on a day/time for their Parent Comm. Mtgs. It should be clarified to all present that PC members and Policy Council members must be a parent of guardian of the enrolled Head Start child. Former parents or Family/Household members who are not related to the enrolled Head Start child by blood or legal means cannot serves as an officer or committee member. They are more than welcome to come and participate but they will not be allowed to vote or serve.</li> </ul>	<p>Family Advocate or designee</p>	<p>During Meeting</p>
<p>10. Record all actions in the Parent Committee Meeting Minutes. (Refer to the procedure "Taking Parent Committee Meeting Minutes.")</p>	<p>Designated staff</p>	<p>During meeting</p>
<p>11. Complete the Parent Committee Officer/Policy Council Member Form using the following format:</p> <ul style="list-style-type: none"> <li>- List the name of the classrooms and Family Advocate</li> <li>- List the name of each person clearly and correctly</li> <li>- List the complete address, email and telephone number for each person</li> </ul>	<p>Family Advocate</p>	<p>Day of meeting</p>
<p>12. Post Parent Meeting Minutes on Parent Board</p>	<p>Family Advocate</p>	<p>Day after Meeting</p>
<p>13. Attach a copy of the minutes to the Roster and submit to the Family Service Manager and Operations Manager.</p>	<p>Family Advocate</p>	<p>Day after meeting</p>
<p>14. File agenda, sign-in sheet, original minutes and other relevant items in the Meeting Notebook.</p>	<p>Family Advocate</p>	<p>After meeting</p>
<p>15. Ensure the Meeting Notebook is current and available for review.</p>	<p>Family Advocate</p>	<p>At all times</p>
<p>16. Meeting notebook should be brought to Family Service Meeting to submit documentation</p>	<p>Family Advocate</p>	<p>Monthly</p>