WEST ORANGE – COVE CISD
NORTH EARLY LEARNING CENTER
HEAD START PROGRAM
Orange, Texas

Board of Trustees

Proposed 2011-2012 Board of Trustees' Planning Calendar

Month and Suggested Activities

December 2012
- ➢ Review/Approve Written Policies that Define Roles and Responsibilities of Governing Body Members
- ➢ Review/Approve Procedures Describing How The Governing Body and Policy Council will Implement Shared-Decision Making
- ➢ Review/Approve Composition of the Policy Council and the Procedures By Which Members are Chosen
- ➢ Review/Approve Policy Council By-Laws
- ➢ Review/Approve Program Personnel Policies and Subsequent Changes to These Policies, including Standards of Conduct for Program Staff, Consultants, and Volunteers
- ➢ Review/Approve Letter of Appointment of School Board Representative on Head Start Policy Council
- ➢ Review/Approve Staff Handbook

January 2012
- ➢ Review/Approve the following Content Area Work Plans: Planning; Communication; Record-keeping and Reporting; Ongoing Monitoring; Fiscal Management; Human Resource Management
- ➢ Review /Approve the Criteria for Recruitment, Selection and Enrollment Priorities
- ➢ Review/Approve Procedures for Head Start Program Planning

February 2012
- ➢ Review/Approve the following Content Area Work Plans: ECE, Health, Disabilities
- ➢ Review Proposed 2012-2013 HHS Continuation Application Budget
- ➢ Review/Approve Written Procedures for Resolving Internal Disputes, including Impasse Procedures

March 2012
- ➢ Review/Approve the following Content Area Work Plans: Family Services; Transportation

April 2012
- ➢ Review Parent Satisfaction Surveys
- ➢ Review Annual Self-Assessment Results
- ➢ Review/Approve Head Start Long- and Short-range Goals and Objectives
- ➢ Review Community Assessment Results/Update
- ➢ Approve Procedure for Selection of Policy Council Members

Monthly Policy Council Meeting Minutes will be submitted to ensure Shared-Decision Making and communication.

This is a working document that may be revised on an as-needed basis.