

Education Service Center, Region 20
Head Start Program

Procedure or Form Title	Parent Committee & Policy Council Elections, Ongoing Membership, & Robert's Rules of Order
Timeline	September, first Parent Committee meeting
Location of Documentation	Parent Committee Members - at campus in Parent Committee binder Policy Council Members – at ESC-20 in the Policy Council binder

Procedural Steps		Staff Responsible
1.	<ul style="list-style-type: none"> ✓ During the initial visit/orientation meeting with parents/guardians, FSA staff provide an overview of Parent Committee and Policy Council governance opportunities. ✓ Prior to the first scheduled Parent Committee meeting, FSA staff send home fliers promoting the Parent Committee meeting to Head Start parents/guardians as well as any Pre-K parents/guardians who have children integrated in the Head Start classrooms. ✓ During the first Parent Committee meeting of the school year, parents/guardians are informed by Head Start staff of the roles and responsibilities of Parent Committee officers. ✓ Elections for Parent Committee officers are conducted. Best attempts are made to elect a President, Vice-President, and recording Secretary. ✓ Head Start staff provide a brief overview of Parliamentary Procedures so that parents/guardians are aware of Robert's Rules of Order. ✓ Head Start staff provide an overview of Policy Council purpose and encourage parents/guardians to nominate themselves or others who are in attendance for the Parent Representative roles. ✓ Former parents, relatives of current or former Head Start children, parents/guardians of Pre-K children and other community members attending the Parent Committee meeting are encouraged to nominate themselves or others who are in attendance for the Community Representative roles. 	Community & Family Coordinator FSA Management Team
2.	<p>Bexar County – The following process is due to geographic locations and number of campuses that the children are enrolled.</p> <ul style="list-style-type: none"> ✓ Alamo Heights and Somerset school districts elect two Parent Representative and one Community Representative as well as alternates. ✓ Southside school district will elect two Parent Representative and one Community Representative as well as alternates. Each campus will be assigned to elect one role so that each campus has someone elected. ✓ Southwest school district holds elections at each of the 11 campuses to elect one member for Policy Council. All 11 elected parents/guardians will be invited to attend the first Policy Council meeting prior to the meeting start time. A second election will be held within these parents/guardians to determine the two Parent Representatives and one Community Representative. All remaining members will be alternates. 	Community & Family Coordinator FSA Management Team
3.	<p>Tri-County – The following process is due to geographic locations and number of campuses that the children are enrolled.</p> <ul style="list-style-type: none"> ✓ Lytle, Natalia, Devine and Hondo school districts each have two Parent Representative and one Community Representative as well as alternates elected. 	Community & Family Coordinator FSA Management Team

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	<ul style="list-style-type: none"> ✓ Medina Valley school district holds a joint meeting of all three campuses at one location in order to elect two Parent Representatives and one Community Representative as well as alternates. ✓ Bandera school district holds two meetings on the same night at the same time at each location and communicate via phone or text as to which roles each campus is able to elect for Policy Council representation. Ultimately, Bandera school district elects two Parent Representatives and one Community Representative as well as alternates. 	
4.	Replacement Policy Council members are elected at the school district that is in need of membership during the remainder of the school year, as needed.	Community & Family Coordinator FSA
5.	FSA staff remind parents/guardians of upcoming Parent Committee and Policy Council meetings during their monthly Parent Engagement Contact.	FSA
6.	Community & Family Coordinators mail out Policy Council agendas and invitation letters to Policy Council members two weeks in advance of meetings.	Community & Family Coordinator
7.	Community & Family Coordinators send a reminder email to Policy Council members a few days in advance and attach travel and childcare reimbursement forms.	Community & Family Coordinator
8.	FSA staff contact Policy Council members via telephone the day of Policy Council to verify attendance or reason for not being available.	FSA