

United CAP Head Start

Calendar of Policy Council Agenda Items (Functions)

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| September | <ol style="list-style-type: none">1. Seating of the new Policy Council Members2. Elect Officers3. Set date and time for Policy Council Meetings |
| October | <ol style="list-style-type: none">1. Training: Policy Council Roles and Responsibilities
Parliamentary Procedure
Oklahoma's Open Meeting Law2. Review and take Action on the Policy Council Agenda Items3. Elect Personnel Committee4. Distribution & Discussion of ERSEA Plan (including Recruitment & Enrollment Plans and Criteria of Needs) and elect committee |
| November | <ol style="list-style-type: none">1. Discussion and Resolution of any problems re: By-Laws2. Discussion and Action on the ERSEA Plan3. Discussion of Performance Standards4. Elect United CAP Head Start's delegate to Oklahoma Head Start Parent Association for the OACAA meeting in December.5. Distribution and Discussion of Child Development & Health Services Plan6. Distribution and Discussion of Literacy Plan7. Elect Plans committee |
| December | <ol style="list-style-type: none">1. Discussion and Action on the Child Development & Health Services Plan2. Discussion and Action on the Literacy Plan3. Distribution & Discussion of Health & Safety Plan and Elect Plan committee4. Fiscal Management Training5. Elect Budget Committee6. Elect Policy Council member to serve on the Career Development Committee. |
| January | <ol style="list-style-type: none">1. Discussion of Personnel Policies2. Discussion & Action on the Health & Safety Plan3. Discussion & Action as needed on the Budget4. Distribution & Discussion of administration of self-assessment instrument.5. Distribution and Discussion of the Family & Community Partnerships Plan6. Distribution and Discussion of the Transportation Plan7. Elect Plan committees |
| February | <ol style="list-style-type: none">1. Discussion and Action on the Family and Community Partnerships Plan2. Discussion and Action on the Transportation Plan3. Distribution and Discussion of the Disabilities Plan & the Transition Plan4. Distribution and Discussion of the Technology Plan5. Submission of self-assessment instrument distributed in January6. Elect Plan committees |

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| March | <ol style="list-style-type: none"> 1. Discussion and Action on the Disabilities Plan 2. Discussion and Action on the Transition Plan 3. Discussion and Action on the Technology Plan 4. Distribution and Discussion of the Program Design and Management Plan 5. Distribution and Discussion of the Child Abuse Prevention Plan 6. Elect Plan committee/s |
| April | <ol style="list-style-type: none"> 1. Discussion and Action on the Program Design and Management Plan 2. Discussion and Action on the Child Abuse Prevention Plan 3. Review Buildings, space, equipment, supplies, and any problems. |
| May | <ol style="list-style-type: none"> 1. Review/Action on next year's proposed moneys and grant applications 2. Select Program Options 3. Review/Action on Employee Contracts 4. Distribution and Discussion of the Strategic Plan 5. Distribution and Discussion of the Career Development and T/TA Plan |
| June | <ol style="list-style-type: none"> 1. Review/Action on the Budget 2. Review/Action on any new grant applications 3. Discussion and Action on the Career Development and T/TA Plan 4. Discussion and Action on the Strategic Plan |
| August | <ol style="list-style-type: none"> 1. Review of last year's accomplishments 2. Recognition of last year's members |