



Webb County Head Start Policy Council

Tel. (956)795-1515 Fax (956)791-2149 P.O. Box 2397 Laredo, Texas 78044



MEMORANDUM

TO: Policy Council Members

FROM: David Ramirez, Policy Council Chair

SUBJECT: Regular Meeting

DATE:

The Head Start Policy Council meeting will hold its monthly meeting on Thursday, October 22, 2015 at 10:00 a.m. at the Webb County Head Start Main Office (5904 West Drive Units 6 & 7).

AGENDA

- I. Invocation / Roll Call
- II. Approval of Minutes
- III. Correspondence
- IV. Treasurer's Report
- V. New Business
 - A. Appointment of Policy Council Committees (Finance, Strategic Planning, Personnel, Scholarship, Community Assessment, Local Self-Assessment)
 - B. Report from County Auditor's Office Regarding Procedures for Selection of Independent Auditor
 - C. Approval of Cost Allocation Plan
 - POSSIBLE ACTION ON THE FOLLOWING ITEMS:**
 - D. Hiring of Personnel
 - E. Approval of Policy Council By-Laws
 - F. Approval of Administration Plan to include Addendums, but not limited to:
 - Program Design, Operation, and Planning (Goals and Objectives)
 - Procedures for Electing Policy Council Members
 - Reimbursement and Participation in Policy Council Activities
 - Standard of Conduct for Governing Body, Staff, Contractors, and Volunteers
 - Personnel Policies and decisions regarding employment of all program staff
 - Criteria for Employment and Dismissal of all Program Staff
 - Recruitment, Selection, and Enrollment Priorities
 - Budget Planning Process / Cost Allocation Plan
 - Selection of Independent Financial Auditors
 - Procedures for Reviewing Applications for Funding and Amendments
 - Selection of Service Areas / Delegate Agency
 - Self-Assessment Process, to include follow-up activities
 - G. Approval of Monitoring Plan
 - H. Approval of Self-Assessment Date for Training
 - I. Approval of Community Assessment Process
 - J. Approval of Health, Nutrition, Disabilities and Mental Health plans
- VI. Informational Items
 - A. Director's Report
 - B. Governing Board Activities
 - C. Financial Report



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- VIII. Set date and time for next meeting
- IX. Adjournment