

San Juan Unified School District
Preschool-Adult Schools and Programs
EARLY CHILDHOOD EDUCATION CHILD DEVELOPMENT PROGRAMS
HEAD START/EARLY HEAD START

Policy Committee Guidelines

A. Structure of Meetings

1. The Policy Committee meets once a month (August through May). Special meetings may be called in June and July, and a final meeting in September of the new year.
2. Meetings are conducted following Robert's Rules of Order.
3. A quorum of members present is required to pass action items on the agenda.

B. Purpose of Meetings

1. To coordinate the HS/EHS program for the benefit of each school site.
2. To set goals for the program and to evaluate the progress made towards those goals.
3. To review the program in the areas of budget, curriculum, guidelines, enrollment, and recruitment.
4. To become informed/active in legislation concerning children's issues.
5. To support parents, teachers, and staff.
6. To provide parents with education and leadership skills.

C. Role of the Policy Committee Representative

1. Act as a liaison between Classroom Parent Committee and PC.
 - a. To review and share the agenda and subject matter of the PC meetings with the parents/teachers/CDAs at the school site.
 - b. To bring teacher/parent observation of the program needs to the attention of the PC.
 - c. To assist the School Community Worker in creating a Parent Bulletin Board for the classroom. This board may include names/pictures of the class parent representatives, articles and information about parenting, social services, and community activities, and other items of interest and value to parents.
2. Attend the monthly meetings of the PC. (Child care is offered for toddlers and young children. Although child care is not available for infants, parents may request reimbursement for private child care).
3. Invite interested parents and community members to attend PC meetings.

D. Role of the Teacher with PC Representatives

1. Offer support and provide the representative with the opportunity to share information from the monthly PC agenda during the parent meeting.
2. Model good communication skills and the spirit of cooperation.
3. Listen to concerns of the parent representative and act as the facilitator in resolving issues and finding solutions.
4. Encourage active engagement in the classroom and during center parent meetings.