

Policy Council Leadership Team – December 5, 2017

9:00 – 9:30	Welcome and Introductions 1. Name/Site/Where you live 2. Position on Leadership Team	Everyone
9:30 – 10:00	Leadership Team Roles and Responsibilities	Lori and Quincy
10:00 – 10:30	Budgets	Mallory
10:30 – 10:45	Personnel Actions	Lori
10:45 – 11:00	Research Proposal	Lori
11:00	Drive to Seattle	Everyone
11:30 – 12:45	Group Development Activity	Everyone
12:45 - 2:00	Lunch	Everyone
2:00	Drive back to PSESD	Those who carpooled

Officer Position	Related PC Agenda Item(s)	Key Topics & Guiding Questions
<b>Co-Chairs</b>	<ul style="list-style-type: none"> <li>Overview of Proposed Agenda for Dec PC Meeting</li> </ul>	<ul style="list-style-type: none"> <li>Discuss the role of meeting facilitators</li> <li>Review the Bylaws as they pertain to voting duties of the Co-Chairs</li> </ul>
<b>Co-Vice Chairs</b>	<ul style="list-style-type: none"> <li>Board Update</li> <li>Shared Governance Activity</li> </ul>	<ul style="list-style-type: none"> <li>Discuss the role of Board Liaisons as the advocates for Early Learning on the PSESD Board</li> <li>Review the Shared Governance Activity</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>Meeting Minutes</li> <li>Attendance/Participation</li> </ul>	<ul style="list-style-type: none"> <li>Taking accurate minutes on what is being discussed, what decisions have been made</li> <li>Present minutes and ask if there are any corrections before asking for approval</li> </ul>
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>Treasurer’s Report</li> </ul>	<ul style="list-style-type: none"> <li>Discuss the PC budget, what expenditures this budget covers, decisions Leadership Team may need to make, etc.</li> </ul>
<b>Members-at-Large</b>	<ul style="list-style-type: none"> <li>Personnel Actions</li> </ul>	<ul style="list-style-type: none"> <li>Discuss the role of attending Center Director’s meetings</li> <li>Review the responsibility of the Leadership Team to review &amp; approve Personnel Actions</li> </ul>

Next Policy Council meeting: December 19, 2017

Next Leadership Team meeting: January 9, 2018