

Policy Council Leadership Team – December 4, 2018

9:00 – 9:30	Introductions and Ice Breaker	Everyone
9:30 – 10:00	Leadership Team Roles and Responsibilities	Lori and Quincy
10:00 – 10:45	Fiscal Training	Linda
10:45 – 11:00	Personnel Actions	Lori and Quincy
11:00 – 11:30	Group Development	Lori
11:30 – 12:00	Parent & Family Engagement Conference	Lori and Quincy
12:00-1:00	Lunch	
1:00-2:00	Gingerbread Competition	Everyone

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

Next Policy Council meeting: December 18, 2018

Next Leadership Team meeting: January 8, 2019