

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION**

Agenda Item 8.1f

Meeting Date: August 20 , 2015

Subject: Approve Child Development Head Start/Early Head Start Policy
Committee Bylaws

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division /Department: Academic Office/Child Development

Recommendation: Approve

Background/Rationale: The Office of Head Start, under the auspices of the U.S. Department of Health and Human Services/Administration for Children and Families, mandates that all Head Start/Early Head Start governing entities adopt bylaws for operation of their Policy Committee. These bylaws must be approved by the governing board when any material changes occur. The Policy Committee is recommending a

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
CHILD DEVELOPMENT DEPARTMENT
HEAD START/EARLY HEAD START POLICY COMMITTEE
(PC)
BYLAWS

Policy Committee First Reading: May 14, 2015

Policy Committee Final Approval: June 4, 2015

Governing Board Approval:

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~~SACRAMENTO CITY~~ ~~UNIFIED SCHOOL DISTRICT~~

~~CHILD DEVELOPMENT CENTER~~

~~HEAD START / EARLY HEAD START POLICY COMMITTEE (E)~~

~~BY AND~~

~~ARTICLE I~~

~~NAME~~

This committee shall be named the Sacramento City Head Start/Early Head Start Programs Policy Committee hereinafter referred to as the PC. Head Start/Early Head Start hereinafter shall be referred to as HS/EHS.

~~ARTICLE I~~

~~PURPOSE, POWERS, DUTIES AND FUNCTIONS.~~

- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in HS/EHS and to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- E. Federal regulations state that the PC must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:
 - 1. All funding applications and amendments to funding applications for HS/EHS, including administrative services, prior to the submission of such applications to the Grantee, SETA.
 - 2. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
 - 3. Procedures for program planning in accordance with this part and the requirements of 45 CFR 1305.3.
 - 4. The program's philosophy and long- and short-range program goals and objectives.
 - 5. The selection of their service areas.
 - 6. The composition of the PC and the procedures by which policy group members are chosen.
 - 7. Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR Part 1305.
 - 8. The annual self-assessment of the HS/EHS progress in carrying out the programmatic and fiscal intent of the its grant application, including planning or other actions that may result from the review of the annual audit and finding from the Federal monitoring review.
 - 9. The annual independent audit that must be conducted in accordance with 45 CFR 1301.12.
 - 10. Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.21, including standards of conduct and the conflict of interest code for program staff, consultants, volunteers and hiring and firing criteria for program staff.
 - 11. Decisions to hire or terminate the HS/EHS Director of the agency.
 - 12. Decisions to hire or terminate any person who works primarily for the HS/EHS Child Development Department.
 - 13. PC reimbursement for reasonable expenses incurred by members. Members shall not receive compensation for serving on the PC or for providing services to the HS/EHS program.
 - 14. Policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high quality program.

15. Internal dispute resolution. PC must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and the policy group.
16. Establish and maintain procedures for hearing and working the HS/EHS program to

5: C10

- A. The selection of community representatives shall be at the discretion of the Executive Committee, subject to the approval of the PC. Community representatives may include the parents of formally enrolled children.
- B. The voting representative of the PC shall consist of at least 51% parents that currently have children enrolled.

6: 10

- A. Representatives and alternates shall serve as representatives of the PC until their voluntary termination (requiring a two week notice) or until replaced by a majority vote of the parents in the class they represent.
- B. Alternates shall automatically become regular representatives if the elected representative vacates the position.
- C. Any representative missing two consecutive regular meetings with an excused absence or missing a total of three meetings (regular/special, excused or unexcused) may be automatically removed. Excused absences include illness in the family, death in the family, or conducting committee business. A representative requesting an excused absence must call the Parent Advisor.
- D. Community representatives may serve for one year or until voluntary resignation or until replaced by a majority vote of the PC. Any representative missing two consecutive regular meetings without an excused absence or missing a total of three meetings (regular/special, excused or unexcused) may be automatically removed.

5 : 6

A representative who has resigned and held an executive office and wants to be reinstated must provide a written notice to the PC Executive Committee and Parent Advisor within ten (10) business days. Representative will not be reinstated to their former Executive Committee position (if applicable).

- A. The representative's classroom teacher and parents must approve and request reinstatement for a representative who has been removed due to absences. This request must be in writing and submitted to the Executive Committee and Parent Advisor within ten (10) business days.
- B. The representative may request to be reinstated when the representative has been removed due to absences. This request must be in writing and submitted to the Executive Board and Parent Advisor within ten (10) business days. The PC's Executive Committee shall have the sole decision to reinstate
- C. In the event a representatives' classroom is temporarily closed or representative's child/children have transitioned out of the program, the PC's Executive Committee shall have the sole decision to reinstate.

6 : 6

A PC representative may be removed by two-thirds vote of all representatives present and voting whenever, in the judgment of the Committee, the best interest of the Committee would be served. Action to remove a representative must be an action item on the agenda.

7 : 6

The PC must limit the number of one-year terms any individual may serve on either body to a combined total of three (3) program years in accordance with the requirements of 45 CFR 1304.50. The Community Agency Representative shall be for one (1) program year. A Community Agency Representative may not sit more than three (3) program years.

8: 6

- A. At least 51% of the voting membership of the PC shall consist of parents/guardians whose children are currently enrolled in the program.
- B. Community Agency Representatives wishing to be reappointed must express their desire to remain on the PC. Otherwise, the Agency may designate a replacement for that representative.
- C. The seating of representatives shall take place at the annual meeting. These representatives shall then serve as voting members.
- D. No SCUSD, SETA or Delegate Agency HS/EHS staff or members of their immediate families shall serve on the PC except parents who occasionally substitute for regular HS or EHS staff. Occasional substitute teaching is defined as once a week and/or not to exceed four (4) consecutive days in a month.

ARTICLE V
MEETINGS

9: 6

A.

D : **PM**

- A. Special meetings of the PC may be called by agreement of the Director, Coordinators, Chair or a majority vote of the Executive Committee. Notice of special meetings shall be provided in writing to each classroom and provided to each member not less than twenty four (24) hours for any special meeting as required by the Ralph M Brown Act.
- B. No other business or discussion may be transacted or entertained at special meetings of the PC except that business for which the special meeting was called.

B : **PM**

All meetings are open to everyone. The PC shall conduct meetings annual, regular, special and emergency in conformance with the Ralph M Brown Act, California Government code Section 54950 at .seq

D : **EM**

The PC may hold emergency meetings as defined in the Ralph M. Brown Act without notice provisions of either Section A or Section B of this Article IV, provided that the PC determines that an emergency situation as defined in the Ralph M. Brown Act exists.

B : **RR**

Robert's Rules of Order 2nd Edition will be used as a reference to govern procedures in all meetings of the PC.

B : **Q**

For the purpose of transacting business of the PC at any annual, regular, special or emergency meeting a quorum of the PC shall be necessary. A quorum shall be 28% of parents entitled to vote.

D : **MM**

The PC Committee shall conduct annual, regular, special and emergency meetings in an open session forum. Meeting notices shall include an agenda for the next meeting and shall be provided with the minutes of the preceding meeting.

B : **MEDB/BB/EDC t**

Each PC representative will receive reimbursement for child care and transportation. This amount is determined by the Sacramento City Unified School District per its HS/EHS budget. Representatives will receive only one reimbursement per day, regardless of the number of meetings attended.

ARTICLE IV

OFFICERS

§ 1

The officers of the PC shall be Chair, Vice Chair, Secretary and Parliamentarian. The officers must consist of 51% of parents currently in the program.

§ 2

Nomination and election of officers shall be done in the following manner:

- A. All representatives of the PC shall receive a list of officers and their duties.
- B. Any representative may nominate himself or herself or any other representative of the PC for any office.

§ 3

Executive Committee representatives are required to attend all Executive Committee meetings, annual, regular, special and emergency meetings. Having unexcused absences for two (2) consecutive meetings will result in termination of your Executive office. Member may remain as your school site PC representative.

A. Chair:

- 1. Presides over all meetings of the PC.
- 2. Acts as the official agent of the PC in all matters relating to the PC.
- 3. May be a representative of all subcommittees.
- 4. Prepares the agenda for each monthly meeting with the assistance of the Executive Committee and staff.
- 5. May name any additional subcommittees as needed.
- 6. In the event an officer is unable to perform his/her duties, the Chair shall appoint an interim officer until the officer returns to duty or is replaced by special election.
- 7. Attend School Board meetings on a quarterly basis.

B. Vice Chair:

- 1. Presides and assumes the role of the Chair in the absence of the Chair at PC members

2. Assumes all duties of the Chair during the absence of the Chair.
3. Automatically assumes the position of the Chair if vacancy occurs.
4. An election will be held for Vice Chair.
5. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary will preside

2. The Executiv

ARTICLE X

BYLAWS AMMENDMENT

These Bylaws may be amended by a two-thirds vote of the representatives of the PC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend the Bylaws are