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- Information Item Only
 - Approval on Consent Agenda
 - Academic (Office of Child Development)

Recommendation

_____ : Approve the Head Start/Early Head Start Policy Committee Bylaws.

Background/Rationale

_____ : On June 15, 2017, the Sacramento Unified School District Child Development Head Start/Early Head Start Policy Committee approved updated bylaws that require Head Start Programs Bylaws to the Head Start Policy Council and Head Start

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

Policy Committee First Reading: May 18, 2017

Policy Committee Final Approval: June 15, 2017

Governing Board Approval:

Table of Contents

	<u>Page Number</u>
Article I: Name -----	1
Article II: Purpose Powers, Duties and Functions -----	1-3
Section 1: Purpose (A-E)-----	1
Section 2: Powers, Duties and Functions (A-F) -----	1-3
Article III: Membership -----	3-5
Section 1: Parent Representatives-----	3
Section 2: Alternates (A-C)-----	3
Section 3: Community Representatives -----	4
Section 4: Replacement of Representatives (A-D) -----	4
Section 5: Reinstatement (A-C)-----	

Section 1: Content Area Committees (A-C)-----	8
Section 2: Standing Committees (A-C)-----	8-9
Article VII: Policy Council-----	9
Section 1: Representatives -----	9
Section 2: Duties (A-D)-----	9
Article VIII: Bylaws Amendmen(A-E)-----	

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

BYLAWS

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 II

PURPOSE, POWERS, DUTIES AND FUNCTIONS.

Section 1: Purpose

The general purpose of this committee is to provide direction to the HS/EHS programs in the Sacramento City Unified School District and to increase its maximum effectiveness.

The duties and the responsibilities of the PC shall be to exercise all such powers, duties and functions granted to it, provided that the actions do not conflict with the regulations of HS or Sacramento City Unified School District. In addition, Committee members may not have a financial interest in the district.

The PC is charged with the following:

- A. Promote parent participation in the process of making shared decisions about the nature and operation of HS/EHS programs in the Sacramento City Unified School District.
- B. Initiate suggestions and ideas for HS/EHS program improvement.
- C. Communication with organizations, both public and private, and other parties interested in the aims, goals and objectives of HS/EHS.
- D. Assist HS/EHS children and their families in obtaining full benefits of programs and facilities established to aid and improve education, economic and health status of low-income families.
- E. Work with Coordinators in the approval or disapproval of decisions to hire individuals working for the HS/EHS programs. The Personnel Committee will represent PC in personnel matters. All recommendations of the preschool Coordinators for hiring shall be forwarded to the Sacramento City Unified School District Personnel Department and to the Sacramento City Unified School District Board of Education for final ratification.

Section 2: Powers, Duties and Functions

The PC must perform the following powers, duties and functions directly:

- A. Serve as a link to the Parent Committees and governing bodies, public and private organizations, and the communities they serve.
- 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.

14. Policies that define the roles and responsibilities of the governing body members and

Section 3: Community Representatives

- 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.

Section 4: Replacement of Representatives

- 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.

Section 5 Reinstatement

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. ~~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. ~~Committee shall have the sole decision to reinstate~~

- C. In the event a majority of the representatives shall have the sole decision to reinstate.

Section 6 Removal

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.

Section 7 Terms

The PC must limit the number of one-year terms any individual may serve on either body to a combined total of five (5) program years in accordance with the requirements of 1301.3 (d) (3). The Community Representative shall be for two (2) program years. A Community Agency Representative may not sit more than three (3) program years.

Section 8: Other Provisions

- A. At least 51% of the voting membership of the PC shall consist of parents/guardians who 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 VI

MEETINGS

Section 1: Annual and Regular Meetings

- A. The annual meeting of the PC shall be held on the 3rd Thursday in September of each year.
- B. Unless notice is otherwise provided, regular meeting of the PC shall be held on the third Thursday of the month at 9:00 a.m. at Capital City in the multipurpose room.
- C. The notice will be posted in each classroom and shall be provided to each classroom representative at least 72 hours in advance of the meeting as required by the Ralph M Brown Act.

Section 2 Special Meetings

- 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.

Section 3 Open Meetings

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

Section 4 Emergency Meetings

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.

Section 5: Rules of Procedure

Section 8 Meeting Reimbursement

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

1. The Executive Committee shall be comprised of a Chair, Vice Chair, Secretary and Parliamentarian.
2. The Executive Committee shall be responsible for working with staff in formulating program application, budgets and assigning said work to a special committee.
3. Notice to Executive Committee meetings shall be provided in compliance with Article VI Meetings, Section I, Regular Meetings and Section 2, Special Meetings.

B. Personnel Committee

This committee shall function in the name of the PC in personnel matters. Any PC members may volunteer to be part of the personnel committee.

C. Bylaws Committee

This committee shall function in the name of the PC in Bylaws matters.

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