



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item # 8.1c

**Meeting Date:** April 4, 2013

**Subject:** Head Start By-Laws Revision

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

**Division:** Academic Office/ Child Development Department

**Recommendation:** Approve and adopt the Head Start By-Law Revisions

**Background/Rationale:**

Section 642 (c) of the Federal Head Start Authorization Act (1)(E) indicates that any revisions to the Head Start/Early Head Start Policy Council Bylaws must be forwarded to the governing entities for approval. Each year, the Executive Committee of SCUSD's Head Start Policy Committee, which is comprised of currently enrolled families, reviews the existing Bylaws and recommends changes, as needed. Recommendations are then forwarded to the grantee agency (SETA) for approval. The approved By-Laws were presented to the SCUSD Head Start Policy Committee on May 10, 2012, and approved on June 7, 2012. Hence, the District Board of Education, as the other governing entity, is now asked to approve the revisions to the Head Start Bylaws.

**Financial Considerations:** N/A

**Documents Attached:**

1. Amended By-laws

**Estimated Time of Presentation:** Consent item

**Submitted by:** Wanda Roundtree, Interim Director, Child Development

**Approved by:** Olivine Robert, Ed.D. Chief Academic Officer

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

Policy Committee First Reading: May 10, 2012

Policy Committee Final Approval: June 7, 2012

Governing Board Approval:

## Table of Contents

	<u>Page Number</u>
<b>Article I: Name</b> .....	1
<b>Article II: Purpose, Powers, Duties and Functions</b> .....	1-3
Section 1: Purpose (A-E) .....	1
Section 2: Powers, Duties and Functions (A-F) .....	2-3
<b>Article III: Membership</b> .....	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) .....	4-5
Section 6: Removal .....	5
Section 7: Terms .....	5
Section 8: Other Provisions (A-D) .....	5
<b>Article IV: Meetings</b> .....	5-7
Section 1: Annual and Regular Meetings (A-C) .....	5
Section 2: Special Meetings (A-B) .....	6
Section 3: Open Meetings .....	6
Section 4: Emergency Meetings .....	6
Section 5: Rules of Procedure .....	6
Section 6: Quorum .....	6
Section 7: Meeting Notice .....	6
Section 8: Meeting Reimbursement .....	6-7
<b>Article V: Officers</b> .....	7-8
Section 1: Officers .....	7
Section 2: Nominations (A-B) .....	7
Section 3: Duties of Officers (A-D) .....	7-8
<b>Article VI: Committees</b> .....	8-9

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 Amendment (A-E)** -----10

**BYLAWS FOR THE SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**

**CHILD DEVELOPMENT DEPARTMENT**

**HEAD START/EARLY HEAD START POLICY COMMITTEE (PC)**

**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. 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.
  - 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 resolve community complaints about the program.
- F. Individual members while representing the PC, shall not engage in any activities or assume any such powers, duties, or functions that are contrary to, or inconsistent with the goals and objectives of the HS/EHS program, as established by either local, State or Federal laws, regulations or Sacramento City Unified School District policies.

**ARTICLE III**  
**MEMBERSHIP**

**Section 1: Parent Representatives**

PC shall consist of one voting representative elected from each HS class, including EHS, Children’s Center Collaboration and Home Base options as well as representatives from the local community. *PC parent representatives must be a parent or guardian of a child/children enrolled in the HS/EHS program.*

A. Representative Responsibilities

1. Represent SCUSD HS/EHS center from which elected to PC.
2. Attend monthly and special meetings of SCUSD PC.
3. Make monthly mandatory PC meeting reports at Parent Committee meetings.
4. Maintain communication between PC and Parent Committees.

**Section 2: Alternates**

Each center shall elect one alternate to serve in the absence of the elected representative.

- A. Alternates shall be encouraged to attend all meetings and may vote only in the absence of the elected representative.
- B. Alternates may not hold office.
- C. Alternates are excluded from attending out of town conferences..

### **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. 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.



**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 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..

**Section 8: Other Provisions**

- A. At least 51% of the voting membership of the PC shall consist or 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 2<sup>nd</sup> Thursday in September of each year.
- B. Unless notice is otherwise provided, regular meeting of the PC shall be held on the second 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**

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

## **Section 6: Quorum**

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.

## **Section 7: Meeting Notice**

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.

## **Section 8: Meeting Reimbursement**

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 VII**

### **OFFICERS**

#### **Section 1: Officers**

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..

#### **Section 2: Nominations**

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.

#### **Section 3: Duties of Officers**

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 over the election in this event.
- C. Secretary:  
Takes attendance, records minutes of the meeting, and submits the minutes to the Parent Advisor at the end of the meeting.
- D. Parliamentarian:  
Advises the presiding officers on matters pertaining to parliamentary procedure and oversee the Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

## **ARTICLE VIII**

### **COMMITTEES**

#### **Section 1: Content Area Committees**

All meetings are open to everyone. Each representative should be a representative of at least one committee but should not be on more than two committees. At least one staff representative will participate on each committee.

- A. The Program Design and Management/Budget/Planning committee will be combined and shall be responsible for working with staff to provide effective leadership and ensure that quality services are provided to children and families. This committee shall function in the name of the PC in money matters.
- B. The Early Childhood Development and Health Services committee shall be responsible for working with staff to provide each child with a safe, nurturing, stimulating, enjoyable and secure environment.
- C. The Family and Community Partnership committee shall be responsible for working with staff to ensure that each enrolled family is supported in fostering their child's development and in attaining their personal family goals.

#### **Section 2: Standing Committees**

- A. Executive Committee
  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 in personnel committee.

C. Bylaws Committee

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

## ARTICLE IX

### POLICY COUNCIL

#### **Section 1: Representatives**

There shall be three (3) representatives and three (3) alternates elected to the Policy Council. Three representatives from the SCUSD HS and one (1) representative from EHS. The representatives must be a parent of a child/children currently enrolled in the HS/EHS Program.

#### **Section 2: Duties**

The duties of the Policy Council representatives are as follows:

- A. Represent the SCUSD HS/EHS Department on the Sacramento County HS/EHS Policy Council. Represent all HS/EHS children in Sacramento County.
- B. Attend regular meetings and special meetings of the Sacramento County HS/EHS Policy Council.
- C. Make monthly reports on County Head Start matters to the PC.
- D. Notify both an alternate and the Parent Advisor if unable to attend if a Policy Council meeting.

**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 submitted in open session at an annual, regular, special, or emergency meeting of the Committee. Proposals to amend these Bylaws must originate at least four (4) calendar weeks prior to the final vote.
- C. Written notice of the intention to amend these Bylaws will be forwarded to representatives of the Committee ten (10) business days prior to the annual, regular, special or emergency meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific articles, sections, or sub-sections to be voted upon. Specific language of the amendments and/or alterations must be included in the notice of intention to amend.
- E. Any amendments must also be approved by the SCUSD school board.