

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

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:

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BYLAWS

HEAD

This committee shall be
Policy Committee herei
shall be referred to as H

Section 1: Purpose

The general purpose of
Sacramento City Unific

The duties and the resp
functions granted to it,
Sacramento City Unific

- A. Promote parent par
and operation of HS
- B. Initiate suggestions
- C. Communication with
the aims, goals and
- D. Assist HS/EHS childr
established to aid ar
families.
- E. Work with Coordina
working for the HS/
matters. All recomr
to the Sacramento C
District Personnel D
Education for final r

Section 2: Powers, Dut

The PC must perform th

- A. Serve as a link to the Parent Committees and governing organizations, and the communities they serve.
- B. Assist Parent Committees in communicating with parent ensure that they understand their rights, responsibilities to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating and parents with the assistance of staff, and ensuring that fu budgets are used to support parent activities.
- D. Assist in recruiting volunteer services from parents, com organizations, and assist in the mobilization of communi needs.
- E. Federal regulations state that the PC must work in partn and the governing body to develop, review, and approve policies and procedures:
 - 1. All funding applications and amendments to funding administrative services, prior to the submission of su SETA.
 - 2. Procedures describing how the governing body and t implement shared decision making.
 - 3. Procedures for program planning in accordance with 45 CFR 1305.3.
 - 4. The program's philosophy and long- and short-range
 - 5. The selection of their service areas.
 - 6. The composition of the PC and the procedures by wf chosen.
 - 7. Criteria for defining recruitment, selection, and enro the requirements of 45 CFR Part 1305.
 - 8. The annual self-assessment of the HS/EHS progress i and fiscal intent of the its grant application, including result from the review of the annual audit and findin review.
 - 9. The annual independent audit that must be conduct 1301.12.
 - 10. Program personnel policies and subsequent changes with 45 CFR 1301.21, including standards of conduct program staff, consultants, volunteers and hiring anc
 - 11. Decisions to hire or terminate the HS/EHS Director o
 - 12. Decisions to hire or terminate any person who works Development Department.
 - 13. PC reimbursement for reasonable expenses incurred receive compensation for serving on the PC or for pr program.

- 14. Policies that define the roles and responsibilities of the PC and informs them of the management process for a high quality program.
 - 15. Internal dispute resolution. PC must establish procedures for resolving disputes, including impasse procedures and a dispute resolution group.
 - 16. Establish and maintain procedures for how the PC will resolve community complaints about the program.
- F. Individual members while representing the center shall not exercise any such powers, duties, or functions that are inconsistent with the goals and objectives of the HS/EHS program, as established by state regulations or Sacramento City Unified School District policies.

ART

MEMO

Section 1: Parent Representatives

PC shall consist of one voting representative elected by each center, Children's Center Collaboration and Home Based Learning Center in the local community. *PC parent representatives must be parents enrolled in the HS/EHS program.*

A. Representative Responsibilities

- 1. Represent SCUSD HS/EHS center from voting center.
- 2. Attend monthly and special meetings of the PC.
- 3. Make monthly mandatory PC meeting reports.
- 4. Maintain communication between PC and center.

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 PC meetings in the absence of the elected representative.
- B. Alternates may not hold office.
- C. Alternates are excluded from attending outside of PC meetings.

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Section 2: Special Meetings

- A. Special meetings of the PC may be called by agreement or a majority vote of the Executive Committee. Notice in writing to each board member shall be provided to each member at least 48 hours for any special meeting as required by the bylaws.
- B. No other business or discussion may be transacted at a special meeting 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 all business in conformance with the Ralph M. Brown Act, California Public Resources Code Section 54950 et seq.

Section 4: Emergency Meetings

The PC may hold emergency meetings as defined in the provisions of either Section A or Section B of this Article. An emergency situation as defined in the Ralph M. Brown Act.

Section 5: Rules of Procedure

Robert's Rules of Order, 29th Edition will be used as a guide for the meetings of the PC.

Section 6: Quorum

For the purpose of transacting business of the PC at a meeting a quorum of the PC shall be necessary. A quorum is a majority of the members.

Section 7: Meeting Notices

The PC Committee shall conduct a regular, special session forum. Meeting notices shall include an agenda provided with the minutes of the preceding meeting.

Section 8: Meeting Reimbursement

Each PC representative will receive reimbursement for expenses incurred. The amount is determined by the Sacramento City Unified School District.

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ARTICLE X
BYLAWS AMMEND

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

- A. There is a quorum present.
- B. All proposals to amend the Bylaws are submitted in special, or emergency meeting of the Committee. originate at least four (4) calendar weeks prior to th
- C. Written notice of the intention to amend these Byla of the Committee ten (10) business days prior to th meeting when voting is to take place.
- D. The notice of intention to vote upon amendments : sections, or sub-sections to be voted upon. Specific alterations must be included in the notice of intent
- E. Any amendments must also be approved by the SC