

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:

Article I: Name

Article II: Purpose, Powers, Duties and Functions ----- 1-3

Section 1: Purpose (A-E)

Section 2: Powers, Duties ----- 2-3

Article III: Membership -----

Section 1: Parent Repre:

Section 2: Alternates (A-

Section 3: Community R

Section 4: Replacement

Section 5: Reinstatement (A-C) ----- 4-5

Section 6: Remova

Section 7: Terms

Section 8: Other Provisio

Article IV: Meeti

Section 1 Annual and R ----- 5

Section 2 Special Meeti

Section 3 Open Meetings ----- 6

Section 4: Emergency M

Section 5: Rules of Proce

Section 6: Quorum

Section 7: Meeting Noti

Section 8: Meeting Reim

Article V: Officers ----- 7-8

Section 1: Officers -----

Section 2: Nominations

Section 3: Duties of Offi ----- 7-8

Article VI: Committees

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

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 de
informs them c
high quality pr
 15. Internal disput
disputes, inclu
group.
 16. Establish and r
resolve commu
- F. Individual member
any such powers, c
and objectives of t
regulations or Sac

Section 1: Parent Rep

PC shall consist of one
Children's Center Colla
local community. *PC p
enrolled in the HS/EHS*

A. Representative Re

1. Represent SCU
2. Attend monthl
3. Make monthly
4. Maintain comr

Section 2: Alternates

Each center shall elect

- A. Alternates shall be
the elected repres
- B. Alternates may no
- C. Alternates are excl

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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 shall be given in writing to each classroom and provided to each representative 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 emergency meetings in conformance with the Ralph M Brown Act, California Public Resources Code 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 meeting is one that is called because of an emergency situation as defined in the Ralph M Brown Act.

Section 5: Rules of Procedure

Robert's Rules of Order 2nd 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 majority of the members of the PC shall be necessary. A quorum shall be necessary for the PC to take any action.

Section 7: Meeting Notice

The PC Committee shall conduct annual, regular, special, and emergency meetings. Meeting notices shall include an agenda and shall be 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 the
- C. Written notice of the intention to amend these Bylaws of the Committee ten (10) business days prior to the 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