# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item #\_\_8.1c\_\_

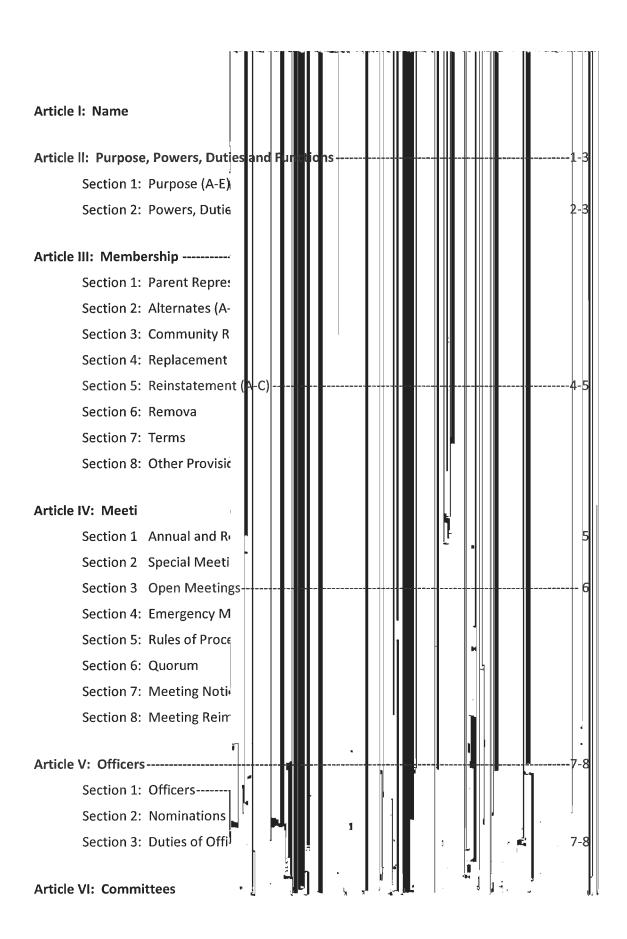
Meeting	<u>n Date</u> : April 4, 2013
Subject	: Head Start By-Laws Revision
	Information Item Only Approval on Consent Agenda Conference (for discussion only) Conference/First Reading (Action Anticipated:) Conference/Action Action

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

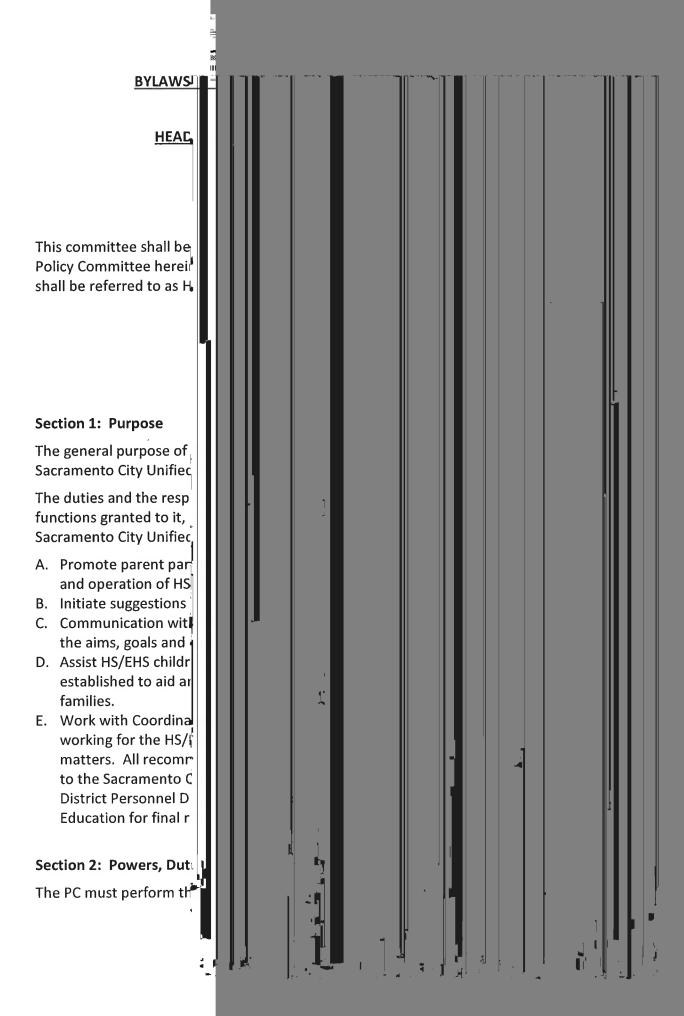
Policy Committee First Reading: May 10, 2012

Policy Committee Final Approval: June 7, 2012

Governing Board Approval:

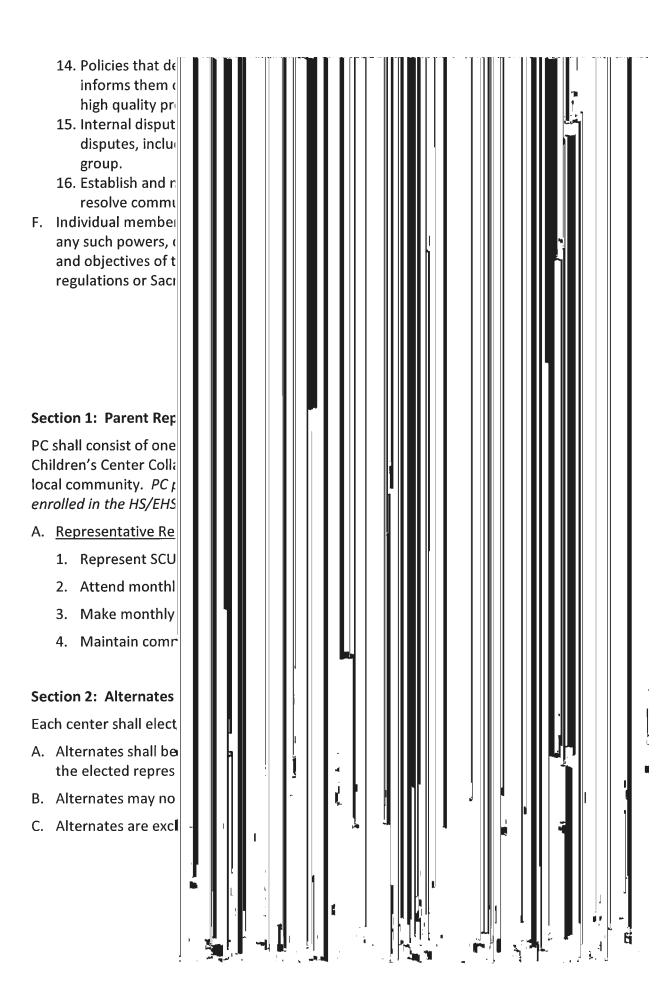


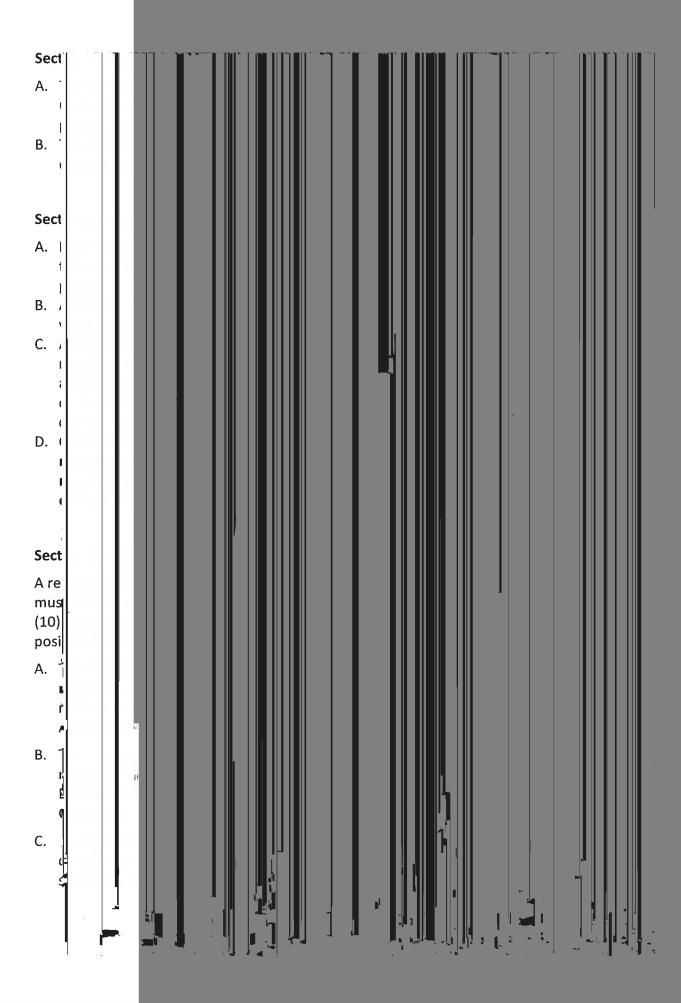
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Section 1: Content Area Committees (A-C		= 88		8
Section 2: Standing Committees (A-G)	M:		₩ <b>•</b>	8-9
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Article VII: Policy Council	1:		•	9
Section 1: Representatives			<u>-</u>	9
Section 2: Duties (A-D)				9
Article VIII: Bylaws Amendment (A-E)			IIMII	10
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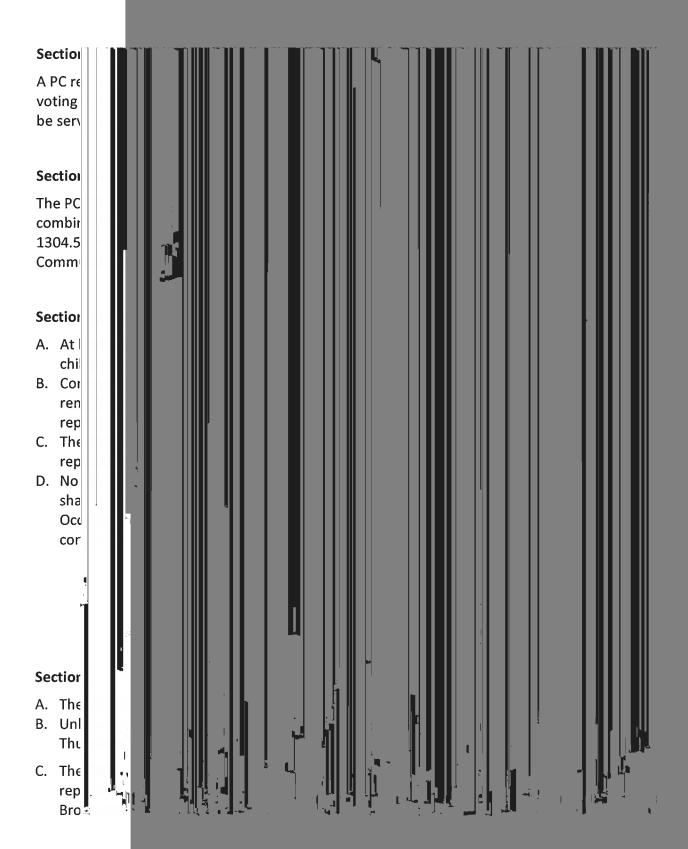


- A. Serve as a link to the Parent Committees and governing organizations, and the communities they serve.
- B. Assist Parent Committees in communicating with parent ensure that they understand their rights, responsibilities to encourage their participation in the program.
- C. Assist Parent Committees 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:
  - All funding applications and amendments to funding administrative services, prior to the submission of su SETA.
  - 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 whether 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 conducted 1301.12.
  - Program personnel policies and subsequent changes with 45 CFR 1301.21, including standards of conduct program staff, consultants, volunteers and hiring and
  - 11. Decisions to hire or terminate the HS/EHS Director of
  - 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 program.









# **Section 2: Special Meetings**

- A. Special meetings of the PC may be called by agre or a majority vote of the Executive Committee. In writing to each classroom and provided to each hours for any special meeting as required by the
- B. No other business or discussion may be transacte PC except that business for which the special me

# **Section 3: Open Meetings**

All meetings are open to everyone. The PC shall core emergency in conformance with the Ralph M Brow 54950 at .seq

## **Section 4: Emergency Meetings**

The PC may hold emergency meetings as defined in t provisions of either Section A or Section B of this Artizethat an emergency situation as defined in the Ralph |

### Section 5: Rules of Procedure

Robert's Rules of Order 2<sup>nd</sup> Edition will be used as a r meetings of the PC.

### Section 6: Quorum

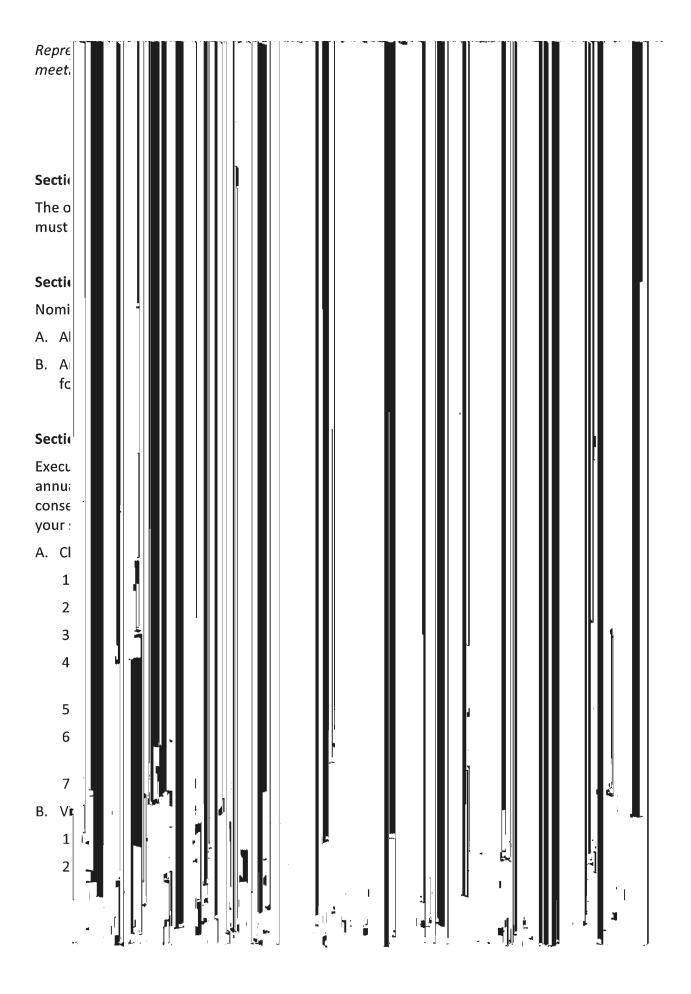
For the purpose of transacting business of the PC at a meeting a quorum of the PC shall be necessary. A quivote.

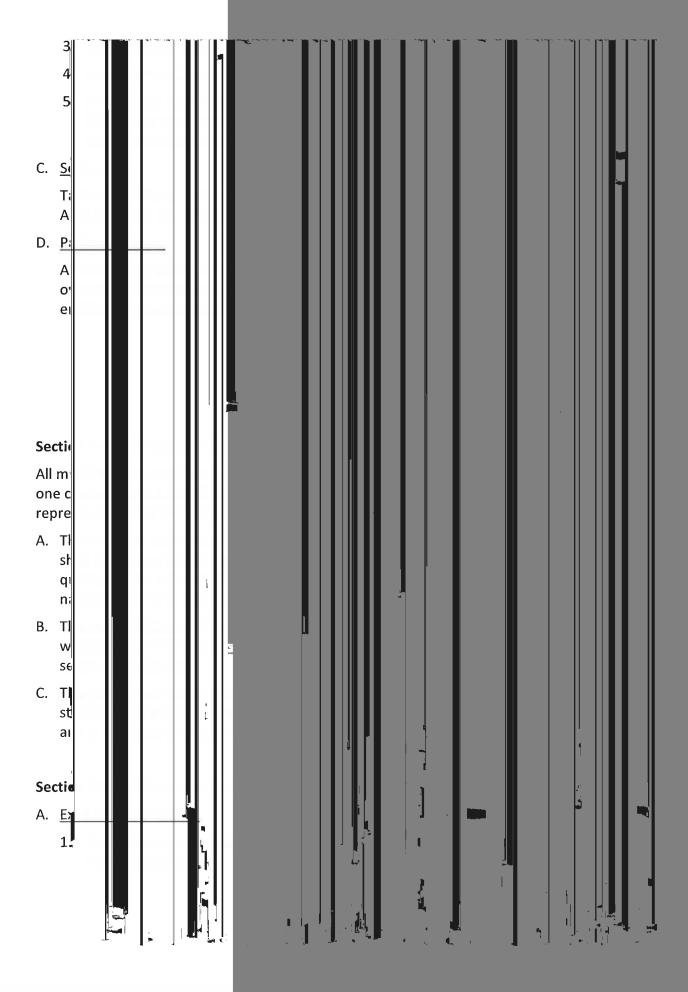
### **Section 7: Meeting Notice**

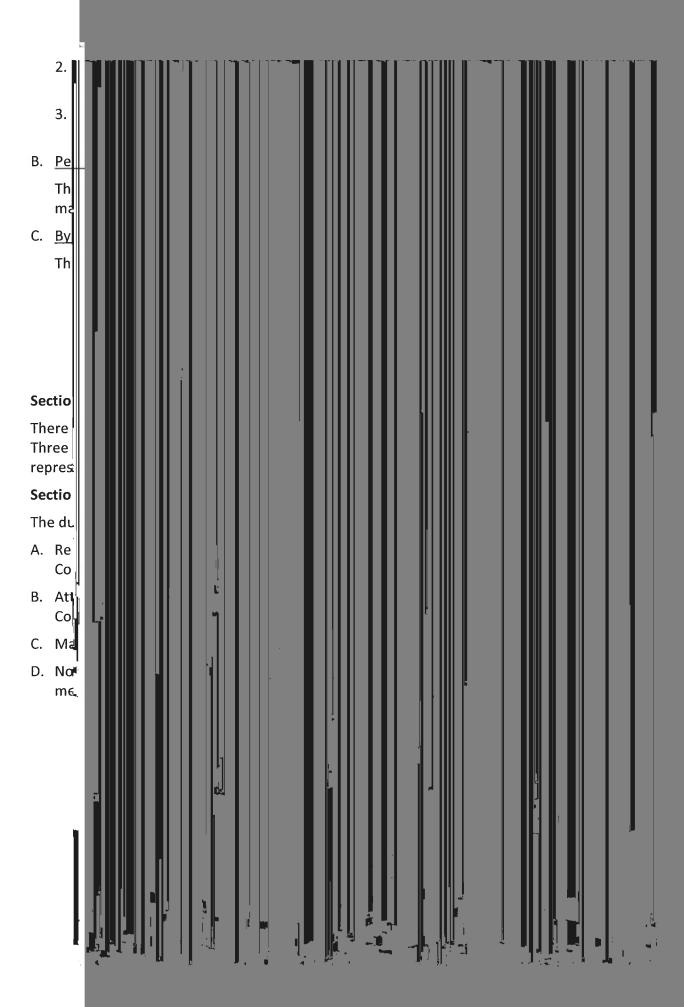
The PC Committee shall conduct annual, regular, spe session forum. Meeting notices shall include an agen provided with the minutes of the preceding meeting.

### **Section 8: Meeting Reimbursement**

Each PC representative will receive reimbursement for amount is determined by the Sacramento City Unifier







# **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 committee or the committee.
- C. Written notice of the intention to amend these Byla 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. Specifical terations must be included in the notice of intent
- E. Any amendments must also be approved by the SC

