

GOVERNING BOARD

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County of Sacramento

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Thought of the Day: "The greatest gifts you can give your children are the roots of responsibility and the wings of independence."

Author: Denis Waitley

**SPECIAL MEETING OF THE HEAD START
POLICY COUNCIL**

DATE: Thursday, September 18, 2008

TIME: 9:00 a.m.

LOCATION: SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

While the SETA/Head Start Policy Council welcomes and encourages participation in the Council meetings, it would be appreciated if you would limit your comments to three minutes so that everyone may be heard. Matters under jurisdiction of the SETA/Head Start Policy Council and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA/Head Start Policy Council limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

AGENDA

- I. **Call to Order/Roll Call/Review of Board Member Attendance**
- II. **Consent Item**
 - A. Approval of the Minutes of August 26, 2008 Special Meeting
- III. **Action Items**
 - A. **TIMED ITEM: 9:00 A.M. AND PUBLIC HEARING:** First Reading of the Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council

IV. Information Items

A. Standing Information Items

- Parent/Family Support Unit Events and Activities - Ms. Kathy Ruiz
- Calendar of Events and Activities (attached) – Ms. Kathy Ruiz
- Fiscal Reports (attached) – Ms. Thelma Manzano
- Community Resources-PC Representative/Staff - Ms. Kathy Ruiz
- Parent/Staff Recognition - Ms. Kathy Ruiz
- Grandparent/Foster Parent Report - Ms. Venelsia Fentress

B. Program Information Report (PIR) (Attached) – Ms. Andrea Harvey

C. Disciplinary Process Procedure Update – Ms. Maureen Dermott

D. SETA Governing Board Minutes for August 7, 2008

V. Committee Reports

A. Executive Committee

B. Personnel/Bylaws

C. Social/Hospitality

D. Program Area Committees

- Early Childhood Development & Health Services Committee
- Parent/Family Support

E. Community Advocating Male Participation (CAMP) – Mr. Victor Stark

VI. Other Reports

A. Head Start Deputy Director's Report

B. Chair's Report

C. Head Start Managers' Reports

D. Community Agency Reports

- Sacramento Sheriff's Department – Vacant
- Child Health and Disability Prevention Program – Ms. Van Huyhn
- Perinatal & Infant Health Advisory Committee – Mr. Ronald Montez
- Community Action Board – Ms. Kathy Ruiz

E. Health and Dental Reports

- Sacramento County Dental Health Advisory Committee: Ms. Carol Aronis and Ms. Victoria Camargo

F. Open Discussion and Comments

G. Public Participation

III. Action Item (Continued)

B. CLOSED SESSION: PERSONNEL - Pursuant to Government Code Section 54957

- ✓ Approval of Eligible List for the following position: Associate Teacher, Tier III
 - Report out of Closed Session

VI. Adjournment

DISTRIBUTION DATE: FRIDAY, SEPTEMBER 12, 2008

ITEM I - CALL TO ORDER/ROLL CALL

A member of the Policy Council will call the roll for the following members:

- _____ Brandy Arismende, Elk Grove Unified School District
- _____ Josie Cleaver, Sacramento City Unified School District
- _____ Irlanda Meza, Sacramento City Unified School District
- _____ Lorraine Garner, Alternate, Sacramento City Unified School District
- _____ John Brown, San Juan Unified School District
- _____ Natasha Toolate, San Juan Unified School District (EHS)
- _____ Carol Aronis, SETA-Operated Program
- _____ Salina Davey, SETA-Operated Program
- _____ Erin Kimbro, SETA-Operated Program
- _____ Itzel Oregon, SETA-Operated Program
- _____ Jeanine Vandermolten, SETA-Operated Program
- _____ Sarah Cordeiro, Home Base Program
- _____ Victoria Camargo, Past Parent Representative
- _____ Kathy Ruiz, Past Parent Representative
- _____ Venelsia Fentress, Grandparent Representative
- _____ Barbara Ramey-Clark, Foster Parent Representative
- _____ Elenita Salazar, Alternate, Child Health and Disability Prevention Program
- _____ Ronald Montez, Outgoing Chair
- _____ Victor Stark, CAMP Representative

New Member to be Seated:

- _____ Shasta King, San Juan Unified School District

Seats Vacant:

- _____ Vacant (Hutton), Del Paso Early Childhood Development Center
- _____ Vacant (Said), Del Paso Early Childhood Development Center
- _____ Vacant (Luna), WCIC/Playmate Child Development Center
- _____ Vacant (Vincente), Early Head Start (Home Base)
- _____ Vacant (Treadway), WCIC/Playmate Child Development Center
- _____ Vacant (Lamar), Sacramento City Unified School District
- _____ Vacant (Navarette), Elk Grove Unified School District
- _____ Vacant (Kay), Sacramento County Sheriff's Department
- _____ Vacant (Farley), SETA-Operated Program

**** Please call your alternate, the Policy Council Chair (Kathy Ruiz, 743-9945) or Head Start Staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. ****

**POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 2007-2008**

The 2007-2008 Board was seated on **November 27, 2007** and
December 18, 2007

BOARD MEMBER	SITE	11/27	12/18	1/22	2/26	3/25	4/30	5/27	5/30	6/24	7/22	8/26	9/18		
B. Arismende (4/30)	ELK						X	U	X	X	X	U			
C. Aronis (11/27)	SOP	X	X	PC B	X	E	X	X	X	X	X	X			
J. Brown (2/26)	SJ				X	X	X	X	X	X	X	X			
V. Camargo (11/27)	PP	X	X	X	X	X	X	X	X	X	X	X			
J. Cleaver (12/18)	SAC	E	X	X	X	X	X	X	X	X	X	X			
S. Cordeiro (11/27)	HB	X	X	PC B	X	X	X	AP	AP	X	X	X			
S. Davey (11/27)	SOP	X	PCB	X	X	X	X	X	X	X	X	X			
C. Farley (6/24)	SOP									X	E	AP D. Harrison			
V. Fentress (11/27)	GRAND	X	AP/ PCB	X	X	X	AP	X	X	X	E	X			
E. Kimbro (11/27)	SOP	X	X	X	X	X	X	X	X	X	X	X			
S. King	SJ														
Lorrayne Garner, Alt.	SAC									AP	AP	AP			
I. Meza (11/27)	SAC	X	X	X	X	X	X	X	X	E	U	X			
R. Montez (11/27)	OGC	X	X	X	X	X	E	X	X	X	X	X			
I. Oregon (6/24)	SOP									X	X	X			
B. Ramey-Clark (3/25)	FOSTER					X	E	X	X	X	X	X			
K. Ruiz (11/27)	PP	X	X	X	X	X	X	E	X	X	X	X			
V. Stark (1/22)	CAMP			X	X	X	X	U	X	X	X	E			
N. Toolate (11/27)	SJ	X	X	X	X	X	X	X	X	X	X	X			

BOARD MEMBER	SITE	11/27	12/18	1/22	2/26	3/25	4/30	5/27	5/30	6/24	7/22	8/26	9/18		
J. Vandermolen (7/22)	SOP											X			
V. Huynh (12/18)	CHDP	E	X	X	AP	X	X	X	E	X	X	X			

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAMP	Community Advocating Male Participation
CHDP	Child Health and Disability Prevention Program
CR	Community Representative
DP	Del Paso Heights School District
EHS	Early Head Start
ELK	Elk Grove Unified School District
FOSTER	Foster Parent Representative
GRAND	Grandparent Representative
HB	Home based Option
PAST	Past Parent Representative
SAC	Sacramento City Unified School District
SHF	Sacramento County Sheriff's Department
SJ	San Juan Unified School District
SOP	SETA-Operated Program
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

- X:** Present
- E:** Excused
- U:** Unexcused Absence
- S/B/S:** Should be Seated
- AP:** Alternate Present
- E/PCB:** Excused, Policy Council Business
- E/PCB:** Excused, Policy Committee Business
- OGC:** Outgoing Chair

Current a/o 9/9/08

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE AUGUST 26, 2008 REGULAR POLICY COUNCIL
MEETING

BACKGROUND:

The minutes of the August 26, 2008 Policy Council meeting will be presented for approval at the October meeting.

NOTES:

ITEM III-A – ACTION ITEM

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:
FIRST READING OF MODIFICATIONS TO THE BYLAWS OF THE
HEAD START/EARLY HEAD START POLICY COUNCIL

BACKGROUND:

The Personnel/Bylaws Committee 2007-2008 met five (5) times to review and recommend revisions to the Bylaws of the Head Start/Early Head Start Policy Council.

Additions are indicated by *italic type*, deletions are indicated by ~~strikethrough~~.

RECOMMENDATION:

Open a public hearing, hear any additional testimony, and continue this item to the next Policy Council meeting where the action of the Council will be to close the public hearing and approve the amendments to the Policy Council Bylaws as attached.

NOTES:

ACTION: Moved _____ Secoded _____

VOTE: Aye _____ Nay _____ Abstain _____

BYLAWS OF THE SACRAMENTO COUNTY

HEAD START/EARLY HEAD START POLICY COUNCIL (PC)

Policy Council First Reading: 9/18/08
Policy Council Final Approval:
Governing Board Approval:

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**BYLAWS FOR THE SACRAMENTO COUNTY
HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

ARTICLE I

Name

This Council shall be named the Sacramento County Head Start/Early Head Start (EHS) Policy Council, hereinafter referred to as the Policy Council (PC).

ARTICLE II

Purpose, Powers, Duties and Functions

Section 1: Purpose

The purpose of the PC shall be to promote the objectives of the Head Start/EHS Child Development Program of Sacramento County, State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PC shall include, but not necessarily be limited to:

- A. The encouragement and promotion of parent participation in the process of making policy decisions about the nature and operation of Head Start/EHS programs in Sacramento County.

45 CFR 1306.3 (h): A Head Start/EHS parent means a Head Start/EHS child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending final adoption decree. All future reference of parent will be defined as such.

- B. Aiding and assisting local Parent Policy Committees in performing meaningful roles and functions in the operation of local Head Start/EHS programs.
- C. Initiating suggestions and ideas for Head Start/EHS program improvement.
- D. Serving as a channel of communication among organizations and agencies by building a partnership, both public and private, and individuals and groups interested in the aims, goals, and objectives of Head Start/EHS Child Development Programs.
- E. Aiding and assisting both the enrolled child and his or her family in obtaining the full benefits of programs and facilities established to aid and improve educational, economic, and health status, including dental and nutrition, of the low-income population.

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, Grantee and Delegate Agency 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 EHS and Head Start 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 EHS and Head Start, including administrative services, prior to the submission of such applications to the Department of Health and Human Services (DHHS).
 - 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 delegate agencies and 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 Grantee progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings 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 1301.31, including standards of conduct for program staff, consultants, and volunteers.
 11. Decisions to hire or terminate the Head Start/EHS Director of the Grantee agency.
 12. Decisions to hire or terminate any person who works primarily for the Head Start/EHS program of the grantee agency. (For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)
 13. PC reimbursement for reasonable expenses incurred by members conducting PC business.
 14. Grantee 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 with the grantee agency 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 Head Start/EHS Child Development Program, as established by either local, State or Federal laws, regulations or SETA policies.

ARTICLE III

Membership

Section 1: Parent Representatives

- A. The Parent Membership shall consist of:
- | | |
|-----------|---|
| Six (6) | Representatives elected from the SOP PAC |
| Three (3) | Representatives from Sacramento City Unified School District |
| Two (2) | Representatives from San Juan Unified School District |
| Two (2) | Representatives from Elk Grove Unified School District |
| Two (2) | Representatives from Del Paso Heights Unified School District |

- Two (2) Representatives from Women’s Civic Improvement Club/Playmate (WCIC)
- Two (2) Representatives from Home Base Option
- One (1) Representative from EHS - SOP
- One (1) Representative from EHS - Sacramento City Unified School District
- One (1) Representative from EHS - San Juan Unified School District

The above parent representatives must be a parent of **a child**/children currently enrolled in the Head Start Program.

B. Community Representatives

Additional PC members will include:

- One (1) Representative elected by the Community Advocating Male Participation (CAMP) - This representative may or may not be a current parent. There will be one (1) Alternate position.
- Two (2) Past Parent Representatives - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children enrolled in the Head Start/EHS Program. There will be two (2) Past Parent alternate positions.
- One (1) Outgoing PC Chair - may not be held by any other party.
- ~~Two Three (3)~~ **(2)** Community Representatives appointed by agencies.
- One (1) Foster Parent Representatives - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representatives must be a current or past parent of SOP or a Delegate Agency. There will be one (1) Foster Parent alternate position.
- One (1) Grandparent Representatives - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representatives must be a current or past parent of SOP or a Delegate Agency. There will be one (1) Grandparent alternate position.

Section 2: Alternates

Each representative holding membership on the PC shall additionally be entitled to have one alternate. An alternate shall be elected by the committee/agencies s/he represents.

- A. Alternates may be seated as voting members of the PC only in the absence of the voting representative for whom they serve as alternate.
- B. Alternates may be seated as voting members upon recognition of their voting status by the PC Chair at any meeting.
- C. Alternates may not hold an office.
- D. Alternates are encouraged to attend meetings of the PC, ***on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Alternate is not replacing the Representative.***

- E. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, the National Head Start Association (NHSA) Conference, **and** the California Head Start Association (CHSA), ~~the National Black Child Development Institute (NBCDI) Conference, and the National Hispanic Conference.~~

Section 3: Other Provisions

- A. At least 51% of the voting membership of the PC shall consist of parents/guardians whose children are currently enrolled in the program.
- B. The PC may establish and select additional voting delegates who shall serve as community representatives of the PC by a two-third (2/3) vote.
- C. 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.
- D. The seating of representatives shall take place at the annual meeting. These representatives shall then serve as voting members.
- E. No SETA or Delegate Agency Head Start staff shall serve on the PC except parents who occasionally substitute for regular EHS or Head Start staff.
- F. Additional members may be added by a 2/3 vote to ensure all program options are proportionally represented on the PC.

Section 4: Terms

The PC, Policy Committee, and the Parent Advisory Committee must limit the number of one-year terms any individual may serve on either body to a combined total of three (3) program years. During the term of office, voting representatives (or alternates) shall serve as members (or alternates) of the PC until their voluntary termination or until replaced by the committee/agency they represent or until termed out. Representatives must continue to represent center or agency they were chosen from. The term for Community Agency Representative shall be for one (1) program year. A Community Agency Representative may not sit more than three (3) program years.

Section 5: Attendance

- A. **Absences**: Any member (or alternate/alternate replacement) in a voting capacity, missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed. An excused absence shall include but not be limited to sickness or death in the family.

A member requesting an excused absence must call the alternate, if the alternate is known, and the Social Services/Parent Involvement (SS/PI) Coordinator, PC Board Chair, or the Clerk of the Boards, prior to the meeting.

- B. Reinstatement:** The representative agency/group may request that a member who has been removed due to absences be reinstated. This request must be in writing and submitted to the Chair/SS/PI Coordinator within seven (7) calendar days. It is the final decision of the PC Executive Committee whether any representative shall be reinstated. In the event the representatives' Early Learning Center/Agency is temporarily closed, or representatives' child/children have transitioned out of the program, the PC Executive Committee shall have the sole decision to reinstate.
1. A member who has resigned and held an Executive office and wants to be reinstated must provide a written notice to the PC Chair and SS/PI Coordinator within seven (7) calendar days. It shall be the final decision of the Executive Committee whether the member be reinstated. If the member is reinstated, member is not reinstated to their former Executive position.
- C. Punctuality:** Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator. Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.
- D. Policy Council/Policy Committee Business:** Members conducting PC/Policy Committee business and not at the PC meeting, shall be neither present nor absent, but rather identified as "PC/Policy Committee."

Section 6: **Removal**

A PC member may be removed by two-thirds vote of all members present and voting whenever, in the judgment of the Council, the best interest of the Council would be served. Action to remove a member must be on the agenda.

ARTICLE IV Meetings

Section 1: **Meetings**

A. Annual Meeting

The annual meeting of the PC shall be held ~~on the fourth Tuesday~~ in November of each year. ~~If an emergency exists that prohibits the annual meeting on the fourth Tuesday in November, then the annual meeting will be scheduled the following Tuesday or as soon thereafter as possible.~~

B. **Regular Meetings**

Unless notice is otherwise provided, regular meetings of the PC shall be held on the fourth Tuesday of each month at 9:00 a.m. at the SETA Board Room.

C. **Special Meetings**

Special meetings of the PC may be called at anytime by the SETA Governing Board, PC Chair, Head Start Deputy Director, SETA Executive Director, or upon petition by at least a majority of the members of the PC.

D. **Quorum**

For the purpose of transacting the business of the PC at any annual, regular, ~~or~~ special, **or emergency** meeting, a quorum of the PC shall be necessary. A quorum shall be a majority of those entitled to vote. Vacant positions on the PC shall not be considered in establishing a quorum. A majority (51%) of the quorum must be current parents.

Section 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting, and Council members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting as soon as possible.

A. **Annual and Regular Meetings:**

Notice of annual and regular meetings of the PC shall be in writing, provided to all members of the PC, and posted at least 72 hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. **Special Meetings:**

Members of the PC must be notified of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least 72 hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at special meetings of the PC, excepting that business and/or discussion for which the special meeting was called.

C. **Emergency Meetings:**

The PC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the 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.

D. **Committee Meetings:**

Members of the PC must be notified in writing of committee meetings. Notice of regularly scheduled meetings of the Executive Committee shall be provided in compliance with Section A, above. Notice of special meetings of other committees shall be provided in compliance with Section B, above, shall be delivered personally, or by mail, and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused will be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PC business. A member requesting an excused absence must call the PC Chair, SS/PI Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

Section 3: Open Meetings

The PC shall conduct meetings, regular, annual, special and emergency, in conformance with the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

Section 4: Mailing Address

Notices to all meetings of the PC shall be in writing and delivered personally or by mail to the PC members' addresses, as recorded in the PC records. The Council members, their alternates and Community Members, shall be personally responsible for the accuracy of mailing address. Updated contact information should be submitted to SS/PI Coordinator or Clerk of the Boards within seven (7) calendar days of change.

Section 5: Rules of Procedure

Except as specifically provided herein, Robert's Rules of Order¹ shall govern procedures in all meetings of the PC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these Bylaws or Robert's Rules of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

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¹ Robert's Rules of Order: Simplified and Applied, 2nd ed., Copyright, 2001.

Section 6: Nominations/Elections

PC Board Members or candidates must be present to be nominated or elected. **However, if PC member is absent due to PC business, the member may be nominated or elected.**

Section 7: Voting

Each PC Board Member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on, the matter. Actions of the PC may be taken only by a majority vote of all of the PC members present, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, but his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention. Results of the voting will be announced by the Chair.

Section 8: Meeting Reimbursement

Each PC member will receive reimbursement for child care and transportation. This amount is determined by the Head Start Division in the amount of \$30.

Parents are encouraged not to bring small children to the meetings. If small children are present, members will be reimbursed \$10 for transportation only.

- A. Members will receive reimbursement for child care and transportation for attendance to the meetings/functions listed below:
1. PC (regularly scheduled, annual, emergency and special meetings)
 2. Interview/screening/exam panels
 3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Hospitality)
 4. **Office of Head Start (OHS) Monitoring Protocol PRISM** Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee)
 5. Program Area Committees
 6. Community Partnership Advisory Committee (CPAC)
 7. Health Services Advisory Committee (HSAC)
 8. Ad Hoc (special) Committee meetings
 9. Community Action Board meetings (CAB)
 10. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
 11. Workforce Investment board and Committee meetings (only applies to the Chair or Executive Officer in the absence of the Chair).
- B. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if **a meeting or** meetings exceed four (4) hours ~~and/or member attends more than one meeting.~~

ARTICLE V

Officers

Section 1: Officers

The Officers of the PC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Section 2: Election and Term of Office

- A. Election of the new officers shall be held at the next meeting following the annual meeting of the newly seated PC by a plurality vote of the PC members present and voting. At least 51% of the officers must be current parents. Officers elected shall take office immediately following election.
- B. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP and Delegate Agencies shall serve as an officer.

Section 3: Duties of Officers

The duties of the PC officers shall be as prescribed in these Bylaws, shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws.

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Conference (as funds allow for representation). The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 7 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. 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 shall preside over the election in this event.
- C. The Secretary shall keep records of the current and preceding minutes at each meeting, record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality Committee.

- D. The Treasurer shall keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff/Council Secretary and oversee the Budget/Planning Committee. The Treasurer shall be a member of the Social/Hospitality Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

Section 4: Vacancy

In the event an officer is unable to perform his/her duties, including failure to learn and/or comply with the rules governing PC (Bylaws, Brown Act, Robert's Rules **of Order**), or failure to act in the best interest of the board, the PC Chair shall appoint an interim officer until the officer returns to duty or is replaced. (The appointment of the officer must be made from among the membership of the PC.)

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.
- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PC.

ARTICLE VI
Committees

There is hereby created standing committees of the PC. At least 51% of all Committees shall be current parents. The quorum of any committee shall be 51% of the Committee membership. No committee meeting shall have a majority of PC members present without proper public notice. ~~All absentee policies apply to all committees.~~

Section 1: Standing Committees

➤ **Executive Committee**

The Executive Committee shall be comprised of all elected officers. The Executive Committee shall perform such powers, duties, and functions as provided in these bylaws and such other powers, duties, and functions as established by the Policy Council. The Executive Committee shall meet at the discretion of the PC Chair or PC. Notice of an Executive Committee meeting shall be sent to all PC members no less than three (3) calendar days before the meeting. The Committee shall report, in writing, all actions at the next meeting of the full PC. In the event of an emergency, the Executive Committee will act on behalf of the Board pending ratification by the PC at the next meeting.

➤ **Budget/Planning Committee**

- A. Budget/Planning Committee composed of the Treasurer and other members who shall be selected after each annual meeting by the PC. This Committee shall assist in the development and review of all Head Start budgets, **budget modifications and amendments** for the Head Start funding year and submit their review to the full PC for approval. A ~~periodic~~ **monthly fiscal** report shall be provided to the PC on the fiscal status of the Head Start budget.
- B. It is recommended that all SOP Head Start Budget issues **and modifications** are approved by the PAC prior to PC approval. ~~At a minimum,~~ The PAC Budget Committee should review said documents.

➤ **Personnel/Bylaws Committee**

The Personnel/Bylaws Committee shall be composed of the Parliamentarian and members who shall be selected after each annual meeting by the PC. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws.

➤ **Social/Hospitality Committee**

Social/Hospitality Committee shall be composed of the Secretary, Treasurer and other members who shall be selected after each annual meeting of the PC. The duty of this committee shall be to plan for all social activities of the PC. It shall be the duty of this Committee to report the expenditure of funds to the PC.

Section 2: Program Area Committees

There is hereby created Program Area Committees of the PC. The following are Program areas: Early Childhood Development and Health Services, Parent/Family Support, Monitoring and Evaluation.

- ✓ Early Childhood Development and Health Services Committee is composed of one (1) staff and a minimum of three (3) representatives who shall plan and review the Early Childhood Development and Health Services program area.
- ✓ Parent/Family Support Committee shall be comprised of one (1) staff and a minimum of three (3) representatives who shall plan and review the Parent/Family Support program area.
- ✓ The Male Involvement Committee shall be comprised of one (1) staff and a minimum of three (3) representatives who shall plan and review the Male Involvement Program.
- ✓ The Monitoring and Evaluation Committee shall be comprised of one (1) staff and a minimum of three (3) representatives who shall plan, review and oversee program monitoring and evaluation.

- ✓♦ The EHS Committee shall be comprised of one (1) staff and a minimum of **three (3)** ~~two (2)~~ representatives from the EHS program who shall plan and review the Early Head Start Program.

PC member representatives shall select two (2) Program Area Committee to serve on as described above. Under no circumstances shall a representative select more than three (3) committees. The Executive Committee shall be counted as a committee. All PC members must be on a Program Area Committee. Special circumstances may be excused by the Chair.

Section 3: Special Committees:

When necessary to carry on the work of the PC, other committees such as Ad Hoc (special committees), shall be appointed by the Chair. Such committees must have a purpose and time frame for committee appointment. All elected Board meeting members attending approved special committee meetings will receive the standard reimbursement.

**ARTICLE VII
Required Reports**

Section 1: Required Reports

The following reports shall be provided to the PC monthly. The purpose of reports is to maintain control of program quality and program accountability:

- ✓ ***Budget Reports***
- ✓ ***Credit Card Expense Report***
- ✓ ***USDA Meal/Snacks Report***
- ✓ ***Program Information Summaries***
- ✓ ***Enrollment Report***

**ARTICLE VIII
Bylaws Amendment**

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PC. Proposals to amend these Bylaws must originate at least one full calendar month prior to the final voting and acceptance or rejection of the proposals.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special 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, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place excepting at a regular, annual or special meeting of the PC.
- F. Any amendments must also be approved by the SETA Governing Board.

Current a/o 8/27/08

ITEM IV-A – INFORMATION

STANDING INFORMATION ITEMS

BACKGROUND:

This agenda item provides an opportunity for upcoming meetings, trainings, conferences, and events to be shared with the Policy Council.

A. Standing Information Items

- Parent/Family Support Unit Events and Activities - Ms. Kathy Ruiz
- Calendar of Events and Activities (attached) – Ms. Kathy Ruiz
- Fiscal Reports (attached) - Ms. Thelma Manzano
- Community Resources-PC Representative/Staff - Ms. Kathy Ruiz
- Parent/Staff Recognition - Ms. Kathy Ruiz
- Grandparent/Foster Parent Report - Ms. Venelsia Fentress

NOTES:

PARENT/FAMILY SUPPORT UNIT
CALENDER OF EVENTS AND ACTIVITIES

<u>EVENT</u>	<u>DATE</u>
Early Childhood Development & Health Services Committee and Parent/Family Support Committee Meeting	Friday, September 19, 2008 9:00 a.m. 925 Del Paso Blvd. Shasta Room
Early Childhood Development & Health Services Committee and Parent/Family Support Committee Meeting	Friday, September 26, 2008 9:00 a.m. 925 Del Paso Blvd. Sequoia Room

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Special PC Meeting	Thursday, September 18, 2008 9:00 a.m. 925 Del Paso Blvd. SETA Boardroom
Early Childhood Development & Health Services Committee and Parent/Family Support Committee Meeting	Friday, September 19, 2008 9:030 a.m. 925 Del Paso Blvd. Shasta Room
Early Childhood Development & Health Services Committee and Parent/Family Support Committee Meeting	Friday, September 26, 2008 9:00 a.m. 925 Del Paso Blvd. Sequoia Room
PC/PAC Recruitment – 2008-2009 Community Representatives	PC/PAC application must be submitted by Friday, September 26, 2008 to: Marie Desha, SS/PI Coordinador 925 Del Paso Blvd., Ste. 200 Sacramento, CA 95815 (See attachment.)
Region IX Head Start Association Scholarship Awards	Application postmark deadline, September 30, 2008 Mail to: RHSA Scholarship Committee 4305 University Avenue, Ste. 400 San Diego, CA 92105
PC Executive Committee Meeting	Friday, October 3, 2008 10:00 a.m. 925 Del Paso Blvd. Room T.B.A.
Annual Parent Appreciation	Saturday, October 18, 2008-09-02 12:00-3:00 p.m. Lyons Gate Hotel and Conference Center – The Garden Pavilion, Terrace Room 3410 Westover Street Sacramento, CA (See attached flyer.)

ITEM IV-B – INFORMATION
PROGRAM INFORMATION REPORT

BACKGROUND:

This agenda item provides an opportunity for Ms. Andrea Harvey, Program Officer, to share the Program Information Report (PIR) with the Policy Council. (See attachment.)

NOTES:

ITEM IV-C - INFORMATION

DISCIPLINARY PROCESS PROCEDURE UPDATE

BACKGROUND:

Under the Head Start Act, the Policy Council must approve personnel actions regarding any hiring and/or termination of Head Start staff. On occasion, the Policy Council meets in closed session to consider disciplinary actions regarding terminations of employees. Several actions of this nature have occurred in recent months.

We wish to remind the Policy Council that all approvals are subject to further steps and considerations. Under the collective bargaining agreement, such actions can be resolved with lesser amounts of discipline.

To keep the Policy Council informed, please note, that while the Policy Council may have approved termination of a Head Start staff member, the employee's right to have that determination reviewed can, and sometimes does, result in an employee's return to work with a lesser form of discipline, such as demotion or suspension, having been imposed.

ITEM IV-D- INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The Governing Board meeting minutes for August 7, 2008 are attached.

NOTES:

**REGULAR MEETING OF THE SACRAMENTO EMPLOYMENT AND TRAINING
AGENCY GOVERNING BOARD**
Minutes/Synopsis

SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

Thursday, August 7, 2008
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance**: Ms. Bonnie Pannell called the meeting to order at 10:05 a.m.

Members Present:

Bonnie Pannell, Chair, SETA Governing Board; Councilmember, City of Sacramento

Jimmie Yee, Vice Chair; Member, Board of Supervisors

Sophia Scherman, Public Representative

Don Nottoli, Member, Board of Supervisors (10:09 a.m.)

Robbie Waters, Councilmember, City of Sacramento (10:07 a.m.)

- Recognition of Long-term Employees:

Ms. Jana Bradford, Head Start Teacher and Ms. Julieta Aldana, Head Start Teacher were acknowledged for their 10 years of service. Staff members took pictures with board members.

II. **Consent Items**

Consent calendar includes:

- A. Minutes of the July 3, 2008 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Continue the Participation with the Child and Adult Care Food Program
- D. Appointment of Youth Council Member

Ms. Kossick pointed out on page 9 there are several categories for Youth Council representation; Mr. John Koogle fits into the "other individuals as the chairperson as determined" category.

Moved/Yee, second/Water, to approve the consent calendar as follows:

- A. Approve the July 3, 2008 minutes.
- B. Approve claims and warrants for the period 6/27/08 through 7/31/08
- C. Authorize the renewal for participation in the Child and Adult Care Food Program, and authorize the SETA Chair to sign the renewal application.
- D. Appoint Mr. John Koogle to the Sacramento Works Youth Council.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval to Co-Sponsor and Serve as Fiscal Agent for Capitol Region Talent Transfer Event

Ms. Robin Purdy reviewed this item. SETA will be partnering with Golden Sierra, Yolo County and North Central Counties Consortium. The event will be focusing on commercial construction, insurance and the finance industry. EDD is allocating \$50,000 and asking SETA to act as fiscal agent for this grant

Moved/Scherman, second/Nottoli, to approve sponsorship of the Talent Transfer Event and authorize SETA to act as the fiscal agent for the funds.

Voice Vote: Unanimous approval.

2. Confirmation of Process for Appointment of SETA Governing Board Member

Ms. Kossick stated that this item confirms the selection process used in the past for the Public Representative position.

Moved/Nottoli, second/Yee, to confirm the selection process for the Governing Board seat that will be open for appointment in November, 2008.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Appointment of Sacramento Works Workforce Investment Board Private Sector Member

Ms. Kossick stated that this requests approval of recommended replacement of a private sector seat. Mr. Larry Booth, President of Frank M Booth, Inc., will be representing the Architecture and Engineering critical occupational cluster.

Moved/Waters, second/Yee, to appoint Larry Booth to the Sacramento Works Workforce Investment Board to a Private Sector seat.

Voice Vote: Unanimous approval.

2. Approval to Submit a Technology Based Learning Initiative Proposal to the Department of Labor

Staff is requesting that this item be withdrawn from the agenda.

Moved/Nottoli, second/Scherman, to drop this item from the agenda.

Voice Vote: Unanimous approval.

3. Approval to Augment Sacramento Builders' Exchange WIA 15% Contract

Ms. Purdy stated that this has been a very successful program with the Builder's Exchange for incumbent workers. The first phase was recently completed and has been successful. This board item is for an additional three month course for 30 incumbent workers.

Moved/Nottoli, second/Scherman, to approve the augmentation of Sacramento Builders' Exchange for \$25,000 for additional training for incumbent workers.
Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

C. HEAD START

1. Approval to Submit a Grant Application to the Sierra Health Foundation Responsive Grants Program

Ms. Brenda Campos reviewed this item. SETA would contract with retired nurses or nurses in the community to provide information to parents on the importance of the TB testing. The goal is to reach 60% compliance. Ms. Melanie Nicholas and Ms. Marta Chavez were acknowledged for implementing the program. Ms. Scherman would like to have nurses in Elk Grove. Ms. Scherman and Ms. Pannell offered to put this information on their web sites. Ms. Campos stated that some parents have signed a waiver that they will not volunteer in classrooms if they do not want to have the TB testing.

Moved/Scherman, second/Yee, to approve the submission of a grant application to Sierra Health Foundation for a Tuberculosis Screening Project.
Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Fiscal Monitoring Reports: No comments.

B. Quarterly Head Start Update: Ms. Denise Lee stated that this report highlights the really great federal review. SETA came out with a gold star. There are over 60 grantees in our region and only four gold stars were given out. Ms. Pannell acknowledged staff for a great job. She and Mr. Nottoli were part of the reviewer phone tree.

C. Monthly Head Start Fiscal Report: Ms. Kossick stated that San Juan, one of the delegate agencies, submitted their June 30 report. Delegates and SETA are very close to exhausting the grant.

- D. Head Start Policy Council Minutes: No questions.
- E. Dislocated Worker Update: Mr. William Walker provided a follow-up on Starbuck's closing on Stockton Blvd. Staff has not heard from anyone from Indy Mac regarding dislocations. Ms. Pannell inquired about Nehemiah; staff has not heard anything yet. Room Source has laid off warehouse people but not sales people. Mr. Walker and staff were thanked for youth efforts. Mr. Walker stated that 26 kids were hired from the job fair held at the Pannell Center. Ms. Pannell stated that we need to have job fairs in the north area and the south area.
- F. Semi-Annual Information Systems Update: Mr. Edward Proctor reviewed the IT department and stated that he will be giving an IT update every six months. Mr. Proctor reviewed the various software programs utilized by SETA to provide services at the Head Start centers and Career Centers.
- G. California Youth Drop Out Report: Ms. Robin Purdy reviewed the report. Sacramento's regional drop out rate is 25%. Ms. Pannell asked that the report be distributed to board members electronically.
- H. Training for Critical Occupations in Information Technology: Funding will be received from the Employment Training Panel to provide the training.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reminded Board members that on Wednesday, October 15, SETA will be celebrating our 30 year anniversary outside in the parking lot. Ms. Scherman's birthday will be celebrated on August 18. Ms. Kossick reported on the layoff situation; 16 individuals were affected. Eight staff have moved to other positions in the Agency, two were hired as temporary consultants, and six were actually laid off. These staff have been assigned a case manager to work with them.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board:
- F. Public: No comments.

VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

(Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9): One Potential Case

No closed session.

VII. Adjournment: Meeting adjourned at 10:51 a.m.

ITEM V- COMMITTEE REPORTS

- A. EXECUTIVE COMMITTEE: This item provides the opportunity for the Executive Committee to submit an oral report to the Policy Council.

The Executive Committee met and evaluated the August 26, 2008 Policy Council meeting.

Good	Needs Improvement
Chair did a good job on conducting the meeting.	Participation by members on making motions.
Good attendance.	Members asking questions pertaining to agenda item being discussed.
Participation by members in discussion.	
Cell phones off.	
Thank you Joy Otero for making reminder calls to attend the Policy Council meeting.	
Lori Black, great job on End-of-Year Parent Appreciation flyer.	

- B. PERSONNEL/BYLAWS COMMITTEE: A report on the most recent meeting will be given at this time.

- C. SOCIAL/HOSPITALITY COMMITTEE: A report on the most recent meeting will be given at this time.

ITEM V- COMMITTEE REPORTS (Continued)
Page 2

D. PROGRAM AREA COMMITTEES:

Early Childhood Development & Health Services

Parent/Family Support Committee

E. COMMUNITY ADVOCATING MALE PARTICIPATION (CAMP) – Mr. Victor Stark

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. SETA HEAD START DEPUTY DIRECTOR'S REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Maureen Dermott) to report to the Council on any items of important information or to deal with special requests which need to be addressed.

- B. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Ms. Kathy Ruiz), on a regular basis, receives numerous items of information concerning legislation, current programs and agency activities.

The important information from the material received and meetings attended will be shared with the entire Council, and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Council to provide input on items that may require future action.

- C. HEAD START MANAGERS' REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:

Brenda Campos: Grantee Program Support Services
Denise Lee: Child Development and Education Services
Lisa Carr, Parent/Family Support Unit
Vacant, Early Head Start, Special Projects and Community Partnerships

ITEM VI- OTHER REPORTS (Continued)

D. COMMUNITY AGENCY REPORT: This item provides the opportunity for Community Agencies to submit an oral report to the Policy Council.

- Sacramento Sheriff's Department – Vacant
- Child Health and Disability Prevention Program – Ms. Van Huyhn
- Perinatal & Infant Health Advisory Committee – Mr. Ronald Montez
- Community Action Board – Ms. Kathy Ruiz

E. HEALTH AND DENTAL REPORT: This item provides an opportunity for Policy Council representatives to submit an oral report to the Policy Council.

- Sacramento County Dental Health Advisory Committee Representatives (appointed by Chair): Ms. Carol Aronis and Ms. Victoria Camargo

F. OPEN DISCUSSION AND COMMENTS: This item provides an opportunity for Head Start Policy Council members to bring up topics for discussion. Members are asked to address their requests to the Chair if they wish to speak. No action is to be taken on any item that is discussed during this meeting; the board may direct staff to place agenda items on upcoming agendas for action.

G. PUBLIC PARTICIPATION: Participation of the general public at Head Start Policy Council meetings is encouraged. Members of the audience are asked to address their requests to the Chair if they wish to speak.

ITEM III-B – ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

This item provides an opportunity for the Council to take action on personnel items.

NOTES: