

*Thought for the Day: "Reach for the Moon.
If you fall short, you may land on a star."*

Author: Anonymous

GOVERNING BOARD

BONNIE PANNELL
Council Member
City of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

ILLA COLLIN
Board of Supervisors
County of Sacramento

SOPHIA SCHERMAN
Public Representative

ROBBIE WATERS
Council Member
City of Sacramento

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

DATE: Tuesday, August 24, 2004

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.

ADMINISTRATION

925 Del Paso Blvd., Suite 200
Sacramento, CA 95815
Tel: (916) 263-3804
Fax: (916) 263-3779
Website:
www.headstart.seta.net

KATHY KOSSICK
Executive Director

NORMA JOHNSON
Deputy Director

AGENDA

I. Call to Order/Roll Call/Review of Board Member Attendance

II. Consent Item

A. Approval of the Minutes of August 3, 2004 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

B. Selection of Representative(s) and Alternate(s) to Attend the Regional IX Head Start Association – Annual Training Conference

C. Approval to Modify the Job Specification of Head Start Substitute Child Care Teacher

- D. Adoption of Resolution Modifying the Salary Range for the Classification of Substitute Child Care Teacher

IV. Information Items

A. Standing Information Items

- Introduction of New Staff
- Upcoming Meetings, Training, Conferences and Events
 - ✱ Ms. Alma Walton, Mr. Robert Silva, Ms. Belinda Malone and Ms. Julita Bentz
- Average Daily Attendance (ADA) Report
- Monthly Special Education Report
- CHSA Report
- Region IX Head Start Report
- Sacramento City Unified School District's Citizen's Title I/SCE Program Advisory Committee Report: Ms. Darlene Anderson
- Fiscal Report (January, April, July, October)
- Community Resources/Recognitions - Policy Council Members/Staff
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report – Ms. Willie Williams, Ms. Beverly Shah and Ms. Mary Lenoir

V. Committee Reports

- A. Executive
- B. Personnel/Bylaws
- C. Budget/Planning
- D. Hospitality
- E. Program Area Committees
- Early Childhood Development and Health Services
 - Family & Community Partnerships/Training
 - Monitoring & Evaluation (Self-Assessment)
 - Early Head Start
- F. Community Advocating Male Participation (CAMP)

VI. Other Reports

- A. SETA Executive Director's Report
- B. Chair's Report
- C. Head Start Deputy Director's Report
- D. Head Start Managers' Report
- E. Community Agency Report
- Women Escaping a Violent Environment - Vacant
 - Child Health and Disability Prevention Program – Ms. Victoria Benson
 - Community Services Planning Council - Vacant
 - Advisory Board of Perinatal & Infant Health Committee – Ms. Jacoolla Moody
 - Maternal, Child and Adolescent Health Board – Ms. Beverly Shah
 - Community Action Board: Ms. Darlene Anderson

F. Health and Dental Report

- Sacramento County Dental Health Advisory Committee Reps: Ms. LaRisa Yarbrough, Ms. Betty Walker, and Ms. Victoria Benson

G. Open Discussion and Comments

H. Public Participation

VII. **CLOSED SESSION: PERSONNEL - PURSUANT TO GOVERNMENT CODE SECTION 54957**

◆ Approval of Eligible list for: Parent Intern

➤ Report out of Closed Session

VIII. **Adjournment**

DISTRIBUTION DATE: THURSDAY, AUGUST 19, 2004

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Harriett Oden, Elk Grove Unified School District
- _____ Tawfiq Alnassiri, Sacramento City Unified School District
- _____ Diane Miller, San Juan Unified School District
- _____ Raymond Muñoz, San Juan Unified School District
- _____ Penny Campbell-Mays, SETA-Operated Program
- _____ Hasan McWhorter, SETA-Operated Program
- _____ Kama Meredith, SETA-Operated Program
- _____ Denise Nelson, SETA Operated Program
- _____ Betty Walker, SETA-Operated Program
- _____ LaRisa Yarbrough, SETA-Operated Program
- _____ Darlene Anderson, Past Parent Representative
- _____ Lyle LeTourneau, Past Parent Representative
- _____ Margie Mitchell, Past Parent Representative
- _____ Janet Foster, Early Head Start (San Juan)
- _____ Jacoolla Moody, Early Head Start (SETA)
- _____ Mary Lenoir, Foster Parent Representative
- _____ Beverly Shah, Grandparent Representative
- _____ Willie Williams, Grandparent Representative
- _____ Akilah Parks, Community Representative
- _____ Victoria Benson, Child Health and Disability Prevention Program

- _____ Vacant, Playmate Child Development Center
- _____ Vacant, Playmate Child Development Center
- _____ Vacant, Del Paso Heights
- _____ Vacant, Del Paso Heights
- _____ Vacant, Elk Grove Unified School District
- _____ Vacant, Meadowview Community Action
- _____ Vacant, Meadowview Community Action
- _____ Vacant, Sacramento City Unified School District
- _____ Vacant, Sacramento City Unified School District
- _____ Vacant, San Juan Unified School District
- _____ Vacant, Elk Grove Unified School District
- _____ Vacant, Early Head Start (Sacramento City USD)
- _____ Vacant, CAMP Representative

**** Please call your alternate, the Policy Council Chair (Margie Mitchell: 683-5747) or Head Start Staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. ****

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE AUGUST 3, 2004 SPECIAL POLICY COUNCIL
MEETING

BACKGROUND:

Attached are the minutes of the August 3, 2004 Policy Council meeting for your review.

RECOMMENDATION:

That your Council review, modify if necessary, and approve the attached minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(The minutes indicate the actual progression of the meeting.)

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

Tuesday, August 3, 2004
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Mitchell called the meeting to order at 9:10 a.m. Ms. Diane Miller read the thought of the day. Ms. Willie Williams called the roll. Ms. Mitchell reminded members to put their cell phones on vibrate. She also reminded board members to call their alternate, the Chair or SETA staff if they are unable to attend the meeting.

Members Present:

Harriett Oden, Elk Grove Unified School District
Tawfiq Alnassiri, Sacramento City Unified School District (arrived at 9:42 a.m.)
Diane Miller, San Juan Unified School District
Raymond Muñoz, San Juan Unified School District
Hasan McWhorter, SETA-Operated Program
Kama Meredith, SETA-Operated Program
Denise Nelson, SETA-Operated Program
Betty Walker, SETA-Operated Program
LaRisa Yarbrough, SETA-Operated Program
Darlene Anderson, Past Parent Representative (arrived at 9:17 a.m.)
Lyle LeTourneau, Past Parent Representative
Margie Mitchell, Past Parent Representative
Janet Foster, Early Head Start, San Juan (arrived at 9:17 a.m.)
Jacolla Moody, Early Head Start
Mary Lenoir, Foster Parent Representative
Beverly Shah, Grandparent Representative
Willie Williams, Grandparent Representative

Members Absent:

Mai Yong Lee, Meadowview Community Action (Unexcused)
Jessie Ramos, Playmate Child Development Center (Unexcused)
Oma Reed, Playmate Child Development Center (Unexcused)
Stan Thompson, Sacramento City Unified School District (Excused)
Penny Campbell-Mays, SETA-Operated Program (Unexcused)
Akilah Parks, Community Representative (Unexcused)
Victoria Benson, Child Health and Disability Prevention Program (Excused)

II. Consent Item

- A. Approval of the Minutes of June 22, 2004 Regular Meeting

Moved/Lenoir, second/Williams, to review and modify the minutes as distributed.

Several corrections were made to the minutes and noted by the Clerk.

Voice Vote: Unanimous approval with one abstention (McWhorter).

III. Action Items

A. Approval of Labor Agreement

Ms. Mitchell reviewed the board item.

Moved/Shah, second/Nelson, by show of hands vote, to approve the SETA/AFSCME labor agreement for the period of July 1, 2004 – June 30, 2007.

Mr. Rod Nishi reviewed the labor contract and answered questions.

Show of Hands Vote: Aye: 16, Nay: 0, Abstentions: 1 (McWhorter)

B. Approval to Modify Head Start Child Care Teacher Job Specification of Head Start Associate Teacher

Ms. Mitchell reviewed this item. Mr. Rod Nishi distributed an updated version of the job specification.

Moved/Shah, second/Alnassiri, to approve the modification to the Head Start Child Care Teacher job classification as Associate Teacher, pending ratification by union membership of labor contract.

Voice Vote: Unanimous approval with one abstention: McWhorter.

C. Adoption of Resolution Modifying the Salary Range for the Classification of Associate Teacher

Mr. Nishi reviewed the new salary range and stated that the salaries will be 3% higher after the cost-of-living adjustment (COLA).

Moved/Meredith, second/Williams, to approve a resolution modifying the salary range of Associate Teacher classification pending ratification of labor contract.

Voice Vote: Unanimous approval with one abstention: McWhorter.

D. Approval to Modify the Head Start Child Care Site Director Job Specification to Child Care Site Supervisor

Ms. Mitchell reviewed the board item. A number of modifications were noted in the job specification; staff noted all modifications.

Moved/Oden, second/Lenoir, to modify the job specification name to Site Supervisor, and approve the modification to the Head Start Child Care Site Director job classification as Site Supervisor pending ratification of labor contract.

Denise Nelson left the meeting at 10:25 a.m.

Voice Vote: Unanimous approval with one abstention: McWhorter.

- E. Adoption of Resolution Modifying the Salary Range for the Classification of Site Supervisor

Moved/Alnassiri, second/Moody, to approve the resolution modifying the salary range for the classification of site supervisor pending labor contract approval.

Voice Vote: Unanimous approval with one abstention: McWhorter.

- F. **TIMED ITEM: 9:00 A.M. AND PUBLIC HEARING:** First Reading of Modifications of the Bylaws of the Head Start/Early Head Start Policy Council: This item is to be continued to the August 24 meeting.

- G. Approval of Selection Criteria for Enrollment for Head Start Fiscal Year 2004-2005

Moved/Yarbrough, second/Muñoz, to approve the Sacramento County Head Start Selection criteria as distributed.

Ms. Elsie Bowers reviewed the modifications made to the selection criteria. Ms. Bowers will be pulling together a task force to review the Early Head Start selection criteria.

Voice Vote: Unanimous approval with one abstention: McWhorter.

The board took a break from 10:52 a.m. until 11:10 a.m.

Ms. Mitchell referred to the updated Community Complaint Procedure. Page three of the form was corrected as recommended by the board.

IV. **CLOSED SESSION: PERSONNEL - PURSUANT TO GOVERNMENT CODE SECTION 54957**

The Board went into closed session at 11:07 a.m. Ms. Mitchell called the meeting back to order into open session 11:51 a.m. She stated that the board approved the following: Approval of Eligible list for: Head Start Bilingual Aide (Spanish), Head Start Teacher, and Program Officer, and Public Employee Discipline/Dismissal/Release.

V. Information Items

A. Standing Information Items

- Average Daily Attendance Report: The reports will begin again in September.
- Monthly Special Education Report: Reports will begin again in September.
- Introduction of New Staff: No new staff.
- Upcoming Meetings, Training, Conferences and Events: Ms. Alma Walton distributed a book called "Butterflies". She is working to get some books on tape. Ms. Sanford has some excellent Braille books that are available to sight-impaired families. Ms. Walton announced winners of the most minutes read during the period January-March, 2004: First place: Galt; second place: Home base; and third place: Bright Beginnings.

The September Building Reader newsletter was distributed and will also be posted on our web page.

Ms. Willie Williams gave a great presentation on nutrition and Ms. Williams cooked gumbo. Also had an event to can peppers.

The grandparent/foster parent meeting will now be the second Wednesday of the month to get better participation.

There are workshops set up and Ms. Walton reviewed the listing of workshops. Quarterly, our grandparent/foster parent group will visit other groups.

Mr. Silva is working on a workshop to assist in the transitioning out of preschool into kindergarten.

Mr. McWhorter spoke about his experience at the Dallas Fatherhood Conference.

- PC/PAC/Delegate Agency-Policy Committee Governance Training, July 29, 2004, 1:00- 3:00 p.m.: No report.
- CHSA Report: No report
- NHSA Annual Training Conference Reports, April 21-24 (Wednesday-Saturday), Anaheim, CA
- California Family Literacy Conference Reports, June 30-July 2, 2004, Hyatt Regency, Sacramento: Kama, Beverly, Willie, Betty, and Margie. Attendees were asked to give a brief overview of their experience.
- Region IX Head Start Report: No report.
- Sacramento City Unified School District's Citizen's Title I/SCE Program Advisory Committee Report: Ms. Darlene Anderson: No report.
- Fiscal Report- Mr. Kim Peck reviewed the fiscal reports that were included in the board packets. Ms. Lenoir made a clarification regarding the closure of classes at San Juan.

- Community Resources/Recognitions - Policy Council Members/Staff: None.
- Parent/Staff Recognitions: Ms. Elsie Bowers' father recently passed away.
- Grandparent/Foster Parent Report – Ms. Willie Williams announced that September 13 will be National Grandparent Day. The Family Awareness Day Picnic will be held October 1 at William Land Park.
- Center for Law and Social Policy Brief: Ms. Mitchell recommends that those continuing on in Head Start read this brief.

B. SETA Governing Board Minutes: No questions.

C. Fiscal Monitoring Reports: No questions.

VI. Committee Reports

- A. Executive: Ms. Darlene Anderson reviewed the Executive Committee's most recent meeting.
- B. Personnel/Bylaws: Mr. McWhorter reviewed the most recent meeting.
- C. Budget/Planning: No more meetings for the year.
- D. Hospitality: Ms. Willie Williams reported that the joint PC/PAC parent activity will be to visit The Lawrence Hall of Science at U.C Berkeley on August 28. She provided details for this event. Members will be advanced \$39, which they will pay for lunch, dinner and the planetarium show.
- E. Program Area Committee: Ms. Mitchell reviewed the upcoming meetings for these committees. Ms. Mitchell reported that there would be a shuttle from St. Paul's Baptist Church to the Family Awareness Day picnic at William Land Park.
- F. Community Advocating Male Participation – No report.

VII. Other Reports

- A. SETA Executive Director's Report: None.
- B. Chair's Report: Ms. Mitchell thanked Ms. Williams for Margie's birthday cake and card. Ms. Johnson distributed information on First Five workshop funds at the last Policy Council meeting and urged parents and community members to take advantage of the funds.
- C. Head Start Deputy Director's Report: No report.
- D. Head Start Managers' Report: No report.
- E. Community Agency Report
 - Women Escaping a Violent Environment - Vacant
 - Child Health and Disability Prevention Program – Ms. Victoria Benson
 - Community Services Planning Council - Vacant
 - Advisory Board of Perinatal & Infant Health Committee – Ms. Jacoolla Moody: No report.
 - Maternal, Child and Adolescent Health Board – Ms. Shah stated that there will be a meeting on August 10.
 - Community Action Board: No report.

- F. Health and Dental Report
- Sacramento County Dental Health Advisory Committee Reps: Ms. LaRisa Yarbrough, Ms. Betty Walker, and Ms. Victoria Benson: No meeting.
- G. Open Discussion and Comments: Ms. Shah asked for prayers and thoughts for her friend Ellen. Mr. Muñoz urged people to attend the next Grandparent/Foster Parent event on September 13. Mr. Alnassiri asked that the board meetings be kept down to two hours. Many board members have employment commitments and it is difficult to attend such long meetings.
- H. Public Participation: No comments.
- VIII. Adjournment:** The meeting adjourned 12:50 p.m.

ITEM III-A – ACTION

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 met three times to review and recommend revisions to the bylaws of SETA Operated Head Start/Early Head Start Parent Advisory Committee.

Additions are indicated by *italic* type and 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 PC Bylaws as attached.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

BYLAWS OF THE SACRAMENTO COUNTY

HEAD START/EARLY HEAD START POLICY COUNCIL (PC)

Policy Council First Reading: 8/24/04
Policy Council Final Approval:
Governing Board Approval:

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

**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.

**ARTICLE II
Purpose, Powers, Duties and Functions**

Section 1: Purpose

The purpose of the Policy Council 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 Policy Council 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, 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 of the low-income population.

Section 2: Powers, Duties and Functions

The Policy Council 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; and
- 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 Policy Council 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 Policy Council 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 SETA-Operated Program may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the Policy Council on an annual basis.)
 13. Policy Council reimbursement for reasonable expenses incurred by members conducting Policy Council 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. Policy Council 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 Policy Council, 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 SETA-Operated Program (SOP) (PAC)
 - Three (3) Representatives from Sacramento City Unified School District
 - Two (2) Representatives from San Juan Unified School District
 - Two (2) Representative from Elk Grove Unified School District
 - Two (2) Representatives from Del Paso Heights Unified School District
 - Two (2) Representatives from Meadowview Community Action (MCA)
 - Two (2) Representatives from Women’s Civic Improvement Club/Playmate (WCIC)
 - Two (2) Representative from Home Base Option-~~Locally Designed Option (LDO): Child Care Collaboration Program (CCCP)~~
 - One (1) Representative from Early Head Start SETA-Operated Program (SOP)
 - One (1) Representative from Early Head Start - Sacramento City Unified School District
 - One (1) Representative from Early Head Start - San Juan Unified School District

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

B. **Community Representatives**

Additional Policy Council members will include:

- One (1) Representative elected by the Committee Advocating Male Participation (CAMP) - This representative may or may not be a current parent.
- Three (3) Past Parent Representatives - elected by the outgoing Policy Council. *There will be three (3) Past Parent alternate positions.*
- One (1) Outgoing Policy Council Chair - may not be held by any other party.
- Three (3) Community Representatives appointed by agencies.
- Two (2) Foster Parent *Representatives*- elected by the outgoing Policy Council. This representative must be a current or past parent of SOP or a delegate agency. *There will be two (2) Foster Parent alternate positions.*
- Two (2) Grandparent *Representatives* - elected by the outgoing Policy Council. This representative must be a current or past parent of SOP or a delegate agency. *There will be two (2) Grandparent alternate positions.*

Section 2: Alternates

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

- A. Alternates may be seated as voting members of the Policy Council 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 Policy Council Chair at any meeting.
- C. Alternates may not hold an office.
- D. Alternates are encouraged to attend meetings of the Policy Council.
- E. Alternates are excluded from attending the following conferences: The National Head Start Association Parent Training Conference, the Region IX Head Start Association Annual Conference, the National Head Start Association Conference (NHSA).

Section 3: Other Provisions

- A. At least 51% of the voting membership of the Policy Council shall consist of parents/guardians whose children are currently enrolled in the program.
- B. The Policy Council may establish and select additional voting delegates who shall serve as community representatives of the Policy Council by a two-third (2/3) vote.
- C. Community Agency Representatives wishing to be reappointed must express their desire to remain on the Policy Council. 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 Policy Council 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 Policy Council.

Section 4: Region IX Head Start Association Representatives

One representative and one alternate shall be elected by the incoming Policy Council to serve as the parent representative to the Region IX Head Start Association. Representative must ~~be a current parent~~ *have a child currently enrolled in the program.*

Section 5: Terms

The Policy Council, 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 Policy Council 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 6: Attendance

A. **Absences:** Any member (or alternate/alternate replacement) in a voting capacity, missing two consecutive regular meetings without an excused absence or missing a total of three 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 Social Services/Parent Involvement (SS/PI) Coordinator, Policy Council Board Chair, or the Clerk of the Boards, prior to the meeting, if known, for an alternate to attend.

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 Policy Council Executive Committee whether any representative shall be reinstated.

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 Policy Council/Policy Committee business and not at the Policy Council meeting, shall be neither present nor absent, but rather identified as "Policy Council/Policy Committee."

Section 7: Removal

A Policy Council member may be removed by two-thirds vote of all members present and voting whenever, in the judgement 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 Policy Council 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 Policy Council 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 Policy Council may be called at anytime by the SETA Governing Board, Policy Council Chair, Head Start Deputy Director, SETA Executive Director, or upon petition by at least a majority of the members of the Policy Council.

D. Quorum

For the purpose of transacting the business of the Policy Council at any annual, regular or special meeting, a quorum of the Policy Council shall be necessary. A quorum shall be a majority of those entitled to vote. Vacant positions on the Policy Council 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 Policy Council shall be in writing, provided to all members of the Policy Council, 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 Policy Council 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 Policy Council, excepting that business and/or discussion for which the special meeting was called.

C. Emergency Meetings:

The Policy Council 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 Policy Council determines that an emergency situation as defined in the Ralph M. Brown Act exists.

D. Committees Meetings:

Members of the Policy Council 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. ~~Such written notice may be dispensed with by any member who at any time files with the Policy Council Clerk a written waiver of notice as it pertains to special circumstances.~~

Any member (or alternate) 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 Policy Council 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 Policy Council shall be in writing and delivered personally or by mail to the Policy Council members' addresses, as recorded in the Policy Council 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 Social Services/Parent Involvement Coordinator or Clerk of the Boards within seven (7) calendar days of change.

Section 5: Rules of Procedure

~~Except as specifically provided herein, *Roberts Rules of Order (Simplified and Applied — Second Edition, copyright 2001) shall govern procedures in all meetings of the Policy Council. Notwithstanding any contrary provision contained in these bylaws or Roberts 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 notices, quorum and meeting requirements of this Article IV regarding special meetings have been met.~~

- ~~• A loaner copy of Roberts Rules of Order is available upon request.~~

Except as specifically provided herein, Robert's Rules of Order¹ shall govern procedures in all meetings of the Policy Council. (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.

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

Section 6: Nominations/Elections

Policy Council Board Members or candidates must be present to be nominated or elected.

Section 7: Voting

Each Policy Council 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 Policy Council may be taken only by a majority vote of all of the Policy Council 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 Policy Council member will receive reimbursement for child care and transportation. This amount is determined by the Head Start Division in the amount of \$20 \$25.

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. Policy Council (regularly scheduled, *annual*, *emergency* and special meetings)
 2. Interview/screening/exam panels
 3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Hospitality)
 4. 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 ~~the Vice Chair or an 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 meetings exceed four (4) hours and/or member attends more than one meeting.
- Except as specifically provided herein, Robert's Rules of Order 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.

ARTICLE V Officers

Section 1: Officers

The Officers of the Policy Council 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 Policy Council by a plurality vote of the Policy Council 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 Policy Council officers shall be as prescribed in these Bylaws, shall also include such other duties as may be established by the Policy Council that are not in conflict with these Bylaws.

- A. The Chair of the Policy Council shall preside over all meetings of the Policy Council and implement all policies and programs of the Policy Council. The Chair shall act as the official agent of the Policy Council in all matters relating to the Policy Council, and shall be the chief spokesperson and public relations officer for the Policy Council. The Chair shall have the power to appoint, both in

and out of the Policy Council, any additional positions as needed with ratification of the Policy Council. The Chair shall represent the Policy Council 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 Policy Council 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 Policy Council 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, a meeting will be held within fourteen (14) calendar days 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 Policy Council's business. The Secretary shall oversee the Social/Hospitality/Fundraising Committee.
- D. The Treasurer shall keep such records, files and accounts as may be necessary to expedite the Policy Council's business, work with the Staff/Council Secretary and oversee the Budget/Planning Committee. The Treasurer shall be a member of the Social/Hospitality/Fundraising Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee.

Section 4: **Vacancy**

In the event an officer is unable to perform his/her duties, the Policy Council Chair shall appoint an interim officer until the officer returns to duty or is replaced by a special election to be held within fourteen (14) calendar days. (The appointment of the officer must be made from among the membership of the Policy Council if an alternate is not eligible.)

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in November.
- 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 Policy Council.

ARTICLE VI Committees

There is hereby created standing committees of the Policy Council. 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 Policy Council 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 Policy Council

Chair or Policy Council. Notice of an Executive Committee meeting shall be sent to all Policy Council 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 Policy Council. In the event of an emergency, the Executive Committee will act on behalf of the Board pending ratification by the Policy Council 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 Policy Council. This Committee shall assist in the development and review of all Head Start budgets for the Head Start funding year and submit their review to the full Policy Council for approval. A periodic report shall be provided to the Policy Council on the fiscal status of the Head Start budget.
- B. It is recommended that all SETA-Operated Head Start Budget issues are approved by the Parent Advisory Committee prior to Policy Council 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 Policy Council. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws.

- **Social/Hospitality/Fundraising Committee**

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

Section 2: Program Area Committees

There is hereby created Program Area Committees of the Policy Council. The following are Program areas: Early Childhood Development and Health Services, Family and Community Partnerships/Training, Monitoring and Evaluation.

Early Childhood Development and Health Services Committee is composed of one (1) staff and a minimum of three (3) ~~parents~~ *representatives* who shall plan and review the Early Childhood Development and Health Services Program area.

Family and Community Partnerships Committee/Training Committee shall be comprised of one (1) staff and a minimum of three (3) ~~parents~~ *representatives* who shall plan and review the Family and Community Partnerships/Training program area and review the program trainings.

The Monitoring and Evaluation Committee shall be comprised of one (1) staff and a minimum of three (3) ~~parents~~ *representatives* who shall plan, review and oversee program monitoring and evaluation.

The Early Head Start Committee shall be comprised of one (1) staff and a minimum of two (2) ~~parents~~ *representatives* from the Early Head Start program who shall plan, review and oversee program monitoring and evaluation.

Policy Council member representatives shall select one (1) Program Area Committee to serve on as described above. Under no circumstances shall a delegate select more than two (2). All Policy Council members must be on a Program Area Committee. Special circumstances may be excused by the Chair.

Section 6: Special Committees:

When necessary to carry on the work of the Policy Council, other committees such as Ad Hoc (special) committees, shall be appointed by the Chair. Such committee 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
Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the Policy Council 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 Policy Council. Proposals to amend these Bylaws must originate at least one full calendar month prior to the final balloting and acceptance or rejection of the proposals.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the Policy Council at least five (5) calendar days prior to the regular, *annual or special* meeting when balloting is to take place.
- D. The notice of intention to ballot upon amendments shall include the specific Articles, Sections, or Sub-Sections to be balloted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No balloting on Bylaws amendments may take place excepting at a regular, *annual or special* meeting of the Policy Council.
- F. Any amendments must also be approved by the SETA Governing Board.

Current a/o 6/24/04

ITEM III-B - ACTION

SELECTION OF REPRESENTATIVE(S) AND ALTERNATE(S) TO ATTEND THE
REGION IX HEAD START ASSOCIATION ANNUAL TRAINING CONFERENCE

BACKGROUND:

This agenda item provides an opportunity for a Policy Council member to provide an update on the Policy Council/Parent Advisory (PC/PAC) Executive Committee meeting held Friday, August 6, 2004. The purpose of this meeting was to discuss and approve a recommendation to the Policy Council on the number of Board representatives to attend the Region IX Head Start Association Annual Training Conference.

The Conference will be held October 19-21, 2004 (Tuesday-Thursday), in Phoenix, Arizona, at the Doubletree La Posada Resort. Conference information will be provided when received. Please see attached Conference Attendance Guidelines.

RECOMMENDATION:

That the Policy Council, after hearing the recommendation from the Policy Council Executive members, select representative(s) and alternate(s) to attend the Region IX Head Start Annual Training Conference in Phoenix, Arizona, October 19-21, 2004.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

POLICY COUNCIL **REPRESENTATIVE CONFERENCE ATTENDANCE** **GUIDELINES**

The following guidelines are for Policy Council members who have an interest in attending a Head Start Parent Conference are as follows:

1. Priority preference for selection to attend a Head Start Conference will be Policy Council members who have not had an opportunity to attend an out-of-state Head Start Conference.
2. The Policy Council (PC) members must give a written report to the PC at the next scheduled PC meeting upon his/her return from the parent conference (local or out of state).
3. The Policy Council member's report must include the Policy Council member's name, conference date, title, location; workshops attended and networking information.
4. Any additional comments.

ITEM III-C – ACTION

APPROVAL TO MODIFY HEAD START CHILD CARE TEACHER JOB SPECIFICATION TO HEAD START SUBSTITUTE CHILD CARE TEACHER

BACKGROUND:

The Agency Executive Director is proposing a modification to the Head Start Child Care Teacher job specification to Head Start Substitute Child Care Teacher. There are currently no employees in this classification.

Attached is the job specification with additions italicized.

RECOMMENDATION:

Approve the modification to the Head Start Child Care Teacher job classification to Head Start Substitute Child Care Teacher.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

HEAD START *SUBSTITUTE* CHILD CARE TEACHER

DEFINITION

Under general supervision, to conduct activities for children 6 months to 12 years old in a day care program; to provide direction to parent volunteers; and to do related work as required.

EXAMPLES OF DUTIES

Under general supervision, to conduct classroom activities which provide individual developmental experiences for children; to perform classroom teaching duties; to be responsible for the health, safety, and personal welfare of assigned children, to provide some direction for parent volunteers; to promote parent involvement in the classroom; and to do related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Child Care programs and functions, developmental stages and needs of infants to 12 year olds; problems and needs of low-income families; teaching methods and techniques.

Ability to:

Perform care-giving routines for children from 6 months to 12 years in a child care program operated by SETA; provide guidance for the parent volunteers; promote the SETA program within the community it serves; work effectively with low-income families and parent groups; speak and write effectively; mainstream records and prepare reports; deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions; establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

At least one (1) year of successful work experience as a teacher or a teacher assistant in a day care program in an educational or recreational setting.

CONTINUED

SPECIAL REQUIREMENTS

Candidates must possess a minimum of six (6) college units in Early Childhood Education (ECE) and be willing to obtain an additional six (6) units in ECE within one (1) year of the hire date. (Specify on a sheet of paper, what specific courses/work you have completed.) When assigned to infant care, the teacher shall have at least three (3) of the semester units above related to the care of infants.

When assigned to school age care, the teacher may substitute twelve (12) units appropriate to elementary school age children on a unit-per-unit basis or recreation units relevant to elementary school-age children.

ITEM III-D - ACTION

ADOPTION OF RESOLUTION MODIFYING THE SALARY RANGE FOR THE CLASSIFICATION OF HEAD START SUBSTITUTE CHILD CARE TEACHER

BACKGROUND:

The prior action item involved modification of the Agency classification plan. SETA Personnel Policies and Procedures require a Board resolution to modify a salary range.

RECOMMENDATION:

Approve the attached resolution modifying the salary range Head Start Substitute Child Care Teacher classification.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

RESOLUTION NO. 2004-9

WHEREAS, the Head Start Policy Council modified the Agency classification plan and established the classification of **Head Start Substitute Child Care Teacher**; and

WHEREAS, it is necessary to establish the salary range for this classification;

NOW THEREFORE, IT IS RESOLVED, that in accordance with Sections 11.01 and 11.02 of the SETA Personnel Policies and Procedures, the following salary range is hereby established for this classification:

<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
\$10.72	\$11.26	\$11.82	\$12.41	\$13.03

NOW BE IT FURTHER RESOLVED AND ORDERED, that the Policy Council authorizes the Sacramento Employment and Training Agency (SETA) to establish this salary range in accordance with Sections 11.01 and 11.02 of the SETA Personnel Policies and Procedures.

On a motion made by Member _____, seconded by Member _____, the foregoing resolution was passed and adopted by the Head Start Policy Council of the Sacramento Employment and Training Agency, State of California, this twenty-fourth day of August, 2004, by the following vote, to wit:

AYES: _____

NOES: _____

ABSENT: _____

Chair, Policy Council

Attest:

Clerk of the Boards
Nancy L. Hogan

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.

Standing Information Items:

- Introduction of New Staff
- Upcoming Meetings, Training, Conferences and Events
 - ✿ Ms. Alma Walton, Mr. Robert Silva, Ms. Belinda Malone and Ms. Julita Bentz
- Average Daily Attendance (ADA) Report
- Monthly Special Education Report
- CHSA Report
- Region IX Head Start Report
- Sacramento City Unified School District's Citizen's Title I/SCE Program Advisory Committee Report: Ms. Darlene Anderson
- Fiscal Report (January, April, July, October)
- Community Resources/Recognitions - Policy Council Members/Staff
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report – Ms. Willie Williams, Ms. Beverly Shah and Ms. Mary Lenoir

NOTES:

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 3, 2004 Policy Council meeting.

Good	Needs Improvement
Representatives were well prepared for the meeting.	Punctuality.
Chair did a great job.	

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

- C. BUDGET/PLANNING COMMITTEE:** This item provides the opportunity for the Planning/Budget Committee to submit an oral report to the Policy Council.

ITEM V- COMMITTEE REPORTS (Continued)

Page 2

D. HOSPITALITY COMMITTEE: A report on the most recent meeting will be given at this time.

E. PROGRAM AREA COMMITTEES:

☼ Early Childhood Development & Health Services

☼ Family & Community Partnerships/Training

☼ Monitoring & Evaluation Committee (Self-Assessment)

☼ Early Head Start

F. COMMUNITY ADVOCATING MALE PARTICIPATION (CAMP)

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. SETA EXECUTIVE DIRECTOR'S REPORT:** This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) to report to the Council on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal Policy Council packet.

The Executive Director's report also allows the Executive Director to apprise the Council of upcoming events, significant agency activities or conferences.

- B. CHAIR'S REPORT:** The Chair of the Head Start Policy Council (Ms. Margie Mitchell), 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 DEPUTY DIRECTOR'S MONTHLY REPORT:** This item is set aside to allow the Head Start Deputy Director (Ms. Norma Johnson) to report to the Council on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal Head Start Policy Council packet.

The Deputy Director's Report also allows the opportunity for the Head Start Director to apprise the Council of upcoming events, significant agency activities, or conferences.

ITEM VI- OTHER REPORTS (Continued)

D. HEAD START MANAGER’S REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:

Brenda Campos-Peck: Grantee Program Support Services Manager
Vacant: Grantee Program Operations
Vacant, Early Head Start, Special Projects and Community Partnerships
Buffie Engstrom, Head Start Administration

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

- Women Escaping a Violent Environment – Vacant
 - Child Health and Disability Prevention Program – Ms. Victoria Benson
 - Community Services Planning Council - Vacant
 - Advisory Board of Perinatal & Infant Health Committee – Ms. Jacoolla Moody
 - Maternal, Child and Adolescent Health Board – Ms. Beverly Shah
 - Community Action Board – Ms. Darlene Anderson
-
-
-

F. 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:
Ms. LaRisa Yarbrough, Ms. Betty Walker and Ms. Victoria Benson
-
-
-

G. 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.

H. 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 VII-A – ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

The 2003-2004 Board was seated on **November 18, 2003** and **December 23, 2003**

POLICY COUNCIL - BOARD MEETING ATTENDANCE - PROGRAM YEAR 2003-2004

BOARD MEMBER	SITE	11/18	12/23	1/27	2/24	3/23	5/4	5/25	6/22	8/3			
T. Alnassiri (2/24)	SAC				X	X	X	E	U	X			
D. Anderson (11/18)	PAST	X	X	X	X	X	X	X	X	X			
P. Campbell-Mays (5/25)	SOP							X	AP	U			
J. Foster (11/18)	EHS	X	X	X	X	X	X	X	X	X			
M. Lenoir (11/18)	FOSTER	X	X	X	E	X	X	X	X	X			
L. LeTourneau (11/18)	PAST	X	E	X	X	X	X	X	X	X			
H. McWhorter (12/23)	SOP		X	X	X	X	X	X	X	X			
K. Meredith (11/18)	SOP	X	X	X	X	X	X	X	X	X			
D. Miller (s/b seated 11/18) (12/23)	SJ	U	X	X	X	X	X	X	E	X			
M. Mitchell (11/18)	PAST	X	X	X	X	X	X	X	X	X			
J. Moody (11/18) reinstated 4/08)	EHS						X	X	X	X			
R. Munoz (5/04)	SJ						X	X	X	X			
D. Nelson (1/27)	SOP			X	X	X	E	X	X	X			

BOARD MEMBER	SITE	11/18	12/23	1/27	2/24	3/23	5/4	5/25	6/22	8/3			
H. Oden (1/27)	EG			X	X	X	X	E	X	X			
A. Parks (12/23)	CR		X	X	X	X	X	E	X	U			
J. Ramos (2/24)	WCIC				X	X	E	X	E	U			
O. Reed (11/18)	WCIC	X	X	X	X	X	X	E	U	U			
B. Shah (11/18)	GRAND	X	X	X	X	X	X	X	X	X			
S. Thompson (3/23)	SAC					X	U	X	E	E			
B. Walker (11/18)	SOP	X	X	X	X	X	X	X	AP	X			
W. Williams (11/18)	GRAND	X	X	X	X	X	X	X	X	X			
L. Yarbrough (11/18)	SOP	X	X	X	X	X	X	X	X	X			
M. Yong Lee (12/23) (s/b re-seated 6/04)	MCA								U	U			
V. Benson (11/18)	CHDP	X	AP	X	X	X	AP	X	X	E			
Vacant	WEAVE												
Vacant	CSPC												

DP: Del Paso Heights School District DHA: Dept. Of Human Assistance CCCP: Child Care Collaboration Program SOP: SETA-Operated Program SJ: San Juan Unified School District HB: Home Based Option EG: Elk Grove Unified School District
Alta: Alta California Regional Center SAC: Sac. City Unified School District EHS: Early Head Start PAST: Past Parent Representative
WCIC: Playmate Child Child Center CHDP: Child Health & Disability Prevention Program CAMP: Community Advocating Male Participation
MCA: Meadowview Community Action ACTION: Child Action CSPC: Community Services Planning Council CR: Community Representative
S/B/S: Should be Seated **AP:** Alternate Present **X:** Present **E:** Excused **U:** Unexcused Absence
E/PCB: Excused, Policy Council Business **E/PCB:** Excused, Policy Committee Business
GRAND: Grandparent representative **FOSTER:** Foster parent representative

Current a/o 8/19/04