

San Juan Unified School District  
EARLY CHILDHOOD EDUCATION  
**Head Start/Early Head Start**

Approved by Policy Committee  
on October 20, 2016  
Approved by BOARD OF  
EDUCATION on March 28, 2017

**Policy Committee  
BYLAWS**

**ARTICLE I**

Name

This committee shall be named the San Juan Head Start/Early Head Start Policy Committee, hereafter referred to as PC. A copy of these bylaws will be made available upon request.

**ARTICLE II**

Purpose

The general purpose of this committee is to organize constructive policy guidelines to give purpose and direction to the Head Start/Early Head Start (HS/EHS) program in the San Juan Unified School District, and to increase its maximum effectiveness. The actions of the committee shall not conflict with the regulations, policies and laws of Head Start/Early Head Start or those of the San Juan Unified District Board of Education. In addition, committee members may not have a financial interest in the district.

**ARTICLE III**

Procedure

The PC follows procedures outlined in the San Juan Unified School District policy, which adheres to the Ralph M. Brown Act. PC meetings follow procedures using Robert's Rules of Order.

Robert's Rules of Order, Simplified and Applied, 2nd Edition, will be used by the PC and parent committees. A copy will be made available upon request.

**ARTICLE IV**

Duties & Responsibilities

The duties and the responsibilities of the PC shall be to coordinate the entire SJUSD HS/EHS program. For the benefit of each school, PC will function as a unit to:

- A. Assist in the development, review and approval of budgets and the yearly program plan.
- B. Evaluate and assist in the curriculum process.
- C. Train in the legislative process.
- D. Review and approve district and Head Start personnel policies per 45CFR 1304.50 Program Governance.
- E. Assist in the evaluation of the overall program according to Head Start Performance Standards.
- F. Participate in the training development of leadership skills.
- G. Report pertinent information at center parent meetings.
- H. Be involved with the HS/EHS classrooms and programs, attend classroom parent meetings and attend all PC meetings.
- I. Serve as a link to the parent committees, public and private organizations, and the communities they serve.
- J. Assist parent committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities and opportunities in HS/EHS, and to encourage their participation in the program.

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- K. Assist parent committees in planning, coordinating and organizing program activities for parents with the assistance of staff, and ensure that funds set aside from program budgets are used to support parent activities.
- L. Assist in recruiting volunteer services from parents, community residents and community organizations and assist in the mobilization of community resources to meet identified needs.
- M. In addition, 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 application for HS/EHS, 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 composition of the PC and the procedures by which the Policy Committee members are chosen.
  - 6. Criteria for defining recruitment, selection and enrollment priorities in accordance with the requirements of 45 CFR Part 1305.
  - 7. The annual self-assessment of the SJUSD HS/EHS program 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.
  - 8. The annual independent audit that must be conducted in accordance with 45 CFR 1301.12.
  - 9. 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.
  - 10. Decisions to hire or terminate the HS/EHS director of the delegate agency.
  - 11. Decisions to hire or terminate any person who works primarily for the HS/EHS program of the SJUSD delegate agency.
  - 12. PC reimbursement for reasonable expenses incurred by members. Members shall not receive compensation for serving on the PC or for providing services to the HS/EHS agency.
  - 13. San Juan Unified School District Head Start 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.
  - 14. PC must establish written procedures for resolving internal disputes (internal dispute resolution), including impasse procedures between the governing body and the policy group.
  - 15. Establish and maintain procedures for sharing and working with the SJUSD delegate agency to resolve community complaints about the program.
- N. 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/Early Head Start Child Development Program as established by either local, state or federal laws, regulations or SJUSD policies.

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**ARTICLE V**

**Membership**

Allocation of center/classroom program option representation will be based on funded HS/EHS enrollment. Each Head Start classroom (class enrollment 17, 18 or 24) will have 1 representative and 1 alternate. Each Early Head Start center (center enrollment 8, 16 or 24) will have 1 representative and 1 alternate. Early Head Start Home Based teacher groups (enrollment of 12 children) will have 1 representative and 1 alternate.

**A. Center Representatives**

1. Representative(s) will be elected from the parent committee of each program center/classroom and must have a child currently enrolled.
2. Representative(s) will serve a term of 1 full program year and will carry over until new representatives are elected. Each class reserves the right to recall their own representative by a vote of 2/3 majority, providing 2 weeks' notice has been given to parents through PC Executive Committee.
3. No San Juan USD HS/EHS staff, SETA staff (or members of their immediate families), or delegate agency staff shall serve on the PC, except parents who occasionally substitute for regular HS or EHS staff. Occasional substitute teaching is defined as not exceeding 4 consecutive days in a month.

**B. Community Representative**

1. Past Parent Representatives: Up to 5 parents of former Head Start/Early Head Start parents may be elected by the outgoing PC to become voting Policy Committee representatives.
2. The PC members may recommend prospective neighborhood representatives to Executive Board for consideration. Candidates will attend PC meeting for final approval. PC must approve the candidate by majority vote, and up to 3 neighborhood reps may serve at any one time.
3. Special Grants: Special grants involving adult volunteer members will hold additional voting community representative positions on PC. PC will approve 2 representatives by a majority vote.

**C. Representative Membership Terms**

1. The PC must limit the number of 1 year terms any individual may serve to a combined total of 5 program years.
2. At least 51 percent of the voting membership of the Policy Committee must consist of parents whose children are currently enrolled in the program.

**D. Attendance**

1. Any member or alternate in a voting capacity missing 2 consecutive regular PC meetings without an excused absence, or missing a total of 3 meetings (regular/special, excused or unexcused) during his/her term, will automatically be removed.
2. An excused absence is defined as: illness of self or immediate family member, family emergency or academic requirements of older siblings (i.e., awards banquet, parent conference).
3. A member requesting an excused absence must call or email the alternate, if the alternate is known, and the SJUSD ECE secretary liaison prior to the meeting. The SJUSD ECE secretary liaison will notify the PC chair of any known absences.

**E. Removal**

1. Representatives will be recommended for removal from PC for behavior that does not follow "Parent Code of Conduct," "Confidentiality Statement," or other disruptive, disrespectful or illegal behavior during PC meetings, trainings or conferences.

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2. Issues and concerns will be brought to the Executive Committee by any parent, PC member or staff. The member being recommended for removal will be notified in writing at a minimum of 1 week prior to the meeting and may state his/her case at this Executive Committee meeting.
  3. Recommendation for removal will be presented to the full PC during a closed session; 2/3 majority vote of members present is required for removal. Any member removed from PC may not serve on PC in any capacity for the remainder of the program year.
- F. Reinstatement
1. The center may request that a member who has been removed due to absences be reinstated. This request must be in writing, addressed to the Policy Committee chair. It is the final decision of the Executive Committee whether any representative shall be reinstated.
  2. The PC representative removed for conduct may not appeal to be reinstated.

**ARTICLE VI**

Officers

The officers of the committee will be as follows: chair, co-chair, 3 county Policy Council representatives (2 HS, 1 EHS), secretary, treasurer, parliamentarian. The officers comprise the Executive Committee.

- A. Procedures
1. The election of the officers will be held the second meeting of the program year.
  2. At least 5 of the 8 officers of the Executive Committee must be parents of currently enrolled children. Past parents or community representatives may hold a maximum of 3 of the 8 Executive Committee positions.
  3. Officers may be replaced by roll call vote of 2/3 majority vote of members present. There must be a notice of recall at least 1 meeting in advance. If recalled as an officer, the member may remain a classroom representative to the PC.
  4. Term of offices will be 1 full program year and will carry over until new officers are elected in the fall.
  5. Officers who have missed 3 regularly scheduled PC meetings will be replaced by a PC election without a recall procedure.
  6. Officers are expected to be involved with the preschool classrooms and attend all PC meetings.
  7. No member shall hold more than 1 SJUSD PC office at a time and no member shall be eligible to serve more than 2 consecutive terms in the same SJUSD PC office.
  8. Officers elected at the PC meeting shall take office immediately following the election.
  9. County Policy Council representatives must have a child currently enrolled in HS/EHS.

**ARTICLE VII**

Committees

The following committees will be volunteers from representatives of the PC. A representative may serve on no more than 3 committees.

- A. Standing Committees
1. Executive Committee: The Executive Committee shall oversee the business of the PC between regular meetings. Any actions taken must then be ratified by the PC at the next regular/special PC meeting.

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2. **Budget/Planning Committee:** Budget/Planning Committee is composed of the treasurer and other members who shall be selected after the second PC meeting of the program year. 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 on the fiscal status of the Head Start budget.
  3. **Personnel/Bylaws Committee:** The Personnel/Bylaws Committee shall be composed of the parliamentarian and members who shall be selected after the second PC meeting of the program year. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in bylaws. If there are no volunteers for this committee, the Executive Committee will act as the Bylaws Committee.
  4. **Social/Hospitality Committee:** Social/Hospitality Committee shall be composed of the secretary, treasurer and other members who shall be selected after the second PC meeting of the program year. 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 expenditures of funds to the PC.
- B. **Content Area Committees**
1. The Program Design and Management Committee, comprised of parents, shall be responsible for working with staff to provide effective leadership and ensure that quality services are provided to children and families.
  2. The Early Childhood Development and Health Services Committee, comprised of parents, shall be responsible for working with staff to provide each child with a safe, nurturing, stimulating, enjoyable and secure environment.

**ARTICLE VIII**

**Policy Committee Meetings**

The PC shall conduct regular, special and emergency meetings in an open session forum, in accordance with the Ralph M. Brown Act.

- A. **Annual Meeting**
  1. The annual meeting of the PC will be held in October of each year.
- B. **Regular Meeting**
  1. Regular meetings will be held monthly. Additional meetings may be called at the discretion of the chair, program director or staff advisor.
- C. **Special Meetings**
  1. Special meetings of the PC may be called by agreement of administration, the chair or a majority vote of the Executive Committee. Notice of special meeting shall be delivered in the most expedient way possible, at least 24 hours before the time of the meeting.
  2. No other business or discussion may be transacted or entertained at special meetings of the PC, except that business for which the special meeting was called.
- D. **Emergency Meetings**
  1. The PC may hold emergency meetings, as defined in the Ralph M. Brown Act, with minimal notice provided the PC determines that an emergency situation exists.
- E. **Quorum**
  1. For the purpose of transacting the business of the PC, a quorum of the committee must be present. A quorum shall consist of 35 percent of the current PC representatives.

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Meeting Notices

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

1. 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 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

1. Members of the PC must be notified of special meetings not less than 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

1. The PC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of this Article VIII-E, provided that the PC determines that an emergency situation exists, as defined in the Ralph M. Brown Act.

D. Committee Meetings

1. 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 Article VIII-A, above. Notice of special meetings of other committees shall be provided in compliance with Article VIII-B, above, shall be delivered personally or by electronic or regular mail and shall be received at least 24 hours before the time of such meeting, as specified in the notice.

**ARTICLE IX**

Finance

A. The PC treasurer must be kept informed and updated of all PC financial matters.

B. All monies raised and spent by PC and individual center classes must be recorded in the treasurer's report. There is 1 PC budget overseen by a central office accountant.

1. Each classroom can decide how and when to spend their funds.
2. The funds must be spent following district and HS/EHS guidelines.
3. Fundraising activities shall be reported to and approved by the PC and conform to district policies for safety and appropriateness.
  - a. The decision to earn or spend fundraiser monies will be made with the joint consent between parents and the teacher during a planned meeting reflected in classroom meeting agenda and minutes.
  - b. The method to approve a fundraiser will be the following:
    1. The representative will present the fundraiser at the PC meeting, or
    2. The representative or teacher will present the fundraiser to a staff advisor by telephone or with a written statement.

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- c. All fundraisers will include the following information:
    - 1. Purpose of the fundraising.
    - 2. Method of fundraising.
    - 3. Date and location of fundraising activity.
    - 4. Approval of site administrator.
  - d. Fundraiser will have 1 or more of the following purposes:
    - 1. To fund a field trip with an educational emphasis.
    - 2. To purchase instructional materials.
    - 3. To purchase classroom supplies.
    - 4. For special needs (i.e., speaker, equipment rental, tapes, etc.).
    - 5. For special designated project (i.e., playground improvement, equipment, etc.).
  - e. Funds will be managed as follows:
    - 1. Money raised for a special project will be placed in that classroom's parent fund for use at that school site.
    - 2. Funds will not be available until raised.
    - 3. Funds to be spent will be recorded on the PC expenditure form.
    - 4. Each class will contribute \$15 in July of each year to provide general funds for PC operation beginning in September of that same year (i.e., manuals, child care and snacks, transportation reimbursement, stamps, etc.).
- C. Required reports to be presented to PC
- 1. Fiscal Reports (Budget Reports)
  - 2. Child Care Food Care Program(CCFP), Meal/Snack Report
  - 3. Program Information Summaries
  - 4. San Juan USD HS/EHS Enrollment Report

**ARTICLE X**

Role of the Officers

**CHAIR**

- Conducts the meeting.
- Calls the meeting to order.
- Keeps the meeting on task and focused.
- Recognizes committee members by name during discussions.
- Calls for motions.
- Oversees the committee during the voting procedure.
- Calls for adjournment.
- Reviews and signs budgets and revisions.
- Reviews agenda and makes suggestions for agenda topics.
- Reviews minutes and makes arrangements to send to the committee members.
- Encouraged to attend scheduled monthly meetings of the county Policy Council.
- Accepts suggestions for agenda topics from representatives.
- Attends NHSA annual training conference pending budget and district approval.
- Chairs Executive Committee.
- Ex-officio member of all committees.

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**CO-CHAIR**

- Acts as the chair during that officer's absence at any scheduled meeting.
- Assists the chair in monitoring and keeping the meeting focused.
- Attends NHSA annual training conference in chair's absence.
- Reviews agenda and makes suggestions for agenda topics.
- Automatically assumes position of chair if it becomes vacant. An election will be held for co-chair.

**COUNTY POLICY COUNCIL REPRESENTATIVES**

- Attends monthly Policy Council meetings, representing San Juan Unified School District.
- Attends monthly Policy Committee meeting and is available to provide a report regarding the previous Policy Council meeting.
- Reviews and approves HS/EHS proposals.
- Acts to ensure standards for quality programming are met.
- Approves HS/EHS policies.
- Serves as a link between Policy Council and Policy Committee.
- Participates in the process of making recommendations about the nature and operation of the HS/EHS program.
- Reviews agenda and makes suggestions for agenda topics.

**SECRETARY**

- Records pertinent information during the PC meeting.
- Conducts roll call for the PC meeting.
- Records the names of members who present motions, second the motions, and abstentions.
- Records all votes.
- Reads correspondence during the meeting.
- Writes notes of appreciation to speakers and others helpful to the organization.
- Chair of Social/Hospitality Committee.
- Reviews agenda and makes suggestions for agenda topics.

**TREASURER**

- Reads treasurer's report.
- Reviews completed fundraising forms and presents them for review by the PC.
- Acts as liaison between accountant and the PC representative when necessary.
- Serves as chair of Budget/Planning Committee.
- Reviews agenda and makes suggestions for agenda topics.

**PARLIAMENTARIAN**

- Assists the chair and monitors and focuses the meeting.
- Assists the chair by maintaining order during the PC meeting.
- Advises on matters pertaining to parliamentary procedures.
- Chairs the Personnel/Bylaws Committee.
- Reviews agenda and makes suggestions for agenda topics.

In the absence of the chair and co-chair, any of the remaining officers may conduct the meeting. In the absence of the secretary or treasurer, the PC chair will determine which of the remaining officers present will fulfill their duties for that meeting.



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**ARTICLE XI**

**Bylaw Amendment**

These bylaws may be amended by 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 the bylaws are submitted in open session as an action item at annual, regular, special or emergency meeting of the PC. Proposals to amend these bylaws must originate at least 4 full calendar weeks prior to the final voting and acceptance or rejection to the proposals.
- C. Written notice of the intention to amend these bylaws is forwarded to members of the PC 10 calendar days prior to the annual, regular, special or emergency 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. Specific language of the amendments and/or alterations must be included in the notice of intention to amend.
- E. Any amendments must be approved by the San Juan Unified School District Board of Education.

First Reading, August 25, 2016

Second Reading, September 15, 2016

Final Reading, October 20, 2016