



Policy Council Bylaws Committee Meeting Agenda June 3, 2025

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Audio Only: (213) 204-2374 Phone Conference ID: 715 550 984#

5:30 p.m. – 6:30 p.m.

1. Welcome
2. Call to order
3. Roll call and establish quorum (half plus one)
4. Approval of Agenda
 - a. June 3, 2025
5. Approval of Minutes
 - a. April 1, 2025
6. Introduction of Guests
7. Public Forum

(The public wishing to address the PC Bylaws Committee may do so at this time; however, the committee will take no action other than referring the item to staff for study and analysis.)
8. Presentation/Discussion Items – Lisa Gonzales, Program Governance Coordinator
 - a. Bylaws Review – Articles IV through VIII
9. Announcements
10. Meeting Adjourned

*"People's participation is the essence of good governance."
~ Narendra Modi*

Committee Chairperson – Dominique Bassi
Henrietta Castro, Fatima Echeverria, Liliana Juarez

Head Start / State Child Development
661.336.5236

Community Action Partnership of Kern Head Start/State Child Development
Policy Council Bylaws Committee Meeting Minutes
April 1, 2025
Audio Only: (213) 204-2374 Phone Conference ID: 189 570 984#

1. Welcome

Members were welcomed to the meeting.

2. Call to Order

a. The meeting to order at 5:31 p.m.

3. Roll Call and establish Quorum (half plus one)

a. Quorum was established.

b. Members Present: Henrietta Castro, Fatima Echeverria, Dominique Bassi

c. Members not present: None

4. Approval of Agenda

Fatima Echeverria made a motion to approve the agenda dated April 1, 2025. Dominique Bassi seconded the motion. Motion passed unanimously.

5. Approval of Minutes

Fatima Echeverria made a motion to approve the minutes from the February 4, 2025 meeting. Dominique Bassi seconded the motion. Motion passed unanimously.

6. Introduction of Guests

Staff sponsor, Lisa Gonzales, was the only additional person in attendance.

7. Public Forum

(The public wishing to address the Policy Council Bylaws Committee may do so at this time; however, the Committee will take no action other than referring the item to staff for study and analysis.)

None

8. Presentation/Discussion Items

a. Bylaws Review – Articles 1 through IV

In reviewing the document, the committee began with the purpose and the function of the Council. It was shared that all grantees must have a formal governance structure which includes a governing body and the Policy Council (at an agency level). The Policy Council is responsible for helping to support and guide staff with the direction of the program.

In continuing to review the document, it was reiterated that the majority of members on the Council must be parents of children enrolled in our program; the composition must also be proportionately representative of our program options. The number of Policy Council vacancies and their respective areas of representation were discussed in depth at length. Because of the increase of partners, the Head Start program now has, the committee felt it would be best to change the Policy Council Partnership Parent representation from one member to two members. All members agreed this would be more consistent with the rest of the vacancies in other areas. It was also stated that the areas as currently defined should be updated for clarity.

A variety of questions were posed from members. Additionally shared were the challenges they are experiencing and/or seeing at their centers surrounding attendance at Parent Meetings, and Regional Parent Committee Representative interest. Some concerns include lack of communication from staff, sometimes as a result of staff turnaround, lack of notice in a timely manner about parent meetings including the manner of notification. Concern was also expressed around the seeming lack of knowledge from staff about the role of Regional Parent Committee Representative and Policy Council as well as a lack of encouragement or enthusiasm about these areas. It was also

noted that sometimes the Parent Meeting agenda is not followed and that is a little confusing. Lisa thanked members for their feedback as she stated it is helpful and gives her areas in which she can focus to support/educate staff.

Discussion ensued reviewing each of the Policy Council Officer positions and their roles and responsibilities, including the position of Policy Council Board of Directors Representative. New member training was also addressed as was the absence and termination process for members. Members were reminded if anyone is absent from three consecutive meetings, which can be a combination of Policy Council and committee meetings they will then be issued a letter of termination. The importance of membership for quorum was touched on. In discussing Community Representative membership there were areas of redundancy that the committee felt needed to be removed.

The final areas of discussion were with regard to the number of terms a member was permitted to serve on the Council, which is five one-year terms. However, members must be re-elected annually through the electoral process. Member conduct and conflict of interest were reviewed and stated Policy Council members may not be employees of Community Action Partnership of Kern. They also may not be related to anyone employed by the agency. Brief discussion about this followed.

In the interest of time, members decided to discuss Article IV at the next Bylaws meeting.

9. Announcements

The next meeting will take place at 5:30 p.m. on June 3, 2025.

10. Meeting Adjourned

The meeting was adjourned at 6:31 p.m.

No person shall be employed with Community Action Partnership of Kern while a member of his/her family or a roommate serves on the Policy Council or any non-staff committee or delegate division of the agency. A member of the immediate family shall include any of the following: spouse, parent, step-parent, child, step-child, sister, step-sister, brother, step-brother, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent, and/or domestic partner.

ARTICLE IV OFFICERS

SECTION 1. Officers of the Policy Council

- a. The Policy Council shall elect a Chairperson, Vice-Chairperson, Secretary, Treasurer, and Parliamentarian.
- b. These officers shall perform the duties prescribed by these bylaws.
- c. Currently enrolled parents may hold any office.
- d. Officers will be elected by a majority vote at the first Policy Council meeting of the new school year and shall serve from election until the seating of new officers the following term.
- e. If a standing officer is elected to another executive position, that person will be automatically terminated from his/her former position.
- f. No member shall hold more than one office at a time.
- g. If the Vice-Chairperson, Secretary, Treasurer or Parliamentarian resigns or is removed from his/her office, an election will be held at the next Policy Council meeting after the official resignation announcement or removal process is voted upon. The Policy Council Chairperson must appoint a Policy Council member to fill a vacant office on an interim basis until the next Policy Council meeting where a quorum is present, and an election for that office can be conducted.
- h. If the Chairperson resigns or is removed from his/her office, the Vice-Chairperson will assume the office of Chairperson for the remainder of the term of office.

SECTION 2. Functions

1. Chairperson

- a. The Chairperson shall preside over and conduct all meetings of the Policy Council in addition to those of the Executive Committee.
- b. Assist in the development of the agenda with the Program Governance Coordinator and the Director of Head Start/State Child Development no later than ten (10) days prior to the meeting.
- c. Refrain from entering debates during the Policy Council meeting.
- d. Call the meeting to order on time, follow the agenda and have the ability to clarify the business at hand at all times.
- e. Will explain each motion as needed.
- f. May vote to break ties.
- g. May acknowledge and approve urgent matters acting on behalf of the Policy Council.
- h. Appoint members to standing committees and special committees, as necessary.
- i. Appoint members to temporarily assume duties of absent officers.
- j. In the event of resignation or termination of any Policy Council officer, the Chairperson may appoint a Policy Council representative to fill the vacancy on an interim basis until the next regular Policy Council meeting (see Article IV, Section I).

2. Vice-Chairperson

- a. The Vice-Chairperson will chair the Planning Committee.
- b. The Vice-Chairperson shall act in the absence of the Chairperson or whenever the Chairperson temporarily vacates/steps down from their position.
- c. Perform other duties as may be assigned to him/her by the Chairperson.

3. Secretary

- a. The Secretary will chair the School Readiness Committee.
- b. Call roll and maintain a record of members' attendance at Policy Council meetings.
- c. Keep a record of all Policy Council minutes.
- d. In collaboration with staff, Policy Council recorder may be asked to assist with the final documentation of minutes and motions, if needed.
- e. Ensure that Policy Council members sign in when attending meetings.
- f. Perform other duties as may be assigned to him/her by the Chairperson.

4. Treasurer

- a. The Treasurer will chair the Budget & Finance Committee.
- b. Ensure a monthly Parent Activity Fund report is distributed to the Policy Council.
- c. Perform other duties as may be assigned to him/her by the Chairperson.

5. Parliamentarian

- a. The Parliamentarian will chair the Bylaws Committee.
- b. Shall be able to define the Policy Council bylaws and advise the Council on such, as necessary.
- c. Shall be aware of the format desired by the Chairperson at meetings and assist in keeping within that format.
- d. Assist in preserving order during Policy Council meetings and as may be directed by the Chairperson.
- e. Perform other duties as may be assigned to him/her by the Chairperson.

SECTION 3. Training of Officers

Training will be provided by appropriate agency staff or consultants within one (1) month of an officer's election. Training will include the functions, duties, responsibilities of the officers and may include how to make a motion, the Ralph M. Brown Act, and Robert's Rules of Order as Newly Revised, etc. Follow-up training will be provided by agency staff/consultants as needed.

ARTICLE V

PARENT REPRESENTATIVES TO THE HEAD START CALIFORNIA PARENT CONFERENCE AND NATIONAL HEAD START ASSOCIATION CONFERENCE

- a. Pending the annual budget, elections may take place to attend Head Start California Parent Conference or National Head Start Parent Conference *for members who have not previously attended a training*. Alternates may be selected.
- b. *If a 2nd or 3rd year Policy Council Member previously attended a conference and an opening is available, they may be considered to attend.*
- c. Each member will be required to provide a verbal report of their experience to the Policy Council.

ARTICLE VI

POLICY COUNCIL MEETINGS

SECTION 1. Meetings

Regular Policy Council meetings will be held monthly as determined by the Policy Council. Standing committee meetings will be held based on the committee's vote. There are no Policy Council or standing committee meetings scheduled during the month of July. Any matters will be heard at Executive Committee meetings, as necessary.

- a. All meetings may be conducted, but are not required, to follow Ralph M. Brown Act or Robert's Rules of Order, newly revised.
- b. Notices of each regular meeting shall be sent to all Policy Council members at least five (5) working days in advance, with a copy of the agenda for the meeting and the minutes from the previous Policy Council meeting.

- c. **Special Call Meetings** may be called by the Chairperson or the Director of Head Start/State Child Development. Quorum will be established at fifty percent (50%) plus one (1) of the Policy Council Executive Board.
- d. Policy Council members must be notified at least twenty-four (24) hours prior to a special call meeting by staff, with an explanation of the reasons for calling the special meeting.
- e. Meetings may be conducted using a web based and/or teleconference communication system when deemed necessary.
- f. If a Policy Council meeting is to be held via teleconference the conference call number and sign in code must be provided to all members and made public.
- g. All Policy Council meetings are open to the public.
- h. The Chairperson, Program Governance Coordinator and Director of Head Start/State Child Development will meet to develop the agenda.

SECTION 2. Quorum

- a. A quorum for the conducting of business will consist of fifty percent (50%) plus one (1) of the Policy Council members.
- b. The Policy Council may not act on any items unless a quorum is present.

ARTICLE VII VOTING RIGHTS

SECTION 1. Vote

- a. The Policy Council will vote by a show of hands or stating "aye."
- b. A Policy Council member may vote only if present at a meeting during which a vote is taken and may not vote by proxy or absentee ballot.
- c. A Policy Council member who is out of the room or leaves the room during the time an action item is being discussed may not return to the room and vote.
- d. The Chairperson may vote only to break a tie.
- e. The Executive Committee may act and vote on behalf of the Policy Council between official Policy Council meetings if a quorum of Policy Council members cannot be met. Every effort will be made via mail and phone to remind Policy Council members of meetings.
- f. The Chairperson, acting on behalf of the Policy Council may acknowledge and approve urgent matters.
- g. Members joining the Policy Council meeting on a web-based or teleconference communication system will vote by a show of hands or by a verbal response to include the members' name.

ARTICLE VIII STANDING COMMITTEES

SECTION 1. Standing Committees

- a. Each Policy Council member must participate on one (1) standing committee. Policy Council members may sit on a maximum of two (2) standing committees during the Policy Council year. Standing committees shall develop written recommendations and will be reflected in the committee meeting minutes and placed on the next Policy Council agenda. Minutes shall be available upon request except for meetings involving discussions of agency employees or potential employees, which are deemed confidential.
 - Head Start Representative for CAPK Board of Directors - One (1) member
 - Budget and Finance-Seven (7) members
 - Planning –Seven (7) members
 - Bylaws –Seven (7) members
 - School Readiness –Five (5) members

- b. The Executive Committee shall be comprised of five (5) members. The Chairperson, Vice-Chairperson, Secretary, Parliamentarian, and Treasurer of the Policy Council. The Executive Committee will determine its meeting schedule.
- c. In the event a standing committee is unable to carry out its assigned functions in a timely manner (i.e. inability to maintain membership, inability to obtain meeting quorum, etc.), the Policy Council will be responsible for all functions described in Article II.

SECTION 2. Quorum

- a. A quorum of a standing committee shall consist of fifty percent (50%) plus one (1) of the membership of the committee.
- b. A standing committee may not conduct business unless a quorum is present.

SECTION 3. Voting

- a. A committee member may only vote when present at a meeting during which a vote is taken and may not vote by proxy or absentee ballot.
- b. A majority vote is required to approve an issue/recommendation.
- c. A committee chairperson may vote only to break a tie.

SECTION 4. Function of the Board of Directors Representative

Policy Council members will be given the opportunity to nominate and vote for a representative of the Policy Council to be seated on the Board of Directors.

- a. The elected Policy Council member will need to be available to attend all monthly Board of Director's meetings and assigned subcommittee meetings to represent the Head Start program.
- b. The elected member will meet with the Program Governance Coordinator five (5) days prior to the board meeting to review and prepare for a verbal report provided to the board.
- c. In the event the current member is unable to fulfill duties as a Board Representative, the position will re-open for election of a new representative at the following Policy Council meeting.

SECTION 5. Function of the Budget and Finance Committee

The Treasurer will chair the Budget and Finance Committee. The Budget and Finance Committee will perform the following functions:

Work with the Governing Board and agency staff in developing/reviewing the following for recommendation to the Policy Council for approval/disapproval:

1. 1301.3 (c)(1) in reference to section 642(2)(D)(iii) as specified in the Head Start Act. Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.
2. 1301.3 (c)(1) in reference to section 642(2)(D)(iv) as specified in the Head Start Act. Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.
3. 1301.3 (e) A program must enable low-income members to participate fully in their policy council or policy committee responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members.

SECTION 6. Function of the School Readiness Committee

The Secretary will chair the School Readiness Committee. The School Readiness Committee will perform the following functions:

Work with agency staff to review current School Readiness goals based on most recent Desired Results Developmental Profile data collected during annual assessment timeframes.

1. Each committee member will review current curriculum studies within the classroom.

2. Each committee member will be given the opportunity to provide feedback based on current curriculum practice and to compare to current School Readiness goals.
3. Each committee member will be given the opportunity to review and make recommendations to current School Readiness goals as needed or on an annual basis.

SECTION 7. Planning Committee

The Vice-Chairperson will chair the Planning Committee. The Planning Committee will perform the following functions:

Work with the Assistant Director-Program or designee, agency staff, Policy Council, and the Governing Board to ensure that members are aware of established agency time frames and procedures for program planning.

The following Governance responsibilities are cited from the Head Start Program Performance Standards 1301.3 Policy Council in reference to the Head Start Act, as amended 642(2)(D)(i-iv)(vi)

1. (i) Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
2. (ii) Program recruitment, selection and enrollment priorities.
3. (iii) Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.
4. (iv) Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.
5. (vi) Program personnel policies and decisions regarding the employment of program staff, consistent with paragraph(1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.

SECTION 8. Bylaws Committee

The Parliamentarian will chair the Bylaws Committee. The Bylaws Committee will perform the following functions: 1301.3(c)(1) Policy Council is responsible for activities specified at section 642(2)(D)(v)(vii) of the Head Start Act.

1. (v) Bylaws for the operation of the policy council.
2. (vii) Developing procedures for how members of the policy council of the Head Start agency will be elected.
3. Review and recommend changes to the bylaws.
4. Interpret the bylaws when questions arise.
5. Ensure amendments are rewritten into the bylaws on an annual basis.

SECTION 9. Ad Hoc Committees

Ad hoc committees will be formed for a specific case, situation or purpose when deemed necessary. Representatives may volunteer or will be appointed by the Chairperson.

ARTICLE IX REIMBURSEMENT OF EXPENSES

Policy Council members and Community Representatives shall be entitled to reimbursement for childcare and/or transportation expenses, as outlined in the agency's Program Governance Reimbursement Policy.

Policy Council

BYLAWS COMMITTEE

2025 Meeting Dates

All meetings will be held on Microsoft Teams. As the meeting date approaches you will be sent an email invitation. In preparation for subcommittee meetings please mark your calendar accordingly.

All meetings will begin at 5:30 p.m.

Tuesday, February 4, 2025
Tuesday, April 1, 2025
Tuesday, June 3, 2025
Tuesday, August 5, 2025
Tuesday, October 7, 2025

Any necessary documentation and/or information for meetings will be sent via email prior to the meeting for your review.



Approved: February 4, 2025