

KINGS EARLY EDUCATION PLANNING COUNCIL BY-LAWS

Article I Name

The Council shall be designated the Kings County Local Child Care Planning Council, hereinafter referred to as the “Council.”

Article II Authority

The Kings County Local Child Care Planning Council was established on February 10, 1998, by the Kings County Board of Supervisors and the Kings County Superintendent of Schools in compliance with state law.

Article III Purpose

The purpose of the Council shall be to support programs and activities which help parents, child care providers and the community to address child care needs within Kings County.

Article IV Membership

A) Composition

The Council shall be composed of 15 members who shall be appointed jointly by the Kings County Board of Supervisors and the Kings County Superintendent of Schools. The objective is to achieve membership that is a reflection of the ethnic, racial and geographic distribution makeup of Kings County, with representation as follows:

1. Three child care consumers – persons who use, or have used, child care services within the past 36 months.
2. Three child care providers – persons who currently provide child care services.
3. Three public agency representatives – persons who represent a city, county or educational agency.
4. Three community representatives – person who represent an agency or business that provides funding for child care services or is a child care advocate through participation in a civic or community based organization
5. Three at-large representatives – persons with an interest in child care.

B) Term

Council members shall be appointed to serve a term of two years. Members may apply to serve more than one term.

C) Termination

Membership shall terminate upon any of the following events:

1. The member's resignation.
2. Expiration of the member's two year term
3. Automatically after 2 absences with in a 12 month period, the termination shall become effective after written notice is deposited in the U.S. Mail repository and addressed separately to member and appointing agency. An "Absence" is the failure to attend a meeting of the Council without giving notice to the LPC Coordinator, LPC Secretary, or failing to appoint an Alternate (to be defined below).

D) Vacancies

The Council, LPC Coordinator, or LPC Secretary shall notify Council members, the Kings County Board of Supervisors, and the Kings County Superintendent of Schools when a position becomes vacant. Council members may make appointment recommendations to fill such vacancies to the Kings County Board of Supervisors and Kings County Superintendent of Schools.

E) Compensation

No compensation shall be paid to the members of the council.

Article V Structure

A) Officers

The officers of the Council shall be Chairperson and Co-Chairperson, who are elected for a two year term and shall perform the following duties:

Chairperson:

- Preside over all regular and special meetings;
- Call any special meetings;
- Assign duties to the Co-Chairperson; and
- Form ad hoc committees as needed.

Co-Chairperson:

- In the event of the absence of the Chairperson, perform all duties of the Chairperson; and
- Perform those duties assigned by the Chairperson.

Secretary:

- This portion is filled by a paid KCOE employee.

B) Election

The Council, at its first quarterly meeting of the school year, will select a Nominating Committee composed of three members who shall recommend to the

Council a slate of officers prior to the election of officers. Election of officers will be at the second quarterly meeting of each year, or the first regularly scheduled meeting thereafter, if no meeting is scheduled, after providing an opportunity for nomination from the floor.

C) Committees

The Chairperson, with the agreement of the Council, may from time to time establish ad hoc committees. The establishment of such a committee shall be included in the minutes of the Council and shall note the appointment of its members, designate the chairperson and state its purpose and duration.

D) Meetings

1. *Brown Act*

The Council is subject to the Ralph M. Brown Act, Government Code Sec. 54950 et seq., and all meetings shall be agendized, noticed, open and accessible to the general public as required by the Act.

2. *Regular and Special Meetings*

The Council shall establish a regular meeting schedule, including dates, times and locations. The Council shall, in no event, meet less often than quarterly. Special meetings may be called by the Chairperson or by a majority of the members at any time.

3. *Notice*

Notice and copy of the agenda of any regular or special meeting shall be delivered to each member by fax, mail, personal delivery or email to ensure that the member receives at least two days advance notice. Such notice shall specify the place, time and projected length of such meeting.

4. *Quorum*

A quorum shall consist of at least one-third of the voting members. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Council, unless a greater number is required by law.

5. *Voting*

Each member of the Council shall have one vote; however, in no event shall a member of the Council participate in a vote if he or she has a conflict of interest in the outcome of the matter.

6. *Alternate*

Any member may appoint an alternate to attend in their place at meetings and they may assume the voting rights of the appointing member. The LPC Coordinator or LPC Secretary must be notified prior to the meeting by email of the designated alternate. A member may not appoint an alternate more than two times within a year.

7. *Parliamentary Procedure*

The rules of procedure at meetings of the Council shall be according to Robert's Rules of Order so far as applicable and when not inconsistent with these bylaws.

E) Administration

The Council shall receive staff and administrative support from the Kings County Office of Education ("KCOE"). KCOE will:

1. Ensure that members are provided notification of each meeting; and
2. Ensure that minutes from all meeting are recorded and distributed to members; and
3. Monitor and report Council progress

*Council records, meeting minutes, membership and attendance information shall be maintained by KCOE.

Article VI Scope of Work

A. Purpose and Goals

The Council shall:

1. Develop a comprehensive county-wide child care plan which includes a needs assessment, and identification of priorities
2. Foster partnerships and collaborations to enhance access and availability to high quality child care within Kings County;
3. Build child care capacity by developing and implementing training programs.

B. Tasks

In order to further the purpose of this Council, and to meet the goals set forth above, the Council shall complete the following tasks:

1. Conduct a child care needs assessment at least once every five years and review annually. The assessment shall take into consideration all of the following:
 - the needs of families eligible for subsidized child care
 - the needs of families not eligible for subsidized child care
 - the waiting list for programs funded by the CDE and CDSS
 - the child care for children who have been abused or neglected, or are at risk of abuse or neglect
 - the number of children receiving public assistance
 - family income among families with preschool or school-age children
 - the number of children of migrant workers
 - the number of children with special needs

- the number of children from all identifiable linguistic and cultural backgrounds
 - special needs based on geographic considerations, including rural areas
 - the ages of the children needing services; and
 - any other factor deemed appropriate by this Council.
2. Document information gathered during needs assessment, which shall include, but not be limited to, data on supply, demand, cost and market rates for each category of child care in the County.
 3. Encourage public input in the development of priorities. Opportunities for public input shall include at least one public hearing during which members of the public can comment on proposed priorities.
 4. Prepare a comprehensive county-wide child care plan designed to mobilize public and private resources to address identified needs.
 5. Conduct a periodic review of child care programs funded by the California Department of Education and California Department of Social Services to determine if identified priorities are being met.
 6. Collaborate with subsidized and unsubsidized child care providers, Kings County Human Services Agency, job training programs, employers, integrated child care and family service councils, parent organizations, and other interested parties to foster partnerships designed to meet local child care needs.
 7. Develop and monitor a MOU between the LPC and KCAO to coordinate network services and share information with the Resource and Referral agency.
 8. Coordinate part-day programs, including State Preschool and Head Start, with other child care to provide full day child care.
 9. Submit the results of the needs assessment and the local priorities identified by the Council to the Kings County Board of Supervisors and Kings County Superintendent of Schools for approval before submitting them to the California Department of Education.
 10. Review and comment on proposals submitted to the California Department of Education that concern child care to be provided within the geographic area covered by the Council.
 11. Identify at least one, but no more than two members, of the Council to serve as part of the California Department of Education team that reviews proposals for child care service funded through the California Department of Education. The Council representative(s) shall not review and score proposals from the geographic area covered by this Council.
 12. Develop and implement a training plan to provide increased efficiency, productivity, and facilitation of Council meetings.
 13. Provide consultation to California Department of Education and California Department of Social Services regarding the development of a single application and intake form for all federal and state subsidized child care and development programs.

Article VII Amendments

Any member of the Council may propose amendments to these By Laws by submitting them to the Council at any regular meeting. The amendment shall be voted upon at the next regular meeting or special meeting following the meeting at which the amendment is proposed and must receive a two-thirds vote of the total membership of the Council to be approved. After approval by the Council, any amendments must be further approved by the Kings County Board of Supervisors and Kings County Superintendent of Schools before they will become effective.

ADOPTED THIS ___ DAY OF _____, ____ BY THE KINGS COUNTY LOCAL CHILD CARE PLANNING COUNCIL.

SIGNATURE

APPROVED ON THE ___ DAY OF _____, ____ BY THE KINGS COUNTY BOARD OF SUPERVISORS.

SIGNATURE

APPROVED ON THE ___ DAY OF _____, ____ BY THE KINGS COUNTY SUPERINTENDENT OF SCHOOLS.

SIGNATURE