

Sacramento

Office of Education



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David P. Meaney, Ed.D.
Superintendent

SACRAMENTO COUNTY BOARD OF EDUCATION

10474 Mather Blvd.

PO Box 269003

Sacramento, CA 95826-9003

916/228-2409

BOARD OF EDUCATION

John C. Scribner
President

CALL FOR NOMINATIONS

Christopher W. Woods
Vice President

Sacramento County Local Child Care and Development Planning Council 2004 -- 2006 Term of Appointment

Brian Cooley

Victoria L. Deane

Harold Fong

Elinor L. Hickey

Sylvia J. Ruiz

The Sacramento County Board of Education announces its intention to select and appoint one (1) individual to the Sacramento County Local Child Care and Development Planning Council for the 2004 – 2006 term in three specific categories. The Sacramento County Board of Education will fill one (1) vacancy for the “consumer” category, one (1) vacancy for the “child care provider” category, and one (1) vacancy in the “community representative” category, which is defined as a person who shall not be child care providers or agencies that contract with the California Department of Education to provide child care and development services. Education Code section 8499.3 [c] [1] [A, B, D].

The Sacramento County Board of Education invites interested individuals and public organizations to submit nominations to fill these vacancies. The Sacramento County Local Child Care and Development Planning Council has many duties and responsibilities as outlined in the enclosed material.

Education Code section 8499.3 (d) states: “Every effort shall be made to ensure that the ethnic, racial, and geographic composition of the local planning council is reflective of the ethnic, racial, and geographic distribution of the population of the county.”

To be considered, interested individuals and public organizations need to submit their nominations, **NO LATER THAN Friday May 21, 2004, 5:00 p.m.** to:

David P. Meaney, County Superintendent of Schools
Sacramento County Office of Education
10474 Mather Blvd.
PO Box 269003
Sacramento, CA 95826-9003

Attention: Peter Lee, Deputy Superintendent

Interviews for nominees will be held during the week of May 24, 2004. The final recommendation for appointment will be made by the Sacramento County Board of Education at a regularly scheduled meeting. Please see enclosed information and nomination forms. Please contact Peter Lee, at 228-2221, if you have any questions regarding the nomination or appointment process. Thank you.

/pj: 03-04-Call-4-Nominations-3-positions



Chapter 480
AFL-CIO

SACRAMENTO COUNTY BOARD OF EDUCATION
10474 Mather Blvd., PO Box 269003
Sacramento, CA 95827

NOMINATION TO THE SACRAMENTO COUNTY LOCAL CHILD CARE
AND DEVELOPMENT PLANNING COUNCIL

Vacancy for Community Representative:

Defined as an individual who shall not be child care providers or agencies that contract with the California Department of Education to provide child care and development services.

(*please print or type*)

NAME: _____
Last First Middle

ADDRESS: _____ PHONE: Home () _____

e-mail address: _____ Bus. () _____

City State Zip Code Other () _____

Signature of Self-Nominee

Signature of Nominating Organization
Representative

Date: _____

Name of Organization

Date: _____

***Note:** *Please include: (1) nomination form, (2) cover letter of interest/qualification, (3) resume of experience, and (4) voluntary self-identification form, **NO LATER THAN Friday, May 21, 2004, 5:00 p.m.** Nominees will be contacted by telephone for interviews during the week of May 24, 2004.*

NOMINATION FOR THE
SACRAMENTO COUNTY LOCAL CHILD CARE
AND DEVELOPMENT PLANNING COUNCIL

RE: Voluntary Self-Identification Form

Education Code section 8499.3 (d) states:

Every effort shall be made to ensure that the ethnic, racial, and geographic composition of the local planning council is reflective of the ethnic, racial, and geographic distribution of the population of the county.

To comply with this section of the Education Code, the "Voluntary Self-Identification Form" noted below may be submitted along with the nomination packet information requested.

VOLUNTARY SELF-IDENTIFICATION FORM

Name (Last, First, Initial)	Position:	Date
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CHECK APPROPRIATE RESPONSE FOR EACH QUESTION:

What is your ethnic origin?

- Asian A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent; e.g., Chinese, Japanese, Asian Indian, Korean, Vietnamese, Bangladeshi, Burmese, Cambodian, Hmong, Indonesian, Laotian, Malayan, Okinawan, Pakistani, Sri Lankan, Thai, Asian not specified.

- Hispanic A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.

- Black A non-Hispanic person having origins in any of the Black racial groups of Africa.

- White, (not of
Hispanic origin) A non-Hispanic person having origins in any of the original peoples of Europe, North Africa, or the Middle East; e.g., England, Portugal, Egypt, and Iran.

- Other

(C) The waiting lists for programs funded by the department and the State Department of Social Services.

(D) The need for child care for children who have been abused or neglected or are at risk of abuse or neglect.

(E) The number of children receiving public assistance.

(F) Family income among families with preschool or schoolage children.

(G) The number of children of migrant workers.

(H) The number of children with special needs.

(I) The number of children from all identifiable linguistic and cultural backgrounds.

(J) Special needs based on geographic considerations, including rural areas.

(K) The age of children needing services.

(L) Any other factors deemed appropriate by the local planning council.

(3) Document information gathered during the needs assessment which shall include, but need not be limited to, data on supply, demand, cost, and market rates for each category of child care in the county.

(4) Encourage public input in the development of the priorities. Opportunities for public input shall include at least one public hearing during which members of the public can comment on the proposed priorities.

(5) Prepare a comprehensive countywide child care plan designed to mobilize public and private resources to address identified needs.

(6) Conduct a periodic review of child care programs funded by the department and the Department of Social Services to determine if identified priorities are being met.

(7) Collaborate with subsidized and nonsubsidized child care providers, county welfare departments and human service agencies, job training programs, employers, integrated child and family service councils, parent organizations, and other interested parties to foster partnerships designed to meet local child care needs.

(8) Design a system to consolidate local child care waiting lists.

(9) Coordinate part-day programs, including state preschool and Head Start, with other child care to provide full-day child care.

(10) Submit the results of the needs assessment and the local priorities identified by the local planning council to the board of supervisors and the county superintendent for approval before submitting them to the department.

(11) Review and comment on proposals submitted to the department that concern child care to be provided within the geographic area covered by the local planning council. These comments shall in no

(A) Twenty percent of the membership shall be consumers.

(B) Twenty percent of the membership shall be child care providers, reflective of the range of child care providers in the county.

(C) Twenty percent of the membership shall be public agency representatives.

(D) Twenty percent of the membership shall be community representatives, who shall not be child care providers or agencies that contract with the department to provide child care and development services.

(E) The remaining 20 percent shall be appointed at the discretion of the appointing agencies.

(2) The board of supervisors and the superintendent of schools shall each appoint one-half of the members. In the case of uneven membership, both appointing entities shall agree on the odd-numbered appointee.

(d) Every effort shall be made to ensure that the ethnic, racial, and geographic composition of the local planning council is reflective of the ethnic, racial, and geographic distribution of the population of the county.

(e) The board of supervisors and county superintendent of schools may designate an existing child care planning council or coordinated child and family services council as the local planning council, as long as it has or can achieve the representation set forth in this section.

8499.5. (a) The department shall allocate funds for purposes of this chapter, on a county-by-county basis, within all counties, based on the amount of state and federal funding that is available. The department shall annually notify the local child care and development planning council in each county of the amount to be allocated within its county, and the timeline for these allocations.

(b) Upon approval by the county board of supervisors and the county superintendent of schools, each local planning council shall submit to the department the local priorities it has identified. The priorities shall be identified in a manner that ensures that all child care needs in the county are met to the greatest extent possible. To accomplish this, each local planning council shall do all of the following:

(1) Elect a chair and select a staff.

(2) Conduct an assessment of child care needs in the county no less than once every five years. The needs assessment shall take into consideration all of the following:

(A) The needs of families eligible for subsidized child care.

(B) The needs of families not eligible for subsidized child care.

BILL NUMBER: AB 1542

California Opportunity and Responsibility to Kids (CalWORKs)

CHAPTER 270

APPROVED BY GOVERNOR: August 11, 1997

Sections Related to Local Child Care and Development Planning Councils

Article 2. Membership and Funding of Local Child Care and Development Planning Councils

8499.3. (a) It is the intent of the Legislature that local child care and development planning councils shall provide a forum for the identification of local priorities for child care and the development of policies to meet the needs identified within those priorities.

(b) The county board of supervisors and the county superintendent of schools shall do both of the following:

(1) Select the members of the local planning council. Before making selections pursuant to this subdivision, the board of supervisors and the county superintendent of schools shall publicize their intention to select the members and shall invite local organizations to submit nominations. In counties in which the superintendent is appointed by the county board of education, the county board of education may make the appointment or may delegate that responsibility to the superintendent.

(2) Establish the term of appointment for the members of the local planning council.

(c) (1) The local planning council shall be comprised as follows:

Sacramento County Local Child Care & Development Planning Council

Article XII - Meetings

Meeting dates shall be set at the annual organizational meeting of each year. Meetings shall be held a minimum of ten times per calendar year.

Written notice of the meeting shall be sent via the mail at least one week prior to the meeting date.

All meetings shall be open to the public and held in accordance with the Ralph M. Brown Act, Government Code Sec. 54950.

Meetings will be governed by rules adopted by the Council at each annual organizational meeting held each year.

An interim schedule of meetings and rules governing those meetings shall be adopted at such time a newly constituted Council is enacted prior to the organizational meeting.

Article XIII- Attendance

Members must attend at least 75% of all scheduled meetings of the Council each calendar year (pro rated). Failure to do so can result in the appointment of a new member (by the appropriate Board) to fill the remaining term of the said member.

Article XIV- Staffing

Under AB 1542 Chapter 270 Section 8499.5 the Council is authorized to select a staff, which is hereby defined as a vendor. The vendor shall be evaluated in January of each year. The vendor selected by the Council must be independent from the Sacramento County Board of Supervisors and the Sacramento County Board of Education.

The Council will develop, review, and approve a budget and a work plan each year. An annual budget and quarterly reports from the vendor shall be presented at the annual organizational meeting held each year.

Article XV - Amendment of By-Laws

These by-laws may be amended or repealed and new by-laws adopted by a two-thirds vote of the members at any regular or special meeting, subject to quorum and subject to the amendment being submitted in writing at the previous regular meeting.

Sacramento County Local Child Care & Development Planning Council
agenda item, shall abstain from voting on said issue, and shall physically remove themselves from the room while the discussion and vote occurs.

Section 1.04 Minutes of the Council meetings shall include any disclosure of a conflict-of-interest and abstentions from voting due to a conflict of interest on said issue or any specific issue.

Section 1.05 Any member having a conflict of interest relating to any funding or grant resources which are administered, managed, reviewed, the subject of recommendation by, or otherwise within the purview of Council business, may not serve on a Committee ministering to such financial resources, not participate in any Council committee discussion of such funding or grant resources, proposals or recommendations.

Section 1.06 Statements of Economic Interests: Time of Filing
All designated appointees of this Council shall file statements within 30 days after the effective date of this bylaw.

Section 1.07 Assuming Office Statements. All persons assuming designated positions after the effective date of this bylaw shall file statements within 30 days after assuming the designated position.

Section 1.08 Annual Statements. All members of the Council shall file statements no later than April 1.

Section 1.09 Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving their position.

Section 1.10 Statements for Persons Who Resign 30 Days After Appointment. Persons who resign within 30 days of initial appointment are not deemed to have assumed the appointment provided they did not make or participate in the making of, or use their position to influence any decision and did not receive or become entitled to receive any form of payment as a result of their appointment. Such persons shall not file either an assuming or leaving office statement.

Article X - Committees and Procedures

The Council shall establish committees on either a permanent or temporary basis, to address child care issues and concerns. Committees may also include persons not on the Council. A chairperson shall be selected for each committee from the membership of the Council. Chairpersons of each committee shall be selected at the beginning of each calendar year. Council members shall actively serve on at least one committee.

Article XI- Voting Procedures

Each Council member has one vote.

A quorum shall be required for the transaction of business. A majority of the current Council membership shall constitute a quorum.

A majority of the Council members present at the meeting at which a vote is taken is required to carry a motion.

Except for elections, voting by a show of hands is acceptable unless a Council member requests a roll call vote be taken.

A member cannot vote on service priority issues in which the potential exists for her/his agency or organization to directly benefit, in the form of funds received, because of the vote. Additionally a member must declare a conflict of interest prior to any discussion of an issue.

Records shall be kept of action and roll call votes.

Sacramento County Local Child Care & Development Planning Council

Article VII - Officers

Officers elected by the Council shall be Chair and Vice-Chair. Election of officers shall take place at the first meeting after the start of the new appointment term. Officers are elected to serve a two-year term.

Article VIII - Duties of Officers

The Chair:

- ◆ Shall call and preside over all meetings of the Council;
- ◆ Shall plan the agenda in cooperation with the staff of the Council;
- ◆ Shall appoint committees as necessary;
- ◆ Shall represent the Council or designate a representative at public functions;
- ◆ Shall take an annual report of activities of the Council to the Board of Supervisors and the Board of Education.

The Vice-Chair:

- ◆ Shall assume the responsibilities of the chair in the absence of the chair;
- ◆ Shall render assistance to the chair as requested.

Article IX – Conflict of Interest

Section 1.01 A Council member is deemed to have a conflict of interest when he/she, or a relative or business associate, has one or more of the following relationships existing with a program or competing program under consideration:

- (a) Ownership of financial interest;
- (b) Director, trustee or officer;
- (c) Employee; and/or
- (d) Provider of goods or services, including contracts with Sacramento County departments or other related County agencies, material or other substantial interest which may inhibit objective decision.

In addition to specific relationships to a program under consideration, members may find themselves in conflict when discussing other matters.

Section 1.02 Members shall give an initial written disclosure to the full Council of any personal, professional and agency ties which pose a conflict of interest and thereafter, annually.

Members having a conflict of interest that occurs or is discovered subsequent to submission of any such written disclosure shall immediately amend their disclosure in writing to the full Council.

Said written disclosures mentioned here and above shall be distributed to each member of the Council by the Council staff.

Section 1.03 Members having a conflict of interest on a specific issue before the Council shall disclose the conflict before discussion of the issue in question, shall not participate in the discussion of that issue or

Sacramento County Local Child Care & Development Planning Council
issues that affect local child care services;

- ◆ To create linkages with educational institutions, government agencies, business or corporate interests.

Article V - Structure and Composition of the Council

The County Board of Supervisors and the County Board of Education shall each appoint 10 members as defined below. In making appointments the appointing Board shall select persons from varying backgrounds who have demonstrated abilities, expertise and experience with child care.

The Council shall be comprised as follows:

- ◆ 4 members shall be child care providers reflective of the range of child care providers in Sacramento County. The Board of Supervisors shall be responsible for 2 appointments. The Board of Education shall be responsible for 2 appointments.
- ◆ 4 members shall be consumers. The Board of Supervisors shall be responsible for 2 appointments. The Board of Education shall be responsible for 2 appointments.
- ◆ 4 members shall be public agency representatives. The Board of Supervisors shall be responsible for 2 appointments. The Board of Education shall be responsible for 2 appointments.
- ◆ 4 members shall be community representatives, who shall not be child care providers or agencies that contract with the State Department of Education to provide child care and development services. The Board of Supervisors shall be responsible for 2 appointments. The Board of Education shall be responsible for 2 appointments.
- ◆ 4 members shall be appointed at the discretion of the appointing Boards. The Board of Supervisors shall be responsible for 2 appointments. The Board of Education shall be responsible for 2 appointments.

Article VI - Terms of Membership

The terms of each member are for a two-year appointment. Members can serve for only three consecutive appointments.

Vacancies

The status of a member shall be reviewed by the Executive Committee when a member:

- resigns;
- attends less than 75% of the meetings held in a year (i.e. has three cumulative absences);
- moves out of the jurisdiction;
- dies.

The attendance year of the Council shall be from July 1 to June 30, inclusive.

Where a member, prior to the expiration of his/her term, resigns or ceases to be eligible for Council membership, the appropriate Board will appoint the vacancy. The term for the incoming member will be to fill the vacancy for the remainder of the original term. To remain eligible for membership the appointee must reside in the County of Sacramento, remain eligible under the category of appointment and attend at least 75% of Council meetings each attendance year (pro rated).

Sacramento County Local Child Care and Development Planning Council By-Laws

Adopted September 9, 1998

Amended January 13, 1999

Amended January 10, 2001

Amended March 13, 2002

Amended May 8, 2002

Amended February 11, 2004

Article I - Name

The Council shall be designated the Sacramento County Local Child Care and Development Planning Council, referred to hereafter as the "Council."

Article II - Authority

The Local Child Care Planning Council was previously authorized on April 30, 1991 by the Sacramento County Board of Supervisors and on May 20, 1991 by the Sacramento County Board of Education. The Sacramento County Child Care and Development Planning Council was authorized on December 2, 1997 by the Sacramento County Board of Education and on December 3, 1997 by the Sacramento County Board of Supervisors. This was done in accordance with state law established by AB 1542 that mandated the formation of Local Child Care and Development Planning Councils.

Article III - Purpose

The purpose of the Council is as follows:

- ◆ To provide a forum for the planning of child care services that meet the diverse needs of families in Sacramento County;
- ◆ To promote public participation in the planning process;
- ◆ To advocate for the needs of the families in Sacramento County with respect to child care;
- ◆ To advise the Sacramento County Board of Supervisors and the Sacramento County Board of Education with respect to the child care needs of the families in Sacramento County;
- ◆ To serve as a forum for discussion of community child care issues.

Article IV - Goals

The goals of the Council are as follows:

- ◆ To provide a non-judgmental forum or arena where representatives from all types of child care services feel comfortable to express and participate in planning of child care services;
- ◆ To serve as the clearinghouse for information about child care services, issues and public policy;
- ◆ To establish and periodically update local priorities for the maintenance, expansion and improvement of child care services for children and families eligible under State guidelines;
- ◆ To prepare a comprehensive, county-wide child care plan in accordance with state guidelines and to update and report annually on the results of this planning process;
- ◆ To review and evaluate legislation affecting child care, to collect and evaluate data regarding local supply, demand, cost and market rates of child care services, and to consider community concerns and

way be binding on the department in the determination of programs to be funded.

(12) Identify at least one, but no more than two persons from the local planning council, one selected by the board of supervisors and one selected by the county superintendent if two persons are identified, or one person selected by both appointing agencies, to serve as part of the department team that reviews and scores proposals for the provision of services funded through contracts with the department. Local planning council representatives shall not review and score proposals from the geographic area covered by their own local planning council.

(13) Develop and implement a training plan to provide increased efficiency, productivity, and facilitation of local planning council meetings. This may include developing a training manual, hiring facilitators, and identifying strategies to meet the objectives of the council.

(14) Provide consultation to the State Department of Education and the State Department of Social Services regarding the development of a single application and intake form for all federal and state subsidized child care and development services.

(c) No member of a local planning council shall participate in a vote if he or she has a proprietary interest in the outcome of the matter being voted upon.

(d) The department shall, in conjunction with the Department of Social Services and all appropriate statewide agencies and associations, develop guidelines for use by local planning councils to assist them in conducting needs assessments that are reliable and accurate. The guidelines shall include acceptable sources of demographic and child care data, and methodologies for assessing child care supply and demand, including the supply and demand for license-exempt child care.

(e) The department shall allocate funding within each county in accordance with the priorities identified by the local planning council of that county and submitted to the department pursuant to this section, unless the priorities do not meet the requirements of state or federal law.