

## **PLUMAS COUNTY CHILD CARE & DEVELOPMENT PLANNING COUNCIL MEMBER TRAINING PLAN**

Article V, Section D of the Council bylaws state “Council Members are required to attend meetings that include training on the Brown Act, How to Facilitate a Meeting, Conflict Of Interest and How to Be a Council Member. Refer to the LPC Training Plan for details or to request other trainings.”

1. New members will be oriented by the Council coordinator.
  - a. They will receive a Council member handbook.
  - b. Training on the Brown Act and Conflict of Interest will occur before they vote on Council matters.
  - b. A “veteran” member will be assigned to the new member if they desire.
2. Annual training in the fall at a Council meeting is required
  - a. Odd years have training on the Brown Act and How to Facilitate a meeting.
  - c. Even years have training on Conflict of Interest and Council Member Obligations.
3. An annual Council retreat is recommended for members.
4. All members are encouraged to attend the annual CAEYC/NAEYC Leadership Days or other statewide conference. Attending the full conference will be determined on a year-by-year basis. LPC will provide regular CAEYC membership annually.
5. The Training Committee will be available on an as needed ad hoc basis to:
  - a. Review the CAEYC Annual Conference to approve full conference attendance
  - b. Review other training requests by members
  - d. Review the budget to determine if funds are available for members to attend additional conferences or training

### **Training Guidelines**

When a member asks to attend a conference beyond the required training, they must complete the Request for Training form and provide information on:

- What information could you bring back to benefit everyone else?
- How does the conference relate to the Council strategic plan?

Members are encouraged to carpool. Mileage reimbursement will be determined per Plumas County Office of Education travel policy.

Mileage, childcare and substitute cost will be reimbursed to attend meetings for Council members who request it and have no other means of reimbursement (e.g. employer). Childcare for conferences will be reimbursed on a case-by-case basis according to need and based on the availability of funds.

- a. Invoice and receipt from the childcare provider must be provided (not to exceed the State Reimbursement Rate).
- b. Mileage reimbursement must be submitted on a Reimbursement Request form.

Adopted October 26, 2009