

ADOPT POLICY ESTABLISHING THE FORMAL GOVERNANCE STRUCTURE FOR THE CHICAGO PUBLIC SCHOOLS' HEAD START PROGRAM

THE CHICAGO PUBLIC SCHOOLS BOARD RECOMMENDS THE FOLLOWING:

The Chicago Board of Education hereby recommends that the Chicago Board of Education adopt the following governance structure for the Chicago Public Schools' Head Start program:

Introduction

Parents and community members to implement a high quality Head Start program ("the program"). The Chicago Department of Human Services ("CDHS") receives Head Start and Early Head Start grant funds ("Head Start funds") from the United States Department of Health and Human Services ("HHS") annually to the Chicago Board of Education ("Eboard"). The structure for the program involves a sharing of responsibility between the Board (as a delegate agency); the management staff of the program; and the CPS Early Childhood Education Officer, and community members. By working in effective partnership, this policy to mean CPS Head Start Management staff and community members.

III. GOVERNING AND MANAGEMENT RESPONSIBILITIES

The Board Head and Management staff and the DC are responsible for working in partnership...

B. The Board's Responsibilities

responsible for the following

As a Head Start delegate agency, the Board shall be responsible for the following aspects of the program:

- 1. ensuring the establishment of appropriate internal controls and safeguard federal funds in accordance with governing federal regulations;
- 2. formulating written policies defining the roles and responsibilities for the program's governing groups;
- 3. ensuring that effective communication exists to maintain connections between the legal guardians or foster parents, primary or preferred language of the child, and the program staff; communications with parents, legal guardians or foster parents shall be carried out through an interpreter to the extent feasible, and the program shall be conducted in the language of the child;
- 4. ensuring that the program is conducted in accordance with governing federal regulations.

C. Head Start Management Staff Responsibilities

Management staff shall be responsible for the following aspects of the program:

The Head Start Management Staff shall be responsible for the following aspects of the program:

- 1. managing the program budget;
- 2. providing the resources needed for program implementation;
- 3. securing needed social services and mental health services;
- 4. evaluating the appropriateness of early childhood curriculum and classroom materials, and recommending and facilitating the purchase of those materials deemed appropriate to children in the program and the delivery of the materials to program facilities and classrooms;
- 5. providing professional development services to program staff;
- 6. developing models for delivery of program services to meet the needs of varying communities which include half-day, full-day and year-round early childhood education programs;
- 7. coordinating the program with other pre-school programs and with the primary and elementary school grades in the city to ensure appropriate alignment of the CPS Head Start program with these other pre-school and elementary school programs;
- 8. monitoring the professional certification of program staff;
- 9. collecting data for studies evaluating program effectiveness;
- 10. assessing the progress of children in the program relative to local, state and federal benchmarks of progress in early childhood education;
- 11. assisting in the development of legislation regarding Head Start and early childhood education;
- 12. evaluating the effectiveness of program staff;
- 13. providing recommendations regarding the hiring and termination of program staff;
- 14. providing expertise as consultants to the ILC upon request;
- 15. reporting to the Board and the Chicago Department of Human Services on a regular basis regarding all aspects of the program's operations as well as the program's progress and identifying areas for improvement.

the board annually regarding long- and short-term program planning, reporting
community assessments of the program and the results of the program's self-
assessment; monitoring
g the program to ensure that it operates in compliance with all

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providing reimbursements for reasonable expenses incurred by PC members
the conduct of their duties as a means to ensure that low-
able to participate fully in the governance process and