

AMEND BOARD REPORT 03-0225-PO01

BOARD POLICY ESTABLISHING THE FORMAL GOVERNANCE STRUCTURE

FOR THE CHICAGO PUBLIC SCHOOLS' HEAD START PROGRAM

THE CHIEF EXECUTIVE OFFICER RECOMMENDS THE FOLLOWING:

That the Chicago Board of Education adopt amend the Policy Establishing the Formal Governance

Structure For the Chicago Public Schools' Head Start Program.

Introduction

The Chicago Public Schools ("CPS") works with parents and community members to implement a

decisions. Selected Head Start Management staff shall attend meetings of the PC as

consultants providing expert assistance to the committee as requested. Additionally, the

Head Start Management staff shall provide members of the PC with training regarding such areas as budget and program planning and applying for program funding.

2. ~~At large delegates may serve as PC members for no more than three~~

years based on the following guidelines:

- a. terms shall start and end in October;
- b. three years of service as a PC at-large delegates may be served successively or intermittently.

3. Vacancies

If a delegate is not able to continue participation on the PC or a delegate misses three consecutive PC meetings without providing notification, ~~then the delegate's position shall be considered vacant and the position~~

shall be filled pursuant to the procedures described in (1)(C) below.

C. Procedures for Selection of Policy Committee Delegates

1. Parent Delegates

The structure of parental involvement in the governance of Head Start ensures the participation of parents with children in the program. A Parent Committee assists in the governance of each Head Start center. Every Parent Committee elects a representative to one of the ~~two~~ three parent clusters. Finally, the PC enables parents, legal guardians and foster parents to work in partnership with the Board and Head Start Management staff to govern the CPS Head Start program.

The following procedures shall apply to the election of parent delegates

III. GOVERNING AND MANAGEMENT RESPONSIBILITIES

The Board, Head Start Management staff, and the PC are responsible for working in partnership to govern the program effectively. Each of the parties also has specific governing responsibilities that it must fulfill. The areas of joint and individual group responsibility are set forth below.

A. Areas of Joint Responsibility

1. Review and approve or disapprove the following:

1. all funding applications and amendments to funding applications for

B. The Board's Responsibilities

As Head Clerk delegate agency the Board shall be responsible for the following aspects of

the program:

1. requiring the establishment of appropriate internal controls and procedures to

? safeguard federal funds in accordance with governing federal regulations;
formulating written policies defining the roles and responsibilities for the program's

13. monitoring the program to ensure that it operates in compliance with all applicable Board policies and rules, and state and federal laws and regulations;
14. providing reimbursements for reasonable expenses incurred by PC delegates in the

15. participate fully in the governance process; and implementing procedures that ensure the provision of timely and accurate information to parents, staff, the PC, the Board and the general community regarding the operation of the CPS Head Start program.

D. Policy Committee Responsibilities