

**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 amend the Policy Establishing the Formal Governance Structure for~~

Introduction

The Chicago Public Schools ("CPS") works with parents and community members to implement a high quality Head Start program ("the program"). The Chicago Department of Children and Youth Services

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.

C. Policy Committee

The PC works in partnership with the Board and Head Start Management staff to effectively govern the program. PC delegates are elected annually to ensure wide parental and community participation in the program's governing process. The PC shall

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 delegate 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

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

The Board, Head Start Management staff, and the PC shall work in partnership to develop, review, and approve or disapprove the following:

1. all funding applications and amendments to funding applications for Head Start, including administrative services, prior to the submission of such applications to the Chicago Department of Human Services, the program's governing group;

2. procedures implementing shared decision-making between the governing groups;
3. procedures for shared program planning between the Board and the PC in accordance with applicable federal regulations;
4. the philosophy and long and short-term goals and objectives of the program;
5. the composition of the PC and the procedures by which PC delegates are chosen;
6. criteria for defining recruitment, selection, and enrollment priorities of

7. regulations;
8. an annual self-assessment of the effectiveness and the progress of the program in meeting its goals and objectives and in implementing the governing federal regulations;
9. a written dispute resolution process for resolving internal disputes between the governing groups;
10. personnel policies for the program that include:

U.S.

the program:

1. ensuring the establishment of appropriate internal controls and procedures to ~~manage federal funds in accordance with governing federal regulations.~~

[REDACTED]

conduct of their duties as a means to ensure that low-income delegates are able to participate fully in the governance process; and

implementing procedures that ensure the provision of timely and

provide information to parents, staff, the DC, the Board, and the general