

BP 1020

SANTA ANA UNIFIED SCHOOL DISTRICT
Santa Ana, California

HEAD START POLICY GROUPS

In order to provide maximum opportunity for parents to participate in the process of making decisions about the nature and operation of the program, the Santa Ana Unified School District will facilitate the formulation of two Head Start Policy Groups.

1.0 HEAD START CENTER COMMITTEE

1.1 Composition - Parents whose children are enrolled in that center.

1.2 Functions:

- 1.2.1 Assist teacher, center director, and all other persons responsible for the development and operation of every component including curriculum in the Head Start Program.
- 1.2.2 Work closely with classroom teachers and all other component staff to carry out the daily activities program.
- 1.2.3 Plan, conduct and participate in informal as well as formal programs and activities for center parents and staffs.
- 1.2.4 Participate in recruiting and screening of center employees within guidelines established by Department of Health and Human Services (DHHS), the Head Start Policy Committee and Board of Education.

2.0 HEAD START POLICY COMMITTEE

- 2.1 Composition - At least 50% shall be parents of Head Start children currently enrolled in the Santa Ana Unified School District Head Start Program. Additional members shall be representatives of community groups interested in early childhood education. Staff members shall not serve on the committee as voting members.
- 2.2 Selection - Parents to be elected by parents of Head Start children currently enrolled in the program. Community representatives to be selected by the Superintendent's designee.
- 2.3 Term of Membership - Shall be for one year with a maximum of three (3) years. Parent members to be elected each year. One-third of appointed members to be appointed each year. Terms of initial appointed members to be determined by lot.

2.4 Functions:

- 2.4.1 Serve as a link between public and private organizations, the HeadStart Policy Council, the Board of Education and the community it serves.
- 2.4.2 Have the opportunity to initiate suggestions and ideas for program improvements and to receive a report on action taken by the District with regard to its recommendations.
- 2.4.3 Plan, coordinate and organize District-wide activities for parents with the assistance of staff.
- 2.4.4 Assist in communicating with parents and encouraging their participation in the program.
- 2.4.5 Aid in recruiting volunteer services from parents, community residents and community organizations, and assist in the mobilization of community resources to meet identified needs.
- 2.4.6 Administer the Parent Activity funds.
- 2.4.7 Ensure the establishment of a method of hearing and resolving community complaints about the Head Start Program and define plan on what parents will do.
- 2.4.8 Conduct self-evaluation of Head Start Program.
- 2.4.9 Approve/disapprove of (a) goals of Head Start Program and ways to meet them within DHHS guidelines, (b) location of centers or classes, (c) plans to use all available community resources, (d) plans for recruitment of children, (e) the composition of the Head Start Center Committee and Policy Committee and the methods for setting them up (within DHHS guidelines), (f) determination of services to be provided to Head Start from the Santa Ana Unified School District, (g) the Head Start personnel policies, (h) the hiring/firing of staff, including the Director, (i) requests for funds, (j) major changes in budget and work program, and (k) information needed for pre-review.
- 2.4.10 Provide required consultation in the areas of (a) identification of child development needs in the area to be served, and (b) ensuring that standards for acquiring space, equipment and supplies are met.

Adopted: 8/14/90