Resolution affirming that the Head Start Policy Council is not a Board of Supervisors Committee and authorizing the payment of travel and child care expenses of members of the Council. (Compliance with Head Start Program regulations and recognizing efforts of the Policy Council).

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Board has often supported the Head Start Program (see attached).

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION.

If the members are appointed by the Board, it would conflict with Head Start Program regulations. If members of the Policy Council cannot be reimbursed for travel and child care expenses, it may make it impossible to comply with Head Start regulations which could result in a significant audit finding.

COSTS: ( ) Not Applicable
A. Budgeted current FY $1,730
B. Total anticipated costs $250
C. Required Add'l funding $____
D. Internal Transfers $____

SOURCE: ( ) 4/5ths vote required
A. Unanticipated revenues $____
B. Reserve for contingencies $____
C. Source description:
Balance in Reserve for Contingencies, if approved: $____

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

Recommended
Not Recommended
Policy Determination
Submitted w/ Comment
Returned for further action

Comment:

A.O. Initials: [M]

ATTEST:

MARGIE WILLIAMS
Clerk of the Board
County of Mariposa,
State of California

By: Deputy
April 21, 1993

TO: Board of Supervisors

FROM: James F. Evans, Director

SUBJECT: HEAD START POLICY COUNCIL APPOINTMENT AND TRAVEL/CHILD CARE EXPENSES

Dear Members of the Board:

I am requesting your consideration of two items regarding the Head Start Policy Council:

1) That the Board of Supervisors NOT appoint members, only the organization of the Interim Policy Council.

2) Authorize the reimbursement of Policy Council members travel and child care expenses.

You have often supported establishment of the Mariposa County Head Start Program. Resolution 92-534 authorized acceptance of the Head Start grant award. Resolution 92-635 authorized the composition and establishment of the Head Start Policy Council. Resolution 93-82 amended the County’s Personnel Policies to reflect the involvement of the Policy Council in Head Start program personnel administration.

The role of the Policy Council in the operation of Head Start Programs has been in Federal law and regulation since 1975. Pursuant to the Program regulations (see attachment), the Policy Council is involved in decision-making and other aspects of the Head Start Program. The regulations require that parents with children enrolled in the Program elect the parent members of the Policy Council. Elected parents of the Policy Council then approve the appointment of community members to the Council. Since we do not have enrolled parents at this time, the “interim” Policy must have at least 51% parents with “Head Start-eligible” children. SINCE HEAD START REGULATIONS REQUIRE PARENT ELECTION OF THE MEMBERS OF THE POLICY COUNCIL AND THAT DECISION-MAKING IS SHARED WITH THE BOARD OF SUPERVISORS AND HCD DIRECTOR, I REQUEST THAT THIS COUNCIL NOT BE A BOARD OF SUPERVISORS APPOINTED COMMITTEE.

The Interim Head Start Policy Council is actively involved in the startup of the new program. The Council members have
donated hours and hours of time in the recruitment/hiring of personnel, program design, and other activities. The Council’s involvement saves the County substantial expenses. Several members of the Council live in outlying areas of the County and must travel many miles to meetings in Mariposa.

The Auditor-Recorder has requested that I receive Board of Supervisors direction to reimburse expenses for parents and community members involved in the Head Start Policy Council. I RESPECTIVELY REQUEST THAT YOU AUTHORIZE THE REIMBURSEMENT OF POLICY COUNCIL MEMBERS FOR TRAVEL AND CHILD CARE EXPENSES. I offer the following for your consideration:

1) This involvement of the Council in the implementation of the Head Start Program is REQUIRED by Federal law, regulation, and the grant award (see attached). This is not an advisory body, it is a decision-making body.

2) The majority of the members of the Policy Council are low income parents. If we do not reimburse reasonable travel expenses, it may be difficult to form a Council that meets Federal standards. Audit exceptions and other sanctions would be the result.

3) I included parent travel in the budget submitted to the US Department of Health and Human Services and is included in the "travel" line item appropriated by Resolution 92-534.

4) Other nonprofit and public Head Start agencies reimburse travel expenses of the Policy Council. The attached regulation also allows for reimbursement of expenses.

5) Head Start is unique due to the decision-making authority of the Policy Council. Approval of this request does not establish a policy requiring travel reimbursement of volunteers.

Thank you for your consideration of my request.
RULES AND REGULATIONS

Staff Selection

Proposals must describe the program system for selecting staff in accord with the responsibilities assigned by the program to the staff members. For example, the following houses must be:

1. Fluent in the language used by the families they serve;
2. Responsive listeners;
3. Knowledgeable about human development, family dynamics, and needs of children;
4. Knowledgable about all program components;
5. Knowledgeable about community development.

Head Start Development

Programs must submit a staff and volunteer recruitment plan and a training plan, including a content of proposed pre- and in-service training programs, teaching methods, descriptions of training staff or consultants, and provisions for continued in-service training. The career development plan must be designed to develop or increase staff members' knowledge about:

1. Approaches to and techniques of Head Start programs;
2. Other home-based or home Start-like programs;
3. All Head Start component areas.

Volunteers

As in Head Start programs, the home-based programs must encourage and provide opportunities for the use of volunteers.

Local Designed Options

In addition to the above models, local programs may elect to design and propose other program options which they find well suited to the needs of individual children and their families and their communities. Proposals for local program options must adhere to the following guidelines:

a. They must be derived from an analysis of the present standard Head Start model and must represent a more effective approach to meeting the needs of children in the community.

b. They must be consistent with good developmental practices.

c. They must be consistent with Head Start performance standards and must ensure that all components of Head Start are fully delivered, unless they are operated as an adjunct program which fully delivers the full range of Head Start services or unless they represent a special program thrust for handicapped or high risk children with special needs.

APPENDIX A—HEAD START POLICY MANUAL: THE PARENTS

This appendix sets forth policy governing the involvement of parents of Head Start children. "... in the development, conduct, and overall program direction at the local level."

I-1-1-9 The Parents

A. INTRODUCTION

Head Start believes that the gains made by the child in Head Start must be understood and built upon by the family and the community. To achieve this goal, Head Start provides for the involvement of the child's parents and other members of the family in the experiences he receives in the child development center by giving them many opportunities for a richer appreciation of the young child's needs and how to satisfy them.

Many of the activities of Head Start are rooted in "change". These changes must take place in the family itself, in the community, and in the schools and institutions that have an impact on both.

It is clear that the success of Head Start in bringing about substantial changes demands the fullest involvement of the parents, parents' children, parental-substitutes, and families of children enrolled in Head Start programs. This involvement begins when a Head Start program begins and should gain vigor and vitality as planning and activities go forward.

Success in this effort invites children into every part of Head Start, influences them about anti-poverty programs, helps bring about changes in institutions in the community, and works toward altering the social conditions that have formed the systems that surround the economically disadvantaged child and his family.

Project Head Start must continue to discover new ways for parents to become deeply involved in decision-making about the program and in the development of activities that they find helpful and important in meeting their particular needs and conditions. For some parents, participation may begin on a simple level and move to more complex levels. For other parents the movement will be immediate, because of past experiences, into complex levels of sharing and giving. Every Head Start program is obligated to provide the channels through which such participation and involvement can be provided for and enriched.

Unless this happens, the goals of Head Start will not be achieved and the program itself will remain a creative experience for the preschool child in a setting that is not reinforced by needed changes in social systems into which the child will move after his Head Start experience. This sharing in decisions for the future is one of the primary aims of parent participation and involvement in Project Head Start.

B. THE ROLE OF THE PARENTS

Every Head Start Program Must Have Effective Parent Participation. There are at least four major kinds of parent participation in local Head Start programs.

1. PARTICIPATION IN THE PROCESS OF MAKING AND APPLICATION OF THE PROGRAM.

Organization:
1. Head Start Center Committee........ 1. Parents whose children are enrolled in that center.
2. Head Start Policy Committee (delegate agency).
3. Head Start Policy Council (grantee).

2. PARTICIPATION IN THE CLASSROOM AS PAID EMPLOYEES, VOLUNTEERS OR OBSERVERS.

DEVELOPMENT ACTIVITIES FOR THE PARENTS WHICH THEY HAVE HELPED TO DEVELOP.

4. WORKING WITH THEIR CHILDREN IN COOPERATION WITH THE STAFF OF THE CENTER.

Each of these is essential to an effective Head Start program. The status of each is given in the above guidelines. Every Head Start program must hire/designate a Coordinating Activity to help bring about appropriate parent participation. This staff member may be a volunteer in smaller communities.

1. Parent Participation in the Process of Making Decisions About the Nature and Operation of the Program

Head Start Policy Groups

a. Structure—The formal structure by which parents can participate in policy making and operation of the program will vary with the local administrative structure of the program.

Normally, however, the Head Start policy groups will consist of the following:

1. Head Start Center Committee. This committee must be set up at the center level. Where centers have several classes, it is recommended that there also be parent class committees.

2. Head Start Policy Committee. This committee must be set up at the delegate agency level when the program is administered in whole or in part by such agencies.

3. Head Start Policy Council. This Council must be set up at the state level.

When a state receives the entire Head Start program to one Delegate Agency, it is not necessary to have a Policy Council.

b. Composition—Chart A describes the composition of each of these groups.

Chart A

Compositions:
1. Representatives of the Community (Delegate Agency level): A representative of neighborhood community groups (public and private) and of local neighborhood community or professional organizations, which have a concern for the welfare of families and can contribute to the development of the program. The number of such representatives will vary depending on the number of organizations which should appropriately be represented. The Delegate Agency determines the composition of the council (within the above guidelines) and methods to be used in selecting representatives of the community. Parents of former Head Start children may serve as representatives of the community.

2. At least 50% of Head Start children presently enrolled in that delegate agency program plus representatives of the community. **

3. At least 50% of Head Start children presently enrolled in that grantee's program plus representatives of the community.
RULES AND REGULATIONS

elected parent members of the committees. In no case, however, should representatives of the community exceed 50% of the total committee or council.

Special Notes

1. All parents serving on policy groups must be elected by parents of Head Start children currently in the program or by the staff in the center who are responsible for the children and the families of Head Start children. Parent representatives must be elected on a rotating basis and must be re-elected every three years.

2. It is strongly recommended that the community action agency board have representation from all community groups and organizations to assure coordination of Head Start activities with other CAA programs. Converse local community representatives to serve on the board of the appropriate policy council. The Board of Directors and the community it serves.

3. Have the opportunity to initiate suggestions for the improvement of services and programs. Coordinate administration with the program's head start group. The list of activities includes organizing, planning, and creating the program's action plan and report action on activities taken by the administration with regard to allegations of the departments of community resources to meet identified needs.

4. Administer the Parent Policy Committee. Chart C outlines the major management functions connected with the Head Start program, including the role of the policies created by the Head Start Program. The role of the committee is to serve as link between public and private organizations, the Head Start program, and the community it serves.

5. The policy group may also coordinate and organize agency-wide activities for parents with the assistance of staff. The purpose of such activities is to foster a sense of community among parents and to provide them with opportunities to learn about and participate in various community activities.

6. In addition, the policy group may establish committees to oversee specific areas of the program, such as the children's program, the family services program, and the parent involvement program. These committees will be made up of parent members and will report to the policy group.

7. The policy group will coordinate the development of the budget for the program and will ensure that it is aligned with the goals and objectives of the program. The budget will be reviewed and approved by the policy group and will be presented to the community for feedback.

8. The policy group will establish a system for monitoring and evaluating the program's activities and will report its findings to the community. The system will include regular assessments of program outcomes and will be used to make improvements to the program.

9. The policy group will hire a director to oversee the day-to-day operations of the program. The director will be responsible for ensuring that the program is run efficiently and effectively.

10. The policy group will establish policies and procedures for ensuring the confidentiality and security of the program's participants.

11. The policy group will establish a system for tracking and reporting on the program's activities and outcomes.

12. The policy group will be responsible for ensuring that the program is in compliance with all relevant laws and regulations.

13. The policy group will work closely with the community to identify and address any issues that arise during the implementation of the program.

14. The policy group will provide opportunities for parent members to participate in decision-making processes and to provide feedback on the program's activities.

15. The policy group will ensure that the program is accessible to all members of the community, regardless of their economic or social status.

16. The policy group will ensure that the program is culturally sensitive and responsive to the needs of all members of the community.

17. The policy group will ensure that the program is inclusive and responsive to the needs of all members of the community, regardless of their economic or social status.

18. The policy group will ensure that the program is accessible to all members of the community, regardless of their economic or social status.

19. The policy group will ensure that the program is culturally sensitive and responsive to the needs of all members of the community.

20. The policy group will ensure that the program is inclusive and responsive to the needs of all members of the community, regardless of their economic or social status.
Definitions as used on charts B and C

A. General Responsibility.—The individual or group with legal and fiscal responsibility guides and directs the carrying out of the function described through the person or group given operating responsibility.

B. Operating Responsibility.—The individual or group that is directly responsible for carrying out or performing the function, consistent with the general guidance and direction of the individual or group holding general responsibility.

C. Must Approve or Disapprove.—The individual or group (other than persons or groups holding general and operating responsibility, A and B above) must approve before the decision is finalized or action taken. The individual or group must also have been consulted in the decision making process prior to the point of seeking approval. If they do not approve, the proposal cannot be adopted, or the proposed action taken, until agreement is reached between the disagreeing groups or individuals.

D. Must be Consulted.—The individual or group must be called upon before any decision is made or approval is granted to give advice or information, but not to make the decision or grant approval.

E. May be Consulted.—The individual or group may be called upon for information, advice or recommendations by those individuals or groups having general responsibility or operating responsibility.

<table>
<thead>
<tr>
<th>Function</th>
<th>Delegate agency</th>
<th>Granter agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board</td>
<td>Executive director</td>
<td>Head Start policy staff</td>
</tr>
<tr>
<td>I. Planning:</td>
<td>A B D D</td>
<td>A B D D</td>
</tr>
<tr>
<td>(a) Identify child development needs in the area to be served (by CAA if not delegated).</td>
<td>A C C B</td>
<td>A C C B</td>
</tr>
<tr>
<td>(b) Establish goals of Head Start program and develop methods to meet them within HEW guidelines.</td>
<td>A D C B</td>
<td>A D C B</td>
</tr>
<tr>
<td>(c) Determine delegate agencies and areas in the community in which Head Start programs will operate.</td>
<td>A D C B</td>
<td>A D C B</td>
</tr>
<tr>
<td>II. General Administration:</td>
<td>A B C D</td>
<td>A B C D</td>
</tr>
<tr>
<td>(a) Determine the composition of the appropriate policy group and the method for setting it up (within HEW guidelines).</td>
<td>A B C D</td>
<td>A B C D</td>
</tr>
<tr>
<td>(b) Determine what services should be provided to Head Start from the CAA's central office and the neighborhood centers.</td>
<td>A B C D</td>
<td>A B C D</td>
</tr>
<tr>
<td>(c) Determine what services should be provided to Head Start from the CAA's central office and the neighborhood centers.</td>
<td>A B C D</td>
<td>A B C D</td>
</tr>
<tr>
<td>(d) Establish a method of hearing and resolving community complaints about the Head Start program.</td>
<td>A B C D</td>
<td>A B C D</td>
</tr>
<tr>
<td>(e) Direct the CAA's Head Start staff in day-to-day operations.</td>
<td>E A B B</td>
<td>E A B B</td>
</tr>
<tr>
<td>(f) Direct the delegate agency Head Start staff in day-to-day operations.</td>
<td>E A B B</td>
<td>E A B B</td>
</tr>
<tr>
<td>(g) Insure that standards for acquiring space, equipment, and supplies are met.</td>
<td>E A B B</td>
<td>E A B B</td>
</tr>
<tr>
<td>V. Evaluation: Conduct self-evaluation of agency's Head Start program.</td>
<td>A D B D</td>
<td>A D B D</td>
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*CAA or general term "granter".*

[FR Doc.75-16665 Filed 8-27-75; 8:45 am]

\*U.S. GOVERNMENT PRINTING OFFICE: 1982 — 6 2 0 — 4 9 2 / 4 1 5 5 4