



DEPARTMENT OF FAMILY AND SUPPORT SERVICES
CITY OF CHICAGO

TO: Executive/Program Directors, Program Governance Managers
Parent Involvement Coordinators, Family Service Workers
Citywide Policy Committee Members, Policy Committee Members

FROM: Loukisha Smart-Pennix, Director *LSP*
Children Services Division, Systems Unit

DATE: October 12, 2011

SUBJECT: 2011-2012 Citywide Parent Policy Council Membership

The Office of Head Start is making great strides with the implementation of parent, family, and community engagement. As this national move takes place to provide guidance to programs, parent involvement is still at the apex of it all. Parents are to be included through-out the process as it relates to making decisions about the program operations.

This memo is intended to be shared with the agency's respective parent groups to help them understand and learn about their decision making roles in Head Start/Early Head Start. It is also important that the policy committee members understand the personnel and professional skill development opportunities afforded to them as they serve.

This overview of the Department's Citywide Parent Policy Council membership includes CPCC membership criteria, membership responsibilities, and the documentation required to certify the agency's CPPC representatives and the policy committee members.

1304.50 Program Governance: Policy Committee

Delegate agencies are required to establish and maintain a system of shared governance through which parents can participate in the decision making processes about the program. The structure must consist of a Policy Committee established at each delegate agency level and a Policy Council established at the grantee level. The delegate agency Policy Committee must be established early on in the program year (September/October/November). Each delegate agency is required to identify their elected delegate and alternate representatives to serve on the grantee's Citywide Parent Policy Council.

Policy Council/Policy Committee Purpose

In partnership with department and program staff, Policy Council and Policy Committee members are to be involved in the development, review, and approval/disapproval policies and procedures for implementing quality early childhood education and care for Chicago's Head Start, Early Head Start, and Child Care programs.



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CPPC 2011-2012 Membership Memo Cont'd

Policy Group Benefits of Serving

Policy Council/Policy Committee participation provides an avenue for the development of friends, new experiences, and exciting opportunities for growth. Policy group members engage in on-going training and skill building through participation in educational workshops, planning sessions for program development, and conveying information at and about Policy Council/Policy Committee meetings. These activities help members strengthen their decision-making and leadership skills, which enhances their confidence, builds leadership and public speaking skills as well as to help develop community advocacy skills. These skill sets can prove beneficial when seeking employment, serving on the local school council, a nonprofit board, or other volunteer services to the community.

It is the department's expectation that the delegate agency support their parent volunteer's in seeking membership to the Policy Council as well as enhancing parent's awareness about policy group opportunities. Parent involvement continues to be the foundation of our Head Start, Early Head Start, and Child Care programs. Please support your parents as they seek a leadership role on this very important advisory body by:

- Educating Parent Committee members about Policy Committee/Policy Council;
- Ensuring the agency's policy committee is established between September-November of the program year;
- Informing the policy committee of the benefits and expectations of serving;
- Ensuring that policy committee elections occur for policy committee officers, community representatives, and CPPC delegates/alternates;
- Training the policy committee members on their roles and responsibilities and reviewing the program governance policies and procedures that governs the group;
- Submitting the attached 2011-2012 **Letter-of-Certification** and **Policy Committee Membership** list by **November 30, 2011** to:
 - Elaine Millsap-Parker, Supervisor
DFSS_ CSD
1615 W. Chicago Ave., 2W/60622
Chicago, IL 60622
FAX: 312-743-0944
eparker@cityofchicago.org

If you have any questions, please contact Elaine Millsap-Parker, Supervisor at 312-743-1926

Thank you for your cooperation and support.