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TO: Head Start/Early Head Start Executive and Program Director
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FROM: Loukisha Smart-Pennix, Director *LP*
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Office of Children & Youth Services
Children Services Division – Systems Unit

DATE: February 2, 2009

SUBJECT: Guidance for Policy Committee Community Representatives

Head Start Performance Standards 1304.50(b)(1) – (b)(7) explains the policy group composition and formation. 1304.50(b)(2) specifies that the policy council and the policy committee memberships should be comprised of two (2) types of representatives: parents of currently enrolled children in the program and community representatives. At least 51% of the members of these policy groups must be parents of currently enrolled children.

This means that the number of selected community representatives should never exceed the number of elected parents who serve on the policy committee.

For example, if a policy committee has 10 parents elected to serve on the policy committee, then up to 9 community representatives can be selected to serve on the policy committee. Remember the operative phrase here is “up to”. You want to include the community but not have to dominate the parent’s role in Head Start /Early Head Start matters.

Consider the following factors as related to HSPS 1304.50(b)(3) when determining the number of community representatives to serve on the policy committee:

1. Community representatives should have an interest and be familiar with the needs and interest of low-income children and families.
2. Choose community representatives from various businesses, civic organization public or private, professional institutions, or organizations;
3. Community representatives are not limited to former Head Start parents only; but must include representation from any of the above referenced organizations;
4. *If you chose an organization with multiple community representatives, each community representative should bring different area of interest to the policy committee.*

You don't want community representatives making all the decision on behalf of the parents who currently have children enrolled in the program.

Attachment: Community Representatives Resource List

cc: CYS Central Office Files
COPA Program Governance Policy /Procedures
Citywide Parent Policy Council



**Chicago Department of Children & Youth Services
Children Services Divisions**

Community Representative Resources

Head Start Performance Standard 1304.50(b) (3) *Community Representatives:*
Community Representatives must be drawn from the local community: business; public or private community, civic, and professional organizations; and others who are familiar with resources and services for low-income children and families, including, for example the parents of formerly enrolled children.

What procedures does your program have in place to select community representatives to the Policy Committee?

The procedures for election of parent members and selection of community representatives must be approved by both the board and the policy committee. The board can cede this responsibility to the Policy Committee; however, written evidence must be kept and filed for this decision of the board.

This list is provided to give programs an idea where community representatives can be drawn from; this is not an all inclusive list. It would be a good idea to obtain community representatives with like values and mission of the organization.

Business	Civic	Professional (Local Chapters)	Public	Private
Training Businesses	Chicago Urban League	American Dental Association	WIC	Local Medical Clinics
Early Childhood Companies	Operation Push	American Red Cross	IDHS	Private Daycare
Book Stores	Nonprofit Law Firms	Colleges	CTA	Private Hospitals
Beauty and Barber Shops	Mentoring and Tutoring Organizations	American Academy of Pediatrics	Public Hospitals	
Nonprofit Directors	Boys & Girls Clubs of America	Association of Social Worker	Public Schools	
Legal Aid		Nurse's Associations	University of Illinois Extension Programs	
			Department of Rehabilitation Services	
			Illinois Department of Employment Security	
			Public Library	
			Community Action Policing CAPS	
			Museums	