



**DULUTH HEAD START
MISSION STATEMENT**



*The mission of the
Duluth Head Start Program
is to provide services for income
eligible preschool children and
their families.*

*These services include
opportunities to enhance social
and cognitive skills, increase
health and wellness and build
upon family strengths.*



DULUTH HEAD START POLICY COUNCIL REPRESENTATIVES

Policy Council Representative Roles and Responsibilities:

- Attend Policy Council Meetings, participate in discussions, and **vote** on action items
- Attend Parent Meetings and service as a **link to the parents** you represent
- Along with your alternate, bring **requests, questions, and issues** from the Parent Meetings to Policy Council to be addressed
- Report on **Policy Council and Committee activity** at Parent Meetings
- **Participate fully** in other Policy Council activities
- Establish ways to **keep in communication** with the parents you represent.

The **purpose** of the Duluth Head Start Policy Council is to work in partnership with key management staff and the governing body to **develop, review, and approve or disapprove** the following policies and procedures:

- All **funding applications** and amendments to funding applications for Head Start before the applications are submitted
- Procedures describing how the governing body (School Board) and the Policy Council will implement **shared decision making**
- Procedures for **program planning** that include the program's philosophy and long-and short-range program goals and objective
- The **composition of the Policy Council** and the procedures by which members are chosen
- Criteria for defining **recruitment, selection, and enrollment priorities**
- The **annual Self-Assessment** of the grantee's progress
- Program **personnel policies** and subsequent changes to those policies, including standards of conduct for program staff, consultants and volunteers
- **Decisions to hire or terminate** the Head Start Director and any person who works primarily for Head Start

DULUTH HEAD START POLICY COUNCIL ALTERNATES

Policy Council Representative Roles and Responsibilities

- Attend Policy Council Meetings and participate in discussions
- Replace your representative as a voting member when **the representative is unable to attend** a Policy Council meeting
- Attend Parent Meetings and serve as a **link to the parents** you represent
- Along with your representative, bring **requests, questions, and issues** from the Parent Meetings to the Policy Council to be addressed
- Report on **Policy Council and Committee activity** at Parent Meetings
- Participate in Policy Council **activities** when needed
- Establish ways to **keep in communication** with parents you represent

The **purpose** of the Duluth Head Start Policy Council is to work in partnership with key management staff and the governing body to **develop, review, and approve or disapprove** the following policies and procedures:

- **All funding applications** and amendments to funding applications for Head Start before the applications are submitted
- Procedures describing how the governing board (School Board) and the Policy Council will implement **shared decision making**
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Duluth Head Start

Policy Council Training

What is Policy Council?

- Policy Council is a committee of parents and community representative who meet regularly to help establish policies and make suggestions about program operations. This group works closely with the Head Start Director and staff.
- The committee recommends policies based on input from the parent committees at each site, childcare center, and Families in Transition
- Members are elected for one (1) term, and can serve up to an additional two (2) terms (or 3 years total)
- Any parent is welcome to attend a Policy council meeting, but only elected representative may vote. If a representative is absent, their elected alternate may vote in their place
- Meetings are held monthly at Barnes Early Childhood Center, located in Lowell School, from 6-8 p.m. A light supper and childcare are provided. Transportation is provided to those who need it

What are the responsibilities of the Policy Council?

- Members serve as a link between parent committees. They share ideas, community resources, and concerns of all our parents. They report on Policy Council meetings during parent committee meetings.
- The PC shares some joint responsibilities and governance with the Duluth School Board
- Approve program operating plans and fiscal administration and be advised of any changes while the program is in operation
- Establish and review criteria for enrolling children into Head Start
- Assist with the interviewing and selection of applicants for Head Start staff positions
- Initiate suggestions and ideas for program improvement
- Members act as spokesperson for Head Start in the Duluth community

Duluth Head Start Shared Decision-Making

- Both entities, the School Board and the Policy Council, understand and respect their unique and specific roles and responsibilities in providing a high quality Head Start program
- The Policy Council understands the authority that the School Board has in making decisions, setting policy and overseeing the fiscal and legal aspects of any program or service of the Duluth Public Schools
- The School Board understands the role that the Policy Council has in the administration of the Duluth Head Start program
- Policies and procedures developed and implemented by the School Board that affect Head Start staffing and services will be shared with Policy Council. The same will occur regarding policies and procedures that are developed and implemented specific to Head Start- these will be shared with the School Board
- If at any time there is a need for the 2 parties to meet, that will be scheduled through School Board Committees or and invitation to a Policy Council meeting
- If needed, the Impasse Policy will be utilized to resolve any issues that my arise

Duluth Head Start COMMUNITY COMPLAINT PROCEDURE

The following procedure will be followed to resolve parent or community complaints about the Head Start program.

Once a complaint has been made, the Director of School Operations and the Head Start Director will discuss the complaint and appropriate response. The following steps may be taken depending on the nature of the complaint:

1. If the complaint is about a particular staff person, that person will be contacted and the complaint will be discussed
2. If the complaint is about a particular site or program option, the Head Start Director will share the complaint with appropriate staff, the Parent Committee and Policy Council
3. If the complaint is about program policies or services, the Director will share the complaint with appropriate staff, Policy Council and School District staff

All complaints will be address within a reasonable time frame. Confidentiality will be maintained at all times. The School Board and the Policy Council are committed to resolving all issues in good faith and respect.

Duluth Head Start Internal Dispute Resolution (Impasse Policy)

The purpose of this dispute resolution is to establish a procedure for reaching solutions for disagreements between the School Board and the Duluth Head Start Policy Council. This policy is required by the Federal Head Start Performance Standards. The Policy Council has the authority to share certain governance functions with the (Governing Board-School Board) as they relate to the administration of Head Start. The Policy Council works in partnerships with the Head Start Director who, in turn, works with the Administrative staff of the School District (Head Start Grantee).

The procedure for resolving internal disputes between the Duluth School Board and the Duluth Head Start Policy Council is as follows:

1. A meeting will be arranged between the Executive Committee of the Policy Council, the Head Start Director and the Superintendent of Schools and/or the Director of School Operations. The difference will be discussed and, if possible, a resolution reached. If so, the resolution will be shared by the Superintendent to the School Board and by the Executive Committee to the Policy Council.
2. If no resolution is reached, the Policy Council Executive Committee may request time on the School Board agenda or at the appropriate School Board Committee meetings to share their point of view and seek resolution. Any resolution must meet Federal Head Start regulations as well as any School District, state or local laws.
3. If there is still no resolution, assistance will be sought from the Regional Office of Head Start. A meeting or conference call would be arranged and discussion will continue until a resolution is reached.