

# **Sweetwater County School District #1 Head Start Program Information Report to the Board of Trustees Procedure**

## **Practice:**

The Board of Trustees is responsible to ensure that all district programs are operating within all relevant regulations. Therefore, it is the practice of the Board Liaison to the Head Start Policy Council to communicate essential program information to the Board of Trustees as prescribed in the Head Start Act.

## **Procedure:**

The Board is given Head Start information regarding:

-  Program enrollment
-  Monthly reports of meals and snacks provided through USDA
-  The PIR (Program Information Report)
-  School Readiness Goals Progress
-  Communications from the DHHS Secretary

The Head Start program Director or designee completes the Board Liaison to Head Start report form with current information. Head Start delivers an electronic version of the report to the Administrative Secretary to the Superintendent for inclusion in Board of Trustees packets.

The Board Liaison to Head Start provides additional information as requested by the Board.

Items requiring Board approval including, but not limited to, the:

-  Head Start expenditures
-  Annual grant application
-  Annual Report
-  School Readiness Goals
-  Self Assessment (Annual Program Review – APR)
-  Strategic Plan
-  Community Assessment (and subsequent updates)

Approval is accomplished as follows:

- Expenditures are approved following established SCSD #1 policies and procedures
- The grant application is approved by signature of the Board Chair following a report to the Board via the liaison to Head Start or the Director
- The Annual Report is approved following presentation at a Board meeting by Head Start staff
- Changes to the School Readiness Goals are approved following presentation at a Board meeting by Head Start staff
- Self Assessment Results, the Strategic Plan, and the Community Assessment (including updates) are approved through the approval of the grant application.