

Procedure for Head Start Monitoring

The Board and Policy Council shall review and approve the Head Start and Early Head Start program progress in carrying out the grant application provisions that include accessing, collecting and sharing accurate and regular information about program planning, policies and operations.

Policy Council and OESD 114 Board members will receive the following information at the meetings:

Monthly:

- Financial reports: including credit card statements, grant
- Program enrollment reports and attendance reports. Including attendance reports for children whose care is partially subsidized by another public agency (DSHS child care subsidy)
- USDA report of meals and snacks served
- Policy Council Meeting Minutes

Annually (Reports that require Board approval and/or signature):

- Annual Program Self-Assessment including plan for corrective action (Board approval required)
- Procedures/schedule for program planning including Community Needs Assessment (Board approval Required)
- Program Strategic Plan (Board approval required)
- Program Community Assessment (Board approval required)
- Policy Council By-Laws that includes the composition of Policy Council (Board approval required)
- Funding applications (Board approval required) (Signature for refunding applications required)

Annually (Information sharing):

- Child Outcomes Report
- Program Information Report (PIR)
- Head Start Federal Monitoring Review
- Head Start Annual Report
- Washington State Auditor's Office Report(s)
- Procedures and criteria for recruitment, selection and enrollment of children
- Standards of Conduct