

OLYMPIC ESD 114 ADMINISTRATIVE PROCEDURE PROCEDURE FOR HEAD START MONITORING

2510P

The Board 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.

Board members will receive the following information at Board Meetings on the designed schedule:

1. Financial statements (monthly)
2. Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency (DSHS Child Care Subsidies) (monthly)
3. Reports of meals and snacks provided through USDA (monthly)
4. Credit card expenditures (monthly)
5. Program information summaries (monthly)
6. Policy Council Meeting Minutes (monthly)
7. Reimbursements to Policy Council members for expenses (monthly voucher approval process)
8. Communication and guidance from the Department of Health & Human Services (periodic)
9. Standards of Conduct – Head Start (periodic)
10. Funding applications (periodic) **Requires Board Approval (and signature for refunding applications)**
11. Head Start Annual Report (September)
12. Washington State Auditor’s Office Financial Statements & Federal Single Audit Report (yearly)
13. Washington State Auditor’s Office Accountability Audit Report (yearly)
14. Policy Council By-Laws which includes the composition of the Policy Council (January)
Requires Board Approval
15. Program Community Assessment (March) **Requires Board Approval**
16. Procedures and criteria for recruitment, selection and enrollment of children (March)
17. Annual Program Self Assessment including plan for corrective action (June) **Requires Board Approval**
18. Program Child Outcomes (August)
19. Procedures/schedule for program planning including Community Needs Assessment (August)
Board Approval Required
20. Program Information Report (September)
21. Program Strategic Plan (October) **Requires Board Approval**
22. Head Start Federal Monitoring Review (every 3 years)