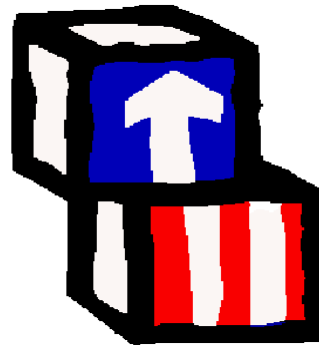


Head Start Governance Training

Jefferson County Board of Education
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What is Head Start?

- Head Start is a program of the United States Department of Health and Human Services that provides comprehensive early childhood education, health, nutrition, and parent involvement services to low-income children and their families.
- Head Start is a national program that promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enroll children and families.

Head Start/Early Head Start and School Readiness

- Board and Policy Council members need to be concerned with CLASS scores for Head Start and efforts to continuously improve them
- Program efforts to plan, implement and demonstrate school readiness linkages (Early Head Start and Head Start)

Governing Body (Board) Requirements

- The Board of Education is responsible for the following:
 - decision making pertaining to program administration and operations
 - selecting delegates and service areas
 - establishing procedures and criteria for recruitment, selection and enrollment
 - reviewing all applications for funding
 - establishing procedures for selecting Policy Council members

Ultimate Responsibility

- The Board of Education exercises fiscal and legal responsibility, provides oversight, and reviews and approves the following:
 - all major program policies
 - all major financial expenditures of the agency
 - the operating budget of the agency
 - the selection (except when a financial auditor is assigned by the state under state law or is assigned under local law) of independent financial auditors to report all critical accounting policies and practices to the governing body
 - the financial audit

Ultimate Responsibility, (*cont.*)

- The Board of Education exercises fiscal and legal responsibility, provides oversight, and reviews and approves the following:
 - the agency's progress in carrying out the programmatic and fiscal provisions in its grant application, including implementation of corrective actions
 - monitoring of the agency's actions to correct any audit findings and other actions necessary to comply with applicable laws (including regulations) governing financial statements and accounting practices

Board of Education reviews and approves the following

- Annual self-assessment
- Personnel policies of the agency regarding the hiring, evaluation, termination, and compensation of employees
- Results from monitoring conducted under section 641A(c), including appropriate follow-up activities

Board of Education reviews and approves the following

- Personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position within the agency

Board of Education and Policy Council regularly receive and use information or reports including:

- **Annual reports**
 - Financial audit
 - Self -Assessment, including any related findings
 - Program Information Report (PIR)

Board of Education and Policy Council regularly receive and use information or reports including:

○ Monthly Reports

- Financial statements, including credit card expenditures (if the program uses credit cards)
- Program information summaries
- Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency
- Reports of meals and snacks provided through programs of the US Department of Agriculture (USDA)

Board of Education and Policy Council regularly receive and use information or reports including:

- **Additional reports**

- Every 3 years, the community-wide strategic planning and needs assessment (Community Assessment) of the Head Start agency
- Applicable and current updates from the Secretary

Appendix A

- Please turn to Chapter 8, page 77 for a brief review of Board, Policy Council, Superintendent and Head Start Program responsibilities