

**Sweetwater County School District Number One
Board of Trustees
Governing Role and Responsibilities for Head Start**

Role: Provide general oversight of the Head Start Program through the fulfillment of the responsibilities outlined and defined in Appendix A (attached) of 1304.50 of the Head Start Performance Standards.

Responsibilities:

- Ensure compliance with Federal laws and regulations, including Head Start Performance Standards, as well as applicable State and local laws and regulations, including laws defining the nature and operations of the School Board.
- Understand the Head Start mission and the role of parents and the Policy Council in the Head Start shared governance structure.
- Accept legal and fiscal accountability for oversight of the Head Start program, including general responsibility for guiding and directing planning, general procedures, and human resources management, as outlined in Appendix A to 1304.50 of the Head Start Performance Standards.
- Ensure the School District maintains an internal control structure to safeguard Federal funds in accordance with 45 CFR 1301.13, comply with laws and regulations that have an impact on financial statements, detect or prevent noncompliance. The internal control structure will also ensure audits are conducted in accordance with 45 CFR 1301.12, and any corrective actions needed as a result of the audit will be implemented.
- Support the Head Start program and the requirement of shared decision making by appointing at least one board member to the Head Start Policy Council.

School Board Approved 5/8/00
Policy Council Approved March 28, 2000
Developed February 2000
Admin.Docs., Policies/Procedures, Program

School District #1, Sweetwater County, Wyoming