



The Latin American Community Center  
ECAP Program Update

## **ECAP Governing Body Report**

**2015 – 2016**

**(Information updated in advance of each Governing Body Meeting)**

1. Program Governance

- a. Grant Application / Award - (Please see website)
- b. Written policies / procedures for Shared decision-making (Please see website)
- c. Ongoing training for Governing Body and Policy Council (Please see website)
- d. *Ongoing monitoring reports – This is an area that was highlighted in our Self-Assessment as an area that must improve. In the month of March we will be focusing on developing systems surrounding ongoing monitoring reports.*

2. Planning

- a. Community Assessment - (Please see website)
- b. *Long-range goals - This is an area that was highlighted in our Self-Assessment as an area that must improve. In the month of April we will be focusing on developing systems surrounding goals.*
- c. Short term objectives – Our short term objectives that we are currently working on are from the 2014-2015 Action Plan. We are on target with most goals, the exception being the review/updating of service plans. While we are diligently working on the service plans, the process is
- d. Planning calendar (Please see website)
- e. Self-assessment - Please see the attached brief as well as the website for the full Self-Assessment Summary
- f. Child outcome data – After careful monitoring of TSG Data, shortcomings were found in the areas of Science and Math

3. Communication

- a. Information shared among staff, governing body, and policy council
  - Information is being shared with the staff during biweekly planning meetings as well as monthly Staff meetings.



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- Information is being shared with the governing body & policy council at scheduled meetings through information reports (such as this report).
- b. Information shared with parents
  - Parent Meetings & weekly Parent Bulletin
- c. *How is information shared with community partners*
- 4. Record-keeping and Reporting
  - a. Confidentiality procedures (Please see website)
  - b. Child Files & Child Plus - child files are complete, utilizing ETO as Department of Education has not yet secured Child Plus contract yet.
  - c. Quarterly Reports – 1<sup>st</sup> Quarter Report was submitted 10/15/2015
  - d. PIR report - (Please see website)
- 5. Ongoing Monitoring
  - a. Tracking systems & *written reports*
  - b. Tracking family & community partnerships
  - c. *Tracking progress and accomplishments of children in 8 domains* TSG Data
- 6. Human Resources
  - a. How staff are organized to support the program
  - b. Staff supervision
  - c. EDC / ECAP / EHS staff handbook - (Please see website)
  - d. Professional Development
- 7. Fiscal Management
- 8. Prevention and Early Intervention
  - a. Children linked to continuous health care
  - b. *Nutrition services*
  - c. Mental health services
  - d. Health and safety checklists
- 9. Tracking and Follow-up
  - a. Child files (family files)
  - b. Health services
- 10. Individualization
  - a. Families are involved in setting goals
  - b. TSG



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- c. Addresses child interests, strengths, school readiness, etc.

### 11. Disabilities Services

- a. Process used to assess children's needs – Teachers and Families complete the Ages and Stages questionnaires – concerns are discussed & Child Find comes to screen all children – concerns are addressed
- b. How program partners with parents – parents are part of the action plan that is created within the classroom
- c. Evidence of inclusion – all children are part of the classroom, services are conducted in the classroom through itinerant teachers from Red Clay
- d. IEP's & IFSP's – we currently have three children with IEP's that are receiving services through itinerant teachers within the classroom. Three more children are in the process to receive testing, etc. to assess their specific needs – We are waiting for Red Clay to respond.

### 12. Curriculum and Assessment

- a. TSG – we had checkpoints November 1, 2015.
- b. Daily / weekly lesson plans – lesson plans are created weekly and are reviewed by the Instructional Coaches. We are working on implementing more individualism
- c. Family is involved - We conducted Student Growth Conferences November 11 & 12, 2015. At this time we discussed TSG data, student goals, and re-evaluated/created new student goals.

### 13. Family Partnership Building

- a. Parent Handbook - (Please see website)
- b. Family partnership written plan – each family has a Family Partnership Agreement with individual family goals that are supported by our Family Service Worker
- c. Family strengths, goals, needs assessed
- d. ETO / Child Plus documentation – all interactions with parents are recorded in ETO
- e. Home visits & student growth conferences – Home visits occurred in the month of September. Student Growth Conferences were held November 11 & 12, 2015.

### 14. Community and Child Care Partnerships

- a. Interagency agreements (on file in Director's office)
- b. Transition plan
- c. *Documentation of community partnership efforts*



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### 15. Eligibility, Recruitment, Selection, Enrollment and Attendance

- a. Recruitment efforts (will be developing a new plan for spring 2016)
- b. Selection process (will be revisiting the ranking form for spring 2016)
- c. Enrollment – fully enrolled - please see attached roster for breakdown
- d. Attendance monitoring
  - attendance is monitored daily (by teachers)
  - weekly (by FSW)
  - monthly (during Agency enrollment meeting)

### 16. Child Development and Health Services: Mental Health

- a. Screening – all 45 & 90 Day screenings are complete: ASQ3 (Developmental), ASQ-SE (Behavioral), Lead, Vision, Hearing, Dental, & Physicals.
- b. Support provided to child & families – Family Service Workers are working with families to ensure that services are being provided for children and that parents are participants in the process.
- c. Mental health - currently working with Early Childhood Mental Health Consultation

*\*text in italics are items we are currently developing*



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ECAP ROSTER:



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	100% or below		101% to 130%		Over Income		Do not Qualify for ECAP
1	Abel Flores	1	Keila Molina	1		1	Jacob Rodriguez
2	Alexis Coporo	2		2		2	Alejandra Bartolomey
3	Allison Pantojas	3		3		3	Diego Salzar
4	Andrea Guzman	4				4	Alex Martinez
5	Angelina Zepeda	5				5	Joshua Ruiz
6	Candice Taboada	6				6	Christopher Lopez
7	Carlos Collazo	7					
8	Carlos Madera	8					
9	Dylan Terreros	9					
10	Eddie Rojas						
11	Herison Diaz						
12	Iker Cruz-Linares						
13	Jaime Rubelo						
14	Jatniel Crespo						
15	Jayden Collazo						
16	Joseph Collazo						
17	Juliana Romero						
18	Mariana Romero						
19	Juan Saldivar						
20	Juan Sesena						
21	Kytzia Bastida						
22	Lizette Bernal						
23	Madeline Ramirez						
24	Saida Dorantes						
25	Stephanie Terreros						
26	Zaakirah Guy						
27	Kasiyah Malloy						
28	Adriam Marrero						
29	Axcel Bernabe						
30	Jade Cobos						
31	Joshua Corpeno						
32	Anthony Sevilla						
33	Maryelalycia Juarez						
34							