



The Latin American Community Center ECAP Program

PLANNING

REQUIREMENTS

1304.50—Grantees shall establish a procedure for planning that is based on a Community Assessment. The Community Assessment shall be the basis for such decisions as

- the program's philosophy and long-and short range goals
- the selection of delegate agencies and their service areas
- criteria for defining recruitment, selection, and enrollment priorities
- the time frame for conducting the program self-assessment

1304.51—Grantees must develop and implement a systematic, ongoing process of program planning that includes consultation with the program's governing body, policy groups, and program staff and other community organizations.

The planning process provides overall direction for the corporation and its programs. The Board of Directors is responsible for charting the course for the agency and does so through its decision-making about the mission, vision and values of the organization, and approval of similar direction for its programs. The ECAP Policy Council is an integral part of the operations of ECAP program and provides an opportunity to have customers of our agency's programs directly involved in the decision making processes about those programs.

Purpose

The purpose of the planning process is to establish and maintain a systematic approach to Agency decision-making about the direction and scope of programs and services offered by ECAP. Planning provides an opportunity to look at our community and determine

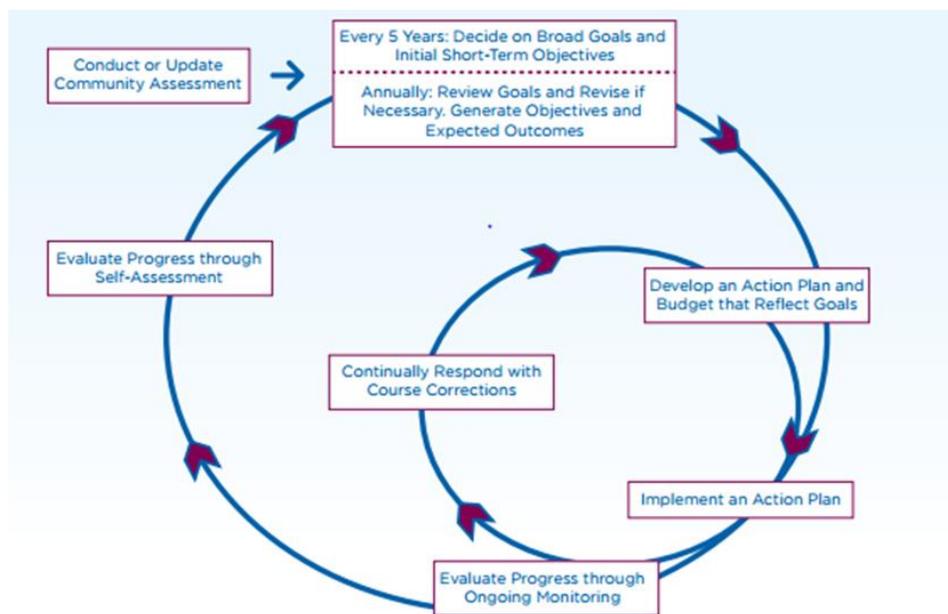
- who our customers (both primary and secondary) are
- what our customers value
- how current community resources are employed
- what role we should play in addressing issues in the community

Planning Procedure and Timetable

The planning procedure describes the major events, activities and time frames for ECAP/LACC to assure that we address all of the requirements of our funding sources in making decisions about program direction.

The planning procedure describes the development of products that will result from this process. The products of planning include the following.

- the planning procedure itself
- the Community Assessment and the priorities that are chosen from that information
- goals and objectives
- criteria for recruitment, selection and enrollment priorities
- funding applications and amendments
- time frame and process for conduct of the program Self-Assessment



The Governing Board will annually adopt its calendar each year. The Policy Council will review and approve the planning cycle for the ECAP planning process.

In the following description of planning activities, we have also addressed other requirements for either the Board of Directors or the Policy Council or both. For example, the composition of the Policy Council is a requirement under General Procedures in the Head Start governance chart. We have incorporated an annual review of PC composition into the planning calendar to assure that it receives the attention it requires.

August / September Activities

- New Funding Year begins
- Professional Development is held for all staff
- PreK4 parents attend PC informational meeting where they are presentations about PC roles and processes.
- Policy Council elections are conducted for the new funding year. Elections will reflect any changes in the structure of the PC that were approved by the Board and PC in July and August.(1304.50(b)(4)
- New PC members seated
- Policy Council Training begins with ECAP staff explaining the role of PC and functions of its members and officers
- The Planning Calendar is adopted by the Board of Directors.
- The Fourth Quarter budget/program progress report and analysis are presented to the Board of Directors and Policy Council, indicating the final status of program expenditures. The report provides information about whether expenditures were in line with budget projections and whether strategies for reaching objectives were met for the previous program year.
- Year-end Child Outcomes report is presented to the Board and PC.
- Year-end PIR report presented to the Board and PC.

October Activities

- The Planning Calendar is adopted by the Policy Council
- The First Quarter budget/program progress report and analysis are presented to the Board of Directors and Policy Council, indicating the status of program expenditures in relation to expectations. The report provides information about whether expenditures are in line with budget projections and whether strategies for reaching objectives are on target and are appropriate. 1304.51(d)((3)
- Staff review the Community Assessment (CA). The full CA will be completed every three years as required. The update process will be based on the extent to which changes have occurred in any of the areas such as demographic issues, changes in the economy that might indicate that more families may be eligible for services, etc.
- Progress on Goals and Objectives reported to Board and Policy Council

November Activities

- The Self-Assessment Plan is proposed to the Board of Directors and Policy Council. The Plan describes when the process is to be conducted (including training of participants), who is to participate, how the results will be communicated and acted on in cases where corrective action is required
- Parent Activities Fund use approved by the Policy Council

January Activities

- The Community Assessment review is formulated into analyzed information for the Board, Policy Council and staff to use in determining goals, objectives and specific program direction—priorities for selection, recruitment and enrollment, enhancements to program plans and collaboration activities with other community agencies.
- Child Outcomes Progress Report presented by ECAP Leadership to Board and Policy Council
- The Second Quarter budget/program progress report and analysis are presented to the Board of Directors and Policy Council, indicating the status of program expenditures in relation to expectations. The report provides information about whether expenditures are in line with budget projections and whether strategies for reaching objectives are on target and are appropriate. 1304.51(d)(3)
- Recruitment, Selection and Enrollment Priorities are proposed by staff and approved by the Policy Council using data from various program sources. The decisions made at this time allow the program to begin recruitment activities for the next program year and update criteria for ongoing recruitment. The Family Services Worker will work with the PC to review the prior year's priorities. Any issues that arose as a result of implementing the process the previous year are presented along with recommendations for changes. After accepting any changes, the priorities are presented to the full PC for approval, then submitted to the Board for approval.
- Independent Audit Approval from the Board - the independent auditor will discuss the review of the agency's financial practices and systems and any recommendations for improvement. The Board is then responsible for assuring that any corrective action proposed by the auditor is implemented. A plan for corrective action (if needed) is proposed by CFO and monitored by the Board until all corrective actions are completed and implemented. 1304.50(g)(2), 1301.12

- Board Assessment is conducted to review the operations of the Board and plan for improvements in Board processes. The assessment should address both individual and group performance including how well committees supported the work of the Board.
- Annual Self-Assessment (SA) is conducted with participation of staff, Board and PC using the plan approved in November. The SA provides information about the extent to which
 - Federal requirements and our own policies and procedures are implemented
 - children are attaining the knowledge and skills needed to succeed
 - the goals of families are addressed
 - overall management processes support program services
 - the goals established for the three-year cycle are met

February Activities

- Community Assessment (CA) Report is presented to the Board and PC. The CA Report provides information about the Head Start Service Area including
 - the demographic makeup of Head Start eligible children and their families
 - other child development and child care program in the Service Area that are serving Head Start eligible children (with approximate numbers served)
 - the estimated number of children with disabilities
 - the education, health nutrition and social service needs of Head Start eligible children and families as defined by Head Start families and by institutions that serve young children
 - Resources in the Community that are/can be used to address the needs of families
- Budget Summary Information preparation is begun by staff showing major categories, proposed changes from prior year and rationale for proposed changes for refunding.

March Activities

- Three-Year Program Goals and one-year objectives are discussed with the Board of Directors and Policy Council, based on the Community Assessment and Self-Assessment Report. Goals will describe, in broad terms, how the agency plans to address issues/needs of ECAP families that were chosen as priorities for the Agency.
- Staff meet and recommend budget changes for mid-year review based on the Second Quarterly Budget Report and audit recommendations.
- Board improvement processes are recommended.

- Detailed Summary of the application is prepared by staff for review and approval by the Board and PC. Summary includes
 - Goals/ Objectives - based on the Community Assessment, Self-Assessment,
 - Board and Policy Council planning process
 - Budget Summary Detail – budget changes

April Activities

- Grant Application is submitted to DOE for the next budget year that begins July 1st
- Goals and detailed one-year objectives are presented to the Board and PC for approval. Objectives describe the one-year measurable actions to be taken to attain the three-year goals.
- The third quarter Budget/Program Progress Report and analysis is provided to the Board and PC addressing six months of program operations. Report includes six-month analysis of operations and recommendation to adopt mid-year revisions.
- Reimbursement policies/procedures for PC are reviewed, revised and approved by the Policy Council based on the need for increased costs for any reimbursable items for the next budget year and based on the proposed budget changes that have been presented to the Board and PC.
- Service Delivery Plan changes are presented to the PC for approval with a description of the areas that require additional effort to fully comply with requirements. This is based on the results of the Self-Assessment.

May Activities

- PC assesses its performance and proposes changes in operations to enhance involvement of parents.

June Activities

- Teacher Handbook reviewed by staff and recommended changes are proposed to the personnel committees of the Board and PC. (H.S. 1304.50(d0)(x))
- The Composition of the PC is reviewed for revision. If the program has planned changes in the options to be implemented during the next operating period, has increased or decreased the number of sites, or made any other program changes that impact the size and/or representation on the PC, the composition will need to be changed. The annual review will also include a determination of whether the community representation on the

PC is appropriate based on the goals and objectives and program implementation strategies that have been adopted. Changes are proposed to the Board for approval.

- Policy Council Bylaws are reviewed and proposed revisions identified. Items that require Board approval are prepared and forwarded to the Board after PC acceptance. Once the Board acts on those items (e.g. PC composition) that require its approval, they may become part of the PC bylaws. Bylaws revisions are presented to the Policy Council for approval, then reviewed by the Board of Directors
- Shared Governance Procedures and Board Planning Calendar are reviewed and proposed revisions identified

REQUIREMENTS

1304.50(d)(1)(vi)—Changes in the Composition and/or the procedures by which policy group members are chosen require approval of the Board of Directors and the Policy Council.

1304.50(d)(1)(ii)—Written procedures that describe how the Board of Directors and the Policy Council implement shared decision-making require the approval of both bodies.

1304.50(h)—The Board of Directors and the Policy Council must jointly establish written procedures for resolving internal disputes, including impasses procedures, between the two bodies.

1304.50(d)(2)(v)—The Board of Directors and the Policy Council must establish and maintain procedures for hearing and resolving community complaints about the program.

Procedures for Revising Policy Council Composition

The procedure for making changes in the existing composition for the Policy Council

(PC) include:

- An annual review of the composition based on any changes in funding, program options and/or service area allocations. If changes occur in any of the noted areas, a review will be conducted by the PC and staff in June of each year and alternatives proposed, if needed to the existing structure. The objective is to provide, as much as possible, adequate access to representation for parents enrolled in all agency options.
- If the Policy Council has proposed changes in the composition, the Board will be presented with the rationale and recommendation for approval of the revised composition for the PC in August of each year.