

Latin American Community Center ECAP Action Plan 2015-2016 Based on 2014-2015 Triennial Review

Description of Non-Compliance #1 A review of the Latin American Community Center (LACC) Board of Directors Roster for the 2014-15 program years did not include the name of a parent of a currently or formally enrolled ECAP child or a member with expertise in early childhood education and development. In addition, this was a concern in the triennial review completed in May 2011. The grantee governing board did not include the required composition; therefore, it was not in compliance with the regulation.

Reference/Citation Head Start Act Sec. 642. POWERS AND FUNCTIONS OF HEAD START AGENCIES [42 U.S.C. 9837]
(c) Program Governance: Upon receiving designation as a Head Start agency, the agency shall establish and maintain a formal structure for program governance, for the oversight of quality services for Head Start children and families and for making decisions related to program design and implementation.

(1) GOVERNING BODY

(B) COMPOSITION: The governing body shall be composed as follows:

- (i) Not less than 1 member shall have a background and expertise in early childhood education and development and
- (iv) include parents of children who are currently, or were formally enrolled in Head Start programs

Corrective Actions Taken	Responsible Party	Completion Timeline	Outcomes with Indicators	Status
We have formally asked Jeffrey Benatti, Executive Director of the New Castle County Head Start, to join the Latin American Community Center's Board of Directors as a member with background and expertise in early childhood and development.	President and CEO of the Latin American Community Center	June 2015	On June 29, 2015, the current Board of Directors voted and unanimously approved Jeffrey Benatti to join the Board of Directors <ul style="list-style-type: none"> Evidence - Board of Director Meeting Minutes verify that this has occurred (attached to this document are (1) the unapproved BOD meeting minutes and (2) the welcoming letter from the BOD President to Jeffrey Benatti 	completed
The BOD voted to allow the President of the Policy Council to join the Latin American Community Center's Board of Directors.	Director and President and CEO of the Latin American Community Center	September 2015	In September, after the new class of ECAP students are enrolled and the school year has started, the Policy Council will hold its election. The person that is voted to be the president of the Policy Council will become a member of the Board of Director (the ECAP governing body)	<ul style="list-style-type: none"> Waiting until school year begins Recommendation to the BOD to amend their by-lays Recommendation to the PC to amend their by-lays

Description of Non-Compliance #2 The governing body has not established procedures related to recruitment, selection, and enrollment of children or reviewed the self-assessment of the LACC's ECAP; therefore, it was not in compliance with the regulation.

Reference/Citation Head Start Act Sec. 642. POWERS AND FUNCTIONS OF HEAD START AGENCIES [42 U.S.C. 9837]
(c) Program Governance: Upon receiving designation as a Head Start agency, the agency shall establish and maintain a formal structure for program governance, for the oversight of quality services for Head Start children and families and for making decisions related to program design and implementation.

(1) GOVERNING BODY

(E) RESPONSIBILITIES: The governing body shall demonstrate:

(iv) Responsibility for:

(II) Establishing procedures and criteria for recruitment, selection, and enrollment of children;

(V) Reviewing and approving all major policies of the program, including-

(aa) the annual self-assessment

Corrective Actions Taken	Responsible Party	Completion Timeline	Outcomes with Indicators	Status
<p>The ECAP program will submit procedures and criteria for recruitment, selection, and enrollment of children as well as all major policies of the program, especially the annual self-assessment, to the Governing Body for approval.</p> <p>The Director of the ECAP program has generated a system that will include:</p> <ul style="list-style-type: none"> • Having an ECAP Update segment added to the Board of Directors Meeting Agenda • The ECAP Update report (attached to this document) will be completed by the ECAP Leadership and the Policy Council Leadership prior to Board meetings and will be emailed to the Board members prior to each meeting • At the Board meeting, Board members will be given the opportunity to respond and make 	<p>Leadership of the ECAP program in partnership with the leadership of the Policy Council</p>	<p>Start August 19, 2015</p> <p>Board meeting dates:</p> <ul style="list-style-type: none"> • August 19, 2015 • September 16, 2015 • October 21, 2015 • November 18, 2015 • December 16, 2015 	<p>The Board of Director Meeting will have an ECAP segment added to the Agenda.</p> <ul style="list-style-type: none"> • Evidence will be the Meeting Agenda • Evidence will be the Meeting Minutes <p>Prior to the Meeting, all documents that will be discussed/reviewed will be emailed to each Board Member.</p> <ul style="list-style-type: none"> • Evidence will be email documentation • Evidence will be "Read Receipt" <p>The ECAP Update Report (attached to this document) will be utilized as the communication tool.</p>	<p>In progress</p>

comments or suggestions on all Board agenda items related to ECAP. • At the Meeting, after discussion, Board members will vote/approve as needed.				
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Description of Non-Compliance #3: The governing body has not had appropriate training or technical assistance; therefore, it was not in compliance with the regulation.

Reference/Citation: Head Start Act Sec. 642. POWERS AND FUNCTIONS OF HEAD START AGENCIES [42 U.S.C. 9837] (c) Program Governance: Upon receiving designation as a Head Start agency, the agency shall establish and maintain a formal structure for program governance, for the oversight of quality services for Head Start children and families and for making decisions related to program design and implementation.

(2) GOVERNING BODY

(E) RESPONSIBILITIES: The governing body shall demonstrate:

(d) Program Governance Administration

(3) TRAINING AND TECHNICAL ASSISTANCE: Appropriate training and technical assistance shall be provided to the members of the governing body to ensure that the members understand the information the members receive and can effectively oversee and participate in the Head Start agency.

Corrective Actions Taken	Responsible Party	Completion Timeline	Outcomes with Indicators	Status
<p>The ECAP program will provide the Governing Body technical assistance and /or training for Board members</p> <p>Training will be carried out in two formats:</p> <ul style="list-style-type: none"> • through an online Head Start training Module found on the ECLKC website (initial training) • through an electronic informational binder accumulating all relevant data/information (ongoing training) <p>Training / Information Binder will be updated monthly and as needed.</p>	<p>Director of ECAP</p>	<p>September 2015</p> <p>ongoing / monthly</p>	<p>The Director of ECAP created an electronic Governing Board Training Binder for each Board of Director. Within this binder is information regarding:</p> <ul style="list-style-type: none"> • Roles and responsibilities of the Governing Board members as well as Procedures for shared decision-making between Policy Council and the Governing Board utilizing "The Head Start Governing Body and Tribal Council Certification module" found at http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/certification/governance-certification.pdf <ul style="list-style-type: none"> ○ As each Board Member completes the online module, they will send verification to the Director of the program ○ When new Board of Directors receive their orientation, this module will be part of the process • Results of the 2014-2015 Triennial Review Findings from the Department of Education • 2015-2016, Corrective Action Plan, community assessment, and annual self-assessment • Program structures (i.e. grants/funding applications, classrooms, etc.) • Ongoing Planning <ul style="list-style-type: none"> ○ Long term goals / strategic planning ○ Short term goals • School Readiness goals 	<p>In process – preparing for August meeting</p>

Description of Non-Compliance #4: The program did not enable its Policy Council to make decisions related to program design and implementation through approval and submission to the Board of Directors the activities required by the Head Start Act; therefore the program was not in compliance with the regulation.

Reference/Citation: Head Start Act Sec. 642. POWERS AND FUNCTIONS OF HEAD START AGENCIES [42U.S.C.9837

(c) Program Governance: Upon receiving designation as a Head Start agency, the agency shall establish and maintain a formal structure for program governance, for the oversight of quality services for Head Start children and families and for making decisions related to program design and implementation.

(2) POLICY COUNCIL

(D) RESPONSIBILITIES -The Policy Council did not approve or submit to the governing body decisions about any of the program activities:

(i) Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start program is responsive to community and parent needs.

(ii) Program recruitment, selection, and enrollment priorities.

(iii) Applications for funding and amendments to applications for funding for the Head Start program.

(iv) Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.

(v) Bylaws for the operation of the policy council.

(vi) Program personnel policies and decisions regarding the employment of program staff, consistent with paragraph (1)(E)(iv)(IX}, including standards of conduct for program staff, contractors, and volunteers, and criteria for the employment and dismissal of program staff.

Corrective Actions Taken	Responsible Party	Completion Timeline	Outcomes with Indicators	Status
The PC will vote on matters relating to the items listed in the reference/ citation and their decisions & recommendations will be presented to the Governing Body for their approval.	Director Policy Council	September 2015 (first Policy Council Meeting) PC Meeting Dates: <ul style="list-style-type: none"> • 8/26/15 • 9/21/15 • 10/19/15 • 11/23/15 • 1/18/16 • 2/15/16 • 3/21/16 • 4/25/16 • 5/16/15 • 6/20/16 	Evidence that this is occurring can be found in Agenda items as well as Meeting Minutes. (please see attached agenda that will be used going forward) Each item that requires action by the PC to be presented to the Governing Body will be clearly marked as so	In process

Description of Non-Compliance #5: The program did not ensure the sharing of accurate and regular information for use by the policy council about program planning, policies, and agency operations, including information required by the Head Start Act; therefore, the program was out of compliance with the regulation.

Reference / Citation: Head Start Act Sec. 642. POWERS AND FUNCTIONS OF HEAD START AGENCIES [42 U.S.C. 9837] (d) Program Governance Administration

(2} Conduct of Responsibilities - Each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and the policy council, about program planning, policies, and Head Start agency operations, including-

- (A} monthly financial statements, including credit card expenditures;
- (B) Monthly program information summaries;
- (C) Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
- (D) Monthly reports of meals and snacks provided through programs of the Department of Agriculture;
- (E) The financial audit;
- (F) The annual self-assessment, including any findings related to such assessment;
- (G) The communitywide strategic planning and needs assessment to the Head Start agency, including any applicable updates;
- (H) Communication and guidance from the secretary;
- (I} the program information reports

Corrective Actions Taken	Responsible Party	Completion Timeline	Outcomes with Indicators	Status
ECAP leadership in partnership with the Policy Council, will create the agenda for each Policy Council meeting to include the sharing of information about program planning, policies, and Head Start Agency operations (i.e.	ECAP Director	January 2015	A dated agenda and sign-in sheet for all participants of monthly Policy Council meetings is used at each meeting. A copy of the documents that will be shared at that specific meeting will be kept along with agenda and signature log. Meeting minutes will capture approval and changes, etc. of all information shared.	In process / ongoing

program recruitment/selection, enrollment priorities, financial audits, annual self-assessments, by-laws, LACC Employees Personnel Policies and Procedures as well as all documents relative to program operations).			<ul style="list-style-type: none"> Evidence that this is occurring can be found in Agenda items as well as Meeting Minutes. (please see attached agenda that will be used going forward) 	
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Description of Non-Compliance #6: The program did not develop and implement a systematic, ongoing process of program planning; therefore, it was not in compliance with the regulation.

Reference / Citation: Head Start Performance Standards: Management Systems and Procedures 1304.51 (a) Program Planning

(1) Grantee and delegate agencies 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 with other community organizations that serve Early Head Start and Head Start or other low-income families with young children. Program planning must include:

(ii) The formulation of both multi-year (long-range) program goals and short-term program and financial objectives that address the findings of the Community Assessment, are consistent with the philosophy of Early Head Start and Head Start and reflect the findings of the program's annual self-assessment

Corrective Actions Taken	Responsible Party	Completion Timeline	Outcomes with Indicators	Status
<p>Program will form both multi-year (long-range) program goals and short-term program and financial objectives that address information found in the Program Information Report (PIR), the Community Assessment, the Self-Assessment, and other program-specific data sources.</p>	<ul style="list-style-type: none"> • ECAP Leadership • Board of Directors • Policy Council 	<p>Ongoing</p>	<p>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.</p> <p>The planning procedure describes the development of products that will result from this process. The products of planning include the following:</p> <ul style="list-style-type: none"> • 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 <p>The Policy Council will review and approve the planning cycle at its October/November meeting for the ECAP planning process. The Governing Board will annually adopt the planning calendar each year. (Please see the attached document "Planning")</p>	<p>In process</p>

Description of Non-Compliance #7: The program did not establish and implement procedures for the ongoing monitoring of the program; therefore, it was not in compliance with the regulation.

Reference / Citation: Reference #: Head Start Act Sec. 641A STANDARDS; MONITORING OF HEAD START AGENCIES AND PROGRAMS [42 USC 9836A] (g)(3) ONGOING MONITORING: Each Head Start agency and each delegate agency shall establish and implement procedures for the ongoing monitoring of their respective programs, to ensure that the operations of the programs work toward meeting program goals and objectives and standards described in subsection (a)(I).

Corrective Actions Taken	Responsible Party	Completion Timeline	Outcomes with Indicators	Status
<p>Program will create tools and implement procedures to ensure compliance with Head Start regulations.</p> <p>Specifically, ongoing monitoring will ensure the proper implementation of comprehensive child development and education services.</p>	ECAP Director	<ol style="list-style-type: none"> 1. Family & Community Partnership - completed 2. Child Development – 10/7/15 3. Health – 11/21/15 4. Mental Health – 12/4/15 5. Disabilities – 1/18/16 6. Nutrition – 2/2/16 	<p>Ongoing monitoring systems (including monitoring procedures and tools) are in the process of being reviewed and revised as well as the LACC ECAP service plans for the following areas:</p> <ul style="list-style-type: none"> • Family & Community Partnership (attached to this document) • Child Development • Health • Mental Health • Disabilities • Nutrition 	<ol style="list-style-type: none"> 1. Family & Community Partnership - completed 2. Child Development – will begin 9/12/15 3. Health – will begin 10/8/15 4. Mental Health – will begin 11/22/15 5. Disabilities – will begin 12/5/15 6. Nutrition – will begin 1/19/16

Description of Non-Compliance #8: The program did not establish and implement procedures for the ongoing monitoring of the program; therefore, it was not in compliance with the regulation.

Reference / Citation: Head Start Act Sec. 641A STANDARDS; MONITORING OF HEAD START AGENCIES AND PROGRAMS [42 USC 9836A] (g)(3) ONGOING MONITORING: Each Head Start agency and each delegate agency shall establish and implement procedures for the ongoing monitoring of their respective programs, to ensure that the operations of the programs work toward meeting program goals and objectives and standards described in subsection (a)(I).

Corrective Actions Taken	Responsible Party	Completion Timeline	Outcomes with Indicators	Status
Fiscal operations – LACC will allocate ECAP expenses based on proportional benefit, and report & monitor ECAP financials in required intervals. LACC will allocate a monthly activity fee for parents	LACC's CFO	Ongoing	Quarterly statements with current expenses and balances will be produced and distributed. ECAP program financial reports will be reviewed by the Policy Council and/or LACC Board of Directors quarterly.	<ul style="list-style-type: none">• In process / ongoing• Quarterly review of financial statement.

Description of Non-Compliance #9: The program did not obtain criminal record checks before employing individuals; therefore, it was not in compliance with the regulation.

Reference / Citation: Head Start Act Sec. 648A STANDARDS; MONITORING OF HEAD START AGENCIES AND PROGRAMS [42 USC 9836A]

(g) Staff recruitment and selection procedures – before a Head Start agency employs an individual, such agency shall

(3) Obtain-

(C) A criminal record check as otherwise required by federal law.

Corrective Actions Taken	Responsible Party	Completion Timeline	Outcomes with Indicators	Status
All ECAP staff will have criminal record checks before they are hired by the LACC.	ECAP Director HR Department	Ongoing	Implementation of this policy: recently hired staff for the 2015-2016 program – had criminal record checks before they were they were hired by the LACC. Staff files will demonstrate that criminal record checks are completed prior to starting employment.	Completed / ongoing

Description of Non-Compliance #10: The grantee did not engage in the process of collaborative partnership-building with parents to establish mutual trust and to identify family goals, strengths, and necessary services and other supports. The grantee did not begin a process of forming collaborative partnership building as early as possible; therefore the program was not in compliance with the regulation.

Reference/Citation: Family and Community Engagement: 1304.40 (a) (1). Family goal setting. Grantee and delegate agencies must engage in a process of collaborative partnership-building with parents to establish mutual trust and to identify family goals, strengths, and necessary services and other supports. This process must be initiated as early as possible and it must take into consideration each family's readiness and willingness to participate in the process.

Corrective Actions Taken	Responsible Party	Completion Timeline	Outcomes with Indicators	Status
<p>LACC staff has revised their Family and Community Partnership Service Plan.</p> <p>Family Service Worker received training on the new ERSEA process and will receive ongoing training for Family partnerships</p> <p>Please see attached document "Family Goal Setting"</p>	<p>ECAP Director</p> <p>Family Service Worker</p>	<p>July 2015 and then Ongoing</p>	<p>The Family Service Worker will:</p> <ul style="list-style-type: none"> Engage in a process of collaborative partnership building with parents to establish mutual trust and to identify family goals, strengths, and necessary services and support. Complete a Family Assessment with each family to assess strengths, needs, referrals, and offer resources. Initiate the goal setting process during intake meeting / at time of Enrollment 	<ul style="list-style-type: none"> FCE service plan revision = Completed FCE Monitoring Plan = Completed FSW received training on Enrollment Procedures 7/10/15

			<ul style="list-style-type: none"> • Utilize information from the Family Assessment to help identify goals. • Develop a Family Partnership Agreement (FPA) based on the family's readiness and willingness to participate in the process. Include description of family goals, responsibilities, timelines, and strategies for achieving these goals as well as progress in achieving them. • Complete a Family Partnership Agreement (FPA) form if a goal is established. • Follow-up on Family Partnership Agreements (FPA) to review the status of goal(s) established or reevaluate the family's readiness to participate in the goal setting process if goal has not been established. • Follow-up on Family Partnership Agreement (FPA) is ongoing and should be conducted with the family as necessary. At a minimum, we should conduct FPA follow-ups every 30 days. • Document all family needs, referrals, Family Partnership Agreements and follow-up in ETO and in ChildPlus. 	<ul style="list-style-type: none"> • Enrollment procedures have been implemented.
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			Please see more in the attached document entitled "Family Goal Setting"	
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Description of Non-Compliance #11: Cost allocation is not being recorded based on proportional benefit; therefore, it was not in compliance with the regulation.

Reference/Citation 2CFR Part 200.405 – Allowable Costs (d) direct cost allocation principles. If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost should be allocated to the projects based on the proportional benefit.

Corrective Actions Taken	Responsible Party	Completion Timeline	Outcomes with Indicators	Status
Allowable Costs - direct cost allocation principles: if a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost should be allocated to the projects based on the proportional benefit.	LACC's CFO	Ongoing	Direct costs, if allocable will be reflected in quarterly financial reports. The program budget will identify any formulas to allocate expenses (i.e. salaries). At the time of this review, other direct costs (i.e. supplies) are segregated and expensed to ECAP.	In process / ongoing Reflected in annual budget and/or quarterly financial reports.

Description of Non-Compliance #12: Monitoring by the non-federal entity must cover each program, function or activity. Monitoring and reporting of ECAP financials are not being done in required intervals; therefore the program is not in compliance with the regulation.

Reference/Citation 2CFR Part 200.328 – Monitoring and Reporting Program Performance

- a) Monitoring by the non-Federal entity. The non-Federal entity is responsible for oversight of the operations of the Federal award supported activities. The non-Federal entity must monitor its activities under Federal awards to assure compliance with applicable Federal requirements and performance expectations are being achieved. Monitoring by the non-Federal entity must cover each program, function or activity.
1. The non-Federal entity must submit performance reports at the interval required by the Federal awarding agency or pass-through entity to best inform improvements in program outcomes and productivity. Intervals must be no less frequent than annually nor more frequent than quarterly except in unusual circumstance, for example where more frequent reporting is necessary for the effective monitoring of the Federal award or could significantly affect program outcomes.

Corrective Actions Taken	Responsible Party	Completion Timeline	Outcomes with Indicators	Status
LACC will submit quarterly reports with accurate reporting as required.	LACC's CFO	Ongoing	<ul style="list-style-type: none"> Financials will be produced quarterly and aggregated quarterly. Reports will be shared with and reviewed by the Policy Council and documented in Policy Council minutes. The financial reports will be presented at scheduled Board of Directors meetings and reflected in the minutes. 	<ul style="list-style-type: none"> In process / ongoing Quarterly review of financial reports.

Board of Directors Meeting		June 29, 2015 5:30 PM Manuelita Olson Building 301 North Harrison Street Wilmington, DE 19805	
Meeting called by:		Sandra Rodriguez	
Attendees:		Aguida Atkinson, Rosa Colon-Kolacko, Mary Dugan (via teleconference), Michael Hare, Patrick Kelly, Brenda Mayrack, John Morton, Sandra Rodriguez, Ubel Velez Absent: Kevin Broadhurst, Tabatha Castro, Geovannie Crespo Others Present: Amy Ackerman, Rafael Castro, Nancy Descano, Maria Matos, Claudia Porretti, Linda Reagan, Sindy Rodriguez, Robin Taylor, Steve Villanueva	
Agenda			
Welcome & Call to Order		Board Chair	
Discussion: Sandra Rodriguez, board vice-chair, called the meeting to order at 5:38 p.m.			
Conclusions:			
Action items:		Person responsible:	Deadline:

Approval of April 22, 2015 Minutes All		
Discussion: Sandra asked for a motion to approve the April 22, 2015 minutes. Board of directors approved the minutes with the following correction:		
<ul style="list-style-type: none"> Approval of April 22, 2015 minute's portion should have been titled: Approval of February 18, 2015 Minutes. 		
Conclusions: Board of directors approved the minutes with stated correction.		
Action items:	Person responsible:	Deadline:
Board Committee Reports:		
Finance Committee: Board Treasurer John Morton introduced Joseph V. Giordano, Jr. and Joseph A. Giordano of Whisman Giordano and Associates.		
<ul style="list-style-type: none"> 2014 Audit & Management Review: <ul style="list-style-type: none"> The Giordano's presented and distributed a copy of the Financial Statements and Single Audit Package for year ending December 31, 2014 and 2013. The audit resulted in an unmodified opinion. A motion was made to accept the audit as presented. The motion passed unanimously. John stated that the TD bank line of credit issue is pending. A meeting will need to be scheduled soon. Nancy Descano, CFO, stated that TD bank is waiting for a copy of the audit. The finance committee is working with the city in hopes of resolving the Delead issue. 		
Human Capital Committee: Rosa Colon-Kolacko, board chair, provided the following updates:		
<ul style="list-style-type: none"> Claudia Peña Porretti, J.D., CFRE was introduced as the new Vice President of Development. Her first day was June 3rd. Shawn Stevens, EdD will be our new Vice President of Life Long Learning. His first day is July 13th. A new human capital committee chair will need to be identified/appointed by the August 19th board meeting. The committee will continue to focus on president and CEO succession planning and human resources practices. The committee will need to establish a plan to fulfill the human capital needs of the strategic plan. The strategic plan will be presented to the board, in draft form, during the August meeting. 		
Property Committee: Mike Hare, co-treasurer, provided the following update:		
<ul style="list-style-type: none"> The capital campaign has been suspended. This decision was made by the executive committee of the board. The decision stemmed primarily from not to fund decisions made by Longwood Foundation and JP Morgan Chase. Path forward: <ul style="list-style-type: none"> Need to secure capital campaign gifts made by Bank of America, Delmarva Power and PNC. These funds will be placed in a capital reserve account. Can we identify a project plan to accommodate Longwood's challenge to reduce the campaign to \$4 million? This will be vetted via the strategic planning process that will include: <ul style="list-style-type: none"> Exploring facility requirements. Demographics and how it fits into LACC's growth. Do we want to provide statewide services? What services do we want to offer? A plan will need to be made on how to handle CCS, our capital campaign consultant. 		
Strategic Direction Committee: Please refer to the Property Committee portion of the minutes for the strategic direction committee update.		
Early Childhood Assistance Program (ECAP): <ul style="list-style-type: none"> A motion was made to elect Jeffrey E. Benatti for a three-year term: June 2015 to February 2018. Motion was approved unanimously. Mr. Benatti will fulfill the Early Childhood Assistance Program's (ECAP) requirement to have board representation during the ECAP policy council meetings. 		
Conclusions:		
Action items:	Person responsible:	Deadline:

Old Business		
Discussion: No new old business presented.		
Conclusions:		
Action items:	Person responsible:	Deadline:
New Business All		
Discussion: No new business presented.		
Conclusions:		
Action items:	Person responsible:	Deadline:
Adjournment Board Chair		
Discussion: The board went into executive session at 6:44 p.m.		
Conclusions:		
Action items:	Person responsible:	Deadline:
Additional Information		

Board Approved 8/19/2015



The Latin American
Community Center
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www.thelatincenter.org

July 13, 2015

Jeffrey E. Benatti
1011 Stonewood Road
Wilmington, DE 19810

Dear Mr. Benatti,

Congratulations! The Latin American Community Center's Board of Directors unanimously elected you to serve on the board. Based on your outstanding qualifications, noteworthy experience, and the interest you have demonstrated in furthering the mission of the LACC, the Board of Directors believes that you will make a valuable contribution to our current and ongoing work to "change lives". With this said, I am delighted to extend to you an invitation to join in the efforts of the Board of Directors in the guidance and oversight of programs and activities at the LACC. Your board appointment is effective June 2015 to February 2018.

The next meeting of the Board of Directors of the Latin American Community Center is Wednesday, August 19, 2015. I am confident that this meeting will mark the beginning of a successful and productive chapter for the LACC Board of Directors and the agency itself.

Enclosed for your review and/or signature are:

- Responsibilities/Expectations for Individual Board Members
- Latin American Community Center's Code of Ethics Certificate of Compliance
- 2015 Board Roster
- 2015 Board meeting schedule
- June 29, 2015 meeting minutes

In the meantime, I ask that you coordinate a time with Sindy Rodriguez, executive administrative assistant to Maria Matos, president & CEO for board orientation, a tour of the agency and bio with picture for media announcement. Sindy's email is srodriguez@thelatincenter.org or 302-655-7338 ext. 7702.

I sincerely look forward to working closely with the entire board over the next year.

Sincerely,

Rosa M. Colon-Kolacko, Ph.D., MBA
Chair, Board of Directors
Latin American Community Center

Enclosures

NCLR
National Children's Advocacy Center

United Way
United Way of Delaware

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The Latin American Community Center
ECAP Program Update

ECAP Governing Body Report
2015 – 2016
(Information added as required)

1. Program Governance
 - a. Grant Application / Award
 - b. Written policies / procedures for Shared decision-making
 - c. Ongoing training for Governing Body and Policy Council
 - d. Ongoing monitoring reports
2. Planning
 - a. Community Assessment
 - b. Long-range goals
 - c. Short term objectives
 - d. Planning calendar
 - e. Self-assessment
 - f. Child outcome data
3. Communication
 - a. How is information shared among staff, governing body, and policy council
 - b. How is information shared with parents
 - c. How is information shared with community partners
4. Record-keeping and Reporting
 - a. Confidentiality procedures
 - b. Child Files & Child Plus
 - c. Quarterly Reports
 - d. PIR report
5. Ongoing Monitoring
 - a. Tracking systems & written reports
 - b. Tracking family & community partnerships
 - c. Tracking progress and accomplishments of children in 8 domains
6. Human Resources
 - a. How staff are organized to support the program

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The Latin American Community Center ECAP Program Update

- b. Staff supervision
 - c. EDC/ECAP/EHS staff handbook
 - 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
 - c. Addresses child interests, strengths, school readiness, etc.
- 11. Disabilities Services
 - a. Process used to assess children's needs
 - b. How program partners with parents
 - c. Evidence of inclusion
 - d. IEP's & IFSP's
- 12. Curriculum and Assessment
 - a. TSG
 - b. Daily / weekly lesson plans
 - c. Family is involved
- 13. Family Partnership Building
 - a. Parent Handbook
 - b. Family partnership written plan
 - c. Family strengths, goals, needs assessed
 - d. ETO / Child Plus documentation
 - e. Home visits & student growth conferences



The Latin American Community Center ECAP Program Update

14. Community and Child Care Partnerships

- a. Interagency agreements
- b. Transition plan
- c. Documentation of community partnership efforts

15. Eligibility, Recruitment, Selection, Enrollment and Attendance

- a. Recruitment efforts
- b. Selection process
- c. Enrollment
- d. Attendance monitoring

16. Child Development and Health Services: Mental Health

- a. Screening
- b. Support provided to child & families
- c. Mental health education



The Latin American Community Center ECAP Program

The Policy Council Meeting has been scheduled for _____.

* Location: The Latin American Community Center's 1st Floor Community Room

AGENDA

- I. Regular Meeting
 - a. Call to order and introductions / Time: _____
 - b. Roll Call (Attendance)
 - c. Public Comment Period (limited to 3 minutes per individual)
 - d. _____ Meeting Minutes **For approval**
- II. Old Business
 - a.
 - b.
- III. New Business
 - a.
 - b.
- IV. Monthly Reports
 - a. Child and Adult Care Food Program (CACFP) Report
 - b. Attendance / Enrollment Report
 - c. Parent Involvement report
 - d. Parent Feedback / Survey Report
 - e. Child Outcome Data
 - f. Child Care Licensing Report
 - g. Content Area Reports:
 - i. Nutrition / Health
 - ii. Disability / MH
 - iii. Education / Instruction / Classroom
 - h. Budget Report / Financial report



The Latin American Community Center
ECAP Program

- V. Announcements / Correspondence
- VI. Governing Body / Board of Directors Meeting Report to Policy Council:
- VII. Executive Committee (takes action - - Confidential -- closed to public)
 - a. Personnel discussion
 - b. Termination Report – **For approval**
- VIII. Upcoming Committee Meeting Dates:
 - a. Parent / Activities Committee: _____
 - b. By-laws Committee (annual): _____
 - c. Self-Assessment Planning Committee: _____

Next Meeting Date: _____

Adjournment time: _____

Board Approved 8/19/2015



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

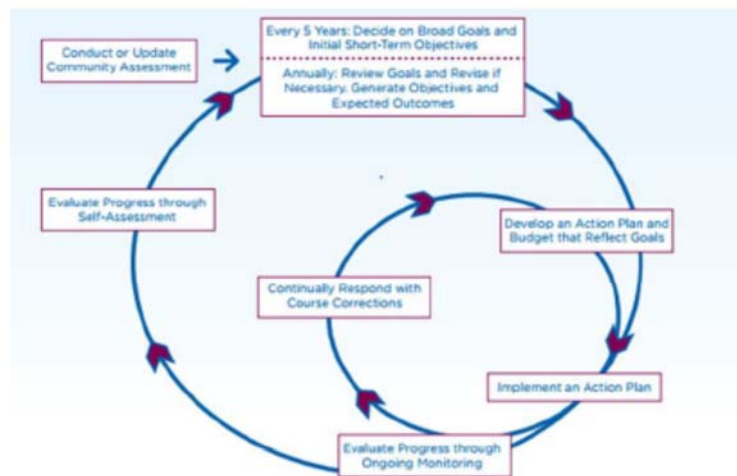
- who our customers (both primary and secondary) are
- what our customers value
- how current community resources are employed
- what role we should play in addressing issues in the community

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

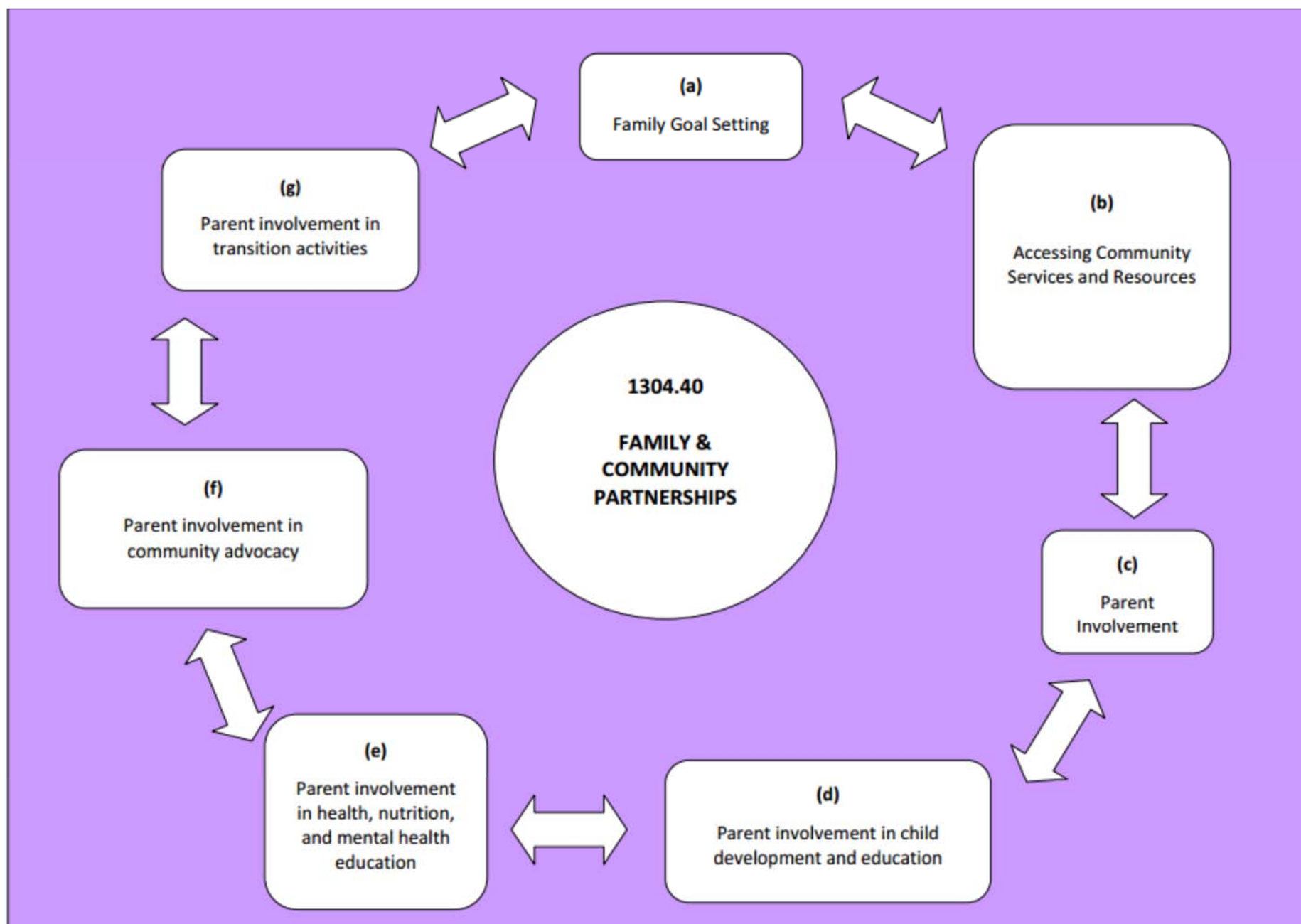
(PC) include:

- 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.

Written procedures for Shared Decision-Making

In order to facilitate shared decision-making and keep communication open between the Governing Board and the Policy Council the following actions will be taken:

- The President of the Policy Council and the Director of ECAP will attend meetings for both entities and will report a summary of the Policy Council meetings back to the Governing Board.
- The President of the Policy Council and the Director of ECAP will present a report to the Policy Council each meeting concerning action of the Governing Board as related to ECAP.
- The Governing Board will receive a copy of the Policy Council agenda and minutes via email.
- At the beginning of the school year, the Governing Board will receive a copy of all the Policy Council meeting dates and have an open invitation to attend.
- At the beginning of the school year, the Policy Council will receive a copy of all the Board of Director meeting dates and have an open invitation to attend.
- The Policy Council will be presented program information at each PC meeting. The PC will vote on matters and their decisions/recommendations will be presented to the Governing Body for their approval.



(a) FAMILY GOAL SETTING

(1) Family Assessment / Family Goal Setting / Family Partnership Agreement

The Family Service Worker will:

- Engage in a process of collaborative partnership building with parents to establish mutual trust and to identify family goals, strengths, and necessary services and support.
- Complete a Family Assessment with each family to assess strengths, needs, referrals, and offer resources.
- Initiate the goal setting process during intake meeting
- Utilize information from the Family Assessment to help identify goals.
- Develop a Family Partnership Agreement (FPA) based on the family's readiness and willingness to participate in the process. Include description of family goals, responsibilities, timelines, and strategies for achieving these goals as well as progress in achieving them.
- Complete a Family Partnership Agreement (FPA) form if a goal is established.
- Follow-up on Family Partnership Agreements (FPA) to review the status of goal(s) established or reevaluate the family's readiness to participate in the goal setting process if goal has not been established.
- Follow-up on Family Partnership Agreement (FPA) is ongoing and should be conducted with the family as necessary. At a minimum, we should conduct FPA follow-ups every 30 days.
- Document all family needs, referrals, Family Partnership Agreements and follow-up in ETO and in ChildPlus.

The Director will:

- Ensure that Family Needs Assessments and Family Partnership Agreements (FPA) are included in meeting discussions as relevant
- Participate in content coordination meetings to assistance the team in analyze data, identify patterns/ service delivery gaps and make recommendations for closing these gaps.
- Review data from the Family Services Reports generated monthly
- Analyze data in ETO / ChildPlus, generate and prepare reports, and review progress to identify the number of assessments completed, families needing and receiving services, families in goal setting process, families with completed goals, and FPA follow-up with families.
- Supervise and monitor the Family Service Worker to ensure we are in compliance with program mandates, performance standards and program timelines.
- Evaluate progress and concerns with the delivery of family services and collaborate on plans of action.
- Provide training to Family Service Workers as needed.

(2) Ongoing Partnership

The Family Service Worker will:

- Offer parents opportunities to develop and implement Family Partnership Agreements
- Provide ongoing follow-up with families on Family Partnership Agreements to determine ongoing needs, review the plan to identify barriers and/or collaborate in adjusting the plan, identify and record new goals, and address issues that contributed to changes that affect initial goal set as well as re-strategize how to accommodate and/or accomplish established and new goals.
- Complete a Family Partnership Agreement form if a new goal is established.
- Document all follow-ups in ETO and in ChildPlus
- Generate and prepare reports for monthly Family Service Meeting.

The Director will:

- Ensure that Family Needs Assessments and Family Partnership Agreements (FPA) are included in meeting discussions as relevant
- Participate in content coordination meetings to assist the team in analyze data, identify patterns/ service delivery gaps and make recommendations for closing these gaps.
- Review data from the Family Services Reports generated monthly
- Analyze data in ETO / ChildPlus, generate and prepare reports, and review progress to identify the number of assessments completed, families needing and receiving services, families in goal setting process, families with completed goals, and FPA follow-up with families.
- Supervise and monitor the Family Service Worker to ensure we are in compliance with program mandates, performance standards and program timelines.
- Evaluate progress and concerns with the delivery of family services and collaborate on plans of action.
- Provide training to Family Service Workers as needed.

(3) Avoid Duplication of Efforts

The Family Service Worker will:

- Avoid duplication of effort, or conflict with, any pre-existing family plans developed between other programs and the family, the Family Partnership Agreement (FPA) will take into account, and build upon as appropriate, information obtained from the family and other community agencies concerning pre-existing family plans.
- Coordinate, to the extent possible, with families and other agencies to support the accomplishment of goals in the pre-existing plans.
- Collaborate with other community agencies that are providing services to the same families to ensure that the family needs are being met by all respective agencies and avoid duplication of services.

- Track and document all needs, referrals and services received in the ETO and in ChildPlus.
- Generate and prepare reports as necessary.

(4) Variety of Opportunities for Interaction with Parents throughout the Year

The Family Service Worker will:

- Distribute parent handbook to parents (at time of enrollment)
- Inform the parents of a variety of opportunities to be involved in the program
- Encourage parents to participate in the Monthly Parent Meetings, Parent Committees, and Policy Council to provide them with the opportunity to work with each other and other community members.
- Provide parents with information on upcoming events within Head Start and the community.
- Use the Family Assessment information to facilitate conversation and gain insight on family's needs.
- Engage parents to participate in the Family Partnership process.
- Follow-up with parents as needed.

The Teaching Staff will:

- Encourage parents to participate as classroom volunteers.
- Invite parents to participate in parent meetings and parent committees.
- Encourage parents to participate in Policy Council and parent committees.

The Director will:

- Ensure teaching staff are encouraging opportunities for parent interaction.
- Review and supervise Family Service Worker's work regarding family goal setting process and follow-up to parents have a variety of opportunities to enter into this process.
- Provide information on opportunities for parent involvement such as trainings, community events, workshops, etc.
- Prepare reports and monitor attendance for Policy Council and local parent meetings.

(5) Meetings and Interactions with Families Must Be Respectful of Each Family's Diversity, Cultural, and Ethnic Background

The Family Service Worker will:

- Respect each family's diversity, cultural, and ethnic background during meetings and interactions with families.
- Demonstrate cultural sensitivity
- Support the family's home language
- Converse with families in the family's home language during interactions and scheduled events.

- Provide forms and information in the family's primary language whenever possible.
- Provide translation/interpretation in the family's home language whenever possible
- Invite community guest speakers who are of the majority ethnic and cultural background for parent meetings.

The Teaching Staff will:

- Create safe and respectful environments where parents can learn more about children's learning and development.
- Respect each family's diversity, cultural, and ethnic background during meetings and interactions with families.
- Demonstrate cultural sensitivity
- Support the family's home language

The Director will:

- Ensure that each family's diversity, cultural and ethnic backgrounds are respected at all times.
- Review and supervise Family Service Worker's work to ensure that each family's diversity, cultural and ethnic backgrounds are respected at all times.
- Assess Family Service Workers training needs in the areas of cultural sensitivity and competency.

Early Development Center
Family & Community Partnerships (1304.40)
ONGOING MONITORING

PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Family Goal Setting (a): <i>(1) Family Assessment/Family Goal Setting/Family Partnership Agreement</i>	Family Assessment	Beginning of Enrollment	Family Service Worker
	Goal Setting Process	Beginning of Enrollment	Family Service Worker
	Family Partnership Agreement (FPA)	Beginning of Enrollment	Family Service Worker
	Family Partnership Agreement (FPA) Follow-Up	Monthly	Family Service Worker

PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Family Goal Setting (a): <i>(1) Family Assessment/Family Goal Setting/Family Partnership Agreement</i>	Family Partnership Agreement (FPA) Follow-Up	Monthly	Director
	Content Coordination Meetings & Follow-Up	Monthly	Director
	Family Services Reports & Follow-Up	Monthly	Director
	ETO/ ChildPlus Reports & Follow-Up	Monthly	Director
	Family Service Worker Supervision, Plans of Action, & Services	Monthly	Director
	Family Service Worker Training	As Needed	Director

Board Approved 8/19/2015

Early Development Center
Family & Community Partnerships (1304.40)

ONGOING MONITORING

PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Family Goal Setting (a): (2) Ongoing Partnership	Family Partnership Agreement (FPA) for New Goals	Change of Goal	Family Service Worker
	Offer Opportunities for Parents to Implement Family Partnership Agreement (FPA)	Monthly	Family Service Worker
	ETO & ChildPlus Follow-Up Documentation	Monthly	Family Service Worker
	Reports Family Service Meeting	Monthly	Family Service Worker

PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Family Goal Setting (a): (2) Ongoing Partnership	Family Partnership Agreement (FPA) Follow-Up	Monthly	Director
	Content Coordination Meetings & Follow-Up	Monthly	Director
	Family Services Reports & Follow-Up	Monthly	Director
	ETO/ ChildPlus Reports & Follow-Up	Monthly	Director
	Family Service Worker Supervision, Plans of Action, & Services	Monthly	Director
	Family Service Worker Training	As Needed	Director

Early Development Center
Family & Community Partnerships (1304.40)
ONGOING MONITORING

PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Family Goal Setting (a): <i>(3) Avoid Duplication of Efforts</i>	Family Partnership Agreement (FPA) includes information from everyone and other agencies	Monthly	Family Service Worker
	Content Coordination Meetings & Follow-Up	Monthly	Family Service Worker
	Collaborate with other agencies on goals, when possible, on pre-existing plans to make sure family needs are met	Monthly	Family Service Worker
	Track & Document needs, referrals, services in ETO & ChildPlus	Monthly	Family Service Worker
	Generate and Prepare Reports	As Needed	Family Service Worker

Early Development Center
Family & Community Partnerships (1304.40)

ONGOING MONITORING

PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Family Goal Setting (a): (4) Variety of Opportunities for Interaction with Parents Throughout the Year	Distribute Parent Handbook	Time of Enrollment	Family Service Worker
	Goal Setting Process	Beginning of Enrollment	Family Service Worker
	Family Partnership Agreement (FPA)	Beginning of Enrollment	Family Service Worker
	Family Partnership Agreement (FPA) Follow-Up	Monthly	Family Service Worker
PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Family Goal Setting (a): (4) Variety of Opportunities for Interaction with Parents Throughout the Year	Encourage Parents to Participate as Classroom Volunteers	Monthly	Teaching Staff
	Invite Parents to Parent Meetings & Parent Committees	Monthly	Teaching Staff
	Encourage Parents to participate in Policy Council & Parent Committees	Monthly	Teaching Staff
PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Family Goal Setting (a): (4) Variety of Opportunities for Interaction with Parents Throughout the Year	Parent Engagement Opportunities Follow-Up; Provide information to parents for trainings, community events, etc.	Monthly	Director
	Review & Supervise Family Service Worker's Work	Monthly	Director
	Reports for Policy Council & Local Parent Meetings	Monthly	Director

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Early Development Center
Family & Community Partnerships (1304.40)
ONGOING MONITORING

PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Family Goal Setting (a): <i>(5) Meeting and Interactions with Families Must Be Respectful of Each Family's Diversity, Cultural, & Ethnic Background</i>	Respect & Support Family Diversity, Cultural, Ethnic Background, & home language	Daily	Family Service Worker
	Converse & provide forms & information in families primary, home language, translations when possible	Daily	Family Service Worker
	Invite community guest speakers from majority ethnic & cultural background for parent meetings	Monthly	Family Service Worker

Early Development Center

PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Family Goal Setting (a): <i>(5) Meeting and Interactions with Families Must Be Respectful of Each Family's Diversity, Cultural, & Ethnic Background</i>	Create safe, respectful classrooms where parents can learn more about children's learning & development	Daily	Teaching Staff
	Respect & Support Family Diversity, Cultural, Ethnic Background, & home language	Daily	Teaching Staff

PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Family Goal Setting (a): <i>(5) Meeting and Interactions with Families Must Be Respectful of Each Family's Diversity, Cultural, & Ethnic Background</i>	Ensure families Diversity, Cultural, Ethnic Background, & home language are respected at all times	Daily	Director
	Review & Supervise Family Service Worker's Diversity, Cultural, & Ethnic Work	Monthly	Director
	Assess Family Service Worker's cultural sensitivity & competency training needs	Monthly	Director

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Board Approved 8/19/2015

Family & Community Partnerships (1304.40)

ONGOING MONITORING

PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Assessing Community Services and Resources (b): Resource Directory	Update Resource Directory	Yearly	Family Service Worker Director
	Remain Knowledgeable About Available Programs in Community	Monthly	Family Service Worker Director
	Copy of Resource Directory is given to parents during intake meeting and throughout year	Intake Meeting, As Needed	Family Service Worker
	Copy of Resource Directory is Found in each classroom	Daily	Family Service Worker
	Collaborate with LACC programs (i.e. immigration, employment, domestic violence, etc.	Monthly	Family Service Worker
	Conduct presentations about LACC to Community Members and local agencies	Monthly	Family Service Worker
	Attend Community Meetings to build mutual respect	Monthly	Family Service Worker
	Present information on community resources at local parent meetings	Monthly	Family Service Worker
	Invite guest speakers from various agencies to present at Parent Meetings	Monthly	Family Service Worker

PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Assessing Community Services and	Develop Network relationships with agencies that service Head Start families	Monthly	Director

Resources (b): Resource Directory	Secure memorandums of understanding with local social service agencies that offer services to families	Monthly	Director
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PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Assessing Community Services and Resources (b): Referral Process	Update Resource Directory	Yearly	Family Service Worker Director

PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Assessing Community Services and Resources (b): Referral Process	Family Needs Assessments and Family Partnership Agreements (FPA) are included in meeting discussions	Monthly	Director
	Participate in content coordination meetings to assist team in analyzing data, etc.	Monthly	Director
	Review data from Family Services Reports	Monthly	Director

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Family & Community Partnerships (1304.40)
ONGOING MONITORING

PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Parent Involvement (c): Informal/Formal Volunteer Opportunities	Discuss with parents home visits	Monthly	Teaching Staff
	Encourage parents to participate as classroom volunteers, Policy Council, advocate for student	Monthly	Teaching Staff
	Invite parents to participate in parent committees	Monthly	Teaching Staff Family Service Worker
	Present classroom information and children's education program at parent meetings	Monthly	Teaching Staff

PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Parent Involvement (c): Informal/Formal Volunteer Opportunities	Distribute handbook to parents	Monthly	Family Service Worker
	Encourage parents to advocate for child	Monthly	Family Service Worker
	Provide information or presentation on parent generated topics at parent monthly meetings	Monthly	Family Service Worker
	Share information on parent involvement opportunities	Monthly	Family Service Worker

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Family & Community Partnerships (1304.40)

ONGOING MONITORING

PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Parent Involvement (c): Parent Meetings	Remind parents to attend Parent Meetings	Monthly	Teaching Staff Family Service Worker
	Present education report, upcoming educational goals	Monthly	Teaching Staff
	Get parent input and share lesson plan activities, discuss possible fieldtrips	Monthly	Teaching Staff

PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Parent Involvement (c): Parent Meetings	Be responsible for working with parents to facilitate meeting	Monthly	Family Service Worker
	Create and distribute all parent meeting notices, reminders, distribute parent meeting agendas	Monthly	Family Service Worker
	Work with Director to set topics based on parent interests for parent meeting evaluations, Parent interest Survey and mandated parent education topics	Monthly	Family Service Worker
	Meet with PC to plan parent meeting when possible, work with PC secretary regarding Meeting Minutes	Monthly	Family Service Worker
	Present Pedestrian Safety training to parents the first 30 days	Monthly	Family Service Worker Director

Family & Community Partnerships (1304.40)

ONGOING MONITORING

PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Parent Involvement in Child Development and Education (d)	Provide Classroom Orientation	Monthly	Teaching Staff
	Discuss and Obtain parent input on curriculum at home visits, parent conferences, etc.	Monthly	Teaching Staff Director
	Ask parents to share cultures with children	Monthly	Teaching Staff
	Encourage parents to participate as classroom volunteers, find alternate ways parents can contribute their time	Monthly	Teaching Staff Director
	Present classroom education report at Parent Meetings	Monthly	Teaching Staff

PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Parent Involvement in Child Development and Education (d)	Review compliance with parent conferences, home visits, classroom volunteer opportunities	Monthly	Director
	Provide Child Outcome Data to Parent Committees and Policy Council	Monthly	Director

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	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Parent Involvement in Child Development and Education (d): Family Literacy Activities	Refer parents to LACC adult education, ESL, and community literacy programs	Monthly	Family Service Worker
	Collaborate with local community to provide family literacy workshops	Monthly	Family Service Worker
	Invite local public library representatives to conduct presentations with parents	Monthly	Family Service Worker
	Coordinate literacy nights	Monthly	Family Service Worker
	Track and document all family contacts, needs, referrals, follow-up, and services received in the Family	Monthly	Family Service Worker

PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Parent Involvement in Child Development and Education (d): Family Literacy Activities	Encourage parents to take their child to the local library	Monthly	Teaching Staff
	Provide training/support for literacy education program at parent meetings by Teaching Staff & Family Service Workers	Monthly	Director

PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Parent Involvement in Community Advocacy (f)	Invite Speakers from community agencies to local parent meetings to inform parents on available services	Monthly	Family Service Worker
	Give parents opportunity to work with each other and community members at parent meetings	Monthly	Family Service Worker
	Provide each family with resource book, directions on how to use it, and be available to help parents with need to access community services	Monthly	Family Service Worker
	Encourage parents to attend community forums, meetings, and trainings	Monthly	Family Service Worker

PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Parent Involvement in Health, Nutrition, and Mental Health Education (e)	Have opportunities to learn the principles of preventive medical and dental health nutrition and safety practices to use in the classroom and at home	Monthly	Family Service Worker Director
	Obtain information on topics such as lead prevention, nutrition, oral, maternal, Sudden Infant Death Syndrome prevention, etc.	Monthly	Family Service Worker Director
	Encourage parents to plan menus, parent meetings snacks, and assist in classroom nutrition activities	Monthly	Family Service Worker Director
	Incorporate recommendations from parents when developing menus and parent meeting snack schedule	Monthly	Director
	Encourage parents to volunteer in classroom during meal times	Monthly	Teaching Staff

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PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Parent Involvement in Community Advocacy (f): Community Planning Participation	Revise and refine process to conduct community needs assessment	Yearly	Director
	Develop questionnaire to survey Head Start parents about community needs and problems	Yearly	Director
	Describe the demographic of the current enrollment by collecting data for children's applications, etc. and Head Start/Early Head Start eligible children	Ongoing	Director
	Collect information indicating community needs of the Head Start eligible population from other agencies serving the population	Monthly	Director
	Review other information to determine areas of concern: Community Assessment, Parent Planning Session, progress made on previous goals and training plan	Monthly	Director

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PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Parent Involvement in Community Advocacy (f): Community Partnerships	Support the development of Memorandum of Understanding (MOU) by sharing information with agencies that have formed direct or indirect relationships	Monthly	Family Service Worker
	Support Families who are receiving services from agencies which LACC has established a MOU	Monthly	Family Service Worker



PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Parent Involvement in Community Advocacy (f): Health Services Advisory Committee which include professionals and volunteers from the community	Attend quarterly meetings for the Health Services Advisory Committee	Monthly	Director
	Recruit members of the community who can advise on the health needs of children, include health care professionals	Monthly	Director
	Invite Policy Council Representative to attend the Health Services Advisory Committee	Monthly	Director
	Send invitations to agencies that support and share goals and the vision of the program such as non-profit corporations that assist low income families, government agencies, childcare providers, etc.	Monthly	Director

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PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Parent Involvement in Transition Activities (g)	Facilitate transition meetings with parents	Monthly	Family Service Worker Director
	Invite teachers and/or principals to attend a parent meeting	Monthly	Family Service Worker
	Work with Director to plan a visit to the school	Monthly	Family Service Worker Director
	Inform teaching staff and families of events at school or in community	Monthly	Family Service Worker
	Provide each family with a transition packet	Monthly	Family Service Worker
	Support parents as they learn about their new school and enrollment requirements, registration documents	Monthly	Family Service Worker
	Documents an assistance given to parents, track and document all referrals and services in ETO and ChildPlus,	Monthly	Family Service Worker

PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Parent Involvement in Transition Activities (g)	Facilitate transition meetings with parents	Monthly	Family Service Worker Director
	Invite teachers and/or principals to attend a parent meeting	Monthly	Family Service Worker
	Work with Director to plan a visit to the school	Monthly	Family Service Worker Director
	Inform teaching staff and families of events at school or in community	Monthly	Family Service Worker
	Provide each family with a transition packet	Monthly	Family Service Worker
	Support parents as they learn about their new school and enrollment requirements, registration documents	Monthly	Family Service Worker
	Documents an assistance given to parents, track and document all referrals and services in ETO and ChildPlus,	Monthly	Family Service Worker

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PROGRAM AREA	DATA	FREQUENCY	MONITORING RESPONSIBILITY
Parent Involvement in Transition Activities (g)	Meet with local principals and teachers to develop a working relationship and systems to ensure a smooth transition	Monthly	Director
	Review timelines for transition plans, home visits/parent conferences, child assessments, and progress towards kindergarten readiness	Monthly	Director
	Support Teaching Staff and Family Service Workers in presenting Transition to Kindergarten information at parent meetings	Monthly	Director
	Facilitate all parents on transitions to Kindergarten	Monthly	Director
	Review developmentally appropriate classroom special events and celebrations	Monthly	Director
	Make coverage arrangements so teachers may attend transition IEP meetings	As Needed	Director

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