


<p style="text-align: center;">August</p> <p><input type="checkbox"/> Make initial contact with ECS</p> <ul style="list-style-type: none"> Set up date with ECS for a walkthrough/virtual visit of assigned locations for the month of September 	<p style="text-align: center;">September</p> <p>ECS Contact:</p> <p><input type="checkbox"/> Walkthrough/ Virtual Visit*</p> <ul style="list-style-type: none"> Discuss visit with ECS noting strengths and areas for growth <p>Review/Approve:</p> <p><input type="checkbox"/> Subrecipient Contracts</p> <p><input type="checkbox"/> Subrecipient Calendar</p> <p><input type="checkbox"/> Subrecipient M.O.U</p> <p><input type="checkbox"/> Subrecipient General Budget</p> <p><input type="checkbox"/> Subrecipient Transportation Budget</p> <p>Meetings:</p> <p><input type="checkbox"/> GSRP Team Meeting(s)</p> <p>Due to Wayne RESA:</p> <p><input type="checkbox"/> ECS Program Support forms (for ECC site)</p> <p><i>*If walkthrough is not applicable ECC will have a virtual meeting with ECS to discuss plans for the upcoming year.</i></p>	<p style="text-align: center;">October</p> <p>ECS Contact:</p> <p><input type="checkbox"/> As needed</p> <p>Review/Approve:</p> <p><input type="checkbox"/> Subrecipient Contracts</p> <p><input type="checkbox"/> Subrecipient Calendar</p> <p><input type="checkbox"/> Subrecipient M.O.U</p> <p><input type="checkbox"/> Subrecipient General Budget and FER</p> <p><input type="checkbox"/> Subrecipient Transportation Budget</p> <p>Meetings:</p> <p><input type="checkbox"/> GSRP Team Meeting(s)</p> <p>Due to Wayne RESA:</p> <p><input type="checkbox"/> ECS Program Support Form (for ECC site)</p>
<p style="text-align: center;">November</p> <p>ECS Contact:</p> <p><input type="checkbox"/> As needed</p> <p>Review/Approve:</p> <p><input type="checkbox"/> Subrecipient Monthly Ledger(s)</p> <p>Meetings:</p> <p><input type="checkbox"/> GSRP Team Meeting(s)</p> <p>Due to Wayne RESA:</p> <p><input type="checkbox"/> ECS Program Support Forms (for ECC site)</p> <p><input type="checkbox"/> Verify ECS uploaded ECS Verification Form</p>	<p style="text-align: center;">December</p> <p>ECS Contact:</p> <p><input type="checkbox"/> As needed</p> <p>Review/Approve:</p> <p><input type="checkbox"/> Subrecipient Monthly Ledger(s)</p> <p>Meetings:</p> <p><input type="checkbox"/> GSRP Team Meeting(s)</p> <p>Due to Wayne RESA:</p> <p><input type="checkbox"/> ECS Program Support Forms (for ECC site)</p>	<p style="text-align: center;">January</p> <p>ECS Contact:</p> <p><input type="checkbox"/> Virtual Check-In</p> <p>Review/Approve:</p> <p><input type="checkbox"/> Subrecipient Monthly Ledger(s)</p> <p><input type="checkbox"/> Verify ECS' are current with required uploads (see ECS Scope of Work)</p> <p>Meetings:</p> <p><input type="checkbox"/> GSRP Team Meeting(s)</p> <p>Due to Wayne RESA:</p> <p><input type="checkbox"/> ECS Program Support Forms (for ECC site)</p>

<p style="text-align: center;">February</p>	<p style="text-align: center;">March</p>	<p style="text-align: center;">April</p>
<p style="text-align: center;">May</p> <p>ECS Contact:</p> <p><input type="checkbox"/> Walkthrough/ Virtual Visit*</p> <ul style="list-style-type: none"> Discuss visit with ECS noting strengths and areas for growth <p>Review/Approve:</p> <p><input type="checkbox"/> Subrecipient Monthly Ledger(s)</p> <p>Meetings:</p> <p><input type="checkbox"/> GSRP Team Meeting(s)</p> <p>Due to Wayne RESA:</p> <p><input type="checkbox"/> ECS Program Support Forms (for ECC site)</p> <p><i>*If walkthrough is not applicable ECC will have a virtual meeting with ECS to discuss the year.</i></p>	<p style="text-align: center;">June</p> <p>ECS Contact:</p> <p><input type="checkbox"/> Walkthrough/ Virtual Visit*</p> <ul style="list-style-type: none"> Discuss visit with ECS noting strengths and areas for growth <p>Review/Approve:</p> <p><input type="checkbox"/> Subrecipient Monthly Ledger(s)</p> <p><input type="checkbox"/> Verify ECS' are current with required uploads (see ECS Scope of Work)</p> <p>Meetings:</p> <p><input type="checkbox"/> GSRP Team Meeting(s)</p> <p>Due to Wayne RESA:</p> <p><input type="checkbox"/> ECS Program Support Forms (for ECC site)</p> <p><i>*If walkthrough is not applicable ECC will have a virtual meeting with ECS to discuss the year.</i></p>	<p style="text-align: center;">ECC Responsibilities for Wayne County RESA</p>  <ul style="list-style-type: none"> Develop a collaborative relationship with Administration and the Early Childhood Specialist to provide an opportunity to facilitate a framework for best practices in Wayne County. Conduct a walk-through (face to face/virtual) with the ECS and offer support focusing on classroom strengths and areas for growth. Review uploaded materials and provide support where needed to the ECS. Review and sign off on the contracts, budgets, and monthly ledgers. Review documentation periodically to see that the teaching teams are getting the support needed and that the ECS is fulfilling the requirements of the position.