|  |
| --- |
| MEETING NOTES |
| **Date:** June 18, 2018 | **L2Q Advisory Team Meeting** | **Place:** Kansas Association of School Boards, 1420 SW Arrowhead Rd, Topeka, KS 66604 |
| **Present:** Kelly Meigs, Karen Beckerman, Rachel Anno, Jevan Bremby, Isabel Johnson, Kelly Cain-Swart, Dawn Flores, Jennifer Pishny, Megan Smith, Debbie Thomas, Susan Pearson, Sherron French, Leadell Ediger, Kristen Heuer, Amy Meek, Corinne car, Nichelle Adams, Patty Peschel, Lori Steelman, Corinne Carr, Nis Wilbur, Tiffani Blevins, Jackie Counts, Deb Crowl, Heather Schrotberger, Heather Staab, Amy Blosser |
| **Absent:** Christi Smith |
| TOPIC | DISCUSSION | ACTION |
| **Introductions** | Each Advisory Group member introduced themselves and what sector/agency/organization they were representing.Because some of the AG members are new (due to changes in personnel), Kelly gave an overview as to the overall structure of the L2Q Team. She explained that DCF has three contracted partners working on the Pilot: Child Care Aware of Kansas, Learning Tree Institute at Greenbush, and University of Kansas Center for Public Partnerships and Research (KU-CPPR).* **Child Care Aware of Kansas** is serving as the implementation partner providing Pilot support services.
* **Learning Tree Institute** is serving as an external evaluator, determining the efficiency and efficacy of the Pilot processes.
* **KU-CPPR** is serving in an administrative support capacity, helping to prepare agendas, minutes, and other supporting documents.
 |  |
| **DCF Updates** | **Update from Department for Children and Families**Karen and Nikki shared updates from the Department for Children and Families. Highlights included:* **State Plan**
	+ DCF held a public hearing for childcare state plan on June 6.
	+ 13 people attended in person; 3 via phone.
	+ In process of reviewing comments/submissions.
	+ Before hearing, the final pre-print was submitted to OCC. DCF is currently reviewing and incorporating the comments received from both the public hearing, as well as the OCC itself.
	+ The deadline for the final CCDF state plan has been extended to August 31.
* **Monitoring Visit**
	+ Kansas participated in the piloting of the Office of Child Care Monitoring processes. The OCC conducted a site visit May 15-17 to gauge compliance with the CCDF requirements.
	+ The OCC Monitoring Team worked with DCF and KDHE to evaluate the subsidy system and caseworker processing, as well as schedule visits and an exit interview with the Monitoring Team to provide feedback to OCC.
	+ KU-CPPR Design Team provided a walkthrough of the Kansas Quality Network website to demonstrate compliance with consumer education requirements.
* Patty Mitts has retired and DCF is open to any referrals.
 |  |
| **Orientation** | Kelly gave a general summary of the Links to Quality Provider Orientation on April 13 and 14.**Orientation video**Kelly shared a video featured during Orientation of geese flying in formation to highlight the importance of encouragement and different forms of leadership. By the end of the first day, they were literally ‘honking at one another to show encouragement. Kelly also shared a slideshow of pictures from Orientation.**DCF Reflections**Kelly, Karen, Nikki, and Rachel shared their impressions of Orientation. Highlights included:* CCA was incredibly supportive and engaging.
* There was a palpable excitement among Providers. It was contagious.
* The L2Q team used Kahoot activities throughout Orientation to break up the amount of information shared.

 * DCF emphasized that the Providers are helping to shape the Pilot and are an integral part of the L2Q team.
* CCA provided fun icebreakers that helped Providers to identify with their Learning Communities very quickly.

**CCA/Community Consultants Reflections**Child Care Aware shared their impressions of Orientation. Highlights included: * DCF Secretary Gina Meier-Hummel’s presence helped to show Providers how important L2Q is to the state.
* It is already clear that Orientation helped Providers build strong bonds within their learning communities.
 |  |
| **Child Care Aware Updates** | **Learning Community Updates**The Community Consultants (CCs) shared updates on their Learning Communities and their progress through the Pilot.Highlights included:* The Learning Communities (LCs) are in the process of naming themselves. So far:
	+ Learning Community A is *A-Team Ladies*
	+ Learning Community B is *Top Dot*
	+ Learning Community C is the *Far Reachers*
* Many Providers are “go-getters” and will need to slow down to allow for meaningful reflection.
	+ Some Providers will update, tweak, or formalize existing documents to meet evidence criteria.
	+ There will also be a natural slowdown because of the daily responsibilities.
* The CCs have emphasized reflection and gaining input from various sources (parents, staff, auditor, etc.) over the course of the Pilot and as they collect their evidence.
	+ Megan Smith (LC-B) sends her Providers a monthly reflective page.
* Group discussions are helping Providers consider how to meet the evidence criteria in ways that are more applicable or relevant to their individual program needs.
* Providers are referring and sharing resources with each other. They have already become resources to one another/strong bond. They *want* to work together.
* One of the center directors wanted to know how the family providers were going to meet the staff handbook requirement. He wanted to help his fellow LC members.
* Some LCs are using technology like Go-To Meeting to help with the travel distances or carpooling (Top Dot).
* Some Providers have been offering to host their LC meetings. One in particular, enthusiastically offered to provide food to make the evening travel easier.
* CCA has a shared calendar of all LC meetings.
* Providers like the layout of the quality indicators document because it allows them to check off the items.
* Some Providers are practicing taking photos, uploading evidence and are excited to get access to Smartsheet.
* CCA provided Providers with L2Q-branded file boxes to help with organization prior to the opening of Smartsheet.
	+ Kelly suggested Providers keep their licensing pieces in the same box as well.

**Grants/incentives**Most Providers have completed the first CCA community grant. This first grant will help strengthen their business practices. The amount ranges from $250 to $500. Anticipated uses include:* Paid staff training
* Child Development Associate Certificate training costs
* Printers, paper, ink, receipt machine
* Staff background check/fingerprinting costs
* Business and other college courses
* Advertising and other marketing tools
* Writing/updating staff and parent handbooks
* Updating playground equipment
* Electronic locks for parents
* iPads and other technology
 |  |
| **BAS/PAS Training** | **BAS/PAS Overview**Kelly and the Community Consultants gave a brief explanation of the measures used in the Pilot: * The Pilot will use Business Administration Scale (BAS) and Program Administration (PAS) tools developed by the McCormick Center for Early Childhood Leadership.
* These tools emphasize sound business and leadership practices and have already helped Providers identify areas where they can improve.
* The strengths-based tools help to increase providers’ feelings of professionalism, many of whom do not think of themselves as business owners or their “helpers” as staff.
* The scoring is similar to the Environmental Rating Scales (ITERS, ECERS, FCCERS, etc.).
* The Business Administration Scale is designed for Family or Home-based Child Care Providers. The training is 5 hours and has a $75 registration.
* The Program Administration Scale is designed for Center-based Child Care Providers. The training is 8 hours and has a $100 registration fee.
* After reviewing the Links to Quality (L2Q) Quality Indicators, a national QRIS technical assistance coach suggested crosswalking them with the BAS/PAS tools.

The Pilot is assessing sustainability of L2Q, including the use of these tools. Many QRIS have external funders, public or private.**Online training difficulties**Reports of difficulty accessing the online BAS and PAS trainings: * McCormick recently updated their website, and many of the training links no longer worked.
* Providers experienced difficulty saving and printing their certificates after completing the training.
	+ Megan Smith believes it is possible to access the certificates in case an assessor needs to reprint.
* Kelly Cain-Swart decided to delay sending links to providers and CCs until she was sure everything would work because she knows Providers’ time is important.
* After emails back and forth, McCormick fixed the links, but the site crashed right before Memorial Day weekend.
* Susan Pearson feels it is a wonderful tool, but the online training is inconsistent and needs improvements.
* Kelly Cain-Swart thinks more interactive training would be helpful.
* Kelly Meigs will talk with McCormick to determine whether this online training is feasible for statewide use.
* Many providers enjoy the tool and some have begun to crosswalk the BAS/PAS with the L2Q requirements.

**In-Person BAS/PAS Certification Training**Kelly explained the upcoming BAS/PAS assessor reliability trainings for the Community Consultants. * The on-site training for the PAS will be August 27-31, while the BAS training is scheduled for October 2-5.
* Each training will have 18 participants.
	+ Ten (10) attendees from CCA.
	+ Five (5) attendees from KCCTO.
	+ Two (2) attendees from DCF.
	+ One (1) attendee from LTI.
* Of those 18, 16 will be trained, and 2 will be observing.
* After the trainings, each assessor is to conduct 2 pre-certification assessments per tool (2 BAS, 2 PAS; 4 total).

 * Because McCormick has requirements for what programs may be used as these pre-certification sites, L2Q may need to recruit pre-certification assessment sites.
* KCCTO will aid in the recruitment of additional sites.
 |  |
| **Smartsheet** | **Resource Pages**Kelly shared the Provider and Community Resource pages housed on Smartsheet to house resources that Providers may need. Among these resources are:* Pilot documents such as the Pilot Manual, FAQs, Forms, and Quality Indicators.
* Community/Statewide Resource pages
* Provider Directory
* Smartsheet Tutorials

**Pilot Question and Concern Form**L2Q Staff will be keeping track of decisions made throughout the Pilot that will aid in the improvement post-Pilot. |  |
| **LTI Update** | **Orientation Report**Learning Tree Institute (LTI) conducted two surveys at Orientation on the L2Q Application Process and Orientation. LTI surveyed Providers after both Orientation days and surveyed the L2Q team (DCF, CPPR, and CCA) following Orientation.The Orientation surveys included questions on the travel accommodations, ease of information, frequency of communication prior to the Orientation, and daily structure.LTI has compiled the results from these surveys and created a detailed report. Highlights from the report include:* Providers felt the most helpful part of Orientation was the time they spent in their learning communities.
* Providers feel they are a valuable part of the process and feel a sense of ownership over the L2Q project.
* Some responses suggested the timing/structure of Orientation and the venue could be improved.

Overall, the results were overwhelmingly positive.**Upcoming Survey**LTI is developing a survey to evaluate the BAS/PAS online training process. LTI will send the drafted survey to the L2Q team for feedback, then to the Community Consultants prior to when BAS/PAS online training certificates are due: June 27.  |  |
| **KQN** | **Kansas Quality Network**Kelly and Rachel showcased the Kansas Quality Network website. Rachel asked the group to review the website and send any suggestions to Rachel.  |  |
| **Social Media** | **Pinterest**Following a brief overview of the virtual scrapbooking platform, Isabel shared how Pinterest could be used to enhance the Pilot and facilitate resource sharing among Providers. The group discussed the creation of an L2Q Pinterest account where Providers or Community Consultants could pin helpful resources. This account could also feature boards that are specific to each quality indicator.Concerns surrounding the need to monitor the accuracy and appropriateness of the pinned resources led to a discussion about the feasibility of an L2Q-managed board.Isabel explained it is possible to have private invite-only boards to help with monitoring. This would require an administrator. Additionally, L2Q would only be endorsing and encouraging the sharing of ideas, not the ideas themselves. Another proposed option was the encouragement and training of Providers to use Pinterest share resources amongst themselves.The L2Q team will explore these options further.**Facebook**Kelly shared the closed Links to Quality Facebook page with the Advisory Group. Providers are using this page to share resources and evidence and questions. Community Consultants are active members of the page and are monitoring for any inaccurate or inappropriate content.**Newsletter**Kelly shared the first (June) issue of the Links to Quality Newsletter. These newsletters will keep participants and the public involved and engaged with the pilot. The July issue will focus the Pilot and Orientation. The August issue will introduce the Community Consultants.  |  |
| **L2Q Materials** | **L2Q Manual**Kelly allowed time for the group to look through the Pilot Manual.**Family Communications**Kelly shared the Family Communications Packets that will be shared with Providers to share with their families.* **Translations**
	+ The Family Communications Packet has been translated into five languages: Spanish, Russian, Korean, Arabic, and Mandarin.
	+ Once the formatting is cleaned up, they will be printed and distributed to Providers via the Community Consultants.
 |  |
| **Partner Updates** | **KDHE**KDHE is updating their online background check system. There will be webinars in July demonstrating how to use the new online background check system.**Parents as Teachers**Parents as Teachers has several upcoming trainings. Registration is available through the national PAT website.**Children’s Cabinet and Trust Fund**The Children’s Cabinet is accepting RFPs for the Community-Based Child Abuse Prevention program. These grants are due July 13. The next Cabinet meeting is August 17.**National Governors Association Grant**L2Q has been included in a National Governor’s Association grant. This Advisory Group may be used to inform the goals and activities of the grant.  |  |
| **Final Discussion** | The next Advisory Group meeting is scheduled for September, but depending on the progress of the Pilot, the following meeting (December) may be cancelled. Kelly explained that she wants to be respectful of people’s time, and that the Pilot may only require semi-annual Advisory Group meetings moving forward. |  |
| **Next Meeting:**09/20/2018 | **Agenda Items** | **Minutes taken by:** Jevan Bremby |