

## AGENDA & NOTES - Steering Committee #7

(December 17, 2019, 10:30 am - 1:00 pm)

[Zoom link](#)

[PROCESS GUIDE for ELP 2.0 design work \(v1\)](#)

[SLIDES](#)

Time	Activities	Notes & Links
10:30	<b>Opening</b> <ul style="list-style-type: none"> <li>● Welcome &amp; connections</li> <li>● Agenda &amp; framing</li> <li>● Needs Assessment update</li> </ul>	
10:50	<b>ELP Design Overview</b> <ul style="list-style-type: none"> <li>● A word about strategic planning</li> <li>● Reground ourselves in the ELP process</li> </ul>	
	<i><b>Engage drafts &amp; give feedback...</b></i>	
11:05	<b>1) ELP Design: Timeline</b> <ul style="list-style-type: none"> <li>● Quick overview</li> <li>● Quick feedback</li> </ul>	<a href="#">Process Guide</a> (use Notetaker below)
11:10	<b>2) ELP Design: Workgroup Roles &amp; Leadership</b> <ul style="list-style-type: none"> <li>● Introduce → time to read</li> <li>● Written feedback &amp; questions</li> </ul>	<a href="#">Process Guide</a> (use Notetaker below)
11:30	BREAK	
11:40	<b>3) ELP Design: Workgroup Process</b> <ul style="list-style-type: none"> <li>● Introduce → time to read</li> <li>● Small group discussions → Written feedback &amp; questions → Whole group comments</li> </ul>	<a href="#">Process Guide</a> Zoom <b>breakout rooms</b> (use Notetaker below)
12:25	<b>4) ELP Design: Selecting Workgroup Participants</b> <ul style="list-style-type: none"> <li>● Introduce → time to read</li> <li>● Written feedback &amp; questions</li> </ul>	Workgroup Member nominations (master list)  <a href="#">Participant Survey</a>
12:50	<b>Closing</b> <ul style="list-style-type: none"> <li>● Next steps</li> <li>● Written reflections</li> </ul>	<a href="#">Link to Reflection Form</a> (Survey Monkey)

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## **Community Agreements**

- We welcome multiple perspectives and listen attentively to seek understanding.
- Notice moments of discomfort and stay curious.
- Practice confidentiality with family, parent, and personal experiences (unless you ask for permission).
- Speak truth without blame or judgement.
- Make space to add and change agreements as the steering committee moves forward
- Engage in open communication by using intent vs. impact.
- Put children at the core of our work
- Be aware of power dynamics as we strive to treat each other as equals so everyone can speak their truth.
- Be mindful of the impact of our decisions on the next seven generations.

## NOTETAKER

### 1) ELP Design: **Timeline** *(Pick a line and write! Name optional)*

Feedback questions:

- What do you like in this timeline/process?
- What parts do you have questions, concerns or ideas about?
- Anything (big) missing?

<b>Feedback</b> (what's working & not, ideas, questions...)	<b>Comments</b> (on Feedback)
<i>[E.g. I appreciate the... The ____ is too... I wonder if...]</i>	<i>[E.g. I agree! I also think...]</i>
When will the dates for the workgroups be identified?	January dates are 29th-30th (29th will be a working dinner, 30th will be all day). We're working on the February dates and hope to send those out soon.
How is orientation going to look like	John - We have not designed the orientation yet. In general we want to bring the workgroup members up to speed on the work the Steering Committee has been doing. We would welcome ideas you may have about the orientation.
Further information on the Parent Sub Group Idea From Tom: this is just a hope/idea at the moment. Mgmt Team hasn't discussed fully yet. My thought is to work with a diverse group of parents in advance to "parent-test" this process so it can work for them once the workgroups get launched. The power differentials are real, and we have to be proactive in how we design to address this.	Can you please describe more about this? Thank you!
Is there any way for people to give input prior to March who are unable to fully participate in a design group and its meetings?	This is the purpose of the proposed Advisors role (see Workgroup Roles in the Process Guide)
What is the anticipated outcome of the workgroup design 1 time?	Clarity around process... In good relationship... Initial Workgroup strategy design underway... A plan for each Workgroup to continue its work.
I appreciate the Foundation work for relationship building before zoom calls. Very helpful to have this piece.	Agreed. I like the technology and hope we will try it again so we can get used to it

<p>There is a lot of process and it would be helpful to have a sense of the products that are to emerge through the process, and some idea about how they build on one another or get more specific.</p>	<p>I have the same question as this. Agree, likely draft “starter dough” is needed, this is complicated and on a fast timeline John - The next conversation about the template will provide some guidance about products. Please let us know if that addresses your questions.</p>
<p>Who are the community stakeholders that will be gathering examples/targeted/local approaches? How will the Design Gathering group or steering cmte be involved/utilize this information to inform their planning and work?</p>	<p>John - We will be asking workgroup members to identify the targeted/local examples of approaches that work to address issues of inequity and meet the needs of targeted populations. We can share those examples with other workgroups and the full SC as they are identified.</p>
<p>Great job. Just wondering how the legislative session might impact the committee’s work and timeline; given that some steering committee members may be involved in the legislative session?</p>	
<p>Wondering if it would be helpful to see the draft of the EL Legislation that is going to be dropped this session to see how the planning aligns?</p>	<p>Agree important to place the work somehow in context of things with momentum, legislative, agency, otherwise</p>
<p>As we want community throughout it will be good to be transparent about how design group members are being invited into the process, because in my opinion community engagement begins here, not in March.</p>	<p>Absolutely!</p>
<p>Thank you for accommodating different levels of availability and engagement</p>	
<p>The Process Guide that we are looking at today helps me to be able to answer questions of people that are interested in participating in the workgroups. It has been a little difficult to recruit without something that can be given to show some of the background and what the work is. I appreciate this format.</p>	
<p>Probably missed it but can you remind us who is in the workgroups? Do we all volunteer for some role? Or are the already established?</p>	<p>There is a link in the agenda above titled “Workgroup Member nominations”. That will take you to</p>

	a Google Sheet of all the nominations we have received so far.

## 2) ELP Design: **Workgroup Roles & Leadership**

Specific feedback request: (Pick a line and write! Name optional)

- Are the roles clear?
- Do the roles fit together well - to make for a strong group process?
- What types of supports might be needed for each role to work well?

Feedback (what's working & not, ideas, questions...)	Comments (on Feedback)
<i>[E.g. I appreciate the... The ____ is too... I wonder if...]</i>	<i>[E.g. I agree! I also think...]</i>
The roles are clear, just wondering whether or not we should identify back-up for key positions (apart from co-leads) in the workgroups in case of absences.	Good point.
Probably need to clarify the role of expert advisor - what the time commitment and tasks would be  Right, understand the goal. Suggest the role and specific ask will be helpful for experts we do call upon.	An example is medical/pediatric expert - doesn't have time to be in the process, but their expertise can and should be called upon.
The roles are clear. My only question is the process of how certain roles are going to be selected.	
Thank you for the clarity on the roles. Have all folks been identified for the roles? I only ask because the timeline is tight and the commitment, while necessary, is big.	Agreed. We'll be asking for suggestions today.
Around expert advisors, are there other groups besides physicians that might benefit from this option?	
It seems likely that some important content expertise/strategy ideas, etc might not be represented by those in the room, just given logistics and timing. Advisors are a good first step, but likely may need additional way of feeding in info for consideration	
Once products are developed, will there be input process for advisors? Seems that might be a good time to use those folks.	


### 3) ELP Design: **Workgroup Process (template)**

Specific areas for feedback:

- How clear is the overall template structure?
- Does it clearly and effectively address equity? Does it surface more local approaches in the way we want this plan to?
- How do the four “Types of Strategies” work as a way to get at universal and targeted strategies - as well as what we (as a system) still need to learn?
- → Your small group might want to take an example and work it through (even part way). Feel free to do that in your notes below!

Feedback (what’s working & not, ideas, questions...)	Comments (on Feedback)
<i>[E.g. We appreciate the... The ____ is too... We wonder if...]</i>	<i>[E.g. I agree! I also think...]</i>
<p><u>Group 1</u> (names): Paula, Jamie, Julie</p> <p>Application of Targeted Universalism in the real world can be complicated, but this structure feels accessible and promising #4 addressing of hard and soft targeted structures will be valuable</p> <p>We may want to request strategies from each design group that explicitly address structural and institutional racism.</p> <p>Still very concerned about who this work will benefit if children wind up in unlicensed care - family homes dropping their licenses and centers closing doors across the state.</p> <p>Wonder how groups will access additional data/information if there is not sufficient in the needs assessment to validate anecdotal info about specific groups and gaps.</p>	
<p><u>Group 2</u> (names): Christianna Clinon;Sheryl Fryberg, Sally Brownfield; Cristyn Kelly</p> <p>The education system is not ready for all children. How to identify children that are in the gap and how to support those children? Being able to identify ways to keep families in mind with the transition from early learning environments to K12 system. Having an overarching goal then narrowing it down so that way needs in different communities can be met? thinking about the lack of success that there have been for native children.</p> <p>My view is that we need to do better work at the Birth to Five Programs to better prepare our children to be successful in the K-12 institutions. We lack "connection" to these institutions due to racism etc, etc,. I believe that we can do better transitions by helping parents to learn to advocate for their children at Birth to</p>	<p>I agree that supporting families from birth is crucial</p>



<p>Five and then support them in the transition to the bigger systems.</p>	
<p><u>Group 3</u> (names): Rio, Tracie          Developing shared understanding of targeted universalism across groups - there will be deep diver opportunities. Ensuring steering committee is also grounded in the approach as well.</p> <p>Questions within the strategy bucket areas are helpful to better understanding what the question is looking for and the context behind the strategy.</p>	
<p><u>Group 4</u> (Katy, Katie and Tyler):          Feeling overwhelmed. Would like to get providers more involved. Lots of other committee work and prep for session. ELP 1.0 has had some detrimental effects. Bargaining unit has decreased by 1000's.          Need provider perspective in the process, need their voice in development of recommendations.          Zoom format is distracting          Feels like coming into the middle of a conversation. Need to have something to situate people about the product we are expecting to produce.          What do the meetings look like? Are we brainstorming strategies and filling out the forms? We need to ground people.          What's the level of strategy we want? We need to provide examples of what we want in terms of goals and strategies.          Understand wanting to stay at the high level, but details matter in terms of many of the strategies.</p>	
<p><u>Group 5</u> (names):</p>	
<p><u>Group 6</u> (names):Kelli Bohanon, Minerva Morales, Abbey Bergquist</p> <p>Clear process, clear roles. As we begin to brainstorm other folks who could participate in these workgroups- we need to think about the specific dates. It is a huge time commitment. The sooner we can establish and release specific dates to these meetings the better.</p>	

<p>I don't believe this template document clearly articulates equity and what equity means or looks like.</p> <p>Q:How realistic is the established timeline? There is so much work to get done. How do we talk about the short timeline within the workgroups?</p> <p>Q:When the plan is done and the strategies have been input into action, will there be opportunity to later edit and adapt those strategies in response to needs?</p> <p>A:This is definitely something that we need to figure out. It is essential for our plan to be adaptive and it may necessitate some change as we reach years 2-3.</p> <p>Q: Do we anticipate that this plan will have aspects in it that addresses the new requirements that have been placed on childcare providers?</p> <p>A: Most of the strategies will be fairly high level. We can't go at this with a one size fits all model, how do we respond to the unique needs of each of the various types of providers we interact with?</p> <p>Workgroups: With the uniqueness of makeup of each of the workgroups we are hoping to gather broad and comprehensive perspectives that shed light on disparities that we are trying to address. Each workgroup member will be bringing insights that are unique to their experiences and knowledge.</p>	
<p><u>Group 7</u> (names):</p>	
<p><u>Group 8</u> (names): Claire, Leo, Jill</p> <ul style="list-style-type: none"> <li>-Might be helpful to tie strategy discussion to other methods that community and early learning partners are used to - such as PBIS, Response to Intervention, Tiered support;</li> <li>-Pretty aggressive timeframe to have a lot of people together who start from scratch; will be key for facilitator to set a framework from the start; if people are different backgrounds may be hard to get to agree on areas of focus from workgroup perspective</li> <li>-Concerned about enough/right content in room; given time commitment and short time frame; need additional ways to get input into the room</li> <li>-Need to make sure things that have momentum and interest in</li> </ul>	<p>What is TBIS? PBIS (positive behavior intervention support)-thinking about the concept of tiered support</p>

<p>the state are brought to the table (even if the people aren't in the room); build from existing strengths; as well as understanding of current capacity</p> <ul style="list-style-type: none"> <li>-Concur with need for Steering Committee members to be at each design table, to allow active part of creation strategies</li> <li>-Need to have clear understanding of decision-making process in design groups and SC and for ultimate plan. To try to create a product in 2 major meetings is a bit "dangerous" in a way, may not be able to focus that well/quickly. Want people's input, but don't want to mislead, or be stuck with a product that's not quite right.</li> <li>-Admirable to cast a wide net to get input; the focus of how to incorporate the input is key</li> <li>-Role and goal clarity is so important. Be realistic about what can happen. Be realistic what role is-- advisory? Recommendations that someone else will consider? This clarity will lead to the best use of time and buy in from participants.</li> <li>-Really need to set a frame before people come in the room, so that people feel they can equally contribute to the process. Equitable place with information. Need to feel like you know enough---both background/Brief overview of work to date, as well as frame for what we are trying to do together.</li> </ul>	
<p><u>Group 9</u> (names): Robert, Gary, Joel</p> <ul style="list-style-type: none"> <li>- "Identify groups and places that are <b>performing</b> differently" - performing may a bit misleading. Are we looking at populations or are we looking at service providers?</li> <li>- But, performing may be right. Need to look at outcomes. Need to look at both sides of the same coin:             <ul style="list-style-type: none"> <li>- Groups not being served well are result of services not meeting group's needs well.</li> <li>- Might be access, might be performance;</li> </ul> </li> </ul> <p>3 "Needs assessment QUALITATIVE AND QUANTITATIVE data guide this." - clarify what data means.</p>	
<p><u>Group 10</u> (names): Delta, Luc</p> <ul style="list-style-type: none"> <li>-There's a common understanding of steps. Need to have a balance between structure and flexibility within the structure to be able to adapt.</li> <li>-Like that #4 brings barriers to light, and gives us the space to highlight those. We need to keep these in mind.</li> <li>-Like that there is space for learning built in (#7)</li> </ul>	


#### 4) ELP Design: **Workgroup Membership**

*(Pick a line and write! Name optional)*

Feedback questions:

- Are there obvious gaps in representation in the groups so far (from what you can tell)?
- Feedback on survey?

Input (e.g. nominations, observations, questions)	Comments (on Input)
Are there any special education groups involved?	
I agree with Claire Wilson about letting people self identify as that is part of who they are and being able to pick all that apply.	Yes please do that, much better than offering categories that do not accurately reflect people's identities
Is there a packet of documents to help us recruit other workgroup participants?	The people I invited found the draft framework document helpful. They will also need info on whatever supports will be available, like access to subs for providers and to child care for parents
Agree with sending out ASAP. People are already shutting down for the holidays, so the sooner it is out the better to encourage response. You might consider sending in waves, I'd send now to anyone you know you are sending to already. A lot of folks won't be on email next week	Waves are a good idea
Not sure if she on the list but Regina Elmi from the Somali Parent Education Board would be a great addition to any group.	:) I suggested her :-) thank you!
