



**Early Learning Coalition of Sarasota County**  
**PROFESSIONAL DEVELOPMENT, TRAINING & QUALITY**  
**COMMITTEE MEETING**

1750 17<sup>th</sup> Street, Conference Center, Loevner Room  
Monday, June 23, 2008

**MINUTES**

**ATTENDEES**

Wendy Harris  
Dr. Tracy Jaekel  
Debbi Bowler  
Lynne Weinick

Dr. Virginia Myers  
Mary Wolf  
Marjorie Fondacaro  
Karen Eber Davis

Candy Exline  
Jill Jacoby  
Eva Balcar

**1. CALL TO ORDER**

Meeting commenced at 10:06 am, called to order by Karen Eber Davis, meeting facilitator

**2. OLD BUSINESS**

Old business was deferred to the next meeting.

**3. NEW BUSINESS**

Mary introduced Lynne Weinick to the group. Lynne has extensive experience as an early childhood educator and will be working with family child care providers to assist them in making quality improvements identified through the Look for the Stars assessments.

**Warm up Exercise**

Members paired off, each person sharing important things in their life for 2 minutes and then switching. The purpose of the exercise is to learn more about one another and realize how much one doesn't know.

**QIS results**

- Mary reported on preliminary QIS results. Evaluation of subscales shows that the community's strengths are child interaction and language/reasoning, both areas that have been topics of many trainings. The weakest area for both centers and family providers is personal care and program structure. The environment rating scales set high standards for personal care routines and that is an area that will need to be addressed through targeted trainings and workshops. Many centers will be able to improve scores with specific changes to the classroom environment or by implementing better administrative practices. Family child care providers did not score as well as centers. The family child care assessment is looking for a higher level in several areas than family providers have been held to in the past.
- Overall providers have accepted the results of the assessments and are anxious to receive the full reports so they can start making changes based on areas of weakness identified in the assessments. Very few providers have chosen to opt out of the Look for the Stars QIS Initiative.

### **Reviewing the Core Competency framework from last meeting**

- The Core Competencies planning flowcharts were reviewed and the committee agreed that the four identified at the last meeting (not the 7 identified in the Palm Beach model) were appropriate for our community:
  - ✓ Child Development and Learning
  - ✓ Building Family and Community Relationships
  - ✓ Health, Safety and Nutrition
  - ✓ Program Management and Administration
- Observing, Documenting and Assessing Children is a concern. The committee discussed how to ensure that observation and assessment information for individual children and for the group was reflected in the curriculum. Incorporating follow up activities into trainings to make sure teachers understand how to implement assessment information would be helpful. Involving directors to assume oversight of the quality of care and activities in the classroom is also important, which will require training for directors as well.

### **Training discussion / ideas**

Last year's focus was on Creative Curriculum and DECA (social/emotional development). Priority this year should continue that focus and include areas identified as needing improvement in the QIS, so that centers can make changes that will allow them to move up a star level. The director is key to implementing changes.

- Parent involvement needs more attention.
- Personal care routines
- Teaching Directors how to motivate staff effectively is a need
- Handling transitions is a challenge for many teacher
- Outdoor environments and activities should be part of curriculum
- Inclusion, particularly special needs and diversity, should be areas of focus as well as incorporated into all trainings
- Activities and learning centers
- Family providers need training on working with multi-age children
- Implementation of training (homework) needs to be incorporated.

### **Format of training**

Members brainstormed on the training format and reviewed the sample Training Implementation Plan, which includes Core Competency, Key Element, Objectives of Training (3 specific), and Evidence of Implementation. Trainers would complete the Implementation Plan for each training and require a pre/post test and follow up activities (Evidence of Implementation). Ideally, this model would be adopted throughout the community, not just implemented in Coalition sponsored trainings.

### **Follow up activities**

- Remember that goal is to improve implementation in the classroom.
- Possible homework documentation could include photographs, lesson plans, idea cards, A/V tape, collection of resources, self-assessments. Different formats would allow flexibility for participants to accomplish the follow up in the way best for them.
- Also discussed was a way to include director sign-off and feedback on the follow up activities. Emphasis should be on holding trainings as series which will allow more in depth treatment of topics as well as discussion and sharing of follow up activities at the next session. Small group breakouts and interaction should be encouraged.
- Questions were asked about whether certificates should be given if follow up activities were not completed, or given for a lesser amount of time (for a 2 hour class an extra hour given if homework completed, for instance) and for one time trainings how follow up activities will be tracked

#### **4. ADJOURNMENT**

Meeting was adjourned at 11:35 am. The next meeting will be held on Monday, July 21<sup>st</sup>, 2008

*Note: After this meeting the date of the next PDTQ meeting was changed to Monday, September 8<sup>th</sup> at 10:00 AM at The Landings, Room 218. Many members could not make the July meeting. In the past the Committee has not met in July and August.*