



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

**Human Resource Center, 1750 17th Street, Sarasota
Monday, June 22, 2009
10:00**

MINUTES

ATTENDEES		
Debbie Bowler	Marjorie Fondacaro	Mary Wolf
Dianne Lawrence	Yvette Robison	Elma McKay
Meryl Kleiner	Candy Exline	Eva Balcar
Gary LaFemina		

1. CALL TO ORDER

Meeting was called to order at 10:00 a.m. by Mary Wolf. Mary mentioned that several members were not able to attend so some topics may be revisited at later meetings, if needed. While the last PDTQ meeting was in March, the Focus Group on follow up activities met in May and a meeting has been held to discuss the Directors Connection trainings for the upcoming year.

2. OLD BUSINESS

It was reported that the Look for the Stars update would be given at the next meeting when the data had been compiled and analyzed.

3. NEW BUSINESS

- **Training Follow Up Activities:** Mary reported on the Focus Group meeting held on May 18th, which discussed the training follow up activities and the Directors Connection. Committee members all agreed on the value of the follow up component and with the Focus Group recommendations:
 - Be sure to include directors in the process and have them sign off on the follow up activities.
 - Trainers should have some defined process to communicate with participants who have questions or need clarification on the follow up activities.
 - For trainings that are part of a series, the follow up activities should be reviewed at the beginning of the next training.
 - Trainers should let the mentors know what is covered in the training so the mentors can reinforce learning and support implementation in the classroom.

Members discussed the suggestions of the Focus Group (listed below) and agreed that developing guidelines for trainer qualifications was a priority:

- Develop forms for trainers to fill out listing trainer qualifications, training objectives, materials needed

- Develop guidelines for what trainer qualifications are needed for the various professional development tracks
 - Track participants training and give credit for attending an entire series and completing all follow up activities (Kathleen has been doing this already in some circumstances)
 - Have the Coalition pay for participants' CEUs if they attend an entire series
 - Consider offering training tracks for participants at various levels of proficiency
- **Directors Connection:** Yvette reported that there had been a meeting on June 9 to plan the Directors Connection for the upcoming year. Connie Snyder, one of the provider representatives on the Coalition Board attended and Lisa Williams, the other Coalition provider Board representative, was invited but on vacation. The meeting resulted in a consensus that the emphasis for the Director Connection should be on supporting directors to become effective trainers of their own staff, "The Early Childhood Director as a Learner and as a Teacher of Teachers," including:
 - Reflecting on their own training experiences
 - Exploring different learning styles and how to take that into account for themselves and when presenting material to others
 - Techniques of effective presentations
 - Professionalism, and the need to be open to new research and ideas
 - A chance for director to do a presentation to the group, which would meet a requirement for the directors credential renewal and also give them an opportunity to practice a training they could use with their own staff.

Elma commented that directors really need to practice on each other and get feedback before training their own staff. Mary mentioned that the Exchange Out of the Box trainings could be used as a framework for presentations and Dianne said she had purchased many already and they were available in the Resource Room. It was mentioned that the PAS will also be offered again for directors who missed it the last time or who need an overview of the administrative fundamentals. Meryl mentioned the possibility of taping the meetings for directors who are not able to attend and Elma said the subpool was an option for directors who needed to find coverage.

- **Get SET:** The Partners Meeting, which was held at 9:00 AM before the committee meeting, discussed Get SET (social emotional tools) and scheduled a meeting on June 26 to continue the discussing this topic. Gary will facilitate. The committee talked about have the Directors Connection be a forum to introduce Get SET to their staff and the early childhood community.

4. OTHER DISCUSSION

The date for the next meeting was set for July 27, 2009. This meeting was subsequently cancelled due to many members not able to attend. Next meeting was scheduled for Monday, August 24, 2009 at the Landings.

5. ADJOURNMENT

Meeting was adjourned at 11:10 a.m.

Submitted by Mary Wolf