



## **QUALITY COMMITTEE MEETING MINUTES**

**Wednesday, June 16 2021, 2:00 - 3:30 p.m.**

Meeting will be conducted via Teleconference Only

**Website Link:** <https://smcoe.zoom.us/j/2956956869>

**Meeting ID:** 295 695 6869    **Password:** Not Needed

**Dial-In Option:** 1-669-900-9128

**CCPC Voting Members Present:** Cheryl Oku

**Members of the Public:** Mary Browning (Co-Chair), Edirle Menezes (Co-Chair), Soodie Ansari, Sarah Kinahan, Cynthia Fong-Wan, Lisa Shaanan, Andrea Burnett

**Minutes:** Taken jointly by committee co-chairs Edirle Menezes and Mary Browning

**Call to Order and Introductions:** Mary Browning called the meeting to order at 2:00 p.m.

### **Agenda**

Mary reviewed the proposed agenda and suggested moving to the beginning of the agenda the discussion regarding the committee's role supporting the Inclusion Matrix / Specialization. The proposal was supported and the agenda approved with this revision.

### **Minutes:**

Approval of the minutes of the May, 2021 Quality Committee meeting will be postponed until the committee meeting on Monday, June 21, 2021.

**Inclusion Specialization:** Role of Quality Committee in supporting Inclusion Specialization: Discussion

Mary set the stage for the meeting by noting that the current CCPC Strategic plan identifies as priority activities to be addressed by the Quality Committee the provision of guidance / support to SMCOE's Early Learning Support services team on the development of an Inclusion Specialization and a DLL Specialization. She noted that the work on the Inclusion Specialization is currently being led by Susan Jeong, SMCOE's Coordinator of Quality and Inclusion. While Susan could not be at the committee meeting, Susan met with Mary and Edirle earlier that day and provided input on the types of support she anticipates she will request from the committee over the coming year.

First, Susan will be leading work on the development of a compendium / implementation guide to accompany the Inclusion Matrix. While currently there is not a timeline, she plans to solicit feedback from the committee members periodically over the next year. Committee members are supportive of serving this role. A discussion occurred about the importance of broadening the representation

on the Quality Committee to reflect early childhood practitioners in the county, especially when providing feedback on a tool which we hope the field will embrace. The team brain stormed specific individuals who would be helpful to invite when the agenda focuses on the Inclusion Specialization, and recommended soliciting additional participants by reaching out to family resource centers, mental health consultants, teachers, FCC providers, and parents. It was also suggested that it would be appropriate to invite CCPC's general membership when specific agenda items are anticipated to be appropriate for broader, more diverse input. It was acknowledged that increased, more diverse participation might result in meetings needing to be held in the evening.

It was suggested that the compendium to the Inclusion Matrix not be called an implementation guide, as this may create confusion given the state Matrix utilizes this same terminology. It was suggested that given the tool and its associated resources were intended to support early childhood practitioners to grow their knowledge, skills, and practices, that perhaps the compendium be called a Pathways or Stepping Stones Document, to support the concept of it being viewed as a resource for growth.

Second, Susan Jeong also shared that she expects to seek the input of the Quality Committee on developing a process by which the Inclusion Matrix will lead to a specialization or badge. The committee members voiced support for engaging in this activity, and noted that this specific activity would be one which would warrant participation by a broader, more diverse group of early childhood practitioners. Mary acknowledged that Susan had stated a desire to solicit broad input on this topic, and had specifically suggested including members of the Work Force Committee in this discussion.

### **DLL Specialization**

- Relationship of DLL Specialization to Dual Language Supports Tool:  
Mary asked if Soodie could clarify the timeline for the pilot of the (DLS) Tool ([www.dllsupports.org](http://www.dllsupports.org)), and how the pilot will impact the tool. Soodie explained how the tool is being field tested, noting that it is a self-reflection tool to be used by providers and support coaches. She noted that SRI will provide feedback on which items are the most impactful, but that the tool will not be revised by this feedback. The committee agreed that it makes sense to hold development of the DLL Specialization Framework until this pilot is completed.
- Relationship of DLL Specialization to Inclusion Specialization and Matrix:  
The committee members reflected on the alignment of the Inclusion Matrix with the existing state matrix, and observed that this created a tool that could appear overwhelming. The committee members speculated as to whether the DLL and/or Inclusion specializations could live and be separate from the state Matrix -- can it be simpler? can it live on one page with the bulk of the tool living in the compendium? What will be manageable AND inspire the field to utilize it

The Committee members also discussed whether we should continue on the path of aligning the specialization with the state Matrix given the matrix is expected to change in 2022-23. Committee members noted that the Inclusion Matrix was designed to support practitioners on a developmental pathway, that the state is not likely to provide this form of support in future iterations of a matrix, and the local work is critical to continue.

Committee members agreed that a valuable and unique component of the DLS tool is the

opportunity not only to reflect / self-assess on specific practices, but to identify what limits implementation (for example, knowledge, systems' supports, etc.). It was noted that this component greatly facilitates targeted coaching. The committee recommends incorporating this aspect into the Inclusion and DLL Specializations. Mary offered to discuss with Susan.

- Role of Quality Committee in supporting DLL Specialization:  
While the DLS tool is being piloted, Soodie will continue to provide the committee members with opportunities to learn more about the tool.

**June 21, 2021 Quality Committee Meeting:**

Mary noted that a portion of Monday's Quality Committee meeting will address a request from Jackie Spears for feedback from the CCPC on how to prioritize federal expenditures to support early childhood, which would in turn support a return to work by families, especially women, who have been forced during the pandemic to leave the workforce. Sarah elaborated on this request, and committee members were encouraged to give this some thought prior to Monday's meeting.

The meeting was adjourned at approximately 3:15 p.m.

...