



QUALITY COMMITTEE MEETING AGENDA

Monday, June 21, 2021, 9:00 a.m. – 10:15 a.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

Welcome, Introductions, and Check-In	Mary / Edirle
Approval of the June 21, 2021 Quality Committee Meeting Agenda	Mary
Approval of Minutes for May 17 & June 16, 2021 Meeting	Mary
Quality and Inclusion Matrix Specialization:	
• Link to CCPC Strategic Plan	Mary
• Update on status of pilot of Matrix with IEEEE sites	Susan
• Role of Quality Committee: Next steps	Mary / Susan
Expansion of Quality Counts:	
• Link to CCPC Strategic Plan	Mary
• Update: Status of connecting license exempt special education preschools to QI	Edirle
• Role of Quality Committee: Next steps	Mary
DLL Specialization	
• Link to CCPC Strategic Plan	Mary
• Review of June 16, 2021 working meeting	Mary
• Role of Quality Committee	Mary
Responding to request from Jackie Spears:	Mary / Edirle
• How can the federal government support the child care field, make child care and preschool accessible to all families, to help people, particularly women, return to work?	
• Discussion	
Summary and Adjournment	Mary / Edirle

Website Link for general meeting:
<https://smcoe.zoom.us/j/92680754515?pwd=S2ZYNIY1STd3cjhFOGdFR0Z3cGpQUT9>

Meeting ID: 926 8075 4515: Passcode: 101



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), 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.

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Child Care Partnership Council Quality Committee Meeting
Monday, May 17, 2021 Meeting Minutes
Virtual meeting via Zoom

CCPC Voting Members Present: Lisa Zimiga

Members of the Public: Mary Browning (Co-Chair), Edirle Menezes (Co-Chair), Soodie Ansari, Grant Currie, Andrea Burnett, Lisa Shaanan, Cynthia Fong-Wan, Susan Jeong

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 9:00 a.m.

Agenda

Mary reviewed the proposed agenda which had been emailed to members in advance. There were no recommendations for revisions with the exception of moving forward without introductions, given standing relationships among committee members.

Minutes:

Minutes of the March, 15, 2021 Quality Committee meeting were distributed via email prior to the meeting. There were no recommendations for changes and the minutes were approved.

Expansion of Quality Counts: Edirle shared that Quality Counts has been charged to expand participation. San Mateo County has done an excellent job reaching out and involving Title 5 programs. The focus now will be to recruit participation of FCC and License Exempt programs, with a focus on special education preschools. The Inclusion Specialization can serve as an opportunity to leverage expansion. Edirle shared that ratings were paused this school year and will be paused next year as well. A question was raised regarding expansion to TK classrooms. Edirle explained that Quality Counts is not available to TK.

Mary noted that this work aligns with the Quality Committee's Strategic Priority to build a robust Quality Counts System, and the committee's articulated strategy to support expansion of Quality Counts.

There is a concern regarding the capacity expansion mandates -- will there be interest outside of Title 5 programs? Given we are such a high income community, will private providers be committed to participation?

Quality and Inclusion Matrix Update:

Susan provided an update on the piloting of the Inclusion Matrix with the 5 IEEEP pilot sites. There are several initiatives underway in relation to the Inclusion Specialization and Matrix:

- Revision of the Matrix: feedback is being facilitated, including from local coaches on content and measurability

- Thought is being given to how to extend Inclusion Specialization to FCC's
- Development of Implementation Guide/compendium to support utilization of the Matrix
- Expansion of the pilot to programs outside of the IEEEP five (5) pilot sites with a focus on increasing diversity of pilot sites to be more representative of larger early learning community (i.e. community-based centers and FCCs - engage 4C's for feedback regarding the Matrix through focus groups; part of the decision to separate FCC was that there is a lot of terminology)

Edirle shared that the committee members should keep in mind that the state Matrix could change in the future.

A discussion was held regarding the extent to which the current pilot sites which are in LEA's will generalize to centers that are not in LEA's -- the committee members agreed that the matrix should be piloted in a variety of programs. Some members recommended we would pilot the Inclusion Matrix to non-LEA center-based programs located in low-income communities.

DLL Specialization ((www.dllsupports.org)

Mary reminded the committee members that the work on a DLL Specialization had been placed on pause while the DLL Supports self-reflective tool was developed. The tool is now available, two versions (Infant/Todder and 3-5 year olds), and a pilot will occur in 4 counties. Pilot funds will be used to provide professional development to teachers and coaches (coaching institute). Between teacher PD sessions, teachers will receive coaching. The tool will be used as a resource by coaches. Soodie provided an overview of the tool and how the Personal Oral Language Learning Strategies (POLLS) are integrated into the tool.

The tool is a reflective process that has the teacher not only respond regarding the extent to which they engage in the various practices, but also has them identify what might be preventing them from engaging in the practice (i.e. belief, resources, content knowledge, administrative support). This information can be used by coaches to support targeted professional development. The creators of the tool are interested in learning which elements are the most helpful to enhancing practice. It was also noted that while this tool focuses on practice in the learning environment, there is another tool being developed which focuses on the systems pieces.

The committee agreed to convene another meeting to focus exclusively on how the DLL Supports tool can inform our local work on a DLL Specialization, and how it might inform revision to the Inclusion Specialization. Mary will poll the group to identify a time to meet in the next couple months to engage in this work.

Adjournment: Committee meeting adjourned at 10:15.