

Durham PreK Governance Committee
Quality Subcommittee Meeting Notes
August 14, 2019 (1:00 pm – 3:00 pm)

In Attendance: Sheila Arias, Linda Chappel, Cathy Collie-Robinson, Monnie Griggs, Tammy Jacobs, Danielle Johnson, Jennifer Lacewell, Alex Livas-Dlott, Emily McCormick, Beth Messersmith, Jeffery Moran, Darnella Warthen, Brenda Williamson

What	Notes
<ul style="list-style-type: none"> ▪ Welcome ▪ Introductions ▪ Agenda Review ▪ Quality Subcommittee Overview for New Members 	<ul style="list-style-type: none"> ▪ Introductions and reviewed agenda ▪ Linda gave an overview of the Quality Subcommittee. <ul style="list-style-type: none"> Durham PreK is a local initiative funded by County Government ○ To enhance and expand access to quality public early education services for four year olds. Public seats include NC Pre-K, Title I, and Head Start, as well as DPS seats for children identified with developmental needs. There aren't nearly enough high quality spaces for our 4 year olds in Durham and Durham PreK is charged with expanding services across all settings. ○ We aren't doing a parallel program. We are trying to blend resources and leverage our financial resources to bring as many dollars as possible to one system and reach out to families in Durham through a one-door approach. ○ The county's intent is over time to make the enrollment in preschool a universal process. ○ Durham PreK has a governing group, Durham PreK Governance Committee and its members are appointed by the County Manager's office in Durham. ○ As part of its by-laws the Governance committee created the Quality Subcommittee. This subcommittee will guide the quality indicators for Durham PreK and make recommendations to the Governance committee. The Governance committee will hear the recommendations and ultimately decide the framework for Durham PreK. ○ In the absence of guidance, new seats developed with Durham PreK's resources follow the NC Pre-K rules.
<ul style="list-style-type: none"> ▪ Quality Subcommittee Management 	<ul style="list-style-type: none"> ▪ Reviewed and approved notes from the June 17, 2019 meeting. ▪ The long range plan is that the Durham PreK website will launch in the end of September; on it there will be a section where we will upload the notes. ▪ Work plans – recommended to review required plans from NC Pre-K. <ul style="list-style-type: none"> ○ Family Engagement ○ Working with Dual Language Learners ○ Working with Children with Unique Behaviors

	<ul style="list-style-type: none"> ○ Transition into Kindergarten <ul style="list-style-type: none"> ➤ Members approved the next focus <i>working with Children with Unique Behaviors.</i> ▪ This November we have to present a draft budget for Durham PreK for the 20-21 and 21-22 school years. <ul style="list-style-type: none"> ○ Durham’s PreK Task Force had a Quality Subcommittee and the Task Force final report recommended that the 4 mentioned work-plan areas had a need for added resources. ○ Looking ahead we want to think about what resources are high need for recommendation in the budget for 20-21 and 21-22 school years. ▪ Meeting times – we want to accommodate the time schedule of all members, including parents. <ul style="list-style-type: none"> ○ No time was identified that worked for all members ○ Compromise is to rotate meeting times ○ There will be a call-in option
<ul style="list-style-type: none"> • NC Pre-K’s Family Engagement Plan 	<ul style="list-style-type: none"> ▪ Durham’s Partnership for Children (DPfC)/NC Pre-K presents an updated Family Engagement Action Plan for providers <ul style="list-style-type: none"> ○ A new component to the process is the Pre-K site assessment. ○ Pre-K family engagement survey. At the beginning of the school year and a second time at the end of the school. ○ Guides the providers for self-reflection and improvement. ○ The site assessment is more of a questionnaire for providers on their family engagement practices. ○ DPfC will compile data for effectiveness. ▪ Some sites do not have the capacity to incorporate many family engagement practices into their programs. ▪ Dependent on center participation. Not mandatory, but strongly recommended. ▪ The NC Pre-K model is site based and provides suggested tools to use. A growing process trying to strengthen the capacity of providers. ▪ As a funder, Durham County through Durham PreK is committed to the high engagement of parents and families. ▪ Is there an NC Pre-K requirement to follow family engagement practices? <ul style="list-style-type: none"> ○ NC Pre-K tries to partner with providers. They try not to place constraints on sites. It isn’t required, but the hope is for sites to implement the standards. ○ Comment box for parents as a feedback loop is suggested. ▪ Is there any accountability for sites who never take the initiative and incorporate the plan into their sites? <ul style="list-style-type: none"> ○ If parents complain it becomes required with a corrective action plan.

- It's important for this committee to explore the topic of family engagement practices. We have a historic program in Durham that took a supportive approach and provided a framework to promote parent engagement. Only once there is a problem then they will intervene. It's one model to follow.
- For Durham PreK we are required by our funders to explore what we believe is the minimum threshold of high quality programs and parent/family engagement is a critical foundational element for quality. We are required to have more "musts." We want to have standards that are achievable. We also want to find out if there are some standards that might require additional investments.
 - Site based management model where the sites define what works for their school community.
 - Have some minimum requirements based on the local investments.
 - From our funder's lens we cannot follow the NC Pre-K approach if there are no requirements.
- Mecklenburg PreK model is descriptive, clear and concrete. For Durham PreK we need a happy medium.
- To clarify, NC Pre-K does require a family engagement plan, however it's not required, mandated. The components followed is based on site selection.
 - Conferences are required, but not home visits.
- Home visits
 - What kind of training is being provided to the administrators to conduct home visits?
 - Allows for better insight to the child and the family dynamics as it relates to the child as a learner.
- What kind of training will be provided to the administrators and educators to conduct home visits? How do we prepare those that do go into the home?
- What supports are we putting in so teachers have time to do the homes visits? Build in supports for teachers and providers.
- Removing barriers that prevent families from attending monthly family meetings, such as providing child care and dinner, etc.
- Some members discussed the idea of requiring parent engagement: if parent engagement were part of the public preschool requirements, then parents may be more likely to participate.
 - This school year we cannot require parental participation.
 - Important to create relationships to encourage parents to engage throughout the school year.
 - Accommodating for families, maybe meet at a McDonalds or other locations. If basic needs are met then the willingness for families to engage is more likely.
- Required family feedback. Comment box, anonymous feedback solicitation or telephone surveys.
 - Building relationships to ensure feedback
- The goals are: educating the community and empowering the parents

<ul style="list-style-type: none"> • Durham PreK Family Engagement Standards 	<ul style="list-style-type: none"> ▪ For Durham PreK the minimum expectation is that we will follow the NC Pre-K guidelines. <ul style="list-style-type: none"> ○ How do we move forward in identifying additional priorities? ▪ Durham PreK is charged with building capacity for higher standards; therefore we need to decide where we believe there are gaps and identify additional priorities to fill those gaps. <ul style="list-style-type: none"> ○ Home visits at home or in a public place. ○ Required parent teacher conference at least once a year. ○ All sites should have a transition to Kindergarten workshop. ○ Mandated parent participation in a classroom or classroom activity at minimum of once a year. Provide suggested activities during parent visit. ○ Quarterly parent survey. ▪ Request list of clear NC Pre-K requirements in order to finalize Durham PreK family engagement plan. What is mandated versus what is encouraged? ▪ What will happen if it's mandated, but the site doesn't comply? <ul style="list-style-type: none"> ○ It becomes a critical piece of monitoring. ○ Need some type of metrics to evaluate provider's family engagement plans and overall effectiveness? ○ Define measurable goals. ▪ For the Durham PreK and NC Pre-K RFA process we asked for evidence of family engagement practices. <ul style="list-style-type: none"> ○ Area for improvement. Some sites are implementing family engagement practices well and other sites need support ▪ In the new edition of the Durham PreK Teacher Talk Newsletter (early educator newsletter) <ul style="list-style-type: none"> ○ One site shares their experience with home visits and building relationships with families ▪ Child level screening <ul style="list-style-type: none"> ○ In previous years the results of the DIAL 4 screening have been given to the provider in October ○ It is suggested that we make an inquiry and learn more about the process and turnaround time ▪ Recommendation was made to support a parent workshop on advocacy <ul style="list-style-type: none"> ○ There are multiple partners in the community to help with this initiative ▪ What practices for regular meaningful communication? <ul style="list-style-type: none"> ○ Clearly define two-way meaningful communication. ▪ Identify what forms are helpful to be the same and try to have the forms universal.
<ul style="list-style-type: none"> • Next Steps/Adjournment 	<ul style="list-style-type: none"> ▪ Danielle will provide information on what's mandated and optional for NC Pre-K. ▪ Email a draft Durham PreK Family Engagement plan based on NC Pre-K's plan and the requirements and components we all agreed to from the Meck PreK family engagement plan. ▪ Alex will send out a doodle poll to schedule the next meeting.

