

**Durham PreK Governance Committee
Quality Subcommittee Meeting Notes**

Jim and Carolyn Hunt Early Childhood Resource Center
May 20, 2019 (1:00 pm – 3:00 pm)

In Attendance: Laura Benson, Leigh Bordley, Linda Chappel, Cathy Collie-Robinson, Monnie Griggs, Alex Livas-Dlott, Beth Messersmith, Melinda Rodriguez, Katie Thayer, Darnella Warthen, Jameeka Wells

Absentees: Wykeshia Glass, Iheoma Iruka, Danielle Johnson, Olive Joyner, Katharine Smith

| What | Time | Notes |
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| <ul style="list-style-type: none"> ▪ Welcome <ul style="list-style-type: none"> ○ Introductions ○ Agenda Review | 5 min | <ul style="list-style-type: none"> ▪ Members introduced themselves and Alex led the introduction by providing an overview of the agenda topics. |
| <ul style="list-style-type: none"> ▪ Quality Subcommittee Management <ul style="list-style-type: none"> ○ Review and approve meeting notes for April 16, 2019* ○ Review and approve Quality Subcommittee Standards of Participation* ○ Review and approve membership and meeting times. | 10 min | <p><u>Meeting Notes</u></p> <ul style="list-style-type: none"> ▪ Reviewed notes of the April 16, 2019 Quality Subcommittee meeting ▪ Suggestion to add the attendees names to the meeting notes. ▪ Discussion about the use of the word “Latinx” instead of Latino on page 3 of the meeting notes. The use of the word “Latinx” was not a typo, it’s a gender neutral representation of the word. <ul style="list-style-type: none"> ○ Consistency with the use of the word on all documentation and universal PreK discussion. <p><u>Next Step</u></p> <ul style="list-style-type: none"> ▪ For now we will leave the word “Latinx” on the meeting notes and make a recommendation to Governance to decide which word to use for all PreK documentation and website going forward. |

Quality Subcommittee Standards of Participation

- Drafted Subcommittee Standards of Participation. Took the Governance Committee standards and revised to reflect the standards for this subcommittee.
- Revise the 3rd bullet point to read “Be aware of and note our own perspectives that may be based on our own experiences and/or agency/organization’s program standards.
- Add language to get people excited about joining the Subcommittee and committing to Durham PreK.

Next Steps

- Alex will revise and re-order the key responsibilities and send to the committee for review.
- Adjust the margins the standards of participation on one page

Membership

- The Quality Subcommittee is the main committee; a forever committee. It’s intended to be a standing committee.
- Set a minimum commitment for participation.
- Membership fluidity to be inclusive to other professionals as the need arises
- Recruit a parent with a child entering PreK in the fall. Include 1 parent going into PreK and 1 parent going out of PreK to have 2 different perspectives about the program.
- Different perspectives at the table, such as Private care, head-start and NC Pre-K, etc. Include male participation.

Next Steps

- Add “at this formative stage we are asking members to commit to their participation for a minimum of 1 year.” Add language to the 6th bullet point of key responsibilities.
- Darnella will see if she can recruit a parent from early head-start.

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| | | <ul style="list-style-type: none"> ▪ Linda will reach out to Sue Cotterman and Dr. Carol Willis. ▪ Alex will reach out to Jennifer Lacewell. ▪ Cathy will reach out to Dr. Dore LaForett and if she declines, she will reach out to Dr. Noreen Yazejian. ▪ Jameeka will check with Brittany on contact information for Melanie Middleton. ▪ Monnie will reach out to Kara Turner. |
| <ul style="list-style-type: none"> • Family Engagement Framework Presentation* <ul style="list-style-type: none"> ○ Presenting for DPFC Laura Benson and Jameka Wells | 10 min | <ul style="list-style-type: none"> ▪ Laura presented on behalf of Danielle Johnson a PPT on “Creating a Culturally Responsive Family Engagement Opportunities from the Start.” (CRFE) ▪ Discussed strategies for achieving a culturally Family Engagement Plan. ▪ Goal is to create a family engagement plan that is a strength-based approach and fosters an on-going relationship with families. ▪ Using the six listed criteria from the handout “NAEYC’s Principles of Effective Family Engagement” to shape our thinking as we lay out the groundwork of Durham PreK’s outlook on Family Engagement. ▪ Jameeka presented on NC Pre-K’s framework for Family Engagement. <ul style="list-style-type: none"> ○ Circulated handout on “Meaningful Family Involvement Plan.” Helps a provider develop a meaningful plan to use throughout the school year. Framework with center/teacher and parental interaction. ○ Circulated handouts “Pre-K Child Profile.” The teacher can use this handout to put into the child’s portfolio for Kindergarten. Parent/Guardian Signature is required to sign-off on the information. ○ Family handout for the parent/guardians to fill out about their child. ○ Engages parent/guardian because ultimately they are the expert on their child. ▪ There is a helpful resource for providers from Red Leaf Called “From Parents to Partners.” |

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| <ul style="list-style-type: none"> • Family Engagement Teacher Survey and Application Data Presentation* <ul style="list-style-type: none"> ○ Katie Thayer and Alex Livas-Dlott – CCSA | 55 min | <ul style="list-style-type: none"> ▪ Goal of the survey was to evaluate the Family Engagement practices for the TA Pipeline and Durham PreK sites. ▪ Future survey we have to clarify what is goal setting because it can be open to interpretation. Include parent survey for further insight. <p>Next Steps</p> <ul style="list-style-type: none"> ▪ Better define family engagement strategies so it's not easily open to interpretation. ▪ Survey teachers and parents. ▪ Helping centers understand what documentation is required. |
| <ul style="list-style-type: none"> • Durham PreK Family Engagement Standards <ul style="list-style-type: none"> ○ Discussion ○ Identify Next Steps | | <ul style="list-style-type: none"> ▪ Taking NC Pre-K family engagement framework and the results of the family engagement teacher survey to develop family engagement plans for Durham PreK ▪ For June's meeting develop what are our recommendations/standards and form a framework for family engagement. |
| <ul style="list-style-type: none"> • Summary and Adjournment <ul style="list-style-type: none"> ○ Next Meeting Date | 5 min | <ul style="list-style-type: none"> ▪ Next meeting is on June 17th from 1:00pm – 3:00pm at Durham Tech. <ul style="list-style-type: none"> ○ Will hold from 1:00pm – 5:00pm to check with parent availability. |