

INDIANA EARLY LEARNING ADVISORY COMMITTEE

Family Engagement Workgroup

Meeting Minutes Summary

July 17, 2015

MEMBERS

Kevin Bain

Melanie Brizzi

Charlie Geier

Tammy Veselsky

Alonzo Weems

ADVISORY MEMBERS

John Burnett

Connie Sherman

Attendees: Katie Herron, Chris Whitmire, John Peirce, Jim Cohen, Anita Allison, Meghan Smith, Kyle Wehmann, Jenni Mohr, Tikila Welch (PTQ Coach), Jennifer Cioni (IAEYC Coach), Mindy Bennett, Monica DiOrio, Jackie Garvey: *On the phone:* Amanda Lopez, Jen Drake

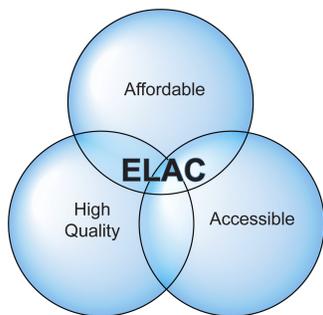
Key Topics Discussed:

- Melanie approved the recommendation John submitted on how the workgroup plans to move forward with FE toolkit training and roll-out.

Subcommittee Reports

- Content and Readability
 - The first round readability scan indicated the toolkit to be at college-level, but that is most likely due to the citations and references to ELAC. The definitions and resources are about an 8th – 9th grade readability level.
 - Workgroup decided to ask Kevin to review section 2 of the toolkit intro “About the Family Engagement Toolkit,” and suggested that the content be formatted into *a letter* from him if he agrees to endorse it.
 - The currently titled “Family Engagement Guidelines” document will be renamed “Family Engagement Focus Areas”.
 - Background information was added to the introduction, as well as names of workgroup members involved in the framework and toolkit creation.
- Orientation and Training
 - Orientation webinars are scheduled on August 4 and 5 for coaches and support staff.
 - Four trainings for On My Way Pre-K and EEMG providers are scheduled for August 25th from 1:30-2:30pm; August 27th from 6:30-7:30pm; September 3rd from 1:30-2:30pm; and September 16th from 6:30-7:30pm.
 - Participants will receive a certificate for training hours.
 - Workgroup members will be able to attend the webinars.
- Visual Design
 - Priority is to make all pieces look uniform and branded.
 - Goal is to see the changes by the next ELAC meeting (August 14), and to be approved for the first provider orientation on August 25.
 - Workgroup agreed that the design-phase of the toolkit is acceptable to use for the coaches orientations.

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Definition of Home Visiting

- John reviewed his process for creating the definition and presented his draft to the workgroup (uploaded to Wiggio).
- Indiana Advisory Board for Maternal, Infant, and Early Childhood Home Visiting (MIECHV) is also working on a definition of home visiting but it looks very different.
- Do we isolate to one type of home visiting or expand to the whole concept?
 - “Home visiting programs” or “home visiting” in any capacity (i.e. through schools).
- Need to get clear on the workgroup’s role with Home Visiting as not to duplicate the efforts of other groups already doing the work.

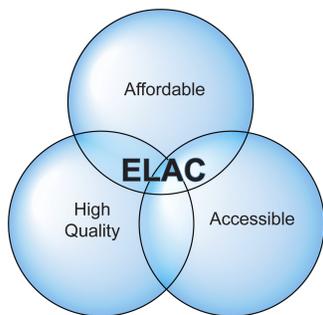
Happy Babies Group

- Grant from the Kellogg Foundation to provide technical assistance in implementing their infant-toddler policy agenda
- A steering committee is writing a white paper on the importance of early learning
- A point person from this group will be presenting to the Child Development and Well Being workgroup on September 24th which members of this workgroup are invited to attend

Discussion of the original 2014 framework of this workgroup to develop a family-friendly version of the Foundations

- The revised Foundations and the family-friendly version of the old Foundations are posted in Wiggio.
- What is the purpose of this revised document? Who is the audience (parent vs. provider)?
- What is already in progress, if anything?
- High-functioning parents don’t access resources like this; conversations are more important.
- Maryland has a website with tips and a booklet (uploaded to Wiggio) we could use as a guide, and Minnesota has a similar portal with resources.
- Is this the work of a workgroup or a professional with this area of focus?
- Should we ask providers what would be beneficial for them, i.e.:
 - How can we help you share these foundations with families?
 - What are your means to help families understand the Foundations?
 - Then, get feedback from coaches at the first 2-day coaching session.
- Another idea is to create a one-page outline for each Foundation
 - The beginning of each section is already broken down into standards and can be formatted into something similar to the Maryland booklet
- Jenni suggested embedding this task into an assignment for her

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students.

- Students would summarize the Foundations in their own words, connecting the activities teachers and/or parents can do to complete FE goals
- Workgroup can research grant money to work on this task, possibly through DOE.

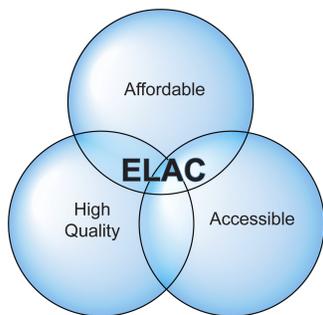
Infant-Toddler Institute Presentation

- This workgroup has been asked to provide speaker(s) for the September 29th event to present the FE framework and toolkit
- Chris, Katie, and John offered to be presenters

Key Questions Raised:

1. Does the FE toolkit come back to this workgroup for content edits as it is “piloted” in the beginning and throughout the school year?
2. Will the average provider need to read the whole toolkit? Not in order to complete the assessment.
3. Will the self-assessment in the FE toolkit be required? EEMG providers will use it as part of their evaluation, but it is a voluntary tool for On My Way Pre-K providers.
4. How do we gather audience (coaches and providers) feedback on FE toolkit? OECOSL began making monthly calls to PTQ coaches and will use this forum to gather feedback on the FE self-assessment tool. Katie Herron said IU could add a brief survey to the end of the EEMG evaluation to get feedback on the readability and usability of the toolkit from EEMG providers; data will be collected in the Spring.
5. Will the FE toolkit orientation webinar link be posted online? Yes, and it will be an *interactive* training. We don’t want to give the certificate of training hours for the orientation if it’s not interactive.
 - OECOSL will communicate with providers, coaches, etc. on the webinar dates, certificate information, and could provide a link to the recorded webinar.
6. What is the role of our workgroup in the direction of the trainings/orientations?
 - Other workgroups help partner with organizations doing development or implementation of a program or service and work with them on any edits, so this group could do the same
 - Another ideas is that the workgroup could create videos highlighting particular areas of family engagement that an organization excels in providing and include it in the trainings.
7. Workgroups are presenting numerous documents to be accepted but they might all look different. Does ELAC have a style guide?
 - ELAC is starting to work on the branding of ELAC-related documents, so style guidelines are to be expected.

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8. What is the purpose of talking about home visiting? John will get clarification from Charlie and Melanie

Action Steps:

1. Meghan agreed to bring any feedback on the toolkit from her conference calls with the PTQ coaches back to the workgroup.
2. Meghan agreed to send the toolkit orientation webinar links to the workgroup members so they may attend each orientation.
3. Meghan offered to send an updated version of the FE toolkit introduction to Jenn Drake and Amanda Lopez.
4. John will send the updated version of the FE toolkit introduction to Kevin for his feedback and edits with request to convert into a letter from him.
5. Katie Herron and Jenni Mohr offered to draft some survey questions to gather feedback on the toolkit's readability and usability.
6. John offered to act as liaison for conversations with Melanie and OECOSL on releasing the toolkit before the design is finalized.
7. John will ask Charlie and Erin the purpose of defining home visiting.
8. John will update the examples listed in the definitions of home visiting to include First Steps and rename Healthy Families America to Healthy Families Indiana.
9. Meghan will invite Cassondra Kinderman at MIECHV to attend the October meeting to discuss their working definition of home visiting.
10. Meghan agreed to send the research from PEW institute on home visiting to the workgroup.
11. John offered to reach out to Charlie about any DOE funding that can be allocated for revising/printing the family-friendly version of the Foundations.
12. Jenn and Jenni will discuss possible target groups to work on the family-friendly version of the Foundations.
13. Chris, John, and Katie will meet to develop their presentation for the Infant-Toddler Institute Conference.

Next Meeting: Friday, August 21, 2015 12:00 pm – 2:00 pm

Location: Early Learning Indiana Offices at 615 N. Alabama Street, Suite 300 Indianapolis, IN 46204.