**Early Brain Development Messaging Subcommittee**

**September 26, 2017**

# Attendees

John Pierce, Bethany Ecklor, Gail Strong, Amanda Lopez, Whitley Wynns

# Key Topics Discussed

1. This subgroup is taking on a mission of getting out the message of the importance of early brain development to communities.
2. Members reviewed resources in the environmental scan document (collected and suggested by the subcommittee) and began to brainstorm ideas around creating a slide deck presentation template for the dissemination of information around Early Brain Development.
3. Members separated the work and took on different priorities for the slide deck focusing on either the info graphic design, the user guide, or proposed ELAC website revisions.
	1. Proposed timeline to complete slide deck:
		1. Release slide deck to ELAC for review by December 1.
		2. Present to ELAC December 8th.

# Action Items

1. Gail volunteered to draft the user guide for the power point.
2. Bethany volunteered to develop the infographic.
3. John volunteered to make suggested ELAC website provisions.

# Next Meeting

Tuesday, October 24, 2017 | Conference line: (267) 930-4000; Code: 516-053-482 | 1:00pm – 3:00pm EST

**CDWB Intake Consumer Education Subcommittee**

**September 28, 2017**

# Attendees

Marta Fetterman, Lesa Cassel, Shirley Payne, Suzanne West, Amanda Lopez, Whitley Wynns

# Key Topics Discussed

1. This subcommittee received feedback from OECOSL on the proposed [CCDF intake questions](https://docs.google.com/document/d/1YNwSqi_jnyPFkxMHKPYkyhi9kMNJ0HB919mz08ayO3c/edit) and [intake questions for consumer education](https://docs.google.com/document/d/1OouH9Y6CASV5kggIWft7zdm6O9jzy6SPtYg3NSFIwEo/edit). Members reviewed the feedback and took the time to review each question and resource;
2. In reviewing the concerns from the OECOSL and looking over the questions and listed resources, the subcommittee determined that there were current resources in place or being put in place that addresses the concerns of OECOSL:
	1. Brighter Futures (website being worked on)
	2. Local CCRR
	3. Bright Beginnings (call-center)
	4. [Bloom Bright (texting)](https://partnershipsforearlylearners.org/improving-early-education/family-engagement/bloom-bright/)
3. Members agreed to do a concise crosswalk of the noted resources and research additional resources to ensure that the list meet the needs of OECOSL.

# Action Items

1. Lesa volunteered to crosswalk the resources Bright Point distributes to families.
2. Marta volunteered to crosswalk the consumer education section with Brighter Futures and Bright Beginnings.
3. Suzanne volunteered to follow-up with the State to see if they still send a letter to families on the waitlist.
4. Shirley volunteered to share WIC food pantry list and food assistance options.

# Next Meeting

Thursday, October 26, 2017 I Early Learning Indiana I 10:00am-12:00pm EST

**Suspension/Expulsion Policy Subcommittee**

**September 28, 2017**

# Attendees

Connie Sherman, Monica DiOrio *On the Phone:* Dr. Janice Katz

# Key Topics Discussed

**Draft Policy**

1. Subcommittee members continued to develop the [Technical Guidance Document](https://docs.google.com/document/d/19Pw6DWZNaImWhlWz1f4-qVaC-oJB9TbIFO3v1bSGcvs/edit) (scroll down to this section on the google doc) that will accompany the Suspension and Expulsion Policy.
2. Resources from the [Arkansas Department of Human Services](http://humanservices.arkansas.gov/dccece/Pages/ChildCareAssistance.aspx) related to suspension and expulsion were reviewed and incorporated into the Technical Guidance Document.
3. The following items were of the most interest to the subcommittee:
	1. [Guidance Policy](http://humanservices.arkansas.gov/dccece/dccece_documents/Expulsion%20Guidance%20Policy.pdf)
		1. This would be the "Technical Guidance" document that accompanies the Policy.
		2. Feel the usage of "we believe" is important to include in this policy and Technical Guidance document.
		3. Would change the title of "Teacher" to "Early Childhood Educator".
	2. [Expulsion Prevention Checklist](http://humanservices.arkansas.gov/dccece/dccece_documents/Expulsion%20Teacher%20Checklist%20final_short.pdf)
		1. Might have a few points that are too technical/directive, however the overall points in the checklist and how they were broken down is desirable.
		2. Would change the title of "Teacher" to "Early Childhood Educator."
	3. [Expulsion Infographic](http://humanservices.arkansas.gov/dccece/dccece_documents/Expulsion%20Infographic%20Draft_2-25.pdf)
		1. Would like to adopt as-is.
4. In addition, the subcommittee would like to know if the following resources are desired to accompany the policy. They would be modified in the following ways:
	1. [FAQ's](http://humanservices.arkansas.gov/dccece/dccece_documents/Expulsion%20FAQ%20FINAL%20041916.pdf)
		1. Indiana-specific answers
		2. Potential to add questions
	2. [Template letter/email](http://humanservices.arkansas.gov/dccece/dccece_documents/BehaviorHelp%20Letter%20of%20Introduction%20for%20Parents.pdf)
		1. Would still be from the program to the family, and would outline any steps taken in the program or steps requested with the family to assist a child
		2. This could be done in collaboration with the Family Engagement Workgroup. It could also meld into a discussion question outline for any joint program-family steps to prevent suspension and expulsion.

# Action Items

* + - 1. TCG will connect with Nicole Norvell for guidance on the inclusion/adoption of specific Arkansas Department of Human Services resources.

# Next Meeting

Thursday, October 26, 2017 I St. Mary’s Child Center I 10:00am-12:00pm EST