



Spark NH Vision: All New Hampshire children and their families are healthy, learning, and thriving now and in the future.

Spark NH Mission: Provide leadership that promotes a comprehensive, coordinated, sustainable early childhood system that achieves positive outcomes for young children and families, investing in a solid future for the Granite State.

Meeting Notes

April 24, 2015, 9:00 – 11:00
2 Delta Drive, Concord, NH – 2nd Floor

Action Steps are in red.

Committee Charge: Develop recommendations and implementation plans to enhance NH's capacity for the recruitment, retention, advancement and support of qualified professionals across early childhood programs via education/training and credentialing. Meeting Chairs: Pat Cantor

Participants: Pat Cantor, Tessa McDonnell, Ellyn Schreiber, Carol Garhart, MaryEllen Schule, Bagdat Caglar, Claudette Mallory, Sandra Howe, Maureen Hickey, Ruth Littlefield, Erika Baril, Maria Doyle, Kerry Martinelli, Tracy Pond, Shannon Quinn, Justin Zakia, Heather Dombroski, Carrie Gross, Caitlin Jones.

Meeting Summary Recorder: Carrie Gross

Approve minutes for March 27, 2015: Minutes approved as they stand.

Shared Professional Early Childhood Core Competencies (SPECCE):

- *Competencies:* The January 2015 draft was emailed out for prior review. A recommendation to adjust the font size to make the document no more than 6 pages was made and agreed upon. This change will be made and sent out to the committee in a PDF format. MaryEllen made a motion to approve the draft to be sent out to the constituencies, all in favor. The draft will be added to the SPARK NH website.
- *Glossary:* A discussion was had regarding the amount of terms identified. Suggestions are to review and only include words used often, or terms that may have more than one meaning depending on the field. The format will include 2 columns and terms will be listed in alphabetical order. Carol and Stephanie will make edits and bring to the May meeting. It is okay to send out the SPECCE to your contacts without the glossary as they may have some additional input.
- *Cross Sector Letter:* Tessa made edits based on last month and shared with the committee. It was suggested to add "the ask" to the first paragraph. Tessa will also finalize the sentence regarding how to provide feedback.
- *Collecting Data:* A discussion about what to do with the collected information was had and it was agreed that Tessa would create a survey monkey where all committee members could enter the data collected through their discussions. There will be a separate entry for each person/organization/group. Information should be ready to share at the September meeting.

Tessa will create a draft of the survey to send out for feedback and then will finalize within the next couple of weeks.

- *List of Constituencies:* The committee reviewed the list of individuals and organizations to contact and assigned committee members to be responsible for following up. A discussion was had regarding the OT, PT, SLP, Social Work, and Psychology outreach. It was decided that Maria would create an invitation to send out to the Social Work Professional Association as a trial before reaching out to the others.
- *The Process: The following is a finalized overview of the SPECCC process:*
 1. Reach out to your assigned contacts, send the letter and draft of the SPECCC
 2. Set up a follow-up meeting (can be with individuals or groups) to have a discussion using the created questions, preferably before the September meeting
 3. Enter the information into the Survey Monkey website
 4. Tessa will compile the information and will review at the September meeting.
 5. A “check-in” will be added to the July agenda.

Future Leadership of the WFD Committee:

- A follow-up discussion regarding future leadership of the committee was had.
- Tessa shared that she may be interested in taking on a co-chair role, but will need to have some questions answered from the SPARK NH Council first.
- Pat asked that anyone else who is interested in taking on a leadership role to please email her.
- The goal is to have a new team in place by the fall.

New Members/Recruitment:

- Tessa gave an overview of what should be included in the orientation and packet to be handed out.
- The packet will also be provided to all members of the committee.
- Ruth shared that she may know of a potential new member.
- If you know of anyone who is interested in joining the committee, please email their information to Pat as soon as possible so she can invite them to the May orientation.
- Next month's meeting will begin at 9:30, unless there are no new members and then it will commence at 9:00 as usual. Pat will notify the committee prior to next meeting.
- MaryEllen will work with Tessa to make sure packets are created in time.

Cross-Sector Early Childhood Professional Development System:

- Pat shared that the SPARK NH Council approved funding to hire a facilitator to support the committee through the NAEYC Blue Print recommendations.
- Pat suggested devoting the June meeting and potentially extending the time to working with the facilitator to create a work plan.
- Please send names of anyone who may be interested in the facilitator role to Pat.

SEE Change Task Force Report:

- Ruth shared that the implementation sites are in the process of inputting data.
- There will be a training in July on the PALS model which is based on the DEC recommended practices.
- Discussion is happening to decide how to apply the model moving forward.

ECLKC Website:

- Maureen shared a new link on the Head Start Early Childhood Learning and Knowledge Center (ECLKC) which synthesizes a variety of professional development materials and resources. A link to the website will be emailed out and put on the SPARK WPD website.

Action Items:

1. The final draft of the SPECCC will be available to be sent out.
2. Tessa will create a draft of the survey monkey for review and will finalize after feedback has been received.
3. Continue to recruit new members and send information to Pat prior to the May orientation.
4. Pat will notify the committee as to the start time of the May meeting depending on orientation.
5. Email Pat with any interest in becoming a co-chair of the committee.
6. Carol and Stephanie will make edits to the glossary.

Meeting evaluation

Next meeting:

May 22, 2015, Time TBD

2 Delta Drive, Concord, NH – 2nd Floor