INPUT GROUP MEETING MINUTES

Date: 03/22/2024
Time: 10:00-11:30
Location: Parkview

Group Agreements/Ground Rules; These are the rules the group will follow to accomplish the set goals during the meeting:

- Everyone has a chance to share, and their opinion is taken at face value and respected
- Active Listening
- This Meeting is a Safe Space. What is said here stays here, but important info goes to the centers.
- Input Work Group Representatives (from each center) will help make sure the meeting is a safe space when sharing at their center meetings.
- Come with a problem-solving perspective. Bring the concerns with solutions.
- Avoid "group" thinking. Challenge each other's thoughts, have different perspectives. Think outside the box.
- Have Fun!
- Be Respectful

Team Members in Attendance: Trish Maitrejean, Mendy Hellmann, Melissa Clark, Robin Sweetser, Cindy Hall, Yoana Martinez

Anonymity – To keep the anonymousness of the Solution boxes Input Group members will be the only people collecting from the boxes.

Robin suggested we have a reflection in a few weeks/months on the Solution boxes to asses their success.

Input Group will present a list of topics we would like to have all staff share their ideas on. These will be our "Base Ideas/Topics"

Currently: Surveys, Inservice Days/Training Days, Teacher paperwork, Calendar – End Dates v. Start Dates, Duration v. Part Day documentation.

Surveys – Take them!

Sounding board meeting – a suggestion to have a Zoom/TEAMS meeting that any and ALL staff members can attend to hear what the Input Group is currently looking at and add any comments or ideas they may have live and in "person" … is this even something we could do? We will have to talk with Michael to see is this is a possibility.

Solution boxes – Can we supply "tiny" envelopes for staff to seal their suggestions in to help keep the anonymity? Cindy & Trish will check in with centers to ensure they have received their boxes and that they know how to utilize them.

Inservice Day – We would like to have part of the meeting to share who the Input Group is and how to contact us and share some of the topics we are currently addressing. Also, would it be possible to have a short presentation during NEO or the New Teacher/FA Co-Horts?

Training days – Can we go back to the whole week before starting classes? Or Mondays during the program year, instead of Fridays? Would switching to Mondays add days to the end of the program calendar year?

Calendar Dates – A request to know (have on the calendar) End of Program dates as well as When to return dates, staff is needing/wanting to prepare for the future accordingly and without these dates on the Agency Calendar it is very difficult to be and feel prepared.

Teachers – Can we reduce "redundant" paperwork? There are so many places to enter the same thing/document the same info, is it possible to change this or stream line it more?

Duration versus Part Day – Documentation is hard to finish while supporting your class. Maybe there can be someone to help with getting paperwork done and documentation finished more timely? It seems that Part Day has more time to get their workload completed and the Duration classes need more support to let the teacher out of class for the time needed to complete all of the documentation associated with their class.

Head Start Standards – Federal & State – Policies & Procedures – These all contribute to what paperwork needs to be completed and where/how it needs to be documented. We need to comply with all of these to meet requirements for grants and standards to ensure we do not get put on a plan or get funds slimmed down.

Trainings – We need more support for new staff to learn their position. Especially transitioning staff, CA's, TA's moving up to Teacher position during the year. When is the support given? This should be more preemptive type meetings for support than waiting until the new staff member is overwhelmed. *Encourage all staff to ASK for help.* NEO & New Teacher Cohort. TLC – is this optional or do you get picked to attend or can you elect to attend? PFCE has a reference book + New FA Cohort to support new staff. Does ED have this for teachers, CA's, and TA's? There is a Resource Binder located at every center with Resources for everyone to utilize. Perhaps these could be outlined in a smaller reference book? And passed out to staff transitioning to new positions within the program year? Break down of deadlines – time lines & time management – quick notes, references could be beneficial.

Are there SHINE reports that Teachers can access to see where they are with their ED deadlines? Like the ones PFCE has for FA's?

Perhaps new employees-teachers specifically could put their own binders together with the resources that work best for them. Providing themselves with the references to procedures, resources and other items that best support them in their position. Making the "binder" their own.

What do you need more training on or instructions for to get the best support in your position?

ED works on updates to policies & procedures during the summer. If we could get staff opinions now on what they would like to see change/improve in the follow programs year sooner rather than later these could be implemented during the summer updates. Survey's are a great way to share opinions, concerns, ideas and suggestions, the more staff filling in the survey's the more info we have to work with.

Co-Facilitators – Trish Maitrejean & Robin Sweetser

Secretary – Melissa Clark

Things to take back to centers:

- Trish will check in with JoCo. and Cindy with JxCo. Centers to ensure they have received their Solution boxes and know what to do with them (their purpose.)
- Mendy will check in with ED about ASQ's and training for Teachers.
  - ASQ's assessments should only be done by someone who has been properly trained. CA's & TA's stepping up into the teacher role need to be properly trained before processing an ASQ assessment.
- Melissa will check in with Michael to see if we can have a few minutes at the next Inservice day – April 12th, to talk about the Input Group and the Solution boxes.