



Washington State Department of  
**Early Learning**

Professional Development Consortium Meeting Notes  
*Tacoma, Washington, October 22, 2008*

The following agenda guided our discussion:

**Overall Purpose of this Group's Work**

The consortium will make recommendations for strategy to DEL and ELAC, including:

1. Identifying and mapping the current professional development system for early care and education;
2. Identifying the gaps in the current system;
3. Developing recommendations for a statewide, integrated professional development system; and
4. Breaking work down into specific strategies with clearly identified outcomes and timelines.

**Overall Outcome:**

A set of strategies and recommendations about effective professional development for early care providers that can be used as a resource for the Early Learning Advisory Committee (ELAC) and the Department of Early Learning (DEL) policy makers for the ultimate benefit of Washington State's children.

**Today's Meeting Intentions:**

1. Clarify the context, purpose and expected outcomes of the group's work together;
2. Clarify the roles of stakeholder/consortium members and DEL staff;
3. Become acquainted with each other, share a bit about backgrounds;
4. Agree on meeting protocols and a decision making process;
5. Determine future meeting date(s) and times;
6. Agree on next steps and agenda topics for our next meeting.

<i>Time</i>	<i>Topic</i>
<b>9:00</b>	<b>Welcome, Context Setting</b>
<b>9:15</b>	<b>Overall Purpose, Overall Outcome, Intentions, Agenda</b>
<b>9:30</b>	<b>Introductions – Who is here?</b>
<b>10:00</b>	<b>Discussion of Roles</b>
<b>10:20</b>	<b>Our Guidelines for Meeting Discussions</b>
<b>11:20</b>	<b>Guidelines for Decision Making</b>

<b>11:45</b>	<b>Summary, Plan for Next Meeting, Next Steps</b>
<b>12:00</b>	<b>Adjourn</b>

### **Welcome and Context Setting, Overall Purpose and Outcome**

DEL Assistant Director of Systems, Partnerships and Collaboration Division, Juliet Torres welcomed the group to the first formal meeting of the consortium. Juliet highlighted that the formation of this consortium was a result of the joint resolution signed by DEL, OSPI and Thrive by Five in April 2008. This resolution identifies five priority areas, and DEL has taken lead responsibility for the Early Learning Professional Development priority area. Facilitator Debbie Rough-Mack explained the Overall Purpose and expected Overall Outcome and reviewed the day's agenda, which focused on creating structure and process for the group's upcoming work together.

### **Introductions – Who is here?**

The following people were present and participated in developing the group's process. Juliet Torres, Kathleen Arledge, Donna Horne, Sue Winn, Terry Elofson (on behalf of Nancy Hutchins), Annette Dieker, Sally Holloway, Brenda Boyd, Kirsten Holebird, Susan Yang, Jackie Jainga Hyllseth, Dorothy Gliss, Nancy L Gerber, Elizabeth Bonbright Thompson, Agda Burchard, Michelle Audreas, Mari Offenbecher, Kelli Bohanon, Mary Seaton

### **Roles**

#### **• DEL's role in the consortium's work:**

- Set policy in partnership with ELAC, hear recommendations
- Coordinate communications (e.g. - email, make information available to stakeholders via website)
- Juliet will act as Project Lead / DEL Executive Sponsor
- Kathleen (Kati) Arledge of DEL ([kathleen.arledge@del.wa.gov](mailto:kathleen.arledge@del.wa.gov)) will be the point of contact for meeting coordination, arranging facilities, material distribution
- Collaborate/ coordinate with the Early Learning Plan (ELP) and the Child Care Development Fund (CCDF)
- Nancy Vernon will be involved in writing the report that describe requirements for Child Care Resource & Referral (CCR&R), and Kati Arledge will be involved in writing the report that describes requirements for the State Training and Registration System (STARS).

#### **• Facilitator's role in the consortium's work**

A few of the meetings may involve an external facilitator. The person in that role:

- Will help develop process and structure for the group
- Will keep the group on task
- Will monitor the pace and flow of discussion and decisions, keep them moving
- May wear the "citizen" hat to ask questions, give group another perspective

#### **• Members of the public** (i.e. non-members of the consortium) may speak during a designated comment period observed on the agenda

#### **• Members of the consortium** – see PDC Meeting Guidelines, separate document, and next

### **Guidelines for Meeting Discussion**

What expectations do we have of each other regarding:

**1. How will we balance “air time”?**

**2. How shall we stick to an agenda/manage time well?**

1. & 2. At each meeting, the group will provide input to create a clear agenda. Juliet will facilitate, and remind the group of the Overall Purpose and Outcome

**3. What will we do when distracting side conversations occur?**

3. Facilitator (or Juliet) will politely moderate, ask if issue need to be discussed by the group or be listed on “Parking Lot”

**4. What expectations do we have about our interactions with each other?**

4. Be respectful and polite; be willing to bring up conflicting concerns; demonstrate visible commitment (attendance, consistency, listening); assume positive intent.

**5. How often should we meet?**

5. Once a month, for half-day (3-4 hours) sessions. We will explore videoconferencing and teleconferencing options.

**6. How firm are we regarding beginning and ending times?**

6. Firm!

**7. What expectation do we have about attendance at meetings?**

7. The member organization determines a designee to participate, and we expect that designee to commit to attending meetings. A substitute can come instead, but they should be well-briefed. If a member can't make a meeting, he/she should contact Kati @ DEL ([Kathleen.arledge@del.wa.gov](mailto:Kathleen.arledge@del.wa.gov)) to let her know. If a member is not present at a meeting and a decision is made by the group, it is expected that the member will honor the group's decision and not attempt to revisit it.

**8. Allowing others (public) to join the meeting discussion?**

8. Members of the public (non-consortium members) may join meeting discussion at the designated time on the agenda. If guests are invited by the consortium, they will be given a time slot on the agenda.

**9. Shall we allow members to participate by phone?**

9. Yes.

**10. Will we allow members to send representatives in their absence?**

10. Yes.

**11. What expectations do we have about preparation for meeting discussion?**

11. Members will do their homework ahead of time.

**12. What should happen when we have to miss a meeting?**

12. Let Kati know. ([kathleen.arledge@del.wa.gov](mailto:kathleen.arledge@del.wa.gov))

**13. What shall we do when any of these things become a problem for us?**

13. Bring up the issue with the group; revisit the guidelines; if necessary the Chair will adjust the agenda.

**14. How should conflict among Committee members be handled?**

14. Discuss it at the meeting; conflict can be important and helpful; use “I” statements; agree to disagree if you have to.

**15. How will information from these meetings be shared with other interested parties?**

15. At the end of meetings, we will summarize, identify key messages for consistency; identify confidential topics; remember code of “respect” outside of the room. Reflect back to the NAEYC Code of Ethics.

**Guidelines for Decision Making**

**1. How shall we discuss and consider alternative viewpoints?**

1. Members should provide and receive materials (via Kati) ahead of meetings, so they can be prepared for discussion, especially if there are controversial issues. The agenda will have allotted time for discussion, and then decisions will be made.

**2. How shall we make decisions?**

2. **Aim for consensus**, defined as “All parties can live with & support the decision”

There will be a visual representation of opinion via a thumb note, where:

- **Thumb up** = I agree, I support this
- **Thumb sideways** = I don’t know; I don’t have enough information; I’m on the fence
- **Thumb down** = I disagree; I don’t support this

**3. Who gets a “voice?” Who is a member?**

3. You are a voting member if you are on the DEL-invited list.

**4. How should we manage disagreements? How will we move forward if we cannot get resolution/agreement?**

4. If consensus cannot be reached, the Consortium Chairs may decide to move ahead using a majority vote, capturing the minority opinion(s).

**5. What do we want to do about other interested parties who are not present?**

5. The Chair will review recommendations for additional members to this Consortium. There was a suggestion that a member of the military community might give the group a perspective that isn’t currently present.

**6. What if you disagree with a decision the Committee has made? Do we want to have any guidelines about how we talk about the decisions or discussions of this group (outside of the meetings)?**

6. See Guidelines for Meeting Discussion, #15 - At the end of meetings, we will summarize, identify key messages for consistency; identify confidential topics; remember code of “respect” outside of the room.

### **Practice Using Decision Making Tool**

The group practiced using the Thumb Vote decision making tool. First there was a brief discussion about whether informal care should be included in the scope of this project. Then a thumb vote was taken. Not surprisingly, most voted in the Thumb Sideways category, which means that there was no clear group opinion yet. The Thumb Vote tool did what it was supposed to do, which was to visually illustrate where each member stood on the issue after the brief discussion.

### **Co-Chairs**

Juliet mentioned that she would like to have two Co-Chairs to help her with preparing agendas, and possibly chairing subgroups. Three people said they would consider serving as Co-Chairs: Kirsten Holebird, Sally Holloway and Mari Offenbecher. At the next meeting a decision will be made as to who will serve as co-chairs.

### **Plan for Next Meeting, Next Steps**

Topics suggested for the next meeting were mostly related to the scope of the project – such as continuing the discussion about whether to include informal care, what is the age range, should the focus be broad or specific, and who is the professional development for?

Additional foundational work (e.g. the group's collective vision, a tool for organization information) may be needed before content issues can be effectively addressed. Juliet will be in charge of creating the next agenda.

### **Action Items**

- Kelli will send out a visual representation of how the PD Consortium will interact with ELAC and the other committees who are dealing with related issues (ELP and CCDF), and a list of who is on those committees.
- Kati will formalize the membership in the Professional Development Consortium with an “invitation to participate” letter, accompanied by the Meeting Guidelines, meeting notes, roster of other invitees and expected meeting schedule.
- Juliet will review the roster and recommendations (possibly invite a representative from the military?) to see if there are others who may be included.
- Juliet and Sally will explore teleconferencing sites for future meetings.
- Kati will work on two meeting challenges:
  - Arranging the Consortium's next meeting during the week of November 17<sup>th</sup>
  - Figuring out a regular, once-a-month meeting time for this group
- The key messages from today's meeting are:
  - We had our first meeting to lay foundation for our work.
  - We have a clear Overall Purpose and Overall Outcome
  - We have a formalized membership with agreed-upon meeting guidelines, a decision-making process and an expected commitment to meet once a month.

Topic areas that require follow-up at next meetings:

- Who is our target audience? Are we defining PD based on the age group of children in care, for FFN's, license exempt, etc.

- Define a mechanism to present PD Consortium activities to the public. How do we keep communication open and ensure that the Consortium is in alignment with DEL and ELAC?
- How does the work of the Professional Development Consortium influence policy decisions?