FACE-TO-FACE CONSORTIUM MEETING

January 28, 2020

GOALS

1. Review 2 inclusion videos to use within their community
2. Participate in a mock strategic planning session that you can implement back in your community
3. Review and discuss IEPCCP deliverables and make possible changes.
4. Gain a better understanding of various models of inclusion support

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| Time/Who | Content | HO/Materials | Notes |
| Melody (Andi & Kathy) | Things to Do and BringOrder lunch – Mary’s Pizza Veggie Lasagne & SaladOrder & Pick up Coffee/Tea ServicePackets to include – * Agenda
* PowerPoint
* Models of Inclusion article
* Action Plan Form
* Evaluation form

Print of today’s planning script and Deliverables for each participant but **do not** include in packets | Folders with handoutsChocolatePens/HighlightersPost-itsTwo Chart PadsCups, plates, napkins, Forks/knives/spoonsName tagsWhat else??? | (Kathy bring iced tea & fruit)(Andi bring Kind bars) |
| **9:30****Andi & Kathy** | **Welcome** Agenda reviewVideo – Inclusion -VirginiaUpdate of grant notificationDiscussion regarding submitted questionsParking Lot for new questions |  | **Chart any Follow up needed for Discussion questions**Parking Lot ActivityWrite your questions and/or concerns on a post-it (or directly on the chart paper) and stick it on the Parking Lot. We will address them throughout the day and/or in follow-up emails or meetings |
| **10:00****Kathy** | **Beginning Together Update****Making Preschool Inclusion work*** Counties discuss (in groups of 2-3)
	+ What models are you currently using?
	+ Do you have any of the models addressed in the article written into your grant?
	+ What questions did reading the article bring up for you that you would like to discuss with the larger group?
* Large group share out.
* Focused Conversation
 | Chart the ORID (Focused Conversation) questions | Let them know we attended and that we will be sharing resources as we go along – today we will share an article on Models of InclusionConsortium member emailed and asked to read the article prior to today’s meeting so as not to take up time in the meeting reading the article |
| **11:00** **Andi**  | **STRATEGIC PLANNING SIMULATION****Welcome and agenda review*** Welcome brief facilitator intro
* Review purpose and outcomes
* Change handout review

**Purpose:** To develop a clear direction and strategic actions that guide the decision-making, anticipate and respond to the challenges of change, in order to provide excellent early childhood inclusive services to the children and families who we serve.**Outcomes:*** To lay the groundwork and begin our strategic planning process of building an inclusive community
* To create a common understanding of who we are, where we’ve been, and our task ahead
* To plan for future meeting
 | * Agenda
* Chart
* Paper/pens
 |  |
|  | **Agenda Review*** Develop climate of respect and post acronym chart
* Opener – Name, role, program, one skill or characteristic I bring to this planning process
* Share expectations and role of strategic planning participants
* Review handouts/materials/journal with participants – introduce image

**Where We’ve Been*** **Review of grant for goals, staff development, adaptive equipment and building modifications (25 minutes)**
	+ Partner activity – read the document – review the grant components above
	+ Note current key accomplishments regarding existing inclusive efforts
	+ Share observations thoughts with partner (15 minutes)
	+ ORID discussion – large group (10 minutes)
* **History/timeline activity (25 minutes)**
	+ Timeline on sticky wall-
	+ Share key points of agency involvement with inclusion development
	+ Each person adds when they joined the team or community partnership and any important moments on the timeline – using half –sheets
* **Wrap-up discussion (10 minutes)**
	+ Uniqueness of ECS programs/approach
	+ Model for state and nation
	+ Gift of strong administrative support
	+ Commitment to quality
 | Critical when you have community players or mix of staff Setting ground rulesAsk what think is important?Phone silent, arrive and end on time, come prepared to participate, listening ears on,Mission, vision, guiding principlesTimeline on sticky wall – half sheets of paperSummary of previous strategic plan – accomplishmentsExplanation and discussion with group. Not actually going to do activity. Why important? |  |
| **12:15**  | **Lunch**  |  |  |
| **1:00** **Andi** | **STRATEGIC PLANNING SIMULATION (Continued)****ECS Program Description – Where we are now****Share description of each program – What we bring/ what we need – as a program partner and as individuals****STRATEGIC PLANNING SIMULATION*** Divide into small groups – plan presentation to full group (15 minutes)
* CSPP (20 minutes)
* ECSE (20 minutes)
* QRIS (20 minutes)
* LPC
* Wrap up conversation - overall strengths and challenges (10 minutes)
 | We will not share description today but will be a critical step within your community. |  |
|  | **Plan for upcoming meetings*** Homework assignments for next meeting
* Environmental scan – The Wave of the Future – review task – introduce wave and the 4 parts
	+ Discuss with your “back home team” – gather their thoughts
	+ Be prepared to share your team’s feedback
* Important position and policy statements that we all need to know about
	+ Review the content
	+ Any additional documents that we need to consider
	+ How to present back to group in teams
		- Share highlights of this meeting
		- Facilitate a discussion
		- Identify any implications for our work
 | Wave handoutReading assignments – Inclusion position statement (DEC/NAEYC)Inclusion policy statement (brief – DOE/HHS)Dual Language Learners policy statement (DOE/HHS)Technology Policy Statement (DOE/HHS)DEC Recommended practicesNAEYCOther key statements |  |
|  | **Wrap Up (this step ends the simulation)*** Celebrate accomplishments
* Review key points from the learning outcomes and discussions
* Reflect on ideas – take a minute to think about big learnings – identify anything that needs to be reflected in our upcoming plan

**Continuous Improvement*** What worked?
* What suggestions for future meetings?

**One word that describes your hopes for the outcome of our strategic planning****Thanks for your participation!!! – Looking forward to seeing you again on xx/xx/xxxx** | Journals – reflection sheetsTalking stick | Record in journals |
| **2:30****Kathy & Andi** | **Update on Collaborative Work** |  | Deliverables – share pages 2 & 3 and talk about what needs to be done; get ideas from collaborative members |
| **3:00-3:30** | **Wrap up** * **Previous planning scripts, PowerPoints, Agendas, and handouts will be sent out digitally for your use**
* **Patty’s Playgroup video (Andi sending link)**

**Questions/ Action Planning & Next Steps/Evaluations** | Questions from Parking LotEvaluation formsAction Plan Forms |  |
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