Programs, Policy and Strategy Committee Meeting
Monday, September 28, 2020
7:00 am
Zoom Meeting ID: 957 9883 4888

I. Welcome & Introductions     Gladys Montes

II. Approval of Minutes     Gladys Montes

III. Early Head Start     Belkis Torres
   A. Federal Food Program & Attendance
   B. Dads Take Your Child to School Day
   C. Self-Assessment Plan
   D. Certificate of Health and Safety Screening

IV. Children First Conference     Pam Hollingsworth

V. Annual Retreat Initiative
   A. Leading for Equity     Pam Hollingsworth

VI. Discussion on the Opportunity to Improve Reading Skills of Preschoolers-Evelio Torres

VII. Public Comments     Gladys Montes

VIII. Adjourn     Gladys Montes

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ELC Programs, Policy & Strategy Committee Meeting
August 31, 2020 at 7:00 AM
Zoom Meeting ID: 927 1858 2028

Committee Attendees: Gladys Montes; James Haj; Sandi Bisceglia

Absent Committee: Joycelyn Lawrence; Deena Hoagland

Staff Attendees: Evelio Torres; Fiorella Altera-Christie; Sandra Gonzalez; Pam Hollingsworth; Jackye Russell; Belkis Torres; Ana Sejeck; Anabel Espinosa; Angelo Parrino

I. Welcome and Introductions  Gladys Montes

- G. Montes called the meeting to order and welcomed everyone. Quorum was established.
- G. Montes welcomed three new committee members: S. Bisceglia, Deena Hoagland and Joycelyn Lawrence.

II. Approval of Minutes  Judy Schaechter

- Motion to approve minutes by J. Haj.
- Motion seconded by S. Bisceglia.
- Motion unanimously passed.

III. Early Head Start  Belkis Torres

- B. Torres presented the EHS enrollment, attendance and meal programs they were reviewed and accepted.
- B. Torres stated that an EHS Parent Orientation was held on August 26 and 27 and parents received information about all the services provided by EHS.

IV. Professional Development Institute Program Updates  Pam Hollingsworth

- P. Hollingsworth gave a brief update on PDI stating that they were fully virtual and would be holding their annual conference on September 12th.

V. Annual Retreat Initiatives

- P. Hollingsworth stated that for the “Leading for Equity” initiative the ELC would modify the Value ‘Equity’ in the ELCMDM strategic plan. Use the strategic plan as the on-ramp to examine ELCMDM practices and programs through an equity lens.
- A. Espinosa stated that for the “Capacity Building” initiative the ELC would expand board opportunities to Chamber of Commerce, it was decided that this recommendation would be
moved to our Nominating Committee. E. Torres stated that he would have a meeting with a few chamber members to discuss how better to continue with this recommendation.

VI. TeleTherapy

- A. Espinosa stated that Teletherapy was a therapy treatment provided through a live, audio-visual connection over the internet. It has ensured consistent treatment, parent caregiver involvement is promoted, promotes carry-over of functional skills in child’s natural environment, delivery model allows for more flexibility and provides greater access to qualified providers.

VII. Public Comments

VIII. Adjourn
Strategic Plan Priority Initiative:

- Educate All
- Neediest Children
- Providers

Belkis Torres
Vice President for Early Head Start
August 2020 Enrollment

- Enrollment: 695 (93%)
- Vacancies: 31 (4%)
- Pending Contract: 24 (3%)

Legend:
- Enrollment
- Vacancies
- Pending Contract
## August 2020 Meals

<table>
<thead>
<tr>
<th>Provider</th>
<th>Breakfast # of Meals</th>
<th>% of Meals</th>
<th>Lunch # of Meals</th>
<th>% of Meals</th>
<th>Snack # of Meals</th>
<th>% of Meals</th>
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<tr>
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<th>Provider</th>
<th>Breakfast # of Meals</th>
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<th>Lunch # of Meals</th>
<th>% of Meals</th>
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<td>79%</td>
<td>10</td>
<td>81%</td>
<td>-2%</td>
</tr>
</tbody>
</table>
Dads Take Your Child To School Day

September 17, 2020

Calling all Dads and Father Figures!
Dads and Father Figures
Take Your Child to School Day
Here is how you can participate:

- Take a photo or video:
  - Taking or dropping your child off at school
  - Getting your child ready for school

- Share your story:
  - Taking a funny moment
  - Showing a meaningful moment with your child
  - Sharing a special moment with your child

Share your photos or videos on our Facebook Link!

Upload your photos or videos on our Facebook Link!

Deadline: for all submitted photos and videos, please share them by September 17, 2020.

Find us online:
Facebook: Dads and Father Figures
Instagram: Dads and Father Figures

Follow us on Instagram and Facebook for more updates and stories.

For more information or to participate, please visit:

DadsAndFatherFigures.org

Dads and Father Figures
Lleve a su hijo/a a la escuela

¡Llamando a todos los papás y figuras paternas!

¡Unicef a los papás y figuras paternas de todo el país en el día especial de los papás llevan a sus hijos a la escuela!

Use ropa de uniforme o de casa

17 de septiembre de 2020

¡Llame a su hijo/a a la escuela!

Los papás y figuras paternas de todo el país se unirán para llevar a sus hijos a la escuela el día del Día de los Padres.
2020-2021 Self-Assessment Plan
PURPOSE

Self-Assessment is a vital component of the planning cycle for the Early Head Start Program. The self-assessment creates a time for the program to critically examine data collected. The program uses this time to uncover patterns or trends in the data that may not be immediately evident during the regular ongoing monitoring process. The results of the self-assessment are used for program planning which include the development and achievement of goals and objectives, determination of training and technical assistance priorities, and the allocation and use of program funds.

Although inter-related, ongoing monitoring and self-assessment are distinct and separate systems. Ongoing monitoring takes place throughout the program year, examines whether the program is meeting regulatory requirements, and looks to answer the question, “Are we doing things right?” Self-Assessment takes place annually, examines the effectiveness of program operations, and attempts to answer the question, “Are we doing the right things?”

The self-assessment process described here will allow the program to analyze the effectiveness of key management systems in meeting program goals and implementation of program services. Through the implementation of this process, we will focus on big issues, and answer three pertinent questions:

1. How can we better serve children and families in our community?
2. Where are we at risk?
3. How can we improve or streamline operations?

PERFORMANCE STANDARD

At least once each program year, a program must conduct a self-assessment that uses program data to evaluate the program’s progress towards meeting its goals, compliance with program performance standards throughout the program year, and effectiveness of the professional development and family engagement systems in promoting school readiness. [Head Start Performance Standards 1302.103(b)(2)(i)].

PARTICIPANTS

The inclusion of multiple perspectives ensures that all service areas and viewpoints are represented and considered during the analysis of data and the development of a program improvement plan. For this reason, various stakeholders (community representatives and parents) will be invited to participate along with key management staff from the Early Head Start Program.
## PROCESS

### DATA COLLECTION (TIMEFRAME: SEPTEMBER 21, 2020 - OCTOBER 29, 2020)

The Neighborhood Place for Early Head Start will use existing information from various internal and external monitoring reports and/or inspections. Information from the program’s database will also be used to determine areas of strength, as well as areas needing improvement. Each service area director or manager will identify the documents that will be reviewed as part of the self-assessment. Service area directors and managers may incorporate additional site visits or record reviews to gather pertinent data that will provide accurate information on the program’s implementation.

### FOCUS GROUP FORMATION (TIMEFRAME: OCTOBER 21, 2020 – NOVEMBER 5, 2020)

Board and Policy Council members will be invited to participate in the focus groups. Directors and managers will invite community representatives who are versed in their respective areas to participate in the focus groups. Childcare partners and parents of currently enrolled children will also be invited to be a part of the focus groups.

### DATA SHARING (TIMEFRAME: NOVEMBER 9, 2020)

Service area directors and managers will share the data and program goals with their respective focus group members prior to the focus group meeting. This will afford the focus group members an opportunity to become familiar with the data and goals to create a list of questions and/or observations. All data provided will be shared cumulatively to ensure confidentiality of children and families.

### DATA ANALYSIS (TIMEFRAME: DECEMBER 8, 2020)

Data analysis will be completed in two tiers. The first tier will focus on the programmatic and fiscal areas. These areas will consist of: ESREA (Eligibility, Selection, Recruitment, Enrollment, and Attendance), education, family and community engagement, health, nutrition, mental health, finance, and disability. Directors and managers from each area will organize a team comprised of staff and community stakeholders to review the data. Data analysis will focus on identifying major area(s) of strength and opportunities for improvement. The focus group will also discuss the progress and challenges in achieving the program goals. Each team will identify the systems being impacted in each finding and make recommendations for improvement.
IMPACT OF ANALYSIS (TIMEFRAME: JANUARY 11, 2021 – JANUARY 21, 2021)

The second tier will focus on the program and systems. The Early Head Start (EHS) leadership team will analyze the information from each team. Since the program’s systems work together to inform and influence the service delivery, the EHS leadership team will review the systems impacted in each finding. Appendix A provides a list of 12 Early Head Start systems and a brief description of each system. A final summary report and program improvement plan will be developed.

FINAL REPORT AND IMPROVEMENT PLAN (TIMEFRAME: JANUARY 20, 2021 - JANUARY 22, 2021)

Two reports will be developed as a result of the data analysis:

Summary Report: The summary report will recapitulate the results from the data analysis.

Program Improvement Plan: A program improvement plan will detail the steps to be taken to strengthen the program. The program improvement plan will identify the individuals responsible for each step and the timeframe for completing each step.

The final report will be shared with the Chief Operating Officer.

REPORT PRESENTATION (TIMEFRAME: FEBRUARY 1, 2021- FEBRUARY 17, 2021)

The Summary Report and the Program Improvement Plan will be presented to the Policy Council and the Early Learning Coalition of Miami-Dade/Monroe Board.


Each director and manager will email their focus group member the summary and corrective action plan resulting from the data analysis and focus group recommendations. Two follow-up meetings will be held in April and July to provide a status on the progress of the Program Improvement Plan.

BOARD AND POLICY COUNCIL UPDATES (TIMEFRAME: APRIL 5, 2021 – AUGUST 18, 2021)

Updates on the Program Improvement Plan will be presented to the Policy Council and the Early Learning Coalition of Miami-Dade/Monroe Board in the April and August meetings.
EARLY HEAD START MANAGEMENT SYSTEMS

Program Planning and Service System Design guide all programs in their five-year grant and include service plans that directly impact children and families.

Data and Evaluation drive data-based decision-making, inform each stage of the program planning cycle, and use qualitative and quantitative measures to ensure effective program management.

Fiscal Management accounts for federal assets and compliance with regulations, includes internal controls, and helps program leaders collaborate as they develop budgets to address goals and priorities.

Community and Self-Assessment initiate the program planning process, provide the right services to the right population (external focus), and support continuous quality improvement (internal focus).

Facilities and Learning Environments support children and families in indoor and outdoor settings and cultivate spaces that are safe and inspire learning.

Transportation ensures the safe and efficient movement of children and meets needs in a consistent manner that are in compliance with state and federal regulations.

Technology and Information Systems maintain the infrastructure needed to address the increased reliance on data collection and analysis. These systems select, manage, and provide training on appropriate hardware and software needed to monitor progress.

Training and Professional Development emphasize the importance of training and technical assistance (T/TA) in every program and offer a range of instructional resources, including online resources.

Communication builds relationships with internal and external stakeholders and helps programs “tell their stories” as they pursue program and school readiness goals.

Recordkeeping and Reporting build and maintain a program’s institutional memory; design and distribute strategic reports; manage recordkeeping activities; and inform staff, leadership and external partners.

Ongoing Monitoring and Continuous Improvement help programs adapt to better address goals and objectives and share data with staff, policy council, and governing bodies to engage everyone in the program planning process.

Human Resources ensures that staff and volunteers have the credentials and competencies needed to fulfill responsibilities.

1 https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/management-systems
Certification of Health and Safety Screening

Grant Number: 04HP000226

Grantee Name: Early Learning Coalition of Miami-Dade/Monroe, INC

The signatures below attest that our agency has completed a health and safety screening of each site where children receive Head Start/Early Head Start services, consistent with the terms and conditions of the Notice of Award (NoA).

Our agency commits to maintaining compliance with local, state, and federal health and safety requirements.

________________________________________________________     __________________
Board Chair/Tribal Chair                                    Date

________________________________________________________     __________________
Policy Council Chair                                        Date

________________________________________________________     __________________
Head Start Director                                          Date

________________________________________________________     __________________
Early Head Start Director                                    Date