

**Service Delivery Area 2
Regional Advisory Council
Meeting Summary November 19, 2019**

1. Council Members in Attendance (in person or via phone)

Elizabeth Schlesinger-Devlin, Tristen Comegys, Tana Sheets, Kathryn Singer, Anne Hough, Deborah Hughes, Louann Gross, Natalie McIntire, Jennifer McQueen, Sheri Quarles, Kacey Deverell, Lisa Mettler, Lisa Kipker

2. Introductions

- a. Introduced SPARK Learning Lab and the role of SPARK partners
- b. Transform Consulting Group (TCG) is a SPARK partner responsible for:
 - i. Stakeholder engagement and communication
 - ii. Data management and reporting
 - iii. Policies and procedures
 - iv. Facilitating the Regional Advisory Councils (RACs)
 1. TCG will be the main point of contact for the RACs
- c. Members introduced themselves by sharing their professional role, stakeholder type (program, community partner, etc.), and reason for joining the RAC

3. Purpose of the Regional Advisory Council

- a. The purpose of the RACs is to strategically advise and collaborate on the technical assistance support and approaches delivered by SPARK Learning Lab
- b. Councils will provide feedback and recommendations on implementation activities
- c. Each of the five service delivery areas (SDAs) have their own RAC

4. SPARK Project Updates:

- a. Reflections on the state update meetings and listening tour suggestions
 - i. SPARK is planning to hold listening tours with other early childhood system partners during the first quarter of 2020. SPARK asked for feedback from RAC members regarding the state update meetings held by the Office of Early Childhood and Out-of-School Learning (OECOSL) between July-October about contract and system changes. This feedback was requested in order to inform the planning for the upcoming partner listening tours.
 - ii. Feedback regarding the state update meetings:
 1. Many RAC members did not know the meetings were happening, especially the second round.
 2. Would have liked more concise information about what was going to happen during the transition.
 3. Many who attended the meetings were left with frustration and uncertainty as to what the new system would look like. The second meeting was more helpful and informative.
 - iii. Other suggestions for the upcoming listening tours:
 1. All the dates and locations should be announced at one time. This information should be released as early as possible.
 2. Make sure the meetings are accessible and offered in a variety of locations so those who want to attend don't have to travel too far.
 3. Offer a virtual option to watch the listening sessions.

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4. It would be helpful to include a clear description of the system partners' roles and who to go to for what needs. This would be helpful to include during the listening tours, but also as a visual flow chart.
 5. Promote the listening tours in as many ways as possible:
 - a. Snail mail
 - b. Email
 - c. Social media
 - d. Calls
 - e. Texts
 - f. Have partners promote the meetings
 - g. Have "Save the date" postcards that licensing consultants and others can pass out to programs in advance
 - iv. SPARK will share the listening tour dates and locations with RAC members once they are determined.
- b. Mandatory Trainings
- i. Safe Sleep and PTQ Orientation trainings are available on Indiana Learning Paths *and* in-person. Find information about mandatory trainings at: <http://indianaspark.com/mandatory-training-calendar/>
 - ii. SPARK requested feedback from RAC members on accessing mandatory trainings and welcomed questions. Feedback received included:
 1. The in-person options are too far for a lot of programs to send staff to.
- c. SPARK Program Self-assessment update
- i. The SPARK Program Self-assessment tool will be used to help determine the tier of technical assistance support programs will receive. The tool is to be completed by the leader(s) (Director, Owner, Business Leader, etc.) of the program.
 - ii. The assessment includes quality items to assess the program as a whole, not just a classroom or individual staff member
 1. The quality items are aligned to Indiana's Core Knowledge and Competencies, Paths to QUALITY™ standards, and national accreditation standards
 2. RAC members reviewed example quality indicators and the corresponding rating scale
 - iii. When beginning the assessment, users will be asked a number of demographic questions (Program type, Paths to QUALITY™ participation/level, etc.) to help tailor the assessment
 - iv. A tailored assessment will be available for the following program types: Center, Home, Ministry, and School
 - v. General feedback and suggestions/questions:
 1. Where will focus groups be held, can RAC members participate?
 2. Will the assessment tools be available in digital or paper format?
 3. How will programs who don't have digital access use the tools?

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- vi. Next steps/timeline:
 - 1. The Center and Home program assessments are drafted. SPARK will hold focus groups to obtain feedback on these tools in December. The tools will be revised based off of the feedback received and will be piloted in January 2020.
 - 2. The Ministry and School tools are in development. They are expected to be drafted and go to focus groups by the end of January 2020. The tools will then be revised and move to the pilot phase in February 2020.
 - 3. These tools will be rolled-out in five phases across the state over five months between March and July of 2020.

- d. Feedback on communication and outreach
 - i. Provided an overview of the SPARK website: <http://indianaspark.com>
 - 1. Website suggestions/questions:
 - a. Create a flow-chart or visual on the website to illustrate the roles of the system partners and how programs can get various supports (CDA, PTQ, etc.); Link to partner websites
 - ii. SPARK has active Facebook, Twitter and Instagram accounts
 - 1. SPARK is using social media to share updates and promote resources.
 - 2. RAC members are encouraged to follow these accounts and promote content. Links to each account can be found on the SPARK website.
 - 3. Social media suggestions/questions:
 - a. Provide guidance for programs to start engaging on social media.
 - iii. Programs and partners are invited to sign up for SPARK's newsletter at <http://indianaspark.com>
 - iv. SPARK is looking to participate in and attend relevant community events and conferences across the state to connect with programs and partners. RAC members are encouraged to share information about local events with the SPARK team when applicable.
 - v. SPARK requested general feedback from RAC members regarding how best to communicate and reach programs in their region. General communication suggestions/questions:
 - 1. Use multiple communication channels (text, social media, website, calls, email, snail mail, etc.)
 - 2. Connect with coalitions and other local/state entities (United Ways, Head Start, INAEYC, IDOE, Purdue Extension) to promote SPARK content

- e. SPARK Staff Update
 - i. SPARK plans to be fully staff by January 13, 2020
 - ii. The SPARK website will be updated with new SPARK team members as they are hired
 - iii. The following positions are expected to be filled before the end of the calendar year:
 - 1. Coaching Managers
 - 2. Infant/Toddler Specialist

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3. Inclusion Specialist
4. School Age Specialist
5. Education (Preschool/Pre-K) Specialist
6. Operations & Compliance Specialist
7. Business Specialist
8. Communication Manager

5. Chairperson/Vice Chairperson Selection

- a. The RAC Chairperson will fulfill the following responsibilities:
 - i. Work with TCG to establish RAC meeting agendas
 - ii. Preside over Council meetings
 - iii. Provide leadership and guidance for the Council
- b. The RAC Vice Chairperson will fulfill the following responsibilities:
 - i. Preside over Council Meetings in the chairperson's absence
 - ii. Provide leadership and guidance for the Council
- c. Members were invited to self-nominate themselves for either position and provide a brief rationale for their interest. The RAC determined a Chairperson and Vice Chairperson through a majority vote.
 - i. Kathryn Singer will serve as Chairperson for SDA 2
 - ii. Jennifer McQueen will serve as Vice Chairperson for SDA 2

6. Future Meeting Schedule

- a. The Council will meet quarterly, with the following expected schedule: February, May, September, November
- b. Meeting times: Monday afternoons from 1:00-3:00pm
- c. Location: The RAC members decided to rotate meeting locations to make meetings accessible to members and programs

7. Next Steps/Recommendations

- a. TCG will take all questions and suggestions received from the RAC members back to the SPARK team and will share updates next quarter.
- b. Recommendations for SPARK
 1. All the dates and locations for the listening tours should be announced at one time. This information should be released as early as possible.
 2. Make sure the listening tours are accessible and offered in a variety of locations so those who want to attend don't have to travel too far.
 3. Offer a virtual option to watch the listening sessions.
 4. Provide guidance for programs to start engaging on social media.
 5. Use multiple communication channels (text, social media, website, calls, email, snail mail, etc.) to communicate with programs/partners.
 6. Connect with coalitions and other local/state entities (United Ways, Head Start, INAEYC, IDOE, Purdue Extension, etc.) to promote SPARK content.
- c. Recommendations for other partners



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1. Create a visual flow chart that illustrates the roles of all the system partners and how programs can access various supports. Include in the listening tours and on partner websites.

Next Meeting: Tentatively scheduled for Monday February 3rd 1:00-3:00pm