



# White Center Early Learning Initiative (WCELI)

August 2006, Volume 1

## **WCELI Planning Team Convenes!**

The first meeting of the WCELI Collaborative Planning Team met on August 2<sup>nd</sup>, 2006. This is a group of staff representing PSESD, The Seattle-King County Health Department, Child Care Resources, Highline Community College, Refugee Federation Service Center and Trusted Advocates, who have all committed to working on planning the WCELI as a collaborative, unified team.

Many tasks were accomplished at the first meeting. Here is a summary:

## **WCELI Planning Grant Mission, Goal and Guiding Principles**

A new draft of the Mission, Goal and Guiding Principles document, including input and suggestions from the last WCELI Community Advisory Committee meeting, were reviewed and discussed. Team members agreed that the document lacked a focus on the systemic changes the project hopes to achieve. A small sub-group of planning team members have agreed to finalize the document, adding an emphasis on promoting positive changes in the systems that support early learning services.

## **WCELI Planning Roles and Responsibilities**

Proposed roles and responsibilities for the WCELI Planning Grant, including key personnel, planning team, community advisory committee and workgroups were reviewed without objections. While many of the roles and responsibilities are now defined, there are also several areas that are

yet to be determined. We anticipate that these areas will be defined as planning activities get underway. Please see WCELI Roles handout.

## **WCELI Planning Team Assignments and Workgroups**

Each Planning Team member will be leading one or more workgroups that will assist our team in developing plans for proposed WCELI services. These proposed service plans will be the foundation from which we develop and write our WCELI Business Plan Proposal, due to be submitted to the Gates Foundation at the end of November, 2006. Planning Team members are now recruiting members for workgroups – for more information, see the WCELI Workgroup handout and the item on “Workgroups” below.

## **WCELI Planning Team Meetings and Norms**

The Planning Team decided that it will meeting every other week on Thursdays. The Planning Team also agreed upon some meeting norms – here are a few that may be of interest to those interested in the WCELI:

- Respect all ideas and opinions
- Keep our vision focused on White Center families and children
- Rise above individual organizational interests

### **WCELI Project Planning Director Hired**

Lori Pittman has been hired as the WCELI Project Planning Director. Lori has worked for PSESD for the last three years as a Family Support and Special Projects Coordinator. Prior to that, she was a Program Manager at Washington's Department of Community, Trade, and Economic Development, where she was one of the founders of the Community Jobs program. In that job, she did considerable service planning and partnership-building with community agencies. Lori worked from 1992-98 as an Employment and Training Advocate associated with the PSESD Head Start program, and was chair for two years of the Head Start Policy Council. Lori will transition into this temporary full-time position during the remainder of August, taking over responsibilities from Tracey Yee, who has served as Acting WCELI Project Planning Director. Congratulations, Lori!

### **Yakima Chosen As Thrive By Five Demonstration Site**

Last Spring, White Center was chosen as the demonstration community asked to submit a long range plan to Thrive By Five (including the Gates Foundation) for services to young children and their families in White Center. Recently, Thrive by Five chose Yakima as the demonstration community in Eastern Washington. During August, the Yakima community will begin the process of choosing its community intermediary (lead organization) to coordinate formulating the business plan for services in the community.

### **Community Engagement Contract with Making Connections**

PSESD is currently in discussions with Making Connections about coordinating the community engagement activities needed for the WCELI planning process. We feel this will ensure that the WCELI builds upon the community planning work that Making Connections and Trusted Advocates have already begun.

### **WCELI Learning Trips**

The WCELI Collaborative Planning Team members and Highline Head Start Learning Center Staff are visiting Educare sites this summer and fall. In July, a cohort visited both Chicago and Milwaukee; August brings a visit to Omaha. It is helpful to see the various public/private partnerships that support the commitment to early learning. We have learned the current Highline Head Start Learning Center program model is very close to the model of Educare with a few minor yet important difference in regards to staff education levels and adult to child ratio's. Sharing the learning trips with most of the Collaborative Planning Team members has increased our level of partnership, knowledge of each others work and our commitment to White Center Children and Families. This is valuable as we partner together to complete the planning process. Attached is a handout that further explains the public/private partnerships of Educare.



## Interested in Helping to Plan the WCELI?

The Planning Team is convening workgroups to help develop proposed services for the WCELI. We are committed to having members of the White Center community participate in these important workgroups. If you are interested in being part of a group, please contact the assigned Planning Team Coordinator

Service Area	Assigned To Planning Team Coordinator
Center-Based Child Infant /Toddler Child Development	Wendy Jans (253 926-6815 or wjans@psed.org)
Center-Based Preschool Child Development	Anne Quinn (425 917-7721 or aquinn@psed.org) Vanessa Maanao (425 917-7751 or vmaanao@psed.org)
Parenting Education/Engagement	Lori Pittman (425 917-7759 or lpittman@psed.org) Kathleen To (206 762-6070 or kto@psed.org)
Perinatal and Home-Based I/T Services	Kathy Carson (206 296-4677 or kathy.carson@metrokc.gov)
Links to School/Transition Services	Diane Kroll (425 917-7875 or dkroll@psed.org)
T/TA to Existing Licensed Providers ( on-site training/support)	Faye Melton (206 329-1011 x 213 or melton@childcare.org) Rhonda Kindred (425 917-7712 or rkindred@psed.org)
Support to unlicensed preschool programs	Lan Le (206 725-9181 x 29 or lan@rfsc.org)
Family, Friends and Neighbor Services	Paula Steinke (206 329-1011 x 236 or steinke@childcare.org)
Mental Health	Rhonda Kindred (425 917-7712 or rkindred@psed.org)
Professional Development (secondary educational opportunities for staff)	Jeff Wagnitz (206 878-3710 x 3373 or wagnitz@highline.edu or Kathy Oberg (206 878-3710 x 3460 or koberg@highline.edu) or Vanessa Maanao (425 917-7751 or vmaanao@psed.org)
Family Support Parent Involvement Education and Training	Lori Pittman (425 917-7759 or lpittman@psed.org)
Child Health and Nutrition Services	Lois Schipper (206 296-4562 or lois.schipper@metrokc.org)
Hub Building and Campus	John Bancroft (425 917-7707 or jbancroft@psed.org)
Early Intervention (overarching groups that will review all service plans)	Wendy Jans (253 926-6815 or wjans@psed.org)
Cultural Competency (overarching groups that will review all service plans)	Lan Le (206 725-9181 x 29 or lan@rfsc.org) Claudia Dow (425 917-7711 or cdow@psed.org)
Evaluation (Overarching groups that will review all service plans)	Sandy Ciske (206 296-2791 or Sandra.ciske@metrokc.gov) Rhonda Kindred (425 917-7712 or rkindred@psed.org)

## **Roles, Responsibilities, Feedback and Communication Interactions Between WCELI Planning Groups**

### **WCELI Collaborative Planning Team**

**Who:** This group consists of PSESD staff and partner representatives, “on loan” to work part-time on planning the WCELI. Members of the team have expertise in specific service areas, and are also committed to ensuring that all proposed service plans are integrated, coordinated, culturally appropriate, non-duplicative and seamless in delivery. Members are called Planning Coordinators

**What:** The main purpose of this team is to complete the tasks on the timeline outlines in the Gates Planning Grant, including collecting the data and input we need to develop service delivery plans for each service we propose to offer through the WCELI. The team is responsible for developing specific service delivery plans that reflect the community’s needs and desires, and outline how best/promising/researched-based practices will be delivered. This team, made up of “Planning Coordinators” will also lead workgroups of the Community Advisory Committee (CAC). Each workgroup will develop recommendations for delivering specific services (i.e., home based infant/toddler services, Family Friend and Neighbor services). Planning Team members analyze and build upon workgroup recommendations to ensure integration of services, and other project-wide issues such as points of entry, avoiding duplicative services, and implementation timeline. The Planning Team will report its work, periodically, to the Community Advisory Committee and utilize feedback from the CAC to refine its plans. The team will also lead efforts to involve the community residents and organizations in planning efforts, including hiring/utilizing staff from community programs, parents and families to collect data or feedback about proposed services. These efforts will be coordinated with the Community Engagement activities that PSESD has proposed be delegated to Making Connections.

**Questions to be answered during the planning process:** When should additional paid staff be added to the Planning Team as it progresses through its work?

### **Community Advisory Committee**

**Who:** This is a broad group of community members and organizations who are interested in the project and wish to provide input on project plans. Anyone from the community is welcome and encouraged to attend these meetings at any time. This group’s membership may vary and members may participate at different levels. This group will also have workgroups that work on proposals for specific service areas (see below).

**What:** This group provides feedback, advice and recommendations to the WCELI Collaborative Planning Team about proposed service delivery plans as they are developed. This communication loop is crucial to PSESD as it works to produce the deliverables required by the WCELI Planning Grant. For those who want to help with planning tasks, there will be opportunities to participate in specific service delivery workgroups. The Planning Team Project Director coordinates this group and ensures that communication and interactions flow between the Planning Team and the Community Advisory Committee. The CAC makes its final recommendation to PSESD, the WCELI’s community intermediary responsible for the final WCELI Business/Strategic Plan as called by the WCELI/Gates Planning Grant.

**Questions to be answered during the planning process:** Should the CAC have leadership ( i.e, a leadership or executive committee) that will coordinate the work of the CAC with the Planning Team Project Director?

### **Workgroups of the Community Advisory Committee (CAC)**

**Who:** Members are recruited from the community organizations and the community at large, including Trusted Advocates and Highline Head Start staff and parents. Members of workgroups are also considered members of the Community Advisory Committee even if their participation is limited to one workgroup. (The Planning Grant has funds to pay for any member's participation, under certain conditions).

**What:** Workgroups are subcommittees of the Community Advisory Committee that work on specific proposed service delivery plans.

Workgroups provide their recommendations to the Planning Team which will then make recommendations on integrated service plans/proposals to the Community Advisory Committee. The Planning Team develops the scope of work and timeline for each workgroup, in accordance with completing project timeline and milestones.

**Questions to be answered during the planning process:** Are additional workgroups needed? Should some workgroups, at some point, meet together to consolidate/integrate ideas, or even merge?

### **Community Engagement Workers**

These are the staff that will help implement the Community Engagement Plan that PSESD has proposed be subcontracted to Making Connections. It is our hope that Trusted Advocates, staff from community organizations, Highline Head Start staff and parents will be involved. As the planning process unfolds, there may be additional need and use for community engagement workers.

### **Funders - Thrive by Five Partners, including the Gates Foundation**

The proposed service plans will form the basis for the Business Plan that PSESD submits to the Gates Foundation by November 30<sup>th</sup>, 2006. Part of developing the business plan will be to assess the availability of funding for the various proposed services from a variety of sources, including individual Thrive by Five partners, including both the public and private sector. Thus, funders represent another group whose interests, input and feedback will be reflected in our final proposed services and business plan.

## **Planning Team Project Director**

Role:

- Coordinates work of planning team, assuring accountability to WCELI timeline and tasks.
- Ensures that planning tasks are completed and coordinated, manages planning grant timeline
- Facilitates cross communication between groups working on planning efforts ( planning team, Adv. Committee/Work groups, other PSESD ECFS programs,etc)
- Manages and supervises contracts with partner organizations and temporary employees who are on the planning team
- Facilitates hiring of temporary/hourly employees needed to complete planning tasks such as data collection, holding community meetings/forums, interpretation/translation, etc
- Coordinates work of the planning team with work being done by Business Plan and Grant Consultants
- Serves as the project's public spokesperson during the planning phase
- Coordinates, facilitates and manages the Community Advisory Committee
- Coordinates internal ESD ECFS Advisory Committee
- Implements ongoing public communication plan ( ie newsletter, brochures, flyers, etc) about planning activities, progress, etc.

Responsible to: WCELI Executive Director

## **Planning Coordinators**

Role:

- Assess and collect information about best/promising/research-based practices in specific service area
- Lead at least one workgroup's efforts to develop service plans, integrate feedback/recommendations from Community Advisory Committee and community engagement process into service plan proposals
- Responsible for ensuring that proposed service plans are complete and include the program elements required to deliver WCELI services
- Participate in team effort to work and communicate with Community Advisory Committee
- Participate in team effort to implement ongoing public communication plan

Responsible To: Planning Team Project Director .

## **WCELI Community Advisory Committee Planning Workgroups**

### **What is a Workgroup?**

A workgroup is a subcommittee of the Community Advisory Committee that is developing plans for a specific proposed service.

### **What is a service delivery plan?**

A service delivery plan is a document that describes the services to be offered, including the staffing and partnerships that will be used to implement the service. A service plan also describes details such as the pathways in which families/children apply for/sign-up for the service, how frequently the service is provided, etc. Each service plan will be designed based upon the Goal and Objectives for each service area.

### **What is “ the Charge” for the workgroups?**

The “charge” is the statement of work that gives each group a framework and direction from which to complete their work.

### **Who should be members of the Workgroups?**

Each Planning Team Coordinator will recruit members for their assigned workgroups. Members can include staff from relevant organizations and interested community members/White Center residents. In addition, we encourage Coordinators to utilize the expertise of Trusted Advocates and Highline Head Start staff. There are funds in the WCELI Planning Grant to support the participation of workgroup members.

Some criteria to “keep in mind” when looking at your workgroup’s membership:

Each work group should have members that:

- have experience and expertise in developing the services the group is planning
- are current providers of similar services in White Center
- are current or potential “consumers” of the new service

## The generic “Charge” for all WCELI Planning Workgroups

“ Develop a plan that outlines of details of proposed \_\_\_\_\_ services that will be integrated into the larger complement of White Center Early Learning Initiative services; and that reflect the influence, input and feedback of the WCELI Community Engagement process.”

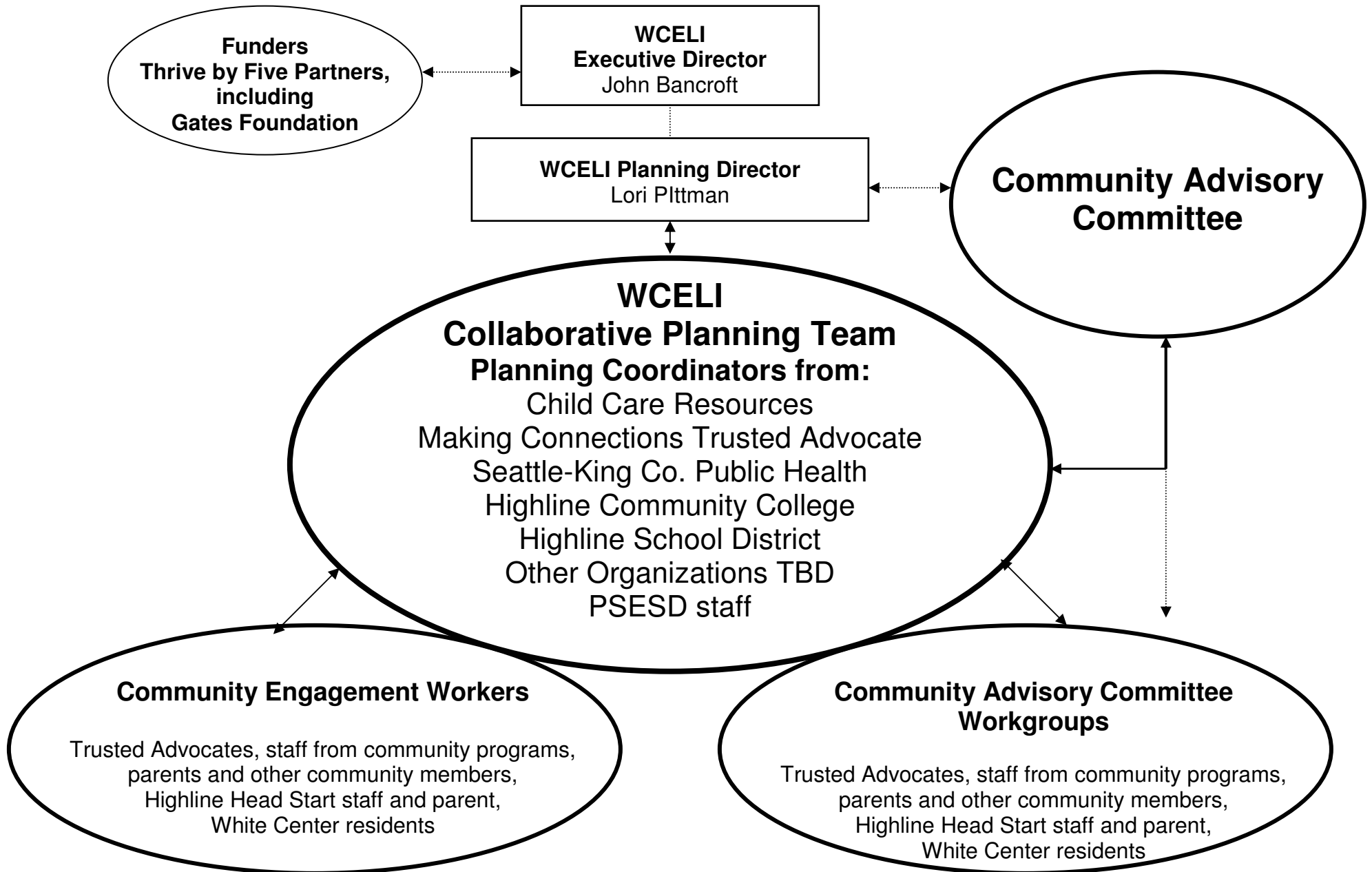
The lead Planning Coordinator will ensure that each workgroup’s input will result in a proposed service plan that includes:

- A primary goal for the service(s) you are proposing, i.e., “To support family, friends and neighbors who care for young children ages birth to five, in their role as facilitators of early learning.”
- Objectives for achieving the goal, i.e., “ To provide opportunities for FFN caregivers to interact and learn about early learning activities in a group setting”.
- A written plan detailing services based upon the goal and objectives
- A written service plan that includes the following program elements:
  - Staffing patterns, levels, qualifications, etc
  - Curriculum or approach(es) to be used
  - System/strategies for staff training, support and supervision
  - Intensity of services/”dosage” ( i.e., number of home visits, etc)
  - System/strategies for continuous improvement
  - Partnerships/collaborations to be utilized
  - How services might link with “ the hub”
  - Services that reflect the WCELI Planning Project’s Guiding Principles
  - Identification of system barriers and areas for systems change
- A plan that is developed with **flexibility** in mind. Plans will need to be adapted based upon data from the community engagement process, which is being collected at the same time as initial service plans are being developed. Also, plans will be adapted as “cross-fertilization” occurs between workgroups

### Where can Planning Coordinators get help?

Resources are available to help Planning Coordinators recruit workgroup members and to help with meeting logistics and facilitation. Ask the Project Planning Director!

# WCELI Communication and Feedback for Planning (August – Dec 2007)



**Note:** lines represent paths of communication and interaction

