<https://docs.google.com/document/d/1XfSBLSbarkm0kBVxtjE7dIZbW-sD9GMSXnwxqI_38NI/edit>

Minnesota CSPD Team and Workgroup members

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| CSPD Leadership Team Members (2019/2020) |  |
| Sue Thomas (MDE) susanne.thomas@state.mn.us |  |
| Cat Tamminga (MDE) cat.tamminga@state.mn.us |  |
| Jennifer Hall-Lande (U of M) hall0440@umn.edu |  |
| Stephanie de Sam Lazaro (St. Kates) sldesamlazaro@stkate.edu |  |
| Nick Johnson (MDE) nick.johnson@state.mn.us |  |
| Maren Christenson (Parent) maren.christenson@gmail.com |  |
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Work Groups

[Sub Component Work plans](https://drive.google.com/drive/u/0/folders/1Q1KN5tp75nPqlfK2Zl4VBDcP-8zY1TKk)

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| --- | --- |
| In service | Personnel Standards |
| * Nick Johnson-nick.johnson@state.mn.us * Carol Maliszewski – carol.maliszewski@state.mn.us * Judy Swett – jswett@pacer.org * Patsy Butterworth,- patsy.butterworth@gmail.com * Jodi Altringer –Jodi.Altringer@sourcewell-mn.gov * Katie Gag- no response * Pam Morrison- no response * Jodi Wambeke- no response * Rachel Liechty- no response * Deborah Ottman - dottman@umn.edu | * Michelle Hersh-Vaught: [Michelle.Vaught@state.mn.us](mailto:Michelle.Vaught@state.mn.us)  (PELSB) * Judy Swett: [jswett@pacer.org](mailto:jswett@pacer.org) (PACER / DEC) * Maychee Mua: [Maychee.Mua@state.mn.us](mailto:Maychee.Mua@state.mn.us) (DHS) * Annie Newville: [annienewville@yahoo.com](mailto:annienewville@yahoo.com)  (Parent / ICC Chair) * Jenny Moses - not able to participate at this time (Children’s Cab.) * Possible: June Reineke: [June.Reineke@state.mn.us](mailto:June.Reineke@state.mn.us) |
| Pre service | Recruitment and Retention - Maren |
| * Aaron Deris - he is open to recruitment and retention or pre-service and will think of other names to add to pre-service if he chooses recruitment and retention * Peggy Novak - [PANovak@unwsp.edu](mailto:PANovak@unwsp.edu) * Maxine Peterson - no response * Brenna Nolan - no response * Dave Pinto (state representative - not really contacted for preservice, contacted related to personnel standards and recruitment and retention - he would like to be updated as we move things forward if he can be of support but does not see a role in a task group at this time). * Michelle Sandler from PELSB will join this group per Alex L. - [michelle.sandler@state.mn.us](mailto:michelle.sandler@state.mn.us) * Peggy Novak - [PANovak@unwsp.edu](mailto:PANovak@unwsp.edu) - | * Aaron Deris - confirmed aaron.deris@mnsu.edu * London Losey - no answer (does anyone know her that could grease the skids?) * Karen Fogolin - retiring, but offered Kelly Monson who will be taking her place kellym@Childcareawaremn.org * **Mallory Warner-Richter |** Research and Policy Specialist   Child Trends | Early Childhood Development  E: mwarnerrichter@childtrends.org  P: 612-223-3331 ex. 18 |
|  | Evaluation |
|  | * Jennifer Hall-Lande ([hall0440@umn.edu](mailto:hall0440@umn.edu)) U of M LEND Faculty/ Group Facilitator * Jon VanOeveren (jon.vanoeveren@state.mn.us), MDE Data Specialist * Ann Bailey,  ([baile045@umn.edu](mailto:baile045@umn.edu)) Center for Early Education and Development (CEED) * Jessica Simacek (sima0034@umn.edu), Parent, BCBA/Early Intervention/U of M Researcher * Elise Holmes (elise.holmes@state.mn.us), Minnesota Department of Health (MDH), Children with Special Health Care Needs |

August, 2019

**CSPD Meeting Notes** (August 19-21, 2019 - ECPC CSPD Institute)

Team members present in person:  Cat, Susanne, Nick, Jennifer, Stephanie, Maren, Darla (ECPC), Deborah (ECPC)

Team members present virtually: none

Link back up to [Scope and Sequence](https://docs.google.com/document/d/1XfSBLSbarkm0kBVxtjE7dIZbW-sD9GMSXnwxqI_38NI/edit#bookmark=id.t2ey3tae2wdb)

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| Agenda Item | Facilitator | Notes/Action Items |
| Celebrations |  | Continuation as a CSPD Intensive TA team!  Organization of documents and materials! |
| Data/[Assessment Review](https://drive.google.com/open?id=1SOmzbQQ6FpAOnAORx7LajCR73YjkYlOg) |  |  |
| Action Items |  | **Review your CSPD Assessment as a Core Planning team in August 2019**   * Darla will do an email check in on Monday, September 16th with Sue * MN Team meeting scheduled for Zoom for 10am Central time with ECPC, Wednesday, September 25, 2019.  Plan for conversation about in-person meeting with ECPC to support ongoing team work. |
| To do items for next meeting |  | Workgroup action plans and membership building  Running list kept during each meeting |
| Minutes/Notes from Institute |  | [Notes for August 20-21, 2019](https://drive.google.com/file/d/1CInZr0nsqOJvu-ePa4Y_jDsll5E8Ckrm/view?usp=sharing)  New Member Considerations  Onboard your new members by reviewing the CSPD Drive folder.   * Orientation as first meeting * Orientation as new members are added   **Review your CSPD Assessment as a Core Planning team in August 2019 and then again at each monthly meeting.**  Update the Elements of Quality sections as you report out on progress.  Date the updates for easy reference. Expand the narrative and include as much information/**evidence** as possible.  Updated timelines for Personnel Action Plan.   * Jennifer will reach out to Lynn from HI to reach out to Alex in licensing. * Representative from PELSB will be assigned following contact with Alex. * Name change – from chair or workgroup to Facilitators.   **In-Service Conversations**   * **Team Consideration:**  Potential to involve families in the training as trainers, not just participants.   + Train parents along with other facilitators.   + Old way of thinking is to have a parent come in and tell their story.   + Funding for this level of participation? * Goal:  Research ways to include families in the training – what is the best practice and model used by other states?   + Activity – explore funding opportunities to support family involvement – earmark this funding in the future.  Cat will facilitate this activity – Resources – Nick and Lisa – Timeline June 1, 2020   + Use the parent centers/parent support groups/parent organizations and local ICCs (resources)   + Activity – think about the language for future opportunities in the Part C contract – ensure that this covers birth to 5 - Cat will facilitate this activity – Resources – Nick and Lisa – Timeline June 1, 2020   + Activity – Reach out to PACER as the PIC for MN -  to identify potential parent partners. Cat will facilitate this activity – Resources – Nick and Lisa – Timeline December 15, 2019 – Resource – Parent Center Hub website, CPRC in St. Paul, Wisconsin FACETS   + Activity – Research who has train the trainer models – Resources  - Cat will facilitate this activity – Resources – Nick and Lisa – Timeline December 15, 2019 * Goal:  Revamp FGRBI training modules – Lisa will facilitate this   + Resources – Rush and Sheldon coaching trainings/PSP training – moving toward PSP model for the state   + Activity - New fidelity tool being developed – trainings by end of September 2019 * Goal:  Strategies and techniques to help families understand and have a voice within this work   + Activity - Onboarding package for parents/families across each workgroup – Maren will facilitate this – October 15, 2019 Resources – ECPC and past conversations – reviewers to ensure the information is accurate – Contract supports these efforts also – deliverables outlined in contract.  Helps to document the expansion of this work to include more parents/families. **Team consideration** – use of ICC funds if this is justified as an ICC activity.  How to pay parents for their time and expertise, including trainings.  Build a thoughtful case to continue forward. Funding pot to use to support family involvement – thoughtful planning.   + Activity – Elevator speech for members of each workgroup to help recruit– facilitator of each group will lead this – October 1, 2019   + Activity – Elevator speech about what is our work with the CSPD * Goal:  Quarterly (or monthly) meetings between in-service and preservice groups for alignment with consideration and inclusion for related service providers involvement.  Conversations with MN OT/PT School-based group   **Recruitment and Retention Conversation**   * Early Learning and ECSE inequities between certification/licensure regarding compensation and master’s level requirements - barrier; **Team Consideration:**  where should this conversation be placed? * ECPC is available to support on-site onboarding of workgroups for each subcomponent.  ECPC will connect with core planning team at minimum on a monthly basis and often times bi-weekly.  Intensive TA is intensive in order to support you moving forward. * Nick voiced concerns about the frequency of meetings, given competing priorities.  (NCPMI Targeted TA State and Phil Strain with Pyramid Model) * Federal requirements are at MEETS for both Part C and 619 and APR should address all TA that MN is receiving (ECPC and other TA centers) * Conversation about time commitments   + Realistic timeframes * Workgroups need consistency in meetings also   + Task check-ins via email or Zoom   + Create “scope and sequence” to support the ongoing work   **Evaluation Conversation**   * Collect data that is meaningful, relevant and useful. * To help others understand why we are doing this, collect data and use it to show change/behavior change. * Use ECPC for support around logic models/evaluation * How does evaluation support and move forward your work? * How will we use the data we are collecting and tie to the CSPD work?  How do we want this to look? * Objective 2.1. - clarification - documentation of the information and creation of the CSPD plan/workgroup so that we all have access to it and creates a sustainability plan - move this to a different place in the action plan * To do first:  Workgroup and membership goals first, then workgroups need to establish what will be collected * Do we collect data from each group?  Yes - we also need to evaluate our work as a team. * Create a logic model for the bigger picture and draw from the workgroup plans to create the evaluation plan. * Membership options - Ann Bailey loves data! * Templates for workgroups to use following the workgroups and their action steps/activities - helps support the teams for official due dates and timelines - including state deadlines, etc. This group can be responsible for the report to stakeholders and synthesize - use Jon O to help support this. Lisa Backer, supervisor, data support - helpful with succession planning * Jeanne Dickhausen, HS person at state level * Shared Drive for Agendas, Workgroup minutes, Workgroups will help to decide on data to collect * Quality assurance review (from David’s presentation) * Define the stakeholder group * Use Logic Model and evaluate how we are moving forward - what are the data points * Data drives the work for each subgroup also - * For each action plan - choose the data to be selected and add this as a goal/objective * Consistency is key * Goal (ADD THIS TO THE LEADERSHIP COMPONENT) - Core planning team (leadership) creates the logic model for the CSPD - think about others that may help facilitate/participate in this activity - core planning team defines the targets and workgroup will define how to meet the targets   + Options for succession plan:     - Create Drive Folder for each workgroup for access to all living documents     - Create Drive Folder for core planning team (that includes the workgroup folders)     - See Nick’s example of Document with hyperlinks and bookmarks     - Use the Action Plans from each workgroup to create a living document (similar to the example that Nick shared)     - Susanne has the prior history from ECPC I (as does Darla) * See the document from David Merves in CSPD folder with definitions titled Evaluation 101   Consider the “ask” and then potential connection with [Senator Hoffman](https://www.senate.mn/senatorhoffman) (key note speaker for DEC conference in October 2020)  **082119**  Leadership Conversations   * Embed the Quality Indicators and Elements of Quality from the Leadership Component within all of your work. * Budget - create a budget plan and indicate how ECPC can support you   + Access to Zoom and a CSPD account with rooms/breakouts   + Food/Lunch provided by ECPC for workgroups and core planning team meetings that are face to face; quarterly meetings   + Financial resources to support families (e.g. childcare, mileage, compensation for involvement)   + Meeting OWL - camera/microphone $800 * Brain dump :) tap into your parent leaders (ICC, IEIC)   Team Consideration:  Interns as support for this work?  Review the IHE list to determine opportunities with MSW and other disciplines that may need intern hours.   * Kelly Munson - may be a potential support for this work * Timeline and logic model from David Merves’ presentation - this is ECPC’s work; requesting the template from this - go into ECPC website and look for David’s past presentation, page 39 (September 2018) * [Draft of DEC Personnel Standards](https://www.cec.sped.org/Standards/ECSE-Standards-Development/DRAFT-EIECSE-Standards) * [Visit Kansas’ CSPD website](https://kansascspd.ku.edu) * Facebook live as an option for meetings * List of parent organizations within MN   + Partners in Policymaking - find out more about this to help support your work (Department of Administration) - connect with graduate families   + LEND programs are resources   + Moving from “me” to “we” * Support with making materials, etc. * Ask Robyn (Spec Ed Director) for email NASDE (?) shared? |
| 8/22/19 | Sue | Email sent to Lisa Backer requesting next steps in connecting with PELSB  Hi Lisa,  Nick, Cat, and I have been unsuccessful in our efforts to get a PELSB rep involved in our CSPD work. Starting in November of last year we have talked with Alex Liuzzi in person twice. Resources and additional information were shared by Nick (email) in December and January, The formal invite to participate in the work was sent to Alex in February followed by a doodle poll to set a date for the stakeholders work. Alex was included in the list of people invited on April 1 and Cat reached out to him again in May. In person he has seemed very interested and yet we have gotten no response.    What would you suggest for next steps for us? Is there someone at MDE who works closely with him that could assist in a warm handoff?    **Susanne Thomas, JD**  Part B/619 Coordinator  651-582-8844  | susanne.thomas@state.mn.us  **Minnesota Department of Education**  1500 Highway 36 West, Roseville, MN 55113  [education.mn.gov](https://education.mn.gov/) |

# September, 2019

**CSPD Meeting Notes**

Team members present in person:

ECPC: Deborah Rooks Ellis, Darla Gundler,

Team members present virtually: Jennifer, Nick, Cat, Sue, Stephanie

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| To do items for next meeting  Sue Thomas Email invite sent out 10-7-19 to all workgroup members | Running list kept during each meeting | Minutes for September 25, 2019 Zoom call, 11am EST; 10am CT   * Add a way to this agenda format to identify who are the members of each work group- use the bullets in the calendar boxes to bookmark member list.    I added the work groups list to the top of this document, just below Scope and Sequence- Nick  Workgroup Updates   * Jen on the call - reports out that many groups are filled * Cat and Jen have switched workgroups - Cat will coordinate personnel standards and Jen will coordinate evaluation and innovation * Jen reports that for the evaluation workgroup UMN, HHS and a parent have responded as members * Eval workgroup meeting October 7th at MDE, including head coordinator for evaluation   + Considerations for purpose of group - is it a dual purpose?  Data collection and key points of ECE workforce and trends in state?   + Group is interested in funding opportunities   + Predominantly metro participants   Budget for Workgroup and Core Planning meetings   * + Food and families approved.  ECPC will take care of these.   + Need a written justification for the Meeting Owl - written justification to allow purchase by federal funds.  Will help with family involvement also. Zoom or another virtual platform still required. Explain why you need this.  *Justification letter was submitted to ECPC on* 9/26/19   + Zoom rooms with MN login is still a possibility - access within the ECPC account - will check on multiple users’ option.  Sue reports that Zoom is higher quality than what they have been using.   Onboarding Options for Workgroups   * Need to discuss on-site visit to occur before the end of December 2019   + Dates that do not work for Jen (and others) - early October - 29th/30th, Jen’s dates that work - Friday, October 25th; Monday, Nov 25th; Week of Dec 2nd is open - Monday, Tuesday, and Friday (by 3pm); Friday, Dec. 13th (Thursdays are out for Jen b/c of LEND)   + Stephanie is not available Oct 25th, Nick is available   + Sue will send out a Doodle poll today, Sept 25, to coordinate available dates   + Full day is needed for this event - onboard everyone in the morning, walk through the action plan, and workgroup onboarding in the afternoon - words to paper - smart goals/objectives and timelines   + Maren’s ppt for welcoming families would be easy to tweak to make it available for all - could be sent pre-day also for intro - pair with a video   + Cat suggested pm consensus given morning content (prefer folks attend full day if possible)   + Darla uploaded onboarding ppt used to Drive and will send via email   Next Steps   * Confirm a date/s for Face to Face meeting * Invitation to workgroup members to attend F2F   + Sue and Cat will draft an invite letter - include the why we are having this meeting, thank you for volunteering to participate, offer you the opportunity to work together   + Build on the invite letter - this is our next step - include objectives and outcomes of the meeting (orient to workgroups, develop timelines and workgroup action plans/steps - refer to core planning action plan, ongoing communication, dates for quarterly meetings)   + Consider the core planning team meet the day before?  ECPC comes in for two days to support your work. * Confirm next Zoom meeting (CT and EST) * **Confirmed Friday, November 1, 2019 for the face to face meeting to onboard workgroups**   Dear Early Childhood CSPD Work Group Member,    The Minnesota Comprehensive System of Personnel Development (CSPD) Leadership Team welcomes you to the work of improving outcomes for Minnesota children and families. Thank you for your willingness to participate in a CSPD workgroup. With your help we will develop and implement a Comprehensive System of Personnel Development (CSPD) as part of our State Systemic Improvement Plan (SSIP) as required under the Individuals with Disabilities Act (IDEA).  On Friday, November 1, 2019 we will be hosting an orientation/work session with participants from each of the workgroups:  ●        Recruitment and Retention  ●        Personnel Standards  ●        Pre-Service Personnel Development  ●        In-Service Personnel Development  ●        Evaluation of the CSPD System  The expected outcomes for the day include:  ●        Orientation to the work;  ●        Develop action plans and timelines; and  ●        Set dates for quarterly meetings  The meeting will be held from 9-4 in rooms 3&4 of Conference Center A at MDE. If you have any questions or would like more information, please feel free to contact me. We look forward to working with you on November 1st.  Sincerely,  **Susanne Thomas, JD**  Part B/619 Coordinator  651-582-8844  |  [susanne.thomas@state.mn.us](mailto:susanne.thomas@state.mn.us) |