



## Early Learning Center Directors Meeting

September 28, 2017 – 9:00am to 2:00pm

Cedar/Duwamish/Nisqually conference rooms

AGENDA		
Time	Topic	Presenter
9:00-9:20	<b>Welcome Back, Intro New CDs, Teams &amp; Groups</b>	Talena Dixon
9:20-9:25	<b>Purpose &amp; Agenda Overview</b>	Talena Dixon
9:25-9:40	<b>Organizational Redesign Overview</b>	Talena Dixon Implementation Team
9:40-10:10	<b>Big Updates</b> <ul style="list-style-type: none"> <li>• Rosters &amp; Staff Info Form</li> <li>• Active Supervision</li> <li>• ECEAP – Portable Background Checks</li> <li>• HS/EHS – Health Event C+</li> <li>• MyTeachingStrategies</li> </ul>	Talena Dixon Talena Dixon Talena Dixon Cheryl Polasek Merri McBride
10:10-10:15	<b>Round Robin Directions</b>	Talena Dixon
10:15-10:20	<b>Stretch Break</b>	
10:20-11:45	<b>Round Robin</b> <ul style="list-style-type: none"> <li>• Education/DLL/Disabilities/Mental Health</li> <li>• FE/ERSEA/HNS</li> <li>• Team Supports/Admin/Monitoring</li> </ul>	Teams
11:45-12:30	<b>Lunch</b>	
12:30-1:15	<b>Redesign Evaluation</b>	Nathalie Jones
1:15-2:00	<b>Team Learning Labs:</b> <ul style="list-style-type: none"> <li>• Active Supervision – <b>Required All</b></li> <li>• Health Information ChildPlus – <b>Required HS/EHS</b></li> <li>• Staff Information Forms - <b>Optional</b></li> <li>• Litmos (online learning platform) – <b>Optional</b></li> <li>• Informal Team Networking</li> </ul>	

### Updates:

See back of sheet

# Seven Important Things to Get You Started in the First 30 Days

## 1. EarlyLearningWa.org

The [EarlyLearningWa.org](http://EarlyLearningWa.org) website that contains everything you will need to know to implement ECEAP, Head Start, and Early Head Start. All forms, policies, procedures, communication, and resources are housed in this website. In addition, this is the portal to our online learning system where you will complete all of the required courses for your role/program.

## 2. Early Learning Program Manual

The [Early Learning Program Manual](#) (ELPM) contains policies, procedures, guidance, forms, and ECEAP, Head Start, and Early Head Performance Standards. This is the manual that you will use to direct your work. You can see a list of the ELPM's new and revised documents for 2017-18 in the [ELPM 4.0 – New and Updated Documents” list](#).

## 3. Online Classes

The portal for our online classes can be found at the top of the [EarlyLearningWa.org](http://EarlyLearningWa.org) website. All returning staff should complete their Learning Path by **September 15**. This completion requirement will be monitored. All new staff should complete the courses in their learning path no later than four months after their hire date. Pace yourself as you complete these courses. You will feel overwhelmed with the great deal of information there is to learn about ECEAP, Head Start, and Early Head Start.

If you have not yet received an email with login information for online learning, please contact [Mike Condardo](#).

## 4. Training and Meeting Calendar

The [Training and Meeting Calendar](#) is housed on the Professional Learning tab on the [EarlyLearningWa.org](http://EarlyLearningWa.org) website and contains all the information you need to know about trainings and meetings you may be required to attend. This document is updated regularly, so make it a practice to check in on a regular basis.

## 5. New Staff Training

As in the past, all of the information a new staff person will need to be successful in their new position will be found in our online learning system. When we receive the information about a new hire, we place them in the correct “Learning path” in our new learning management system (Litmos) and they receive an email with login instruction. The soon we receive the online Staff Information Form indicating a new staff person has been hired, the sooner we can get them into the system and make their training available to them. Our face-to-face sessions are designed to **enhance and support** what has been presented in the online courses. **It does not replace the learning that occurs online.**

Face-to-face New Staff Training sessions will occur in the months of **October, November, and December**. New staff will need to register on the [Training and Meeting Calendar](#) for one of the two offerings each month.

## 6. Staff Information Forms

It is vital for Center Directors to communicate information about all their staff changes by using the electronic forms on [EarlyLearningWa.org](http://EarlyLearningWa.org). This is the only way we can ensure each staff member receives the information and support necessary for their successful work with children and families.

[New Staff Information Form](#)

[Changes to Existing Staff: Contact Information Form](#)

[Changes to Existing Staff: Position or Location Form](#)

[Staff Departure Form](#)

## 7. Connector (Monthly PSESD Newsletter) and To-Do Lists (Deliverables)

The [Connector](#) is published monthly, and you will be notified of its publication via email. It is your guide to how to implement your work. It is divided up into sections that will give all staff, including center directors, very important information about program-wide changes and expectations, professional learning, education, health, safety, nutrition, family engagement/support, mental health, and disabilities. The [To-Do Lists](#) will tell you specifically what deliverables you must accomplish in a given month. Make it your practice to read this publication each month to ensure the successful completion of required activities.