

Early Learning Hub of Linn, Benton and Lincoln Counties Kindergarten Partnership & Innovation – Reporting Meeting

MEETING COMMENCED	9:00am, June 29, 2016 Linn-Benton Community College, Albany
MEETING CALLED BY	Kristi May
WORK GROUP MEMBERS PRESENT	Lauren Sigman (remotely), Dawn Baker, Cindy Golston, Marc Thielman, Shirley Blake, Cindy Bond, Carol O'Connor, Katy Allaback, Anne Griffith, Madison Yock, Regina Wilson, Lori Romeo, Peggy Clyne, Luke Zedwick
VERSION	Final

Agenda topics

DISCUSSION ITEM	Welcome and Introductions
	Representatives from some of the School Districts, but not all.

DISCUSSION ITEM	Overview of KPI Projects by District
	Corvallis School District – Kindergarten “Kick Start” program at 6 of our elementary schools, targeting most needy children.
	Philomath School District – Kindergarten “Kick Start” program, focusing on early literacy skills. Also partnering with PYAC to increase their Safety Town program.
	Lebanon School District – Partnering with the Boys and Girls Club and starting a preschool at one of our elementary schools. Working with Head Start to target children that were wait listed.
	Harrisburg School District – Doing shared professional development trainings with preschool teachers and kindergarten teachers in their district so that they know what everyone’s role is and what the expectation is for kids who are starting school.
	Sweet Home School District – Starting a preschool at the Boys and Girls Club, the “Pumpkin Seed” preschool. (Also working with Lebanon School District.)
	Lincoln County School District – Will be expanding the LIFT program throughout their District. Adding a bi-lingual class in Lincoln City, and adding a second bi-lingual 2-day a week class in Newport. Will be investigating adding transportation. LIFT is open to the community.
	Alsea School District – Increasing their preschool program with computer-based programming, also some professional development for teachers. Currently funded by School District and Strengthening Rural Families.
	Albany School District – Opening a preschool in Waverly Elementary School, hoping to close the gap for English language learners. Also applied for a second Hub grant so that we could bring in a bicultural, bilingual assistant for the preschool classroom to work with the students and their families.

DISCUSSION ITEM	KPI Quarterly Reporting and Request for Reimbursement
	The KPI funds are reimbursable funds and you are required to use this reporting tool in order to be reimbursed.

You have the option of getting reimbursed monthly (for the smaller agencies), but only need to submit the reporting tool quarterly.
There are different priority areas covered on the same form, but you only need to fill out the areas that apply to you. You will have blanks, and that's okay.
For reporting, please focus on the number of children served, not the families.
You may need to modify some of your existing forms to collect some of the data asked for in the reporting tool.
Try to only include activities that you used KPI funds on. Don't over-report, or make yourselves crazy trying to do too much. There may be some overlap with other funds you are receiving.

DISCUSSION ITEM	Required Surveys by Priority Area
There is a second part to the reporting because the State is working with Portland State University to determine the effectiveness of the funding.	
There are two different types of surveys and both are for ongoing projects, Professional Development and Kinder Transition/Family Engagement.	
We need to get activity dates from each of you as soon as possible: when the activity is projected to start and stop, and when your surveys be returned to PSU.	
Each of you was given a flash drive today and it has all of your reporting documents on it, including Spanish versions of the surveys.	
Submit the quarterly report to Kristi May directly, and your request for reimbursement. As Districts you only need to submit a General Ledger report for back-up documentation. The Hub will reimburse you and then the Hub will be reimbursed from the state.	
There is also a Service Provider Manual on the flash drive, so you have a list of the dates when reports are due.	
For example, the quarter July 1-Sept 30 and your report is due on Oct 30 – 30 days after end of quarter. If you are doing monthly requests for reimbursement, send them at the end of each month.	
The last day to submit requests is June 30, 2017, when the grant ends.	
The Lebanon/Sweet Home reporting is a little different, but we will work that out.	

DISCUSSION ITEM	Vroom
Handed out tip cards to all present and notified participants that Vroom resources are on their flashdrives.	
Discussed what Vroom is and how it can be used in existing programs.	
What can we do for parents that are illiterate? They can't read the tip cards or the phone app.	
Boys and Girls Club would like to have a Vroom orientation for their staff.	
Posters available, in English and Spanish.	

DISCUSSION ITEM	National P-3 Institute
P-3 Conference coming up in Seattle on October 24-27, and the Hub has funds to cover a local cohort to attend if we would like to apply. They request that people attend as a cohort, and we would like to send a group, if possible.	
If you are interested in attending, please contact the Hub. We can send about 8 people.	
We'd like to represent rural and urban in our cohort.	

DISCUSSION ITEM	Questions, Comments, Concerns
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Was every district included? ESD let us attend a Superintendent's meeting, and at that meeting, all 12 districts wanted to participate. Determining allocation was difficult, but we worked out a way for each district to get a significant dollars—enough to make it worth their while to participate.

NEXT MEETING	TBD
MEETING ADJOURNED	1:00pm