

# EC Administration Practice Committee (ECAPC)

**March 8, 2018, 12:00 to 3:00 p.m.**

**MDE, Conference Center B, room CC18**

**Members:** Kate Andersen, Sandi Arndt, Mary Bartusek, Joyce Beaird , Amy Berge, Leah Byrd, Cindy Check, Sara Chovan, Sue Forster, Tiffany Grams-Farkas, Bethany Hardy, Sarah Holmboe, Jessica Koch, Karen Kremer, Julie Kuenzel, Angie McGinnis, Sarah Moline, Monica Potter, Jessica Richter, Heather Sanders, Renee Sorgenfrie, Donald Sysyn, Nancy Wallace

**MDE:** Mike Brown, Debbie Hewitt, Jon Vaupel, Avisia Whiteman

**Guests:** Mary Owen

**AGENDA**

**12:00 Welcome**

Introductions:District/organization, your role, and what you would like to gain from participating in this group.

 Ground rules and purpose of group.

**12:30 Building Mentorships in Our Field**

Guest Mary Owen will introduce work involving the creation and support of mentors for new administrators. The also relates to our Regional Networking Groups. What can be done to support these groups and identify mentors throughout the state? In addition to regional mentors, we will discuss the role of local mentors (for administrators and teachers).

**12:50 Parent Handbooks and Program Policy Discussion**

Thank you for sharing your handbooks. I created a list based on topics in your handbooks, with the goal of creating a rubric that administrators can use to create/revise their handbooks.

Discussion: What policies are essential for parents to know/understand? What policies do you struggle with, or parents, or staff? How do you align policies with program values, goals, etc.?

Toileting policy and procedures in your programs.

**1:30 Program/staff Handbooks**

Do you have handbooks for your staff? How do you convey operations, procedures, and policies to staff and new employees?

An example is the substitute process that we discussed during our last meeting.

**2:00 Blending and Braiding Funds**

We will discuss budgeting and introduce new budgeting tool.

 Specific discussion on allowable expenditures in early childhood programs (i.e., the restricted grid in UFARS).

 Discussion: What would make the budgeting process easier?

**2:15 Survey of Early Childhood Administrator Roles and Responsibilities**

Working on a survey to define roles and responsibilities of early childhood administrators. Need group feedback on survey questions.

**2:30 Open Discussion**

What is on your mind? Where do we need to focus next?

**3:00 Meeting Concludes**