

Maryland SEFEL Pyramid Model Monthly Leadership Minutes

Date | time Tuesday, February 5th, 2019 | 1:00 PM – 2:30 PM |

Location Maryland State Department of Education, 200 West Baltimore Street, Baltimore MD, 21201

10th Floor Conference Room

Develop Action Plan for the Year Based on BOQ Results – Refer to “2019 Strategic Plan” document

- The goal of the action plan is to better align with NCPMI priorities.

- **Goal #5: SLT records decisions from each SLT meeting.**
 - o February (current status): UMB compiles and disseminates agenda and minutes for each meeting, emailed to SLT members.
 - o March: SLT will begin ratifying minutes at start of meetings. UMB will add SLT section to updated PM website.
 - o April: Formalizing maintenance of minutes within meeting and discussion of dissemination of SLT page.

- **Goal #6: SLT evaluates each meeting and uses data to improve meetings.**
 - o February: UMB evaluation team will develop template for feedback form.
 - o March: UMB team presents draft form to SLIT for feedback and modification.
 - o April: SLT pilots feedback form at the end of April’s meeting.

- **Goal #1: SLT has written criteria for membership which ensures broad representation from a range of stakeholders, programs and agencies.**
 - o April: Review of list of current leadership and cadre members. Review ECAC’s and State ICC’s regulations for reference.
 - o May: Draft membership criteria and finalize membership recommendations/invitations.
 - Members must commit to a certain number of meetings.
 - Attendance open to public, however only members can vote on issues.
 - o June: Ratify guidelines and recommendations.

- **Goal #2: SLT establishes a clear written mission and vision.**
 - o July: Review national Pyramid Model mission and vision and other states’ examples.
 - o August: Review and edit draft version of state mission and vision.
 - o September: Ratify and publish to website.

- **Goal #4: SLT adopts written ground rules and logistics** (e.g. criteria for membership). *Development of goal #4 will be informed by completion of Goal #1.*
 - o September: Review ground rules and logistics.
 - o October: Draft ground rules and logistics.

- November: Ratify ground rules and logistics and publish to website.

Agency Updates

- UMB:
 - Spring Symposium, May 14th.
 - June TOT in Prince George's County Resource & Referral Center.
 - Discussion became more broadly about:
 - Additional requirements for participants: combination of experiences as a trainer and implementing the Pyramid Model.
 - Formalizing and incentivizing coaching activities.
 - Possible requirement to have experience being coached in order to become a coach.
 - Spring Pyramid Model Trainers and Coaches Meeting, April 26th at CTE in Columbia.
 - TPITOS Training (Date TBD): late summer 2019.
 - [New Training Modules](#).
 - Social Media Efforts – Facebook: [MD Pyramid Model](#), Twitter: [@PyramidModel](#), Instagram: [@MDpyramidmodel](#).

Miscellaneous Items

- Suggestion to standardize Pyramid Model on-boarding process for new staff.
- Data from gap-analysis by Policy Equity Group will be available soon.

Follow-Up

- UMB to provide TA Network's Early Childhood Learning Community and TA Telegram info. See updated information below:
 - Subscribe to the [EC Learning Community](#) and register for their [February Webinar](#)
 - Subscribe to the TA Telegram e-newsletter by sending an email to TANetwork@ssw.umaryland.edu with "subscribe" in the subject line.
- UMB to send out link to TOT training PowerPoints.
- MSDE to invite members from Credentialing and EXCELS Department to leadership meeting to explore incentives-based coaching opportunities for PM trainers/coaches.

Next Meeting: Tuesday, March 5th