

**PIECES Collaboration Committee**  
**April 27, 2004**  
**Flatwoods DHHR**

**Present:** Ginger Huffman, Bill Huebner, Linda Bond, Betsy Morris, Pat Joe White, Melanie Clark, Loyette Mathis, John Stallings

KEY POINTS DISCUSSED	KEY DECISIONS MADE
<p><b>Introductions</b>  Each member gave updates as to successes and challenges regarding their county is in relation to WV Pre-k.</p>	
<p><b>County Plan Format</b>  Ginger presented a section of the <i>Collaborative Procedures for Transition into and out of the WV Pre-k System</i> that was developed for the WV Transition Steering Team. This format could be easily adapted to the WV Pre-k County Plan format. This format came from the book <i>A Road Map for Facilitating Collaborative Teams</i> by Peggy Hayden, Linda Fredrick, and Barbara J. Smith.</p> <p>Ginger presented the agency profile (page 40), also from this book. This profile could be adapted to use for classroom profiles, and would not be as cumbersome to fill out for counties.</p> <p>Ginger presented a sample invitation (page 15) counties could use to invite everyone to the pre-k meetings.</p> <p>The committee suggested that an email go to all county contacts requesting suggestions on how to improve the plan. The suggestions would then be brought to the next committee meeting.</p>	<p>The committee discussed the issue in changing the county plan format for the third time, and the impact it will have on the counties at a local level. The committee decided that at the next meeting Melanie would bring her laptop and a projector and the committee could work on the format their at the meeting together.</p> <p>The committee will work on revising the classroom profile to be similar with the agency profile in the book.</p> <p>The committee decided that the invitation information would be placed in the Guidance Document as a sample for local use.</p>
<p><b>Collaborative Classroom Analysis</b>  Bill presented an analysis that he and Melanie had worked on from the counties that were approved as submitted.</p>	<p>The suggestion was made to have the table set up in columns: county, sites, process, maximization, and models.</p>

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<p><b>FAQ's</b> The committee suggested that the FAQ's on the TA website be separated out into topics. To find a FAQ now, you need to read through them all to find the one related to what you are seeking.</p>	
<p><b>Next Meeting</b> June 11, 2004 Flatwoods DHHR, room 4 &amp; 5 9:00am - 4:00pm</p>	