



Dear SPYC Partners,

I hope everyone has been enjoying the summer weather and finding a little time to rest and relax. EEC has formally approved our Year 2 CPPI Application and Budget, so we are officially in Year 2! We are resuming our monthly newsletter that you can expect to receive the first week of each month. There is much to share with you on what is coming up -- **please read all the way to the end of the newsletter.** We have included a table view of deadlines and important dates as well as a calendar view. As always, we are learning together – please continue to reach out to Alyssa (617-595-8776) any time questions pop up. We also want to hear your feedback! **To gather this, [here is the link to a brief survey](#). Please fill this out by Monday August 5th.** It should only take you 5-10 minutes and will help us to be as responsive as possible to the individual needs of you and your center.

Thank you all for your amazing partnership – Year 2 promises to bring many meaningful and exciting developments for families, children, teachers, and you!

Best,

Lisa and Alyssa

Year 1 Fiscal Reporting

(Dawn & Sarah, you don't need to worry about this!)

- You may have received an email from EEC recently on the CPPI Cost Workbook that all Year 1 Childcare Partners must complete. The state is trying to determine the entire costs of running the CPPI classrooms - including all funding sources that impact that classroom. I will help you with this process but there is information only you can provide.
- **I have attached to this email the instructions and workbook from EEC that you will need to complete by August 30th.**
- **There is a webinar offered by the state to provide support on Friday August 9, 2019 from 12pm-1pm -- we *highly* recommend that everyone make time for this and look at the materials beforehand so you can come to the webinar with questions.**
- EEC recommends that directors complete this with their bookkeeper and/or financial lead so that the programmatic and fiscal pieces come together to form a whole picture of what it costs to run a classroom. You should all have the exact amounts CPPI contributed to your overall classroom budgets in Year 1 in the budget tracker. If you do need us to send you anything on this or offer support in any way, please don't hesitate to reach out. I will also be checking in with you throughout August.



QRIS

- After talking with Amy Whitehead-Pleaux at EEC, and meeting with Danielle Pazos from Cambridge, we propose the following strategy to support the QRIS journey. From August-October, Alyssa will help everyone learn how to apply for Level 1 and begin the process if you have not already. Between late October and early November, we can start supporting Level 2 attainment (or Level 3 if you are ready) and give ourselves the whole year to collect the documentation we need.
- Amy noted there are some tools and strategies they are going to work on in the next few weeks. Therefore, it makes sense for us to focus our energy on starting up in the fall with new groups of children, getting support with assessments and screenings, thinking about goal setting with teachers - and then really focus on QRIS in November. There is no rush and because the system is in flux, they advise us to go slowly!
- Alyssa will be in touch with everyone individually at the end of August to set up time to offer the initial phase of support. If questions come up before then, please reach out to us.
- **Our next SPYC meeting will be on August 20 from 11-12:30 and will be QRIS and PD focused.**

Year 2 Contracts and Invoices

- Now that our Year 2 budget has been officially approved, SPS is beginning the contract process.
- **As soon as you receive your contract from SPS please fill out the necessary forms and return it as soon as possible.** As Year 1 partners are now familiar with, the contract approval process in the district/city is long!
- It is reasonable to assume that the contract process will be completed by mid-September. After that, everyone can submit the first invoice which I will send to you. The invoice then takes 2-3 weeks to process, so you should expect the first chunk of Year 2 funds in early-mid October. We are likely going to do three invoices in Year 2.
- More information on the fiscal procedures/tools for Year 2 are forthcoming!



Teacher Letter & Surveys

- To help teachers understand SPYC and the opportunities created for them by this grant, we have developed a draft letter to go out to teachers from directors at the end of August/ beginning of September. We have also developed a survey ([link here](#)) for teachers to go along with the letter.
- We recommend you have everyone fill out the survey at a staff meeting or by some method that uses time already built into the day. We are also happy to come meet with teachers to go over the letter and answer questions. We are planning to do this at Bigelow as it was something Dawn thought would be helpful. **Please let us know if you would like to set this up for early September.**
- **For now, please take a look at the letter and the survey and send along any feedback you have to Alyssa by August 9th.**

Ages and Stages Questionnaire (ASQ)

- You all received a note from Lisa on ASQ a few weeks back. I have included that memo as an attachment for your reference as well as the DRIVE flyer and Intro to ASQ ppt. **If you have not already, please log-on to the DRIVE portal and sign the MOU!** Just a few clicks and it is done.
 - *Signing the MOU:* log into eCImpact (<https://agency.e-cimpact.com/login.aspx?org=23050F>) and click on the link titled “**MOA Acceptance FY2020**” under the header “**DRIVE**” a link to this process will also be posted to the home screen. If you have used eCImpact before, your login credentials have not changed. If this is your first time logging in, your email address is the username and temporary password is **pwd123**. You will be prompted to change it immediately. Please note that both usernames and passwords are case sensitive. Please print, sign and upload Attachment A: DRIVE Partner’s Acknowledgement of United Way’s* Terms and Conditions. Please complete and submit this memorandum of agreement within two weeks of receipt of this email.
- We will be in touch soon with more information about the SPYC process for administering ASQ – no need to worry about it until you hear more from us.



On the Horizon

- Someone from Riverside Early Years Project (Allegra, Aren, and/or Lizzie) has likely reached out to you at this point to schedule time to meet you and learn a bit more about your program. If you have too much going on right now and would prefer to postpone this meeting, please let Alyssa know and she will communicate that to Riverside. They will be working with teachers in the different programs in cycles, so for some places it is not urgent that they meet with you right away. We will send out more information on what those cycles will look like soon. This will not coincide with instructional coaching you may receive from Valerie, Heidi, or our new coach, Paige Mahoney.
- We are putting together an SPYC Year 2 calendar for professional development and other SPYC happenings, and will soon send out details on PD offerings. This should help to provide a clear picture of the timing of all of the different grant elements. For now, mark your calendars for a session with Debbie LeeKenan on October 30th.
- In September, we will reach out with more information about ESI Screening, the Tuition Assistance process and forms to families, and assessment support.

UPCOMING DEADLINES

Item	Due by
Fill out and return contract to SPS as soon as you receive it	asap
Complete director survey	8/5
Sign MOU in DRIVE Portal	8/2
Feedback due to Alyssa on teacher letter & survey	8/12
CPPI Year 1 Cost Workbook (due to EEC)	8/30

UPCOMING MEETINGS

Meeting	Date
EEC Year 1 Cost Workbook Webinar 12pm – 1pm	8/9
SPYC August Monthly Meeting 11am – 12:30pm	8/20
SPYC September Monthly Meeting 11am-12:30pm	9/17
September Shared Services Meeting 11am – 12:30pm	9/26



SPYC Monthly Calendar



Deadlines
 Attendance highly recommended
 Attendance optional

August 2019

Featured this month: sandcastles at EPH!

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
				1	2 Sign DRIVE MOU Complete Director Survey	3
4	5	6	7	8	9 EEC Year 1 Cost Workbook Webinar 12pm- 1pm	10
11	12 Feedback due to Alyssa on teacher letter & survey	13	14	15	16	17
18	19	20 SPYC Monthly Meeting 11am- 12:30pm	21	22	23	24
25	26	27	28	29	30 CPPI Year 1 Cost Workbook due to EEC	31
1	2	3 SPS pre-k/k first day of school	4	5 Head Start first day of school	6	7