



Oklahoma Pyramid Model State Leadership Team Policies & Procedures April 2022

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Introduction

The purpose of this document is to describe how the Oklahoma Pyramid Model State Leadership Team functions and makes decisions to implement and sustain the Pyramid Model for Supporting Social Emotional Competence in Infants and Young Children in the state. It is designed so all members can be informed about how the SLT operates, including agreed-on policies and procedures, as well as shared understanding of its purpose, how meetings are

conducted and its work group structure. It is also intended as an orientation to the SLT for new or prospective members.

Vision Statement: All Oklahoma early childhood practitioners, in partnership with families, will have the knowledge, skills, disposition and supports necessary to nurture infants and young children's social-emotional well-being within their family, culture and community

Mission Statement: The mission of the Oklahoma Pyramid Model State Leadership Team is to develop the state infrastructure so that all early care, health and education providers successfully implement the Pyramid Model of positive behavior interventions and support with fidelity.

Goals & Key Areas of Work:

The goal of the Oklahoma SLT is to oversee the development of four key areas of work in implementing the Pyramid Model Statewide:

1. Establishing a *collaborative, cross-sector team* (the OK Pyramid Model State Leadership Team) to develop policies, procedures, resources, and other mechanisms to plan, implement, evaluate, and sustain Pyramid Model site-level implementation, a professional development system to provide training and coaching for PM implementation, and a process for collecting data and evaluating statewide implementation.
2. *Implementation of PM practices at designated sites* across a wide variety of settings in which young children are cared for and educated (may include preK, Head Start and Early Head Start, early childhood tribal programs, child care in both family and center-base settings, and within individual family environments).
3. A *professional development network* of individuals and systems to deliver training and coaching for PM implementation
4. Ensuring Oklahoma's pyramid model work is understood and valued by key audiences

In doing this work the SLT supports these *guiding principles*: Site-Level implementation to support three overarching priority areas for our work:

- Use data effectively to guide decision making
- Improve system capacity to address social, emotional, behavioral and mental health
- Connect Pyramid Model work to other initiatives, innovations, agencies and work.
- Ensure our work supports and increases racial and ethnic equity.

The four key areas of work are done by four workgroups: the SLT, Implementation, Professional Development, and Data and Evaluation. Each workgroup develops strategic plan objectives related to the goals within the four areas of work. Together, all the objectives of each work group make up the Strategic Plan. Each year the SLT will review and update the strategic plan and goals as needed. Each goal and objective will be aligned to the SLT's Benchmarks of Quality. The SLT will be responsible for understanding the work of the workgroups and supporting their successful fulfillment of the work groups' action plans. It will also be responsible for ensuring the work of the different groups is well coordinated and helping the state reach its six outcomes:

- 1) Enhance the capacity of the workforce to adopt the Pyramid Model.
- 2) Increase the number of high-quality Pyramid Model trainers and coaches.
- 3) Develop a cadre of high-fidelity program-wide and community-wide implementation sites.
- 4) Partner with families to enhance skills and strategies to support their children.

- 5) Increase children's prosocial skills and reduce challenging behavior.
- 6) Prevent and limit expulsion and suspension in early childhood settings.

State Leadership Team

Membership:

The Statewide Leadership Team (SLT) is to be a collaborative, cross-sector team to develop policies, procedures, resources, and other mechanisms to plan, implement, evaluate, and sustain a state-wide professional development (PD) system that supports the high fidelity use of the Pyramid Model. It should include a diverse membership who can collectively advance and sustain the implementation of the Pyramid Model. To provide that cross-sector representation, the SLT should be composed of individuals from the following organizations and agencies who have sufficient authority to speak on behalf of their organization and make decisions or confirm decisions within a two-week time frame:

- **Oklahoma Department of Mental Health and Substance Abuse Services**
- **Oklahoma Partnership for School Readiness**
- **University of Oklahoma Early Childhood Education Institute**
- **Oklahoma State Regents for Higher Education**
- **Oklahoma State Department of Health**
- **Oklahoma Child Care Resource and Referral Association, Inc.**
- **Oklahoma Head Start Collaboration Office**
- **Oklahoma Department of Human Services**
- **Oklahoma State Department of Education**
- **Tribal Head Start Representatives**
- **Tribal Child Care Representatives**

Individuals from these organizations are recommended to ensure adequate feedback from key stakeholders in the work:

- Head Start Director's Association
- Educare Model Representative
- Potts Family Foundation
- Inasmuch Foundation
- George Kaiser Family Foundation
- SoonerStart
- Individual Representing Licensed Childcare

Additional representatives may be added as Pyramid Model adaptations to varied settings are rolled out across the state. Additions are made by consensus from the current SLT membership.

Anyone may attend a Pyramid Model SLT meeting with voice but not vote. Though [decisions are preferred to be made by consensus](#), in the event a decision requires a vote, only a single representative from each organization or agency may vote. Each organization or agency, whether required or recommended, will designate an appropriate person to be its connection to the SLT, and that person will remain a member as long as that person retains a position within

the represented organization and is supported in doing so by the organization or agency. They may designate more than one person, but still retain only one vote per organization or agency if and when [a vote tabulation is needed for making a decision](#).

Annually, the State Leadership Team will review its membership and confirm with represented organizations their connections to the SLT through a specific, named individual.

Member Responsibilities:

All SLT members are expected to participate fully, attending meetings and contributing with their efforts and expertise to help the SLT accomplish the work of implementing the Pyramid Model in the state. All SLT members are decision makers who play an active role in their agency and are invested in supporting the success of the Pyramid Model work. In certain situations when that decision maker cannot be a member, his or her designee has been named with ready access to the decision maker and able to commit resources and report decisions within one or two weeks of an SLT meeting. SLT members are committed to SLT decision making, supporting group decisions even when one is absent, and being a positive and productive team member. It is expected that each SLT member will serve on [a work group](#) of their choice. Finally, each member is expected to have a process for communicating with those he or she represents.

SLT Leadership

The SLT will select two individuals from the membership to serve as SLT co-leads. The SLT will ensure there are always two co-leads in the event of a resignation. The co-leads will be responsible for:

- planning and distributing the agenda in advance of each meeting
- facilitating the meeting,
- ensuring [meeting roles](#) are determined and performed
- distributing the meeting notes after each meeting,
- orienting new members

Co-leads will remain in their position for at least a year and shall be re-approved or replaced annually by the full SLT membership.

State Leadership Team Host Organization:

The Oklahoma State Pyramid Model is housed at the Oklahoma Partnership for School Readiness (OPSR). The host organization is determined by the State Leadership Team. Other members may be asked to assist with Pyramid Model State Leadership. For instance, members can provide space or leadership for an SLT meeting or workgroup, or help pay for the technical assistance the SLT receives from the national Pyramid Model Consortium each year.

State Leadership Team Functioning

Meeting Logistics:

The purpose of the SLT meetings is to develop and implement an action plan based on the written vision and mission. The SLT is committed to using meetings as a process of assessing progress; identifying and committing to future work and providing tangible evidence that

Oklahoma is taking steps to achieve its goals for infants, toddlers, and preschoolers, their families, and the early care and education providers who support them.

Meeting Roles:

- Notes will be taken by an assigned **notetaker** at each meeting, important information and decisions, including attendance, will be recorded in the meeting notes.
- **Timekeeper** will keep track of assigned time frames for agenda items.
- **Buddy** will be assigned as the person to ask for clarification or to catch up if a meeting is missed.
- Each meeting will be evaluated.

Meeting Frequency:

- The EC-Pyramid Model SLT will meet quarterly in a virtual format
- The SLT will work toward establishing an in-person gathering to review the work and make plans for the future.
- Meetings may be called by any member with the agreement of two-thirds of the group members.
- Subcommittees or work groups of the SLT may be created at the discretion of the SLT to advance its work. The purpose, membership, and frequency, as well as meeting procedures, will be determined by the SLT

Meeting Agenda:

- An agenda will be prepared for each meeting.
- The agendas will be prepared by the SLT Leads.
- Each agenda will have objectives for the meeting.
- The agenda will include time for each workgroup to give a progress update.
- The agenda will include time for new and ongoing business.
- Team members will be reminded about the next meeting, date, time and place.
- Each agenda will include an evaluation at its conclusion.
- The agenda will be sent out to all members at least one week prior to the scheduled meeting.

Meeting Norms:

- We will operate using the principles of trust (benevolence, reliability, competence, openness, honesty)
- We will be present and conscious of the time (e.g., start/end on time; use the time well)
- We will engage fully in the work (avoid distractions, limit the use of cell phones/email to emergencies, be professional)
- We will think and participate collaboratively
- We will be conscious of the process and structures for the work
- We will hold ourselves and one another accountable to the norms
- We will act on information/data that guides us toward solutions that positively effect children and families outcomes.

Decision Making: The SLT uses consensus as often as possible. If consensus is difficult to achieve, the SLT will use “modified consensus” (i.e., what can be changed so that we can live with this decision and publicly support it). Decisions by vote will be used as a last resort.

Communication:

The key communication messages and assignments will be reviewed at the end of each working session. Members will ensure these messages get back to their represented organization and other key stakeholders.

SLT Workgroups

The Oklahoma State Leadership Team will consist of member of the State Leadership Team and four SLT Workgroups. Other ad hoc workgroups may be established at the direction of the SLT, however, only if a written purpose is established along with a sunset date:

- Implementation
- Professional Development
- Data & Evaluation
- Communication

Workgroup Purpose:

Each workgroup is responsible for a component of the four essential structures of statewide Pyramid Model Implementation Guide as recommended by the [Statewide Implementation Roadmap](#). They are also responsible for the six outcomes established by the SLT.

The first essential structure is the State Leadership Team itself which will be the responsibility of the Oklahoma Pyramid Model State Leadership Team. The other three essential structures align as follows:

Workgroup	State Essential Structure (from Roadmap)	Six Outcomes
Implementation	Implementation and Demonstration Sites	3) Develop a cadre of high fidelity program-wide and community-wide implementation sites. 4) Partner with families to enhance skills and strategies to support their children. 5) Increase children’s prosocial skills and reduce challenging behavior. 6) Prevent and limit expulsion and suspension in early childhood settings.
Professional Development	Professional Development Network (PDN) of Program Implementation Coaches	1) Enhance the capacity of the workforce to adopt the Pyramid Model 2) Increase the number of high-quality Pyramid Model trainers and coaches.

Workgroup	State Essential Structure (from Roadmap)	Six Outcomes
Data & Evaluation	Data, Evaluation, and Using Data to Make Decisions	Evaluation of outcomes
Communication	Variously mentioned in the Roadmap	Communication about outcomes.

Workgroups will agree on a workgroup goal/vision (or purpose), a set of objectives, and action plans to reach those objectives based on their purpose. The SLT will provide support and advice on the goal/vision, objectives and action plan. Progress toward carrying out the action plans will be reported to the SLT at its regular meetings.

Workgroup Leads:

Each workgroup will have a lead person who schedules and facilitates workgroup meetings. This person also needs to be on the SLT and communicate between the SLT members and the workgroup. Each workgroup should agree upon who the lead is. The lead person will lead the work for 2 years and then give the opportunity to someone else in the group to lead the work. The lead person can stay involved with the workgroup.

Workgroup Membership:

Each workgroup will be led by at least one person from the SLT. Workgroups may be composed of members from across the state whether or not they are SLT members, provided that they have experience and expertise in workgroup responsibilities as it pertains to Pyramid Model implementation. Orientation for members of the workgroup will be the responsibility of the workgroup lead(s).

Workgroup Meeting Frequency:

Workgroups will meet every other month to ensure the action plan is being implemented. Meeting frequency may change at the discretion of the SLT, but frequency will never be fewer than 4 times a year.

New Member Orientation

New SLT members will receive an orientation that includes an overview of the Pyramid Model, its practices and recommended approaches to statewide implementation (i.e., the Roadmap and the BOQ) along with a link to the [overview video](#), policy and procedures and State Leadership Team Strategic Plan, [website](#) and annual report. New members are invited to join a work group. For the first six months of the new members participation, SLT Leads or a designee will check in with the new member on a bi-monthly basis to answer questions, receive feedback, and assure the new member is thoroughly integrated into the SLT and workgroup work.

Member and Agency Succession:

To enable a smooth succession when an SLT member must leave the team, SLT members who know they will be leaving the SLT should contact the Leads as soon as possible to provide the

anticipated date of their departure. The SLT Lead will determine what sector representation is affected by the department and work with the departing individual to ensure the continuity of the sector representation. Care will be taken to ensure loss of expertise and skills will also be addressed.