

*NH Early Childhood Advisory Council Steering Committee*

**Meeting Summary**

Friday, April 16, 2010

Early Learning NH

Two Delta Drive, Concord, NH

**In Attendance:**

Jackie Sparks	Children Unlimited
Gerry Santilli	NH Head Start Association
Julie McConnell	NHCCAC Co-Chair, NH Community Loan Fund
Pat Cantor	NHCCAC Co-Chair, Plymouth State University
Elissa Margolin	Margolin Consulting
Heather Brown	NH Parent Advisory Council (PAC) Chairman
Carolyn Stiles	ESS/BDS
Dee Dunn	ECCS
Lisa Strout	NHCCAC Secretary, NHAEYC
Ellen Wheatley	DHHS/DCYF/Child Development Bureau
Barbara Hemingway	Concord School District/Dame School
Michelle Lewis	ICC/Parent Information Center
Jackie Cowell	Early Learning NH
Patty Ewen	Department of Education/Office of Early Childhood
Tricia Tilley	DHHS/DPHS/Maternal and Child Health
Christina Durkee	NH DOE

**Welcome and Agenda Review**

Elissa Margolin welcomed everyone, reviewed the agenda including today's meeting objectives:

- 1) Adopt Steering Committee Decision Making Guidelines
- 2) Create a Communications Task Force
- 3) Adopt NH ECAC guiding principles, vision and mission
- 4) Identify mechanism for NH ECAC time sensitive action or advice
- 5) Determine the most pressing tasks and issues facing the Council short (next 8 months) and long (next 3 years) term
- 6) Determine the most effective and efficient means for addressing these priorities

**Meeting Summaries**

Elissa reminded the group of the progress made thus far:

- A Planning Committee was established
- A Decision Making Proposal was reviewed
- A Taskforce was established to work on Guiding Principles

The meeting summaries from the February and March ECAC meetings were adopted. (ACTION: Elissa to add that Jackie Sparks was in attendance at the March meeting -- complete)

## NH ECAC Guiding Principles

The task force dedicated to developing Guiding Principles for the ECAC included Ruth Littlefield, Ellen Wheatley, Tricia Tilley and Jackie Cowell. They submitted the following for discussion:

Recommended **Guiding Principles** for NH's Early Childhood Leadership Council

1. Parents and families are the most influential people in a child's life and must be supported by communities and included as primary partners at every level.
2. Families should be partners with stakeholders and service providers in designing, coordinating and evaluating services and supports.
3. Preventive approaches are more economical and effective than costly remediation later in life.
4. Programs and supports for all children and families must be developmentally, culturally, and linguistically appropriate and be universally accessible.
5. Utilization of evidence-based or promising practices to deliver high quality services and programs helps ensure that all children are healthy, safe and ready to succeed in school and in life.
6. Successful transitions for young children and their families sustain the foundation of healthy early childhood development.
7. Communication, coordination, collaboration and partnership across all sectors of the community, both public and private, ensure the effectiveness and impact of services.
8. A comprehensive early childhood system maximizes efficiency and collaboration at both the state and local level, with flexibility to support local decision-making and priorities.
9. A comprehensive early childhood system sets high standards, self-evaluates and continuously improves.

NH Early Childhood Advisory Council **Vision:** *All New Hampshire children and their families are healthy, learning and thriving with access to coordinated and comprehensive services and supports in their communities.*

**Mission:** *In New Hampshire, we envision a system of high quality, coordinated and comprehensive services and supports that are aligned with the strengths and individual needs of every child and family who wishes to access it. As a collaboration of families and public and private agencies working together as leaders and partners, we are dedicated to providing access to and bridging services between and through a comprehensive, coordinated statewide system for all of New Hampshire's young children and families. The components of a comprehensive early childhood system include but are not limited to: health, mental health and nutrition; early learning [early childhood education, preschool special education, child care, Head Start, preschool through grade three]; early intervention; family support [parent education, family stability]; and social, emotional and developmental support.*

Several edits were recommended and documented by the Task Force. **ACTION: Guiding Principles Task Force to meet prior to May ECAC meeting to submit revised document based on the feedback received -- complete.**

## Planning Committee Report

- **Steering Committee Decision Making Guidelines** Based on the feedback from the March meeting, the Decision Making Guidelines were revised for consideration. The guidelines below were adopted (red= changes accepted at meeting)

### Decision Making

- Strive for consensus
- If consensus is not feasible, work to achieve modified consensus (members may not fully agree, but can publicly support decision)
- If voting is required, passage will require a simple majority of those ECAC members in attendance
- On matters of particular importance, an **individual** member can move to require a 2/3 majority of those ECAC members in attendance

### Voting Guidelines

- **Committees, work groups or task forces** shall present **significant** proposals in writing in advance of the ECAC meeting
- **A member can move that a matter on the agenda be deferred to a committee, work group or task force for additional discussion and represented via a written proposal at the next ECAC meeting.**
- Only Steering Committee members who are present (or via phone) may vote
- Steering Committee Members unable to attend a meeting may make recommendations in writing or via a proxy
- There will be no proxy voting
- Steering Committee members will use colored cards for voting:
  - Green = Yes
  - Yellow = Some concerns, but can support
  - Red= Serious concerns. Can not support.
- Detailed voting procedures will be drafted by a By-laws Task Force and included in ECAC By-laws

### Steering Committee Communications

- Steering Committee will create a Communications Task Force to develop *Communications Guidelines* to all stakeholders.

- **Proposed Process for NH ECAC's Timely Response** The planning committee presented a proposal to serve as a timely response body for the Steering Committee at this time:

**Proposed process for how the NH Early Childhood Advisory Council can respond quickly and effectively when there is a time-sensitive need for advice or action. The functions of the Planning Committee already include the following:**

The members of the Planning Committee represent the State ECAC Steering Committee in contacts with the DHHS, the DOE, and other outside organizations, agencies, and individuals. Representation of the State ECAC is done with the advice and consent of the State ECAC and may be in person or in writing.

The Planning Committee fulfills other functions, with the support and at the direction of the Steering Committee, such as providing letters of support for grants, written or oral testimony at public hearings, and/or support or opposition for proposed legislation. These functions are completed in a timely manner.

**We propose that the Planning Committee may fulfill these functions in various ways, including:**

The Steering Committee may move that the Planning Committee will respond to a particular issue or concern in a particular way (for example, the Planning Committee writes a letter on behalf of the ECAC to the Governor and/or legislators supporting a proposed piece of legislation). If there is time, the Planning Committee drafts the letter and sends it to ECAC Steering Committee members for feedback. The revised letter is then sent to its intended recipients.

In some cases, Steering Committee members may be asked to solicit feedback and/or endorsement from the groups they represent. In those cases, Steering Committee members would not be required to obtain their group's endorsement, and the endorsement process would follow the guidelines established by the groups they represent.

In cases where there is not enough time to consult the Steering Committee, the Planning Committee is authorized to act as it sees fit on behalf of the NH ECAC. Planning Committee members will agree on the proposed action and will all have input into the process. Steering Committee members will be informed of the action as soon as possible.

Members discussed the role of a "planning committee" versus an "executive committee" and there was mixed reaction to giving authority to respond on behalf of the ECAC to the "planning committee". **ACTION: Planning Committee and Steering Committee to reconsider options at May meeting.**

- **P-16 Council Draft Goal Brainstorming**

NH ECAC has been asked by the P-16 (soon to be renamed the P-20) to provide early learning recommendations to their working goals document. Given the make up of the council, the short timeline and the current lack of representation from early learning community, it was agreed that the ECAC should respond. To gather as much feedback as possible in a short amount of time, the Steering Committee engaged in a "whip share" brainstorm. Ideas included:

- Quality pre-school for all
- Degree in early childhood
- Lower teen birth rate
- Ability to read at the 3<sup>rd</sup> grade level by the 3<sup>rd</sup> grade
- All pre-schools fully inclusive
- School readiness for all
- Dedicated funding stream to support high quality pre-school
- State plan for children
- Early childhood education adequately funded birth to pre-school
- Integrate the "p" into P-20 document's strategies
- Home visitation/early literacy
- Coordination of certification between Department of Ed and DHHS
- Birth through 5 – not just pre-academic
- Neurons to Neighborhoods
- Early literacy strategy – integrate into goal #1
- NH Response – the P-16 connection
- Accreditation of preschool programs
- Request a separate goal in the P-20 document
- Integrate "family" into goals and strategies
- Request inclusion of a "P" on the P-20
- Universal pre-k

- Intervention K through 12
- Embed early childhood into curriculum
- CAC's recommendation of pre-school

It was agreed that a task force convene made up of the Planning Committee and Ellen Wheatley to make final recommendations to the P-20 Document. **ACTION: Jackie will convene this task force**

### **Council Task List and Prioritization**

Tabled due to time constraints

### **Next ECAC Steering Committee Meeting**

Friday, May 21st from 2 – 4 pm.