

## NH Early Childhood Advisory Council

Friday, September 17, 2010

2 pm – 4 pm

Early Learning NH, Two Delta Drive

*Meeting Summary*

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### In Attendance:

Barbara Hemingway	Preschool Special Education/Dame School
Julie McConnell	NH Community Loan Fund
Jackie Cowell	Early Learning NH
Debra Nelson	DHHS/DCYF/Head Start
Ellen Wheatley	DHHS/DCYF/Child Development Bureau
Toni Elsworth	RISE for Children and Families
Tricia Tilley	Maternal and Child Health
Patty Ewen	NH DOE
Carolyn Stiles	DHHS/FC ESS
Gerry Santilli	Head Start Directors Association
Lisa Strout	NHCCAC/NHAEYC
Heather Brown	NH Head Start Parent Advisory Council
Deirdre Dunn	ECCS

### Meeting Summary from August 20, 2010

Jackie Cowell presented key points from the September meeting. The August meeting summary was adopted.

### Director Hire Planning

Jackie presented a draft of the hiring plan that was used to hire a Director for the Seacoast Early Learning Alliance that involved the use of 3 task forces: a job description task force, a screening task force and an interview and recommendations task force. The group noted that we already have a Position Description for the NH ECAC, but we may need to update and refine it (for example: how will Director coordinate with DHHS?). **ACTION: The Planning Committee will complete the job description (and will invite others to attend that meeting) and complete the Director Hiring Plan.** The job description will be circulated via email. Members will respond to determine if there is a reason to hold distribution until October meeting. It was noted that it would be helpful to review the interview questions tool from United Way used in the SELA hire.

Skill sets, knowledge, ability areas were listed. It was noted that experience is important and that we may require a Master's degree in education, early education, public policy or a field relative to the work of the Council.

A screening task force was created to review resumes: Gerry Santilli, Carolyn Stiles, Pat Cantor and/or Julie McConnell, Trish Tilley, Barbara Hemingway, Deb Nelson and Katie Brissette. Interviewing will be discussed at the October meeting.

### Membership and Governance Task Force Update

Ellen updated the group on the work from the September 7<sup>th</sup> meeting. The Membership Task force identified the components of a well-functioning Council, reviewed a proposed ECAC model and started

to identify variations to the proposal. They will work through 2 additional meetings before presenting a recommended structure and list of positions.

### **Supplemental Grant Review**

Since the Steering Committee requested review of the Supplemental Grant proposal at the August meeting, a hand out was created to clarify the current proposed expenditures for the entire budget.

The budget currently supports 4 major goals:

- o Strengthen NH early childhood infrastructure
- o Coordinate development and implementation of an integrated and comprehensive strategic plan
- o Develop a framework to evaluate the Council's outcomes/impacts
- o Foster public awareness of promote access to, and build commitment for quality early childhood programs and services

The Supplemental grant was written to add funds to improve data systems. After some thoughtful discussion, the Steering Committee agreed that it would be better to review budget allocations *after* the Director has been hired.

### **New Opportunities Protocol**

Patty from the Department of Education shared that she is pursuing Federal grant opportunity with a very short time frame that requires consultation with the ECAC. Since many grants and similar projects are now requiring ECAC inclusion and approval, the Planning Committee wanted to check in with the Steering Committee regarding protocol for fielding new opportunities. After some discussion and review of prior notes, the Council affirmed that the Planning Committee should serve to field these requests and use email communication to update the full Council. The DOE grant opportunity is Striving Readers Comprehensive Literacy Program.

### **The DOE Federal Grant Opportunity – Striving Readers Comprehensive Literacy**

- Birth through 12 grade
- No needs assessment or funding analysis
- Need expertise from field and State
- NH DOE has a Literacy plan from 2007. This will be updated by February 2011.
- The commitment for participation in the literacy team is to respond to the draft grant application and to provide a bio of qualifications, and by Feb, 2011 read and respond to the update of the Literacy Plan.
- Contact Patty ASAP to participate

**Communications:** ACTION: The Steering Committee requested that the Communications Committee draft an announcement regarding the receipt of the grant and the supplemental grant. In addition, they requested a 2-pager regarding the status and progress of the ECAC.

**NEXT NH ECAC Meeting:** Friday, October 15th, 2 pm – 4 pm, Early Learning NH, Two Delta Drive, Concord