

Board Advisory Committee Update

First Things First Early Learning Advisory Committee—Committee Description

Purpose

The purpose of the First Things First Early Learning Advisory Committee (the “Advisory Committee”) is to provide early childhood education and professional development content expertise and to make recommendations to the First Things First Policy and Program Committee regarding children’s early learning to include accessible and affordable quality early care and education and a highly skilled and knowledgeable early childhood workforce.

Membership

The Board Policy and Program Committee Chair may establish and maintain standing advisory committees composed of regional council members, content experts, community members, stakeholders and state agency partners in three content areas: early learning, family support & literacy and health.

Meetings

The Advisory Committee shall:

1. Meet as often as needed to fulfill its responsibilities as charged.
2. Hold and conduct meetings in accordance with requirements of the State of Arizona open meeting law.
3. Form ad-hoc subcommittees as deemed necessary and appropriate to focus on specific FTF topics and maximize content expertise.
4. Determine a schedule for meetings that will allow for timely completion of committee responsibilities.
5. Abide by the agreed upon group norms and processes for the Early Learning Advisory Committee.

Key Responsibilities

Each Advisory Committee Member shall:

1. Make a commitment to personally attend meetings in order to fulfill the responsibilities of the Advisory Committee; members may elect to attend electronically.
2. Review documentation from previous systems work (FTF Summit, previous advisory committees, Early Childhood Task Force) to guide discussion.
3. Make recommendations based on consensus on strategies and approaches to implement Task Force identified priority roles.
4. Make recommendations based on consensus on appropriate indicators and benchmarks related to those priority roles.
5. Serve as an active representative of the early learning community and system during the work of the Advisory Committee by sharing stakeholder and community input about the priority roles.
6. Review and provide advice on overall FTF early learning related strategies.

First Things First Policy Staff shall:

1. Assist in organizing and setting up each meeting.
2. At least one week prior to meetings, send materials to assist the Advisory Committee in completing its work.
3. Communicate regularly with the Advisory Committee membership.
4. Support the facilitator and Advisory Committee Co-Chairs to establish an agenda and appropriate materials.
5. Conduct background research and assist in securing additional content experts, if necessary, to successfully carry out the Committee responsibilities.
6. Present background and clarifying information to assist the Advisory Committee in making its recommendations.
7. In partnership with the Advisory Committee Co-Chairs and the facilitator, ensure the committee's timelines and tasks are met.

Advisory Committee Co-Chairs and/or Facilitator shall:

1. Assist in setting the overall Advisory Committee direction and individual meeting agendas.
2. Provide leadership to the Advisory Committee to ensure that all members are represented and able to contribute equally.
3. In partnership with FTF staff, ensure that the Committee's timelines and tasks are met.
4. Represent the Early Learning Advisory Committee at the Policy and Program Committee meetings.
5. Present Advisory Committee recommendations to the Policy and Program Committee of the FTF Board.
6. Communicate discussion and decisions of the Policy and Program Committee back to the Advisory Committee.

Early Learning Advisory Committee SFY 2011 Meeting Dates and Tentative Agenda Items

Meeting Dates and Locations	Action Items
January 14, 2011 10:00am-2:00pm State Capitol Building Grand Canyon Room (Basement)	Launch Committee and Establish the Foundation <ul style="list-style-type: none"> • Overview and history of Early Learning advisory groups in Arizona • Review and discuss Committee roles and responsibilities • Introduce FTF Data Collection and Evaluation System • Review Early Childhood Task Force model system and approved priority recommendations
February 18, 2011 10:00am-2:00pm Arizona Dept of Education 2005 North Central Room 106/107	Brainstorm Goals to Define Priority Role <ul style="list-style-type: none"> • Finalize Early Learning Committee description and decision-making process • Discuss changing face of early care and education systems and impact on FTF work • Discuss role of quality, access, affordability and professional development in early care and education • Draft goal statements that reflect Task Force early learning priorities
March 11, 2011 10:00am-2:00pm TBD	Finalize Goal Language <ul style="list-style-type: none"> • Review and finalize goal statements • Identify and review existing data related to goal statements • Review and discuss existing and sample indicators that measure progress toward achieving goal statements • Identify potential indicators for early learning priority goals statements
April 22, 2011 10:00am – 2:00pm Arizona Dept of Education 2005 North Central Room 106/107	Develop Indicators <ul style="list-style-type: none"> • Review and further develop draft list of potential indicators • Update on indicator development and activities of Health and Family Support / Literacy Advisory Committees • Review and discuss data from the Children’s Budget Study
May 27th, 2011 10:00am – 2:00pm Arizona Dept of Education 2005 North Central Room 106/107	Complete Draft Indicators and Begin Future Planning <ul style="list-style-type: none"> • Finalize first draft of indicators • Agree on design of vetting process • Review and discuss data from FTF Cost of Quality Study • Develop Early Learning Committee FY 2012 work plan (e.g. development of indicator benchmarks and Early Care and Education System financing model)
June 24th, 2011 10:00am – 2:00pm Arizona Dept of Education 2005 North Central Room 106/107	Finalize Indicators and Next Steps <ul style="list-style-type: none"> • Review feedback and finalize recommended indicators to be forwarded to Policy and Program Committee • Review and discuss results from Quality First Rating Pilot • Finalize FY 2012 work plan for the Early Learning Advisory Committee • Determine FY 2012 meeting schedule

Family Support and Literacy Advisory Committee—Committee Description

Purpose

The purpose of the First Things First Family Support and Literacy Advisory Committee (the “Advisory Committee”) is to provide family support and literacy content expertise and to make recommendations to the First Things First Board Policy and Program Committee regarding family support and early childhood language and literacy development.

Membership

The Board Policy and Program Committee Chair may establish and maintain standing advisory committees composed of regional council members, content experts, community members, stakeholders and state agency partners in three content areas: early learning, family support & literacy and health.

Meetings

The Advisory Committee shall:

1. Meet as often as needed to fulfill its responsibilities as charged.
2. Hold and conduct meetings in accordance with requirements of the State of Arizona open meeting law.
3. Form ad-hoc subcommittees as deemed necessary and appropriate to focus on specific FTF topics and maximize content expertise.
4. Determine a schedule for meetings that will allow for timely completion of committee responsibilities.

Key Responsibilities

Each Advisory Committee Member shall:

1. Make a commitment to personally attend meetings in order to fulfill the responsibilities of the Advisory Committee; members may elect to attend electronically.
2. Review documentation from previous systems work (FTF Summit, previous advisory committees, Early Childhood Task Force) to guide discussion.
3. Make recommendations on strategies and approaches to implement Task Force identified priority roles.
4. Make recommendations on appropriate indicators and benchmarks related to those priority roles.
5. Serve as an active representative of the family support and literacy community and system during the work of the Advisory Committee by sharing stakeholder and community input about the priority roles.
6. Review and provide advice on overall FTF family support and literacy related strategies.

First Things First Policy Staff shall:

1. Assist in organizing and setting up each meeting.
2. At least one week prior to meetings, send materials to assist the Advisory Committee in completing its work.
3. Communicate regularly with the Advisory Committee membership.

4. Support the facilitator and Advisory Committee Co-Chairs to establish an agenda and appropriate materials.
5. Conduct background research and assist in securing additional content experts, if necessary, to successfully carry out the Committee responsibilities.
6. Present background and clarifying information to assist the Advisory Committee in making its recommendations.
7. In partnership with the Advisory Committee Co-Chairs and facilitator, ensure the committee's timelines and tasks are met.

Advisory Committee Co-Chairs and/or Facilitator shall:

1. Assist in setting the overall Advisory Committee direction and individual meeting agendas.
2. Provide leadership to the Advisory Committee to ensure that all members are represented and able to contribute equally.
3. In partnership with FTF staff, ensure that the Committee's timelines and tasks are met.
4. Represent the Family Support and Literacy Committee at the Board Policy and Program Committee meetings.
5. Present Advisory Committee recommendations to the Board Policy and Program Committee of the FTF Board.
6. Communicate discussion and decisions of the Board Policy and Program Committee back to the Advisory Committee.

**Family Support and Literacy Advisory Committee
SFY 2011 Meeting Dates and Tentative Action Items**

Meeting Dates	Action Items
<p>January 19, 2011 10:00am-2:00pm</p> <p>State Capitol Building Grand Canyon Room-Basement</p>	<p>Launch Committee and Establish Foundation</p> <ul style="list-style-type: none"> • Overview and history of Family Support and Literacy advisory groups in Arizona • Review Early Childhood Task Force model system and approved priority recommendations • Introduce FTF Data Collection and Evaluation • Definition of family support and literacy • Review and discuss Committee roles and responsibilities • Review Glossary
<p>February 23, 2011 10:00am-2:00pm</p> <p>Water Resources 2nd Floor- Verde Conference Room</p>	<p>Brainstorm Inclusive Goals to Define Priority Role</p> <ul style="list-style-type: none"> • Finalize Family Support and Literacy Committee description and decision-making process • Review and discuss data from FTF Family and Community Survey • Discuss changing face of Arizona’s family support system and impact upon FTF work • Draft goal statements that reflect Task Force family support and literacy priorities
<p>March 16, 2011 10:00am-2:00pm</p> <p>Flinn Foundation</p>	<p>Finalize Goal Language</p> <ul style="list-style-type: none"> • Review and finalize goal statements • Identify and review existing data related to goal statements • Review and discuss existing and sample indicators that measure progress toward achieving goal statements • Identify potential indicators for family support and literacy priority goals statement
<p>April 27, 2011 10:00am – 2:00pm</p> <p>State Capitol Building Grand Canyon Room- Basement</p>	<p>Develop Indicators</p> <ul style="list-style-type: none"> • Review and further develop draft list of potential indicators • Update on indicator development and activities of Health and Early Learning Advisory Committees
<p>June 1, 2011 10:00am – 2:00pm</p> <p>State Capitol Building Grand Canyon Room-Basement</p>	<p>Complete Draft Indicators and Begin Future Planning</p> <ul style="list-style-type: none"> • Finalize first draft of indicators • Agree on design of vetting process • Develop Family Support and Literacy Committee FY 2012 work plan (e.g. development of indicator benchmarks)
<p>June 29, 2011 10:00am – 2:00pm</p> <p>State Capitol Building Grand Canyon Room-Basement</p>	<p>Finalize Indicators and Next Steps</p> <ul style="list-style-type: none"> • Review feedback and finalize recommended indicators to be forwarded to Policy and Program Committee • Review and discuss results from Arizona Parent Kit Evaluation • Finalize FY 2012 work plan for the Early Learning Advisory Committee • Determine FY 2012 meeting schedule

Health Advisory Committee—Committee Description

Purpose

The purpose of the First Things First Health Advisory Committee (the “Advisory Committee”) is to provide health content expertise and to make recommendations to the First Things First Board Policy and Program Committee regarding children’s healthy development.

Membership

The Board Policy and Program Committee Chair may establish and maintain standing advisory committees composed of regional council members, content experts, community members, stakeholders and state agency partners in three content areas: early learning, family support and literacy and health.

Meetings

The Advisory Committee shall:

1. Meet as often as needed to fulfill its responsibilities as charged.
2. Hold and conduct meetings in accordance with requirements of the State of Arizona open meeting law.
3. Form ad-hoc subcommittees as deemed necessary and appropriate to focus on specific FTF topics and maximize content expertise.
4. Determine a schedule for meetings that will allow for timely completion of committee responsibilities.

Key Responsibilities

Each Advisory Committee Member shall:

1. Make a commitment to personally attend meetings in order to fulfill the responsibilities of the Advisory Committee; members may elect to attend electronically.
2. Review documentation from previous systems work (FTF Summit, previous advisory committees, Early Childhood Task Force) to guide discussion.
3. Make recommendations on strategies and approaches to implement Task Force identified priority roles.
4. Make recommendations on appropriate indicators and benchmarks related to those priority roles.
5. Serve as an active representative of the early childhood health community and system during the work of the Advisory Committee by sharing stakeholder and community input about the priority roles.
6. Review and provide advice on overall FTF early childhood health related strategies, individual strategy development and strategy implementation.

First Things First Policy Staff shall:

1. Assist in organizing and setting up each meeting.
2. At least one week prior to meetings, send materials to assist the Advisory Committee in completing its work.

3. Communicate regularly with the Advisory Committee membership.
4. Support the facilitator and Advisory Committee Co-Chairs to establish an agenda and appropriate materials.
5. Conduct background research and assist in securing additional content experts, if necessary, to successfully carry out the Committee responsibilities.
6. Present background and clarifying information to assist the Advisory Committee in making its recommendations.
7. In partnership with the Advisory Committee Co-Chairs and facilitator, ensure the committee's timelines and tasks are met.

Advisory Committee Co-Chairs and/or Facilitator shall:

8. Assist in setting the overall Advisory Committee direction and individual meeting agendas.
9. Provide leadership to the Advisory Committee to ensure that all members are represented and able to contribute equally.
10. In partnership with FTF staff, ensure that the Committee's timelines and tasks are met.
11. Represent the Health Advisory Committee at the Policy and Program Committee meetings.
12. Present Advisory Committee recommendations to the Policy and Program Committee of the FTF Board.
13. Communicate discussion and decisions of the Policy and Program Committee back to the Advisory Committee.

Health Policy Advisory Committee SFY 2011 Meeting Dates and Tentative Action Items

Meeting Dates	Action Items
January 13, 2011 10:00am-2:00pm Southwest Human Development	<p style="text-align: center;">Establish the Foundation</p> <ul style="list-style-type: none"> • Finalize definition of child health, Health Committee description and decision-making process • Review Early Childhood Task Force model system and approved priority recommendations • Discuss changing face of child health systems and impact on FTF work • Introduction to FTF Data Collection and Evaluation System • Discuss the communications plan
February 17, 2011 10:00am-2:00pm Southwest Human Development	<p style="text-align: center;">Brainstorm Inclusive Goals to Define Priority Role</p> <ul style="list-style-type: none"> • Identify goal criteria • Review existing goals throughout the early childhood health system • Draft goal statements that reflect Task Force health priorities • Discuss role of prevention, early identification and treatment in early childhood health
March 10, 2011 10:00am-2:00pm Southwest Human Development	<p style="text-align: center;">Finalize Goal Language</p> <ul style="list-style-type: none"> • Review and finalize goal statements • Identify and review any existing data related to goal statements • Review and discuss existing and sample indicators that measure progress toward achieving goal statements • Identify potential indicators for health priority goals statements
April 21, 2011 10:00am – 2:00pm Southwest Human Development	<p style="text-align: center;">Develop Indicators</p> <ul style="list-style-type: none"> • Review and further develop draft list of potential indicators • Update on indicator development and activities of Early Learning and Family Support & Literacy advisory committees
May 26, 2011 10:00am – 2:00pm Southwest Human Development	<p style="text-align: center;">Complete Draft Indicators and Begin Future Planning</p> <ul style="list-style-type: none"> • Complete first draft of indicators • Agree on design of vetting process • Develop health committee FY 2012 work plan (e.g. review of health strategy standards of practice; development of indicator benchmarks; development of FTF leadership role in early childhood system)
June 23, 2011 10:00am – 2:00pm Southwest Human Development	<p style="text-align: center;">Finalize Indicators and Next Steps</p> <ul style="list-style-type: none"> • Review feedback and finalize recommended indicators to be forwarded to Policy and Program Committee • Finalize FY 2012 work plan • Determine FY 2012 meeting schedule

Advisory Committee Decision-Making Process and Implementation Timeline

