

# PreKindergarten Education Implementation Committee

## WORKGROUP GUIDELINES

These guidelines describe the goals, topics, roles, participation and process that will guide the Prekindergarten Education Implementation Committee's work outside of full Committee meetings from February - June, 2024.

### Goals & Considerations

Workgroups provide a strategy for the Prekindergarten Education Implementation Committee to divide up its considerable scope of work into manageable pieces; distribute activities across Committee members; and support multiple issues, resources, and perspectives to be explored in depth simultaneously.

Workgroups will focus on the considerations outlined in *H.217, Section 2(c)*, including:

1. The needs of both the State & local education agencies;
2. The minimum number of hours that shall constitute a full school day for both prek & kindergarten;
3. Whether there are areas of the State where prek education can be more effectively & conveniently furnished in an adjacent state due to geographic considerations;
4. Benchmarks & best practices to ensure high-quality prek education;
5. Measures to ensure capacity is available to meet the demand for prek education;
6. Special education services for children participating in prek in both public & private settings;
7. Any necessary infrastructure changes to expand prek;
8. Costs associated with expanding prek, including fiscally strategic options to sustain an expansion;
9. Recommendations for the oversight of the prek system;
10. Any other issue the Committee deems relevant, such as:
  - a. Changes necessary to transition children who are three years of age from the 10-hour prek benefit to child care & early education<sup>1</sup>; and
  - b. Special education services for 3 year olds<sup>2</sup>.

### Roles

All Prekindergarten Education Implementation Committee members will participate in one Workgroup. All Workgroups will be facilitated by the same outside facilitator.

*Workgroup Members will:*

- Prepare for, attend and provide input during Workgroup meetings
- Gather research, resources, and stakeholder feedback to explore workgroup topics
- Document and report issues and possibilities back to the full Committee

*The Facilitator will:*

- Facilitate and support broad participation during meetings
- Guide Workgroup goals and focus; develop agendas, supporting materials and minutes for meetings; facilitate integration with full Committee

*The full Prekindergarten Education Implementation Committee will:*

- Review, discuss, and integrate Workgroup reports during Committee meetings
- Make decisions and recommendations to include in a final report

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<sup>1</sup> From *H.217, Section 2(c)* Powers and duties

<sup>2</sup> Consideration added after Committee vote in an online questionnaire on 1/22/24

## Topics & Participants

### Workgroup 1: System-level Considerations

*Considerations explored by this Workgroup:*

- Needs of both the State and local education agencies (1)
- Whether there are areas of the State where prek education can be more effectively & conveniently furnished in an adjacent state due to geographic considerations (3)
- Changes necessary to transition children who are three years of age from to 10-hour prek benefit to child care & early education (10a)
- Recommendations for the oversight of the prek system (9)

*Committee Members participating in this Workgroup:*

- Jeff Francis, Vermont Superintendents Association, Executive Director
- Renee Kelly, Head Start Collaboration Office Director
- Janet McLaughlin, Agency of Human Services, Co-chair
- Colin Robinson, Vermont National Education Association, designee:
- Becca Webb, regional prekindergarten coordinator

### Workgroup 2: Capacity & Funding Considerations

*Considerations explored by this Workgroup:*

- The min # of hours that shall constitute a full school day for both prek and K (2)
- Measures to ensure capacity is available to meet demand for prek (5)
- Any necessary infrastructure changes to expand prek (7)
- Costs associated with expanding prek, incl. fiscally strategic options to sustain expansion (8)
- Recommendations for the oversight of the prek system (9)

*Committee Members participating in this Workgroup:*

- Heather Bouchey, Interim Secretary of Education, Co-chair
- Sandra Cameron, Vermont School Board Association, designee
- Sherry Carlson, Let's Grow Kids, designee
- Nicole Miller, Vermont Afterschool, Inc., Executive Director
- Jeff O'Hara, representative of a prequalified private provider
- Chris Wells, family representative

### Workgroup 3: Program Quality Considerations

*Considerations explored by this Workgroup:*

- Benchmarks and best practices to ensure high quality prek education (4)
- Special education services for children participating in prek in public & private settings (6)
- Special education services for children three years of age (10b)
- Recommendations for the oversight of the prek system (9)

*Committee Members participating in this Workgroup:*

- Morgan Crossman, Building Bright Futures, Executive Director
- Korinne Harvey, family representative
- Sharron Harrington, Vermont Association for the Education of Young Children, Exec. Director
- Erica McLaughlin, Vermont Principals' Association, designee
- Theresa Pollner, Vermont Curriculum Leaders Association, designee
- Sheila Quenneville, representative of a prequalified private provider

- Pam Reed, Vermont Council of Special Education Administrators

## Process

Workgroups will meet monthly for 90-minutes from February - June, 2024 to focus on the following:

### *February:*

- Launch with review of topic area and specific considerations
- Develop a work plan to guide the subsequent three months of exploration

### *March:*

- Gather relevant information, data, research, and feedback related to [1-2 Considerations in the Workgroup Topic area]
- Document issues and perspectives to share with the Committee

### *April:*

- Gather relevant information, data, research, and feedback related to [1-2 Considerations in the Workgroup Topic area]
- Document issues and perspectives to share with the Committee

### *May:*

- Gather relevant information, data, research, and feedback related to [1-2 Considerations in the Workgroup Topic area]
- Document issues and perspectives to share with the Committee

### *June:*

- Synthesize issues and possibilities to inform Committee's decision process

Workgroup meetings will be warned and conducted according to open meeting law. Each Workgroup meeting is required to meet a quorum of participants for that Workgroup<sup>3</sup>. Committee members can observe meetings of other Workgroups if their presence does not count toward a full Committee quorum<sup>4</sup>. Once ten Committee members are in attendance at a Workgroup meeting, Committee members not assigned to the Workgroup will not be permitted to join the meeting.

In addition to meeting monthly, each Workgroup will report out monthly at Committee meetings. From March through June, Committee meetings will focus on progress updates from each Workgroup, as well as integrating reports across Workgroups. Workgroup members will take turns reporting to the full Committee about the previous month's work, responses to questions or suggestions posed by committee, and any needs for feedback or information.

Agendas, committee information, resources and documents will be available on the Agency of Education [Prekindergarten Education Implementation Committee website](#).

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<sup>3</sup> Quorum is a majority of the members of a public body. Therefore, Systems-level Considerations will meet quorum at 3; Capacity & Funding Considerations at 4, and Program Quality Considerations at 4.

<sup>4</sup> Quorum for the full Prek Education Implementation Committee is 11.