

## **MISSOURI PANEL ON SCHOOL READINESS: FOCUS ON PRE-KINDERGARTEN EDUCATION [PRE-K PANEL] WORK PLAN**

In April 2008, the Missouri Coordinating Board for Early Childhood charged the Pre-K Panel with answering six (6) questions that will lay the foundation for the Missouri Coordinating Board for Early Childhood's deliberations on prekindergarten education in Missouri. The Pre-K Panel is to develop recommendations based on its answers to these questions and to finalize these recommendations by October 2008.

### **Work Plan and Timeline May 2008 – October 2008**

The Pre-K Panel's work plan has three (3) phases, each associated with one of its three (3) meetings:

- **Phase 1:** Laying the Foundation
- **Phase 2:** Investigating the Questions Posed by the Charge
- **Phase 3:** Finalizing the Pre-K Panel's Recommendations

To assist Pre-K Panel members prepare for the decision-making that will occur at each of their meetings, voluntary, pre-meeting conference calls will be scheduled. These calls will be structured to focus members' attention on the upcoming meeting agenda, gather input on decision-making items, and in general help establish the conditions needed so each meeting of the Pre-K Panel is focused and results-oriented. Dates and times for the calls in advance of the second and third meeting will be identified following the May 30<sup>th</sup> meeting.

Additionally, prior to each meeting, briefing materials will be prepared. These materials will be mailed to Pre-K Panel members a minimum of one week in advance of the meeting. Pre-K Panel members are encouraged to review these materials as part of their meeting preparation.

The Pre-K Panel's meeting notes will be publicly distributed via the Missouri Child Care Resource and Referral web site (<http://www.mocrrn.org/>) and input sought from constituents and stakeholders on the questions being deliberated by the Pre-K Panel. Meeting notes, panel questions, and the Pre-K Panel's emergent recommendations

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(following Meeting #2) also will be posted on the Missouri Child Care Resource and Referral Network web site. Pre-K Panel members are invited to help with the distribution process and solicitation of input. Input received will be shared with Pre-K Panel members for the purpose of expanding understanding of the issues and informing the group's deliberations.

A table will be available at each meeting for members to share materials of interest.

In accordance with Missouri's Sunshine Law, all meetings of the Pre-K Panel are open to the public, including the press.

### **Phase 1: Laying the Foundation Meeting #1: May 29 - 30, 2008**

At its first meeting, the Pre-K Panel will:

1. Organize itself for the work set forth in its charge from the Missouri Coordinating Board for Early Childhood (Coordinating Board).

- a. To promote an effective group process, the Pre-K Panel will develop and agree to rules for working together and making decisions.
- b. To permit members to delve more deeply into the issues pertinent to its decision-making, Pre-K Panel members will self-select participation on a work group, each of which is associated with a cluster of questions outlined in the Pre-K Panel Charge. Work groups will be responsible for drafting recommendations for the Pre-K Panel's review and consideration, and final approval. The Pre-K Panel facilitator will be available to support each group's work.

While each member ultimately is responsible for deliberating and informing the recommendations for each of the questions outlined in the Charge, this organizational structure permits deeper investigation into the issues and supports more efficient processing of information during the Pre-K Panel's three (3) meetings. To further their deliberations, work group members may choose to convene via conference call between meetings. If this choice is made, a conference call line will be made available to participants.

2. Increase its understanding of the Missouri context for prekindergarten (pre-k) education.
3. Initiate the process of identifying the purpose of publicly funded pre-k in Missouri. The working document resulting from this work will serve as a filter through which the integrity of the Pre-K Panel's evolving recommendations for the state's pre-k programs is regularly assessed.

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4. Identify the information needed to respond to the questions outlined (other than the purpose of publicly funded pre-k) by the Coordinating Board in its charge.

#### Phase I Outcomes

By the conclusion of its first meeting, the Pre-K Panel will have

- (1) Prepared a working document outlining the purposes of publicly funded pre-k education in Missouri.
- (2) Approved a work plan for its three (3) meetings.
- (3) Organized itself for its work.
- (4) Increased its understanding of the Missouri early care and education context.
- (5) Identified the information needed by each work group for responding to its selected questions.

### **Phase 2: Investigating the Questions Posed by the Charge Meeting #2: July 22, 2008**

At its second meeting, the Pre-K Panel will organize its initial answers to the questions being deliberated by the individual work groups. This result will be achieved through a combination of small and whole group work in conjunction with interaction with individuals involved with delivering pre-k programs in Missouri. The Pre-K Panel's initial answers will be reformulated by the Pre-K Panel facilitator as a series of draft recommendations prior to the Pre-K Panel's final meeting on October 7. Additional information needed to finalize the Pre-K Panel's recommendations – and ways to garner this information – also will be identified.

#### Phase II outcomes:

At the conclusion of its second meeting, the Pre-K Panel will have:

- (1) Input to its thinking from key constituencies.
- (2) Initial answers to the questions posed by its Charge.
- (3) A clear impression of the direction of its recommendations.

### **Phase 3: Finalizing the Pre-K Panel's Recommendations Meeting #3: October 7, 2008**

At its third, and final, meeting, the Pre-K Panel will review and finalize its recommendations for the Coordinating Board. The Pre-K Panel's recommendations will be delivered to the Coordinating Board at its meeting on November 11 by the Pre-K Panel Chair. By the end of November, a final written report, prepared by the Pre-K Panel's facilitator, will be submitted to the Coordinating Board. The final report will

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document the Pre-K Panel's process and recommendations, including rationale. A draft of the final report will be sent to Pre-K Panel members who indicated a willingness to comment on the draft. All Pre-K Panel members will receive a copy of the final report, which also will be posted on the Missouri Child Care Resource and Referral Network web site.

### Phase III Outcomes

By the conclusion of third and final meeting, the Pre-K Panel will have:

- 1) Approved its recommendations for publicly funded pre-k in Missouri.
- 2) Fulfilled its charge from the Missouri Coordinating Board for Early Childhood.