

Early Learning Council

March 16, 2020

1:30 PM – 4:00 PM

Virtual Meeting

[Join Meeting Here](#)

Agenda

SUE MILLER

Early Learning Council
Chair

PATRICK ALLEN

Director, Oregon Health
Authority

ANGELA BLACKWELL

PETER BUCKLEY

KATY BROOKS

COLT GILL

Deputy Superintendent,
Oregon Department of
Education

ANNE KUBISCH

GEORGE MENDOZA

MARGARET MILLER

EVA RIPPETEAU

MARGARET SALAZAR

Executive Director,
Oregon Housing and
Community Services

KALI THORNE LADD

LIESL WENDT

Deputy Director, Oregon
Department of Human
Services

MIRIAM CALDERON

Early Learning System
Director

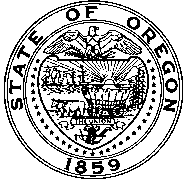
*Members of the public wanting to give public testimony must sign in.
Each individual speaker or group spokesperson will have **3 minutes**.
Electronic testimony may be submitted to Remy.Watts@state.or.us.*

- | | |
|---|----------------|
| I. Board Welcome & Roll Call | 1:30 – 1:35 PM |
| Sue Miller, Chair | |
| II. Public Testimony | 1:35 – 1:40 PM |
| III. Update on Licensing Rules (Office of Child Care) | 1:40 – 2:00 PM |
| Amy Joyce, Interim Director, Office of Child Care, ELD | |
| IV. Emergency Response | 2:00 – 2:15 PM |
| i. Office of Child Care COVID-19 Response | |
| Amy Joyce, Interim Director, Office of Child Care, ELD | |
| Miriam Calderon, Early Learning Systems Director, ELD | |
| V. Salary Requirements for Early Learning Programs – <i>Action Item</i> | 2:15 – 3:00 PM |
| i. Oregon Pre-Kindergarten | |
| ii. Preschool Promise Providers | |
| Gwyn Bachtel, Early Learning Programs Director, ELD | |
| VI. Grant Review Committees – <i>Action Item</i> | 3:00 – 3:30 PM |
| Betsy Imholt, Deputy Director, ELD | |
| David Mandell, Prenatal-to-Three Systems Fellow, ELD | |
| VII. ELC Committees – <i>Action Item</i> | 3:30 – 3:55 PM |
| <i>Early Childhood Education Committee Draft Charter Discussion</i> | |
| Sara Mickelson, Chief of Staff, ELD | |
| VIII. Adjournment | 3:55 – 4:00 PM |

**Times are approximate; items may be taken out of order, meetings may conclude early and breaks may be added as needed. All meetings of the Early Learning Council are open to the public and will conform to Oregon public meetings laws. The upcoming meeting schedule and materials from past meetings are posted [online](#). A request for an interpreter for the hearing impaired or for accommodations for people with disabilities should be made to Remy Watts at 503-947-0674 or by email at Remy.Watts@state.or.us. Requests for accommodation should be made at least 48 hours in advance.*

Staff

Remy Watts,
Council Administrator &
Rule Coordinator



Early Learning Council

March 16, 2020

1:30 PM - 4:00 PM

Early Learning Division
3rd Floor, Grand Ronde Room
700 Summer St NE, Suite 350
Salem, OR 97301

COUNCIL ACTION REQUEST

Date: March 9, 2020

AGENDA ITEM: Update on Licensing Rules (Office of Child Care)

ACTION: Informational discussion; no action requested.

ISSUE: The Office of Child Care (OCC) is currently undergoing a large-scale rule change process that will take place over 2020.

BACKGROUND: The OCC within the ELD oversees child care entities in the state, including licensing and monitoring certain child care facilities and providers. The OCC is currently engaging a multi-year rule update process that is slated for completion in late 2020 or early 2021.

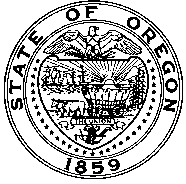
Throughout 2020, the OCC will be working with federal Technical Assistance partners, and engaging Rule Advisory Committees (RACs) to inform the rule update process. The rules within Chapter 414 (ELD) include Divisions 205 (Registered Family Child Care Homes), 300 (Certified Child Care Centers), and 350 (Certified Family Child Care Homes). We will also be consulting with our DHS partners about updating Division 180 (Regulated Subsidy Child Care Facilities).

OCC will keep the ELC up to date on rule change processes and content direction, with a final proposal likely presented at the October 2020 or January 2021 ELC meeting.

PROPOSED DRAFT MOTION: *No action requested.*

CONTACT:

Amy Joyce, Interim Director, Office of Child Care, Early Learning Division



Early Learning Council

March 16, 2020

1:30 PM - 4:00 PM

Early Learning Division
3rd Floor, Grand Ronde Room
700 Summer St NE, Suite 350
Salem, OR 97301

COUNCIL ACTION REQUEST

Date: March 9, 2020

AGENDA ITEM: Rule Amendment to address COVID-19 (Office of Child Care)

ACTION: Consider temporary rule regarding COVID-19; adopt temporary rule.

ISSUE: The Office of Child Care (OCC) is engaged in addressing the potential spread of COVID-19 within child care facilities. Additional tools would assist in the ability to address the presence of a diagnosis, or significant exposure to the virus, of a child or staff member in a child care.

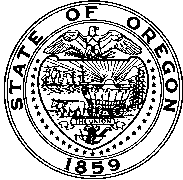
BACKGROUND: The OCC within the ELD oversees child care entities in the state, including licensing and monitoring certain child care facilities and providers. The recent arrival of COVID-19, caused by the Novel Coronavirus, is a public health issue for which the Oregon Health Authority (OHA) and local Public Health offices are on the front line. OHA has its own statutes and rule around testing and exclusions from “children’s facilities,” which include child care. To ensure that child care providers are providing proper notifications to, and complying with recommendations from public health, OCC proposes amendments to require providers to comply with recommendations from public health authorities regarding communicable diseases.

The amendments are similar for each of the three types of regulated child care. The OARs for Registered Family facilities are in Division 205; for Certified Centers are in Division 300; and for Certified Family are in Division 350.

PROPOSED DRAFT MOTION: I move to adopt the Temporary Rule Amendments to the following Oregon Administrative Rules: 414-205-0035; 414-300-0030; 414-350-0050; presented to the Early Learning Council in the packet dated March 9, 2020.

CONTACT:

Amy Joyce, Interim Director, Office of Child Care, Early Learning Division



Early Learning Council

March 16, 2020

1:30 PM - 4:00 PM

Early Learning Division
3rd Floor, Grand Ronde Room
700 Summer St NE, Suite 350
Salem, OR 97301

COUNCIL ACTION REQUEST

Date: March 9, 2020

AGENDA ITEM: Salary Guidelines for Early Learning Programs

ACTION: Approve minimum salary requirements and target salary guideline methodology for lead teachers and teacher assistants in the Oregon Pre-Kindergarten (OPK) and the Preschool Promise (PSP) programs.

ISSUE: House Bill 2025 (2019) requires the Early Learning Council (ELC) to establish a methodology to determine minimum salary requirements and target salary guidelines for lead preschool teachers and teacher assistants in OPK and PSP programs.

BACKGROUND: The Early Learning Division (ELD) administers both OPK and Preschool Promise. The OPK program aligns with the federal Head Start model and serves children from families with incomes at or below 100% of the federal poverty level. The Preschool Promise program provides high-quality preschool services to children from families with incomes at or below 200% of the federal poverty levels.

When the Preschool Promise program was created, the legislature required the ELC to establish salary guidelines for Preschool Promise lead teachers that are comparable to lead kindergarten teachers in public schools. The ELC adopted a methodology for establishing minimum and target salaries for Preschool Promise lead teachers in February 2016. A 2019 change (HB 2025) requires the ELC to establish minimum salary requirements and target salary guidelines for teaching assistants and expanded the guidelines to include OPK lead teachers and teaching assistants. Salary guidelines must be comparable to lead kindergarten teacher and teacher assistance salaries in public schools.

The current ELC salary guidelines must be updated to reflect these changes. Two options are included for your consideration, one based on a statewide model and another based on a differentiated (two-zone) model. The proposals are detailed in Attachment I of this Council Action Request. Staff is recommending adoption of Option A.

PROPOSED DRAFT MOTION: I move to adopt the methodology outlined in Option A salary requirements and target salary guidelines for lead teachers and teacher assistants for the Oregon Pre-Kindergarten and Preschool Promise programs as provided in the packet provided to the Early Learning Council and dated March 9, 2020.

CONTACT:

Gwyn Bachtle, Director of Early Learning Programs, Early Learning Division

Attachments:

- I. Early Learning Program Salary Guidelines Policy Options Memo



MEMORANDUM

To: Early Learning Council Members

From: Gwyn Bachtle, Early Learning Programs Director

Date: March 9, 2020

Re: Salary Guidelines for Early Learning Programs

Oregon statute previously required the Early Learning Council (ELC) to adopt methodology to establish minimum salary requirements and target salary guidelines for lead teachers within the Preschool Promise (PSP) Program. Legislation passed by the 2019 Oregon Legislature expands this requirement to the Oregon Prekindergarten (OPK) program.

This memo provides recommendations to update the existing methodology for minimum salary requirements and target salary guidelines for lead teachers in PSP, as well as recommendations to expand the methodology regarding lead teachers in OPK classrooms. This memo also provides methodology for teacher assistant salaries to recognize the unique role the teacher assistant plays within the early childhood classroom – including expectations related to teacher assistant-child interactions, curriculum implementation, and supervision of all children within the classroom or home.

Current Methodology

The 2016 Early Learning Council adopted a methodology to develop lead teacher salaries that were comparable to kindergarten teacher salaries in public schools per ORS 329.175 (2016). The adopted methodology is as follows:

1. Each Early Learning Hub Region shall have unique salary requirements for lead teachers in PSP classrooms.
2. These requirements shall be based on:
 - a. Kindergarten teacher salaries from school districts across the Early Learning Hub region where the program is located;
 - b. The teacher's education level as measured by degree level or the Oregon Registry Online Steps; and
 - c. Years of experience in a similar role.
3. The requirements should set a minimum and a target salary requirement for each Early Learning Hub Region.

Recommended Options for Updating Methodology

Two methodologies are proposed below – Option A and Option B. Each option differs only in its recommendation of the geographical unit used to determine the scale. They maintain the same general methodology as that originally adopted for Lead Teachers, but applied to Teacher Assistants.



Option A: Statewide Salary Zone

The following methodology (i.e., **Option A**) is proposed for the ELC's consideration:

1. Develop one salary target for educators in PSP and OPK across Oregon.
2. Lead Teacher target salary requirements shall be based on:
 - a. The average of kindergarten teacher salaries across all districts in Oregon;
 - b. The teacher's qualification level as measured by credential/degree level or the Oregon Registry Online Step level; and
 - c. Years of experience as determined by the program/employer.
3. Teacher Assistant target salary requirements shall be based on:
 - a. Minimum salary requirements for Lead Teachers;
 - b. The Teacher Assistant's qualification level as measured by credential/degree level or the Oregon Registry Online Step level; and
 - c. Years of experience as determined by the program/employer.
4. Establish minimum salary requirements that is at least 65% of the corresponding target salary for that qualification level.

For illustrative purposes only, a sample salary schedule is provided in Appendix A.

Option B: Two-Region Salary Zone

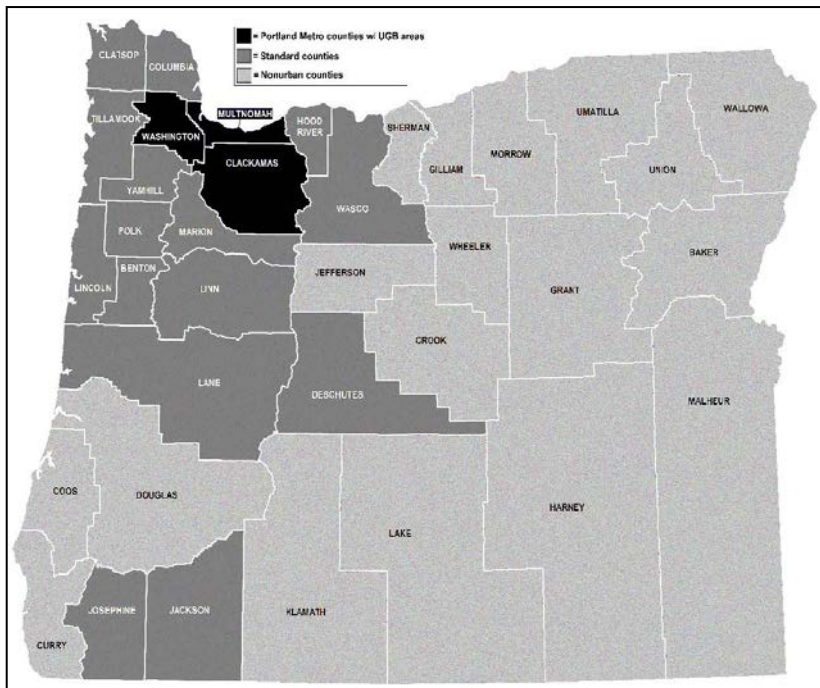
The following methodology (i.e., **Option B**) is proposed for the ELC's consideration:

1. Develop salary targets differentiated for two regions of Oregon based on the minimum-wage zones.
2. Lead Teacher salary targets shall be based on:
 - a. The average kindergarten teacher salaries from all districts in the zone;
 - b. The teacher's qualification level as measured by credential/degree level or the Oregon Registry Online Step level; and
 - c. Years of experience as determined by the program/employer.
3. Teacher Assistant salary targets shall be based on:
 - a. Minimum salary requirements for Lead Teachers;
 - b. The Teacher Assistant's qualification level as measured by credential/degree level or the Oregon Registry Online Step level; and
 - c. Years of experience as determined by the program/employer.
4. Establish minimum salary requirements that are at least 65% of the corresponding target salary for that qualification level.

For illustrative purposes only, a sample salary schedule is provided in Appendix B.



Option B proposes two areas based on minimum wage zones. However, this option consolidates the minimum wage Standard and Non-urban zones (see map to the right) into one zone, henceforth referred to as Zone 1, and maintains the Urban zone (Washington, Multnomah, and Clackamas counties), henceforth referred to as Zone 2. This consolidation is based on ELD analysis of kindergarten teacher salaries in Standard and Non-urban zones, which do not differ substantially between regions. In addition, this methodology more closely aligns with the two regions within Employment Related Daycare (ERDC) subsidy regions.



Based on ELD analysis, kindergarten teachers located in Zone 2 counties earn approximately 14% more than the counties in Zone 1. Therefore, should this methodology be adopted, ELD expects that targets in Zone 2 would be approximately more than 14% of Zone 1. This is evidenced in the table within Appendix B.

Recommendation

The ELD recommends that the ELC select Option A as a methodology. The statewide salary scale is based on lessons learned from initial implementation. With a statewide cost per child amount (e.g., \$12,000 per year for Preschool Promise), it is difficult to require differential salary minimums across the state. If the ELC wants to move toward adoption of a geographically varied salary scale, the ELD would recommend further cost modeling activities to examine the feasibility of a differentiated cost per child based on geography. Furthermore, ELD staff believe that the minimum and target salaries allow providers to make budget decisions to differentiate salaries should they so choose, allowing for natural regional variation on an individual program basis.

MEMORANDUM – APPENDIX A

Option A: Statewide Salary Zone

LEAD TEACHER SALARIES: OREGON PREKINDERGARTEN AND PRESCHOOL PROMISE

Lead Teacher (OPTION A)	QUALIFICATION LEVEL	TARGET SALARY			MINIMUM SALARY		
		10 MO. SALARY	HOURLY	% OF AVERAGE KINDERGARTEN TEACHER SALARY	ANNUAL	HOURLY	% OF CORRESPONDING TARGET SALARY
	Bachelor's Degree (BA)/ Registry Step 10	\$63,000	\$36	100%	\$44,000	\$25	70%
	Associate Degree (AA)/ Registry Step 9	\$54,000	\$31	85%	\$38,000	\$22	70%
	Child Development Associates (CDA) Credential / Registry Step 8	\$41,000	\$24	65%	\$32,000	\$18	75%

TEACHER ASSISTANT SALARIES: OREGON PREKINDERGARTEN AND PRESCHOOL PROMISE

Teacher Assistant (OPTION A)	QUALIFICATION LEVEL	TARGET SALARY			MINIMUM SALARY		
		10 MO. SALARY	HOURLY	% OF CORRESPONDING LEAD TEACHER TARGET	ANNUAL	HOURLY	% OF CORRESPONDING TARGET SALARY
	Child Development Associates (CDA) Credential or above / Registry Step 7 or above	\$38,000	\$22	60%	\$27,000	\$16	70%
	Registry Step Less than 7	\$32,000	\$18	50% of Lead Teacher BA/Step 10 Target	\$21,000	\$12	Based on minimum wage requirements

Salaries are differentiated at the program-level for years of experience.

MEMORANDUM – APPENDIX B

Option B: Two Salary Zones

LEAD TEACHER SALARIES: OREGON PREKINDERGARTEN AND PRESCHOOL PROMISE

Zone	QUALIFICATION LEVEL	TARGET SALARY			MINIMUM SALARY		
		10 MO. SALARY	HOURLY	% OF AVERAGE KINDERGARTEN TEACHER SALARY	ANNUAL	HOURLY	% OF CORRESPONDING TARGET SALARY
1	Bachelor's Degree (BA)/ Registry Step 10	\$58,000	\$33	100%	\$41,000	\$24	70%
	Associate Degree (AA)/ Registry Step 9	\$49,000	\$28	85%	\$35,000	\$20	70%
	CDA / Registry Step 8	\$38,000	\$22	65%	\$29,000	\$17	75%
2	Bachelor's Degree (BA)/ Registry Step 10	\$67,000	\$39	100%	\$47,000	\$27	70%
	Associate Degree (AA)/ Registry Step 9	\$57,000	\$33	85%	\$40,000	\$23	70%
	CDA Credential / Registry Step 8	\$44,000	\$25	65%	\$34,000	\$20	75%

TEACHER ASSISTANT SALARIES: OREGON PREKINDERGARTEN AND PRESCHOOL PROMISE

Zone	QUALIFICATION LEVEL	TARGET SALARY			MINIMUM SALARY		
		10 MO. SALARY	HOURLY	% OF CORRESPONDING LEAD TEACHER TARGET	ANNUAL	HOURLY	% OF CORRESPONDING TARGET SALARY
1	CDA Credential or above / Registry Step 7 or above	\$35,000	\$20	60%	\$25,000	\$14	70%
	Registry Step Less than 7	\$29,000	\$17	50% of Lead Teacher BA/Step 10 Target	\$21,000	\$12	Based on minimum wage requirements
2	Child Development Associates (CDA) Credential or above / Registry Step 7 or above	\$40,000	\$23	60%	\$28,000	\$16	70%
	Registry Step Less than 7	\$34,000	\$20	50% of Lead Teacher BA/Step 10 Target	\$24,000	\$14	Based on minimum wage requirements

Early Learning Division

GRANT APPLICATION REVIEW PROCESS



March 9, 2020

TABLE OF CONTENTS

PURPOSE.....	3
REVIEW PROCESS TIMELINE.....	3
REVIEW DOCUMENTS.....	3
CONFLICT OF INTEREST DISCLOSURE	3
STEP 1 INDEPENDENT REVIEW	4
Communication with Applicants	4
Incomplete and Ineligible Applications.....	4
STEP 2 COMMITTEE REVIEW	4
Membership and Staffing.....	4
Scheduling and Noticing of Review Committee Meetings	4
Applicant Presentations	5
Input into the Decision Process	5
Additional Information	5
Distribution of Application Materials	5
Review, Discuss and Prioritize.....	6
Review Committee Matrix.....	6
Review Committee Report.....	6
Meeting Minutes.....	7
Preparation and Transmittal of Reviews	7
STEP 3 EARLY LEARNING SYSTEM DIRECTOR REVIEW	7
Appeal.....	7
CONTACT INFORMATION	7
APPENDIX A.....	8
APPENDIX B.....	9
APPENDIX C	10

PURPOSE

The purpose of this document is to describe the Early Learning Division grant review process and provide instruction to those involved in the review process.

REVIEW PROCESS TIMELINE

Applications are due according to the schedule posted in the Request for Application (RFA). The review process will take place approximately four weeks from the date of the application deadline until the date funding decisions are announced. The review process includes the following steps:

1. Independent Review, weeks 1-2
2. Review Committee, week 3
3. Early Learning System Director review and final decision, week 4

REVIEW DOCUMENTS

The documents listed below will be used to inform the review process and create a record of the Independent Review and the Review Committee's recommendations to the Early Learning System Director.

1. Application
2. Scoring Form (see "Scoring Table" in RFA)
3. Independent Review Score Summary Form (Appendix A)
4. Review Committee Report Form (Appendix B)
5. Review Committee Matrix (Appendix C)

The application and scoring form will be made available through an electronic application platform. Reviewers will be trained on use of the platform as well as the overall review process prior to the commencement of the review process.

CONFLICT OF INTEREST DISCLOSURE

Potential Conflict of Interest

A public official—including participants in this review process—is met with a potential conflict of interest when the public official participates in actions that **could** affect the financial interests of the official, the official's relatives or a business with which the official or a relative of the official is associated. Individuals with a potential conflict of interest may participate in the review process after declaring the potential conflict. The disclosure must be stated publicly at the meeting and recorded in the committee's minutes. Independent Reviewers must attest by written declaration that no potential (or actual) conflict exists regarding the application for which they are reviewing.

Actual Conflict of Interest

An actual conflict of interest exists when a public official participates in actions that **would** affect the financial interests of the official, the official's relative or a business with which the

official or a relative of the official is associated. Those with an actual conflict of interest regarding matters before this review process may not participate.

STEP 1: INDEPENDENT REVIEW

ELD will invite internal staff and external individuals with expertise in early care and education to serve as independent reviewers. ELD will assign a subset of complete and eligible applications to each independent reviewer for review. Each application will be reviewed by at least two reviewers using the scoring criteria described in the RFA. A third review may be used when scores significantly diverge between two reviewers. Applications will be reviewed in the language it was submitted. Independent Reviewers will complete an online review form for each application assigned for review. All completed forms will be shared with the Review Committee.

Communication with Applicants

ELD staff may request additional written information from applicants at the request of Independent Reviewers. Applicants will be given three business days to provide the requested additional information. All requests for additional information must be sent in writing to applicants.

Incomplete and Ineligible Applications

Applications determined incomplete or ineligible will be excluded from the Independent Review. Applicants will be notified in writing of this determination by ELD staff. Questions of eligibility by an Independent Reviewer may be brought to the attention of ELD staff for verification.

STEP 2: COMMITTEE REVIEW

Membership and Staffing

Review Committee members and a Chair will be appointed by the Early Learning System Director according to criteria specified by Oregon Administrative Rules. The Early Learning Council may recommend representatives to be named to the committee. External individuals who participate in the Independent Review may also be appointed to the Review Committee. In order to ensure a neutral appeal process, should an appeal occur, Early Learning Council members shall not serve on the Review Committee.

The Review Committee Chair shall preside over all meetings, including calling the meeting to order, assuring the conflict of interest process is followed, minutes are taken and approved, and the committee completes its work as outlined in this document. The Review Committee will be facilitated by ELD staff.

Spanish applications will be translated to English for the Review Committee.

Scheduling and Public Notice of Review Committee Meetings

All meetings of the Review Committee are public meetings and public notices will be posted on the ELD website in addition to other posting sites used by public agencies. Meetings will take place three weeks after the application due date.

Applicant Presentations

The Review Committee may invite presentations from applicants on an equal basis, specifically inviting every applicant. All presentations from applicants are to be conducted during the public meetings. If applicants are invited to make presentations, the applicants must be informed at the same time as the public meeting notices are posted. New information learned by the Review Committee from applicant presentations should be documented in the Review Committee Report.

Input into the Decision Process

The Review Committee will consider the following information when developing its recommendations:

- Regional distribution of services
- Distribution across federally recognized tribes
- Diversity of services and programs (example, delivery options and settings)
- The application and related documents
- Applicant follow up information (if applicable)
- Independent Review Score Summary forms
- Review Committee members' knowledge and expertise
- Applicant testimony (if all applicants are provided the opportunity to testify)
- Public comment

The Review Committee may also use early care and education planning documents identified by the ELD, such as the **2019 ECE Sector Plans** and any other analyses brought to the committee by the ELD.

When considering individual application scores, the Review Committee must use the required scoring criteria outlined in the RFA.

The Review Committee shall **not consider** information provided through lobbying by the applicant or any other person outside of the public meetings.

Additional Information

The Review Committee may request additional written information as needed concerning any application. This request must be made through the ELD staff. Staff will collect information from applicants. Staff should give applicants no more than three business days from time of request to reply. All requests to and responses received from applicants will become part of the official record as attachment to the Review Committee Report (Appendix B).

Distribution of Application Materials

Prior to the first meeting of the Review Committee, the following information will be posted on the ELD website:

1. Staff presentation materials
2. An application packet for each applicant, including:
 - a. Application and attachments, including translations if applicable
 - b. Completed Independent Review Form (pdf of online scoring form)

- c. Completed Independent Review Score Summary (Appendix A)
- d. Draft Review Committee Report (Appendix B)
- 3. Review Committee Matrix (Appendix C)

The Review Committee will also receive a briefing from the ELD on the program goals, funding available, and geographic distribution expectations, prior to commencing with its deliberations. Prior to the Review Committee meetings, the committee members are **strongly encouraged** to review in detail the application packets.

Review, Discuss and Prioritize

The Review Committee is expected to provide the Early Learning System Director with a Review Committee Report for each applicant (Appendix B) and a prioritized list of recommendations for grant funding (Appendix C). These documents will constitute the written record of the Committee's decision-making process. Factors that the Review Committee may consider when developing recommendations are listed on page five (5) of this document, under "Input Into the Decision Process."

Review Committee Matrix

The Review Committee will assign a priority number to each application, with priority number one (1) indicating the committee's first choice, priority number (two) 2 indicating the second choice, and so on, until all applications are assigned a number. If a committee reviews 20 applications, the prioritization should be from 1 to 20. The Review Committee may be asked to rank applications on a regional or statewide basis or both. The Review Committee may also be asked to rank applications by program type. ELD staff will complete the Review Committee Matrix (Appendix C) by recording the actions of the Review Committee throughout the Committee's meetings. The Review Committee Matrix is designed to capture and summarize the Committee's recommended priorities.

Review Committee Report

For each application, the ELD staff will finalize the Review Committee Report (Appendix B) at the direction of the Review Committee. The report will summarize the application and will be used to present the details of the Committee's decision-making process to the Early Learning System Director. The Review Committee Report should include any specific details that the Committee thinks the public or the Director should be aware.

The Review Committee will use the Independent Review Score Summary (Appendix A) as a basis for the scoring process; however, the Review Committee is not constrained by the Independent Reviewer's recommendation(s) and may choose to reduce or increase an applicant's score. Score changes **must be discussed** by the Committee and the reasoning justified within the scoring criteria on the Review Committee Report (Appendix B). If the Committee agrees with the Independent Reviewer's recommendation(s), the decision shall be noted on the Review Committee Report (Appendix B). Additional factors that the Review Committee may consider when developing recommendations are listed on page five (5) under "Input Into the Decision Process."

The Review Committee may not change the scope of a proposal as submitted in an original application.

Meeting Minutes

For each Review Committee meeting, ELD staff will record and prepare Committee meeting minutes, and secure the Committee's approval of the minutes. Within 10 days of each meeting, draft meeting minutes will be posted on the ELD website. Upon approval of the Committee, final meeting minutes will replace draft minutes posted on the ELD website.

Preparation and Transmittal of Reviews

ELD staff will complete and prepare for publication the following:

- Review Committee Report (Appendix B)
- Review Matrix (Appendix C)
- Meeting Minutes

ELD staff shall secure the authorization of the Review Committee Chair prior to transmittal of these documents to the Early Learning System Director.

STEP 3: EARLY LEARNING SYSTEM DIRECTOR REVIEW

The Early Learning System Director will review recommendations from the Review Committee and make final decisions as scheduled in the RFA. Final funding decisions will be announced on the ELD website.

Appeal

An applicant not receiving funding may appeal for review to the Early Learning Council. An appeal must be received by the Council in writing within 15 days of the notice of non-funding. Appeals must be sent to 700 Summer Street NE, Salem OR 97301.

CONTACT INFORMATION

Early Learning Division

700 Summer Street NE

Salem, Oregon 97301-4178

Email: early.learning@state.or.us

Phone: 503.947.0639

APPENDIX A

Sample Independent Review Score Summary Form

APPLICANT:

	AVAILABLE POINTS	TOTAL SCORE
Section 1	Maximum Available Points XX	
Section 2	Maximum Available Points XX	
Section 3	Maximum Available Points XX	
Section 4	Maximum Available Points XX	
Maximum Available Points XXX		

APPENDIX B

Sample Review Committee Report

Applicant:	Assigned Priority:
County:	1
Requested Funds:	
Families/Children Served:	
Provider/Program Type:	
Report Date:	
Summary of Request:	
Independent Review Recommended Score:	Review Committee Score:
<p>Use this space to document Committee discussion related to:</p> <ul style="list-style-type: none">• Rationale for modifying score• Specific details which the Committee wants the public or the Early Learning System Director to be aware• Any additional information requested and/or received from the applicant	

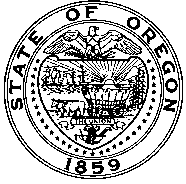
APPENDIX C

Sample Review Committee Matrix

The table below is a sample of the fields that will be used for the review matrix provided to the Review Committee. The final version will be a Microsoft Excel spreadsheet.

The applicant name, funds requested, families/children served and provider/program type columns will be completed by ELD staff. The priority column will record the recommendation from the committee.

Applicant Name	Total Funds Requested	Families/Children Served	Provider/Program Type	Priority Rank



Early Learning Council

March 16th, 2020

1:30 PM – 4 PM

Early Learning Division
3rd Floor, Grand Ronde Room
700 Summer St NE, Suite 350
Salem, OR 97301

COUNCIL ACTION REQUEST

Date: March 9, 2020

AGENDA ITEM: Equity Fund Grant Application Review Committee Membership

ACTION: Adopt membership criteria for the Equity Fund Grant Application Review Committee.

ISSUE: The rules for the Equity Fund establish that a grant application review committee will review Equity Fund grant applications. The rules also establish that the grant application review committee will be appointed by the Early Learning System Director and that the Council will recommend representatives to the Director for the committee.

BACKGROUND: The 2019 Oregon Legislature passed the 2019 Student Success Act, requiring the Early Learning Division to make grants from a newly created Early Childhood Equity Fund. At its meeting on January 30, 2020, the Early Learning Council adopted rules (OAR 414-575-0000) for the Early Childhood Equity Fund.

These rules establish that:

A grant review committee will be appointed by the Director. The Council will recommend representatives to the Director to be named to the committee. At least two-thirds of committee members must be members of communities that have experienced systemic disparities because of three or more of the factors identified in OAR 414-575-0015 (4) (a) – (e). The grant review committee will review and score applications deemed eligible by Division staff using scoring criteria established in OAR 414-575-0020.

Attachment I of this Council Action Request specifies the criteria that the Early Learning System Director shall use in appointing the Equity Fund Grant Application Review Committee.

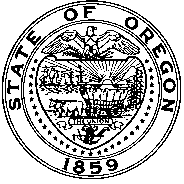
PROPOSED DRAFT MOTION: I move to adopt the membership criteria for the Early Childhood Equity Fund Grant Application Review Committee as proposed in the packet provided to the Early Learning Council and dated March 9, 2020.

CONTACT:

Nakeshia Knight-Coyle, Director of Grants and Operations, Early Learning Division

Attachments:

- I. Early Childhood Equity Fund Grant Application Review Committee Membership



Early Childhood Equity Fund Grant Application Review Committee Membership

BACKGROUND: The 2019 Oregon Legislature passed the 2019 Student Success Act, requiring the Early Learning Division to make grants from a newly created Early Childhood Equity Fund. At its meeting on January 30, 2020, the Early Learning Council adopted rules (OAR 414-575-0000) for the Early Childhood Equity Fund.

These rules establish that:

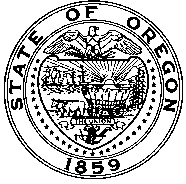
A grant review committee will be appointed by the Director. The Council will recommend representatives to the Director to be named to the committee. At least two-thirds of committee members must be members of communities that have experienced systemic disparities because of three or more of the factors identified in OAR 414-575-0015 (4) (a) – (e). The grant review committee will review and score applications deemed eligible by Division staff using scoring criteria established in OAR 414-575-0020.

Early Childhood Equity Fund Grant Application Review Committee Membership:

The Early Learning Division recommends that the Early Learning Council adopt the following criteria for the membership of the Early Childhood Equity Fund Grant Application Review Committee to be appointed by the Early Learning System Director:

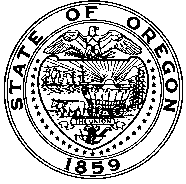
- The committee shall have at least 9 members.
- As per the Equity Fund rules (OAR 414-575-0025), at least two-thirds of the committee members must be members of communities that have experienced systemic disparities because of three or more of the following factors: race, ethnicity, English language proficiency, socioeconomic status, and geographic location (urban, rural, neighborhoods).
- At least one of the committee members must be parents of children who would be potentially eligible for services supported through the Equity Fund.
- At least one of the committee members shall have experience working in philanthropy supporting culturally specific organizations and equity initiatives.
- At least one of the committee members shall have experience working in culturally responsive early learning services.
- At least one of the members shall represent an Early Learning Hub in Oregon.
- The committee shall reflect the geographical diversity of Oregon with members urban, rural and suburban parts of the state, including sovereign Tribal nations.
- No member of the committee shall have an actual conflict of interest as defined in ORS 244.020(1):

(1) “Actual conflict of interest” means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private pecuniary benefit



Early Childhood Equity Fund Grant Application Review Committee Membership

or detriment of the person or the person's relative or any business with which the person or a relative of the person is associated unless the pecuniary benefit or detriment arises out of circumstances described in subsection (13) of this section.



Early Learning Council

March 16th, 2020

1:30 PM – 4 PM

Early Learning Division
3rd Floor, Grand Ronde Room
700 Summer St NE, Suite 350
Salem, OR 97301

COUNCIL ACTION REQUEST

Date: March 9, 2020

AGENDA ITEM: Oregon Pre-Kindergarten Grant Application Review Committee Membership

ACTION: Adopt membership criteria for the Oregon Pre-Kindergarten (OPK) Grant Application Review Committee.

ISSUE: The rules adopted by the Early Learning Council for OPK establish that a grant application review committee will review OPK applications. The rules also establish that the grant application review committee will be appointed by the Early Learning System Director and that the Council will recommend representatives to the Director for the committee.

BACKGROUND: The 2019 Oregon Legislature passed the 2019 Student Success Act, expanding funding for OPK. At its meeting on January 30, 2020, the Early Learning Council adopted rules for OPK, including rules governing the grant application process.

These rules establish that:

(4) A grant review committee will be appointed by the Director. The Council will recommend representatives to the Director to be named to the committee.

(5) The review committee will make funding recommendations to the Director, which may include a negotiated level of funding, to the Director that provide for geographic representation where practicable based on percentages of unmet needs. The Director will make final decisions for funding. (414-460-0015)

Attachment I of this Council Action Request specifies the criteria that the Early Learning System Director shall use in appointing the OPK Grant Application Review Committee.

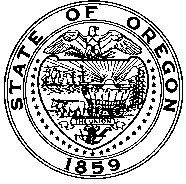
PROPOSED DRAFT MOTION: I move to adopt the membership criteria for the Oregon Pre-Kindergarten Grant Application Review Committee as proposed in the packet provided to the Early Learning Council and dated March 9, 2020.

CONTACT:

Gwyn Bachtle, Director of Early Learning Programs, Early Learning Division

Attachments:

- I. Oregon Pre-Kindergarten Grant Application Review Committee Criteria



Oregon Pre-Kindergarten Grant Application Review Committee Membership

BACKGROUND: The 2019 Oregon Legislature passed the 2019 Student Success Act, expanding funding for Oregon Pre-Kindergarten (OPK). At its meeting on January 30, 2020, the Early Learning Council adopted rules for OPK, including rules governing the grant application process.

These rules establish that:

- (4) A grant review committee will be appointed by the Director. The Council will recommend representatives to the Director to be named to the committee.
- (5) The review committee will make funding recommendations to the Director, which may include a negotiated level of funding, that provide for geographic representation where practicable based on percentages of unmet needs. The Director will make final decisions for funding. (414-460-0015)

Oregon Pre-Kindergarten Grant Application Review Committee Membership:

The Early Learning Division recommends that the Early Learning Council adopt the following criteria for the membership of the OPK Application Review Committee to be appointed by the Early Learning System Director:

- The committee shall have at least 7 members.
- At least one of the committee members must be parents of children who have participated in Head Start.
- At least two members shall have experience in delivering Head Start, as either a teacher or administrator, with at least one member having experience with Early Head Start.
- At least one of the members shall represent an Early Learning Hub in Oregon.
- The committee shall reflect the geographical diversity of Oregon with members from urban, rural and suburban parts of the state, including sovereign Tribal nations.
- The committee shall reflect the racial, ethnic, and linguistic diversity of the children and families that are eligible for Head Start services.
- No member of the committee shall have an actual conflict of interest as defined in ORS 244.020(1):
 - (1) “Actual conflict of interest” means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private pecuniary benefit or detriment of the person or the person’s relative or any business with which the person or a relative of the person is associated unless the pecuniary benefit or detriment arises out of circumstances described in subsection (13) of this section.



Early Learning Council

March 16th, 2020

1:30 PM – 4 PM

Early Learning Division
3rd Floor, Grand Ronde Room
700 Summer St NE, Suite 350
Salem, OR 97301

COUNCIL ACTION REQUEST

Date: March 9, 2020

AGENDA ITEM: Preschool Promise Grant Application Review Committee Membership

ACTION: Adopt membership criteria for the Preschool Promise Grant Application Review Committee.

ISSUE: The rules adopted by the Early Learning Council for Preschool Promise establish that a grant application review committee will review Preschool Promise applications. The rules also establish that the grant application review committee will be appointed by the Early Learning System Director and that the Council will recommend representatives to the Director for the committee.

BACKGROUND: The 2019 Oregon Legislature passed the 2019 Student Success Act, expanding funding for Preschool Promise. At its meeting on January 30, 2020, the Early Learning Council adopted rules for Preschool Promise, including rules governing the grant application process.

These rules establish that:

A grant review committee will be appointed by the Director. The Council will recommend representatives to the Director to be named to the committee. The grant review committee will review and score applications deemed eligible as identify in OAR 414-470-0025. Applications will be scored on the Preschool Promise Provider's ability to meet Preschool Promise requirements as established in OAR 414-470-0040.

(3) The review committee will make funding recommendations to the Director. The Director will make final decisions for funding. (OAR414-470-0042)

Attachment I of this Council Action Request specifies the criteria that the Early Learning System Director shall use in appointing the Preschool Promise Grant Application Review Committee.

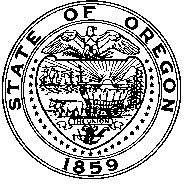
PROPOSED DRAFT MOTION: I move to adopt the membership criteria for the Preschool Promise Grant Application Review Committee as specified in Attachment I of this Council Action Request.

CONTACT:

Gwyn Bachtle, Director of Early Learning Programs, Early Learning Division

Attachments:

- I. Preschool Promise Grant Application Review Committee Criteria



Preschool Promise Grant Application Review Committee Membership

BACKGROUND: The 2019 Oregon Legislature passed the 2019 Student Success Act, expanding funding for Preschool Promise. At its meeting on January 30, 2020, the Early Learning Council adopted rules for Preschool Promise, including rules governing the grant application process.

These rules establish that:

(2) A grant review committee will be appointed by the Director. The Council will recommend representatives to the Director to be named to the committee. The grant review committee will review and score applications deemed eligible as identify in OAR 414-470-0025. Applications will be scored on the applicant's ability to meet Preschool Promise requirements as established in OAR 414-470-0040.

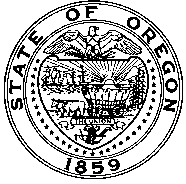
(3) The review committee will make funding recommendations to the Director. The Director will make final decisions for funding. (OAR 414-470-0042)

Preschool Promise Grant Application Review Committee Membership:

The Early Learning Division recommends that the Early Learning Council adopt the following criteria for the membership of the Preschool Promise Grant Application Review Committee to be appointed by the Early Learning System Director:

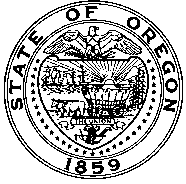
- The committee shall have at least 9 members.
- At least one of the committee members must be parents of children who have participated in Preschool Promise or are eligible for participation in Preschool Promise.
- At least one of the members shall have experience in delivering preschool, as either a preschool teacher or a preschool program administrator, in any of the mixed delivery provider settings that are eligible to participate in Preschool Promise.
- At least one of the members shall represent an Early Learning Hub in Oregon.
- At least one of the members shall have experience in delivering preschool services, as either a teacher or administrator, to children with developmental delays or disabilities.
- The committee shall reflect the geographical diversity of Oregon with members urban, rural and suburban parts of the state, including sovereign Tribal nations.
- The committee shall reflect the racial, ethnic, and linguistic diversity of the children and families that are eligible for Preschool Promise services.
- No member of the committee shall have an actual conflict of interest as defined in ORS 244.020(1):

(1) "Actual conflict of interest" means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private pecuniary benefit



Preschool Promise Grant Application Review Committee Membership

or detriment of the person or the person's relative or any business with which the person or a relative of the person is associated unless the pecuniary benefit or detriment arises out of circumstances described in subsection (13) of this section.



Early Learning Council

March 16th, 2020

1:30 PM – 4 PM

Early Learning Division
3rd Floor, Grand Ronde Room
700 Summer St NE, Suite 350
Salem, OR 97301

COUNCIL ACTION REQUEST

Date: March 9, 2020

AGENDA ITEM: Early Care and Education Committee Charter

ACTION: *Adopt charter for Early Care & Education Committee.*

ISSUE: HB 2262 (2019) requires the Early Learning Council to create an Early Care and Education Committee that meets the requirements of the federal Head Start Reauthorization Act. The Early Care and Education Committee will also support the Early Learning Council in implementing strategies within *Raise Up Oregon* pertaining to early care and education, and advise the Early Learning Division in the administration of early care and education programs.

BACKGROUND: HB 2262 (2019) requires the Early Learning Council to create an Early Care and Education Committee that meets the requirements of the federal Head Start Reauthorization Act. The Head Start Act identifies members who must serve on this committee, as well as some key functions that this committee must perform. This committee will work to identify priorities within these key functions and aligned to *Raise Up Oregon*.

PROPOSED DRAFT MOTION: I move to adopt the charter for the Early Care and Education Committee enclosed in the ELC packet for the March 16, 2020 meeting.

CONTACT:

Sara Mickelson, Chief of Staff, Early Learning Division

Attachments:

- I. Early Care and Education Committee Charter



Early Learning Council/Early Learning Division Early Care & Education Committee Charter

Background:

Per HB 2262 (2019), the Early Learning Council and the Early Learning Division are required to convene an Early Care and Education State Advisory Council in accordance with the requirements of the Head Start Reauthorization Act of 2017. The Early Care and Education Committee will serve as Oregon's State Advisory Council as set forth in federal law.

Committee Charge:

The Head Start Act outlines the following duties for State Advisory Councils:

- (I) Conduct a periodic statewide needs assessment concerning the quality and availability of early childhood education and development programs and services for children from birth to school entry, including an assessment of the availability of high-quality pre-kindergarten services for low-income children in the State;
- (II) Identify opportunities for, and barriers to, collaboration and coordination among federally funded and state-funded child development, child care, and early childhood education programs and services, including collaboration and coordination among state agencies responsible for administering such programs;
- (III) Develop recommendations for increasing the overall participation of children in existing federal, state, and local child care and early childhood education programs, including outreach to underrepresented and special populations;
- (IV) Develop recommendations regarding the establishment of a unified data collection system for public early childhood education and development programs and services throughout the state;
- (V) Develop recommendations regarding statewide professional development and career advancement plans for early childhood educators in the state;
- (VI) Assess the capacity and effectiveness of 2- and 4-year public and private institutions of higher education in the state toward supporting the development of early childhood educators, including the extent to which institutions have in place articulation agreements, professional development and career advancement plans, and practice or internships for students to spend time in a Head Start or pre-kindergarten program; and
- (VII) Make recommendations for improvements in state early learning standards and undertake efforts to develop high-quality comprehensive early learning standards, as appropriate.

The committee will develop a work plan, with support and consultation from the Early Learning Council and Early Learning Division staff, outlining priorities for the remainder of the biennium.

These priorities will be aligned with Raise Up Oregon and the functions outlined in the Head Start Act.

Committee Composition:

The Head Start Act states that the committee must include, but is not limited to, the following members:

- A representative from state child care agency;
- State Head Start Collaboration Director;
- A representative from state education agency;
- A representative from higher education institution in state;
- A representative of local education agencies;
- A representative of local providers of early childhood education and development services;
- A representative from Head Start agencies located in the state, including migrant and seasonal Head Start programs and Indian Head Start programs;
- A representative of the state agency responsible for programs under section 619 or part C of the Individuals with Disabilities Education Act (i.e., Early Intervention/Early Childhood Special Education); and
- A representative of the state agency responsible for health or mental health.

Committee Structure:

The Committee will meet every other month. A virtual option will be available at all meetings to support participation from across the state. The Early Learning Council Administrator and the Early Learning Division Program Team will staff the committee.