

# State and Local Early Learning Coordination Structure and Functions

## Project Steering Committee Recommendations for Public Comment (Nov. 2012)

One of the objectives of the project is to build upon, and strengthen the good work that DEL and others are doing to create a world-class early learning system in Washington state. Designing the state and local coordination system is similar to a jigsaw puzzle in that many of the individual decisions impact how well the system will work as a whole. For example, if it were recommended that ELAC not play a role in state to regional coordination, we would then need to explore another way to address that function. The following chart includes the key coordination structures designed to improve state agency-state agency, state-regional and regional–local coordination, with summary information about each structure.

The functions chart on the following page summarizes the key roles of each entity in each of six essential early learning system functions. The recommendations include functions that are already being performed.

	State Agency-State Agency Coordination	State-Regional Coordination	Regional Coordination
	<b>WA Early Learning Partnership (WELP)</b>	<b>Early Learning Advisory Council (ELAC)</b>	<b>Early Learning Regional Coalitions</b>
Recommended Structure	Interagency partnership of state agencies that fund or set policy for early learning. (No change to agencies' decision-making authority.) Agencies or the Partnership may request ELAC advice.	Council of non-governmental and state agency representatives that provides advice and recommendations to DEL.	10 Early Learning Regional Coalitions using current Coalition boundaries
Recommended Membership	<ul style="list-style-type: none"> <li>• <u>Five state-level agencies</u> that fund and/or set early learning policy: DEL, DOH, DSHS, OSPI and Thrive. Invite DOH and DSHS to join current Partnership group.</li> <li>• <u>Agency leaders and directors</u> as appropriate for the work</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Membership</u>: 40 members (add 10 regional coalitions, more parents, more K-12 representation and connections to state wide associations and networks)</li> <li>• <u>Two co-chairs</u>: one state agency member and one non-governmental member to be elected by the Council for a two-year term</li> <li>• <u>Executive Committee</u> of the two co-chairs and two to three Council members (preferably chairs of ELAC working committees)</li> <li>• <u>Working Committees</u> will be established to carry out the ELAC Work Plan</li> <li>• <u>Designated liaisons</u> to other ongoing committees, such as the Interagency Coordinating Committee (list to be identified in the ELAC workplan).</li> </ul>	<p><u>Membership</u>: To be determined by each Coalition, using guidance to encourage a mix of diverse individuals who, together, can represent the region:</p> <ul style="list-style-type: none"> <li>• Leaders and representatives from each early learning field/sub-system and constituency (e.g., communities of color, business) who can make and influence decisions</li> <li>• Champions and opinion leaders from government, education, business, philanthropy and the media</li> <li>• Professionals and volunteers who represent regional geographic, ethnic and racial diversity</li> <li>• People who provide or have access to needed skills and capacities</li> </ul>
Recommended Guiding Agreements	<ul style="list-style-type: none"> <li>• Updated Memorandum of Understanding to include additional state agencies</li> <li>• Early Learning Plan</li> <li>• Annual priorities</li> <li>• Clear agreements about lead agency and partner roles on each issue</li> </ul>	<ul style="list-style-type: none"> <li>• ELAC Charter</li> <li>• Member Job Description and roles with shared commitments</li> <li>• Early Learning Plan</li> <li>• ELAC work plan</li> <li>• Committee Charters (purposes, timeline, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Governance document with purposes and minimum operating structure</li> <li>• Decision-making and communication processes</li> <li>• Clear regional plan and goals</li> </ul>
Recommended Coordination Relationships	<ul style="list-style-type: none"> <li>• Continue to strengthen the connection between state agency leaders for each early learning sub-system</li> <li>• Work together to increase alignment, and reduce "silos" of state programs</li> <li>• Draw on advice from ELAC and experience of regional representatives</li> </ul>	<ul style="list-style-type: none"> <li>• Provide recommendations for state goals, strategies and policies</li> <li>• Serve as a forum for regional/state system-building discussions</li> <li>• Provide avenue for state leaders and Council members to understand regional issues, and demographic and economic shifts</li> <li>• Provide avenue for regional leaders and Council members to understand state agency aims and issues</li> </ul>	<ul style="list-style-type: none"> <li>• Engage local stakeholders, communities and families</li> <li>• Provide a voice for regional interests and concerns, offering comments on state goals, strategies and policies</li> <li>• Participate in ELAC (one representative from each coalition)</li> </ul>