



**EEC Board Committee  
Planning and Evaluation**

March 7, 2014  
11:00am-2:00pm

Department of Early Education and Care  
51 Sleeper St. 4<sup>th</sup> Floor  
Boston, MA 02210

AGENDA

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**Members of the Committee Present**

Eleonora Villegas-Reimers, Committee Chairperson  
Joni Block, Board Member  
Cheryl Stanley, Board Member (by phone)

**EEC Staff Present**

Jennifer Amaya Thompson, Head Start State Collaboration Director

**Guests/Board Members**

None

**Members of the Public**

None

The meeting was called to order at 11:20am.

**Welcome and Introductions**

Committee members were welcomed to the meeting.

**Routine Business:**

**Minutes**

Members had an opportunity to review the minutes. No changes were necessary for the February 10th minutes.

**Disclosures**

Committee Chair Eleonora Villegas-Reimers disclosed that she works for Wheelock College, which is a recipient of EEC grant funds.

Board Member Joni Block disclosed that she works for Brockton Public Schools, which is a recipient of EEC, grant funds.

**New Business and Commissioner/Committee Updates**

- WIDA follow up

EEC Head Start State Collaboration Director Jennifer Amaya Thompson provided an update to the Committee on the WIDA English Language Learners project. The conference, Supporting Young Dual Language Learners' School Readiness and Beyond was held on February 27 at Wheelock College. Ms. Amaya Thompson shared with the committee where to find them on the WIDA website as well as what else is available on the webpage.

A link will be sent out through the Commissioner's mailbox, twitter and through a blog. It will also be sent out to all EEC staff, licensed providers, public schools, Head Start and grantees.

Ms. Amaya Thompson provided the Committee with a summary of participants from WIDA conference. One hundred sixty five people registered, 137 of those attended, 50 were no shows and there were 22 day of registrations. In addition, 31 participants were interested in hosting MC and 3 were interested in hosting PFG.

The Committee had a discussion on the topic of MKEA, assessments and English Language Learners. Ms. Amaya Thompson asked the Committee for help in examining how the WIDA standards align with MKEA, STEM, etc. At this time, CFCE, UPK, 391 and Head Start grants do support English Language Learners in their grants but there are many other initiatives that currently do not. EEC needs to be more strategic in how to align these initiatives with the WIDA projects. The Board's perspective would be very helpful to take a strategic step in aligning the early childhood WIDA standards. Committee Chair Eleonora Villegas-Reimers agreed to mention this discussion during her update to the Board at the Board meeting on Tuesday.

Ms. Amaya Thompson mentioned to the Committee various invitations from WIDA for EEC to present and/or attend conferences in Chicago in March, New Orleans in June, and Atlanta in October.

## **Discussion**

### **Strategic Plan**

(Materials- Strategic Plan document and EEC Staff Strategic Plan survey draft)

Committee Chair Eleonora Villegas-Reimers updated the Committee as to where she feels the Committee is regarding the Strategic Plan. She thought that at this point, feedback should be gathered from the staff at EEC. The Committee agreed and reviewed the surveymonkey survey that would be used to collect the feedback from EEC staff.

The Committee agreed that there should be more areas for respondents to provide comments. EEC staff member Jennifer Louis will revise the survey to include additional comment boxes. The Committee also agreed to send a thank you email to the staff after the feedback survey period has ended. The Committee spent some time this meeting developing a letter/email to EEC introducing and requesting this assistance in providing the Committee feedback on the Strategic Plan.

The Committee also continued the discussion of the Strategic Plan from last meeting. Board Member Joni Block noted that in the Strategic Plan the day-to-day work of EEC does not show up. For example at the WIDA conference the statistic of the number of children EEC serves was provided. The approximate 55,000 children served by EEC are not fully accurate. That number actually only counts children receiving subsidy funds. This number does not include children served through grants and initiatives such as UPK, CFCE, Mental Health, library and 391 grants for example. In addition, Committee Chair Eleonora Villegas-Reimers noted that we also service all children through EEC developing regulations.

The Committee also briefly discussed where public schools fit in the mission of EEC. This has been an outstanding question as K-12 is overseen by ESE but the question has been for pre-K.

Committee Chair Eleonora Villegas-Reimers noted that these issues can't be resolved for the Strategic Plan now but should be noted in the letter from Board Chair JD Chesloff and should highlight the other programs that serve young children and the workforce. The letter from Board Chair JD Chesloff will be part of the final document along with a glossary of terms.

Board member Cheryl Stanley reminded the Committee that the purpose of the glossary of terms included in the final document is to assist readers understanding language that is used in the document.

EEC Staff member Jennifer Louis will send the Committee the draft letter/email to EEC staff for their review and edits. Committee Chair Eleonora Villegas-Reimers will then provide the finalized letter/email to Board Chair JD Chesloff for his approval.

### **Commissioner's Evaluation**

(Materials- FY 12 Commissioner's Evaluation Form)

The Committee reviewed the FY12 Commissioner's Evaluation Form to determine how to conduct the evaluation of the Commissioner. The Committee agreed that this year the evaluation would have to be based on the 2009 Strategic Plan since the Board has not approved the updated Plan yet.

Committee Chair Eleonora Villegas-Reimers asked the Committee how would they evaluate the Commissioner. The Committee thought the evaluation should include the structure of the department, management and functionality. The Committee discussed whether the evaluation should be on the Commissioner's job description or the 2009 Strategic Plan. The job description was provided to the Committee during the meeting.

The Board also discussed the options for conducting an evaluation. The Committee agreed that one viable option is to have EEC Staff complete an evaluation on core competencies of the Commissioner. This will provide data and information for the Committee to compile and produce a document that would be provided to the Board. Given the information from the EEC staff and as well what the Board members know, they will then evaluate the Commissioner.

The Committee agreed on the next steps. The Committee asked that the EEC General Counsel provide the Committee with information on the Commissioner's evaluation document and process that ESE has recently approved. The Committee will continue this discussion at the April meeting.

**The next meeting of the Planning and Evaluation Committee is Thursday April 3 from 10:00am to 1:00pm.**

Possible Agenda items:

- Strategic Plan
- Commissioner's Evaluation

**The Committee adjourned at 2:10 pm.**