



Dear Early Childhood Leader:

The Office of Child Development and Early Learning (OCDEL) is seeking members for the Pennsylvania PreK Counts/Head Start Supplemental Advisory Committee.

Pennsylvania PreK Counts/Head Start Supplemental Assistance Program Advisory Committee Mission Statement: The Pennsylvania Pre-K Counts program and the Head Start Supplemental program, established by the Pennsylvania Department of Education, will make quality prekindergarten opportunities available to children and families across the commonwealth. The Committee will actively engage in/broaden opportunities to support high quality programs available in the Commonwealth, including Montessori, Private Pre-K, Religious affiliated programs and others as appropriate and will support program administrators to ensure these high-quality options are offered with integrity and fidelity.

Purpose: The Pennsylvania Departments of Education and Human Services, as well as the Office of Child Development and Early Learning (OCDEL), established the Pennsylvania Prekindergarten Program Advisory Committee in 2007. The purpose of the Advisory Committee is to advise OCDEL about the Pre-K Counts and Head Start Supplemental program including, operations, and program design. Additionally, the Committee represents the interests of all prekindergarten programs in Pennsylvania including Montessori, Private Pre-K, Religious affiliated programs and others as appropriate and works to coordinate statewide efforts. The Advisory Committee makes recommendations by providing feedback and representing Pre-K Counts and Head Start provider concerns and assists in the development of program protocols, tools and resources to strengthen the quality of learning programs in the Commonwealth. The Advisory Committee membership brings unique knowledge and skills, which complement those key individuals and departmental staff engaged in this work. Members will provide opportunities for outreach regarding current and upcoming initiatives. The Advisory Committee does not have formal authority and cannot issue directives that must be followed. Members appointed to the Advisory Committee serve at the pleasure of OCDEL.

Membership: The Advisory Committee is comprised of a maximum of 35 members with a leadership structure consisting of Committee Co-Chairs who assist OCDEL in setting the agenda and guiding the quarterly meetings.

Length of Service: Individuals appointed to the Pennsylvania Prekindergarten Program Advisory Committee serve a minimum three-year term of service and a maximum five-year term. Terms of service coincide with the start of the state fiscal year in July. Committee members can resign from the Committee as necessary. Members, who complete the maximum years of service, become eligible for re-nomination to the Committee after one year of no service. One third of Advisory Committee members shall be replaced annually.

Attributes of Committee Members: Individuals, whose names are put forth for consideration to serve on the Committee, shall possess practical program content knowledge and skills that will strengthen and advance the Commonwealth's prekindergarten initiatives. Committee members shall come from diverse geographic regions of the state and have a range of attributes, collective skills, and experiences, including those of family members whose child(ren)/grandchild(ren) have participated in early learning experiences that will enable the Committee to achieve its goals. The attributes, skills, and experiences of new members shall complement the existing Committee members.



The following is a list of attributes to be considered when suggesting an individual for possible appointment to the Advisory Committee:

- Academic and/or research experience
 - Program content knowledge and/or experience
- Family member experience with prekindergarten services in Pennsylvania
- Experience delivering learning services in different size programs (Center, Group Child Care Home, Family Child Care Home, School Age Child Care)
 - Knowledge and/or expertise working within educational/community settings
 - A variety of programmatic representation (Child Care, Head Start, Early Intervention, PA Pre-K Counts, Public School, Private Licensed Nursery)
 - Mentoring, Technical Assistance or professional development experience
 - Non-Profit or other statewide Committee experience
 - Political/Advocacy experience
 - Strategic partner contacts (Child Care Information Services, Community Engagement, Intermediate Unit, Higher Education, and Licensed Private Academic Nursery Schools, parents, Regional Keys, Pennsylvania Department of Education, Libraries, Association for the Education of Young Children)

Committee Member Selection and Appointment: Committee members shall be representative of the geographic cross section of Pennsylvania – rural, suburban, and urban. They shall also characterize the state’s diversity (ethnic origin, culture, gender, age, etc.). Names of individuals nominated for appointment to the Committee can be submitted for consideration by current Committee members, PA Key, OCDEL staff, or by the said individual. Potential Committee members considered for appointment to the Committee shall submit a résumé and statement of intent/interest detailing why they would like to serve on the Advisory Committee. Potential candidates will be reviewed by an ad-hoc committee. The committee will make final recommendation to OCDEL regarding the nominees in the spring.

Committee Member Responsibilities: The Advisory Committee has established the following criteria for members who agree to serve on the Committee:

- Attend committee meetings regularly (2 minimum per year of the quarterly meetings), with no provision for substitution at a scheduled committee meeting
- Participate in conference calls and respond to emails
- Stay informed about Committee matters, prepare well for meetings, and review and comment on minutes, reports, and related program practices
- Interact with other committee members and build a collegial working relationship that contributes to consensus
- Volunteer for and willingly accept Committee and subcommittee assignments and complete them thoroughly and on time
- Actively take part in the Committee’s planning efforts
- Become a liaison/voice to local, state, and federal constituents at it relates to the mission and vision of PA Pre-K Counts and Head Start Supplemental Programs.
- Represent constituency, while considering the ‘big’ view of the issues
- Gain a thorough understanding systems perspective
- Attend local and/or state meetings, conferences, and professional development opportunities (if applicable and available)



Compensation: Advisory Committee members receive no compensation for their participation on the Advisory Committee or its related activities/functions. Family members participating on the Committee shall be reimbursed for travel expenses associated with meeting attendance.

Thank you for your interest in the Pennsylvania PreK Counts/Head Start Supplemental Assistance Program Advisory Committee!

Sincerely,

Deb Wise | Chief, Division of Standards and Professional Development
Office of Child Development and Early Learning
PA Departments of Education and Public Welfare
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717.787.7489 | dewise@pa.gov

And

Curt Gussler | Preschool Program Manager
The Pennsylvania Key
200 North Third Street, 3rd Floor | Harrisburg, PA 17101
717-908-7357 (cell) | curgus@pakeys.org
www.pakeys.org

Send all completed applications to:

Mailing Address:

The Pennsylvania Key, Attn: Tara Osborne, 200 North Third Street, 3rd Floor, Harrisburg, PA 17101

Facsimile: 717-213-0585

Please remember to include the following:

- A résumé or vita which includes your contact information;
- The form on the following page



Pennsylvania PKC/HSSAP Advisory Committee Application

NAME:

EMAIL:

QUESTIONS:

1. Why are you interested in serving on the Pennsylvania PreK Counts/Head Start Supplemental Assistance Program Advisory Committee?

2. What attributes would you bring to the Pennsylvania PreK Counts/Head Start Supplemental Assistance Program Advisory Committee?

3. What population(s) do you represent?