# Superintendent’s Memo #296-20

  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: November 6, 2020 *(Revised December 3, 2020)*

TO: Division Superintendents

FROM: James F. Lane, Ed.D. Superintendent of Public Instruction

## SUBJECT: Call for Applications for Early Childhood Advisory Committee (ECAC)

The Virginia Board of Education is seeking applications to serve a three-year term on the Early Childhood Advisory Committee (ECAC), a new advisory committee to the Virginia Board of Education on all matters relating to early childhood care and education programs, systems, and regulations.

The ECAC will be an essential component of Virginia’s new unified early childhood system.

In July 2020, Governor Northam signed early childhood legislation ([SB578/HB1012](https://law.lis.virginia.gov/vacodefull/title22.1/chapter14.1/)) that transitions oversight of the birth-five early childhood care and education system to the Virginia Department of Education (VDOE). This legislation establishes the Virginia Board of Education and VDOE as responsible for oversight and administration of early care and education, and creates a single point of accountability for school readiness, effective July 1, 2021. The role of the ECAC will be to review and advise the Board on all programs, systems and regulations related to the unified early childhood system.

Please note that the [Early Childhood Advisory Committee (ECAC)](https://law.lis.virginia.gov/vacode/22.1-289.04/) is expected to reflect the diversity of Virginia’s early childhood care and education (ECCE) system and the organizations that work to support children’s health and development. As such, specific categories of expertise are required by state law. For all committees, the Board of Education seeks to have diverse representation among the appointees.

ECAC membership categories and the number of vacancies available are noted below. The term of service will begin March 1, 2021 and end June 30, 2024 to coincide with other Board advisory committees.

* Publicly-funded\*, licensed ECCE provider (Two representatives, one of which is for-profit)
* ECCE provider that is **not** publicly funded\* (one representative)
* Publicly-funded\* family day home (FDH) provider (one representative)
* License-exempt ECCE provider (Two representatives; one of which is religious-exempt)
* Head Start provider (Three representatives, one of which is run by a school district)
* Local school division or school board that operates an early childhood program (Two representatives)
* Nonprofit advocacy organization focused on ECCE (Two representatives)
* Professional or faculty member with expertise in child development or ECCE from a Virginia college, university, or other institute of higher education (Two representatives)
* Virginia chapter of the American Academy of Pediatrics (One representative)
* Advocacy or service organization that focuses on serving children with disabilities (One representative)
* Business owner, operator, or employee in Virginia (One representative)
* Parent of a child enrolled in VPI, Head Start, child care subsidy, or other publicly funded preschool program (One representative)
* Virginia Council on Private Education (One representative)
* Statewide nonprofit association representing before- and after-school nonprofit child care and preschool providers (One representative)
* Nonprofit entity that provides child care resource and referral services (One representative)

## *\*"Publicly funded provider" means any (i) educational program provided by a school division or local government to children between birth and age five or (ii) child day program that receives state or federal funds in support of its operations that serves three or more unrelated children. "Publicly funded provider" does not include any program for which the sole source of public funding is the federal Child and Adult Care Food Program (CACFP) administered by the U.S. Department of Agriculture Food and Nutrition Service.*

Educators, administrators, system leaders, advocates, associations and community members are invited to submit applications for these positions. Applicants who speak a language other than English are encouraged to apply.

The Board of Education’s bylaws prescribe the operation of its advisory committees as follows:

* Article nine, Section 2, of the bylaws states that advisory committees shall be composed of persons who represent the views and interests of the general public and who are known to be qualified to perform their duties.  Personnel of the Department of Education may be appointed to the committee, as members or as consultants.  Unless otherwise prescribed by state or federal law or regulations, all appointments to an advisory committee shall be made by the Board upon the recommendations of the Superintendent of Public Instruction.
* Article fifteen, Section 3, of the bylaws states that members of advisory committee shall not receive compensation for their service, but may be reimbursed for travel expenses in accordance with state travel guidelines set forth by the Department of Accounts.
* Article fifteen, Section 4, of the bylaws states that appointments to an advisory committee shall be for a term of three years. Members of an advisory committee may be re-appointed, with no member serving more than two consecutive three-year terms.

Applications may be submitted by completing the attached form. Please send the completed form to Emily Webb, Director for Board Relations, at [emily.webb@doe.virginia.gov](mailto:emily.webb@doe.virginia.gov). Applications may also be mailed to P. O. Box 2120, Richmond, VA 23218-2120.

**All applications must be received by Friday, December 18, 2020.**

Questions regarding the Board of Education’s Early Childhood Advisory Committee may be addressed to:

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| Emily Webb, Director for Board Relations  [Emily.Webb@doe.virginia.gov](mailto:Emily.Webb@doe.virginia.gov)  (804) 225-2924 | Rebecca Ullrich, Coordinator for Early Childhood Policy and Planning  [rebecca.ullrich@doe.virginia.gov](mailto:rebecca.ullrich@doe.virginia.gov)  (804) 371-7578 |

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**Attachment:**

1. [Application Form for Virginia Board of Education’s Early Childhood Advisory Committee](http://www.doe.virginia.gov/administrators/superintendents_memos/2020/296-20a.docx) (Word)