



Early Childhood Education Task Force

December 14, 2015

Mesa Counts on College Access Center

635 East Broadway Road, Mesa, AZ (South entrance)

(Take stairs to 2nd floor meeting room)

Meeting Begins at 1 p.m.

Dr. David Luna, Chair	Rhonda Anderson, Member	Jake Brown, Member
Mike Hutchinson, Member	Paul Luna, Member	Dr. Anjum Majeed, Member
Cynthia Melde, Member	Linda McKeever, Member	Allison Mullady, Member
Nancy Salmon, Member	Dr. James Zaharis, Member	Deanna Villanueva-Saucedo, Member

NOTE TO TASK FORCE MEMBERS: If you were not able to stop by the Mesa City Clerk's Office prior to the meeting, please plan to arrive 15 minutes prior to start of this first meeting at 12:45 p.m. The City Clerk's Office will be on hand to administer and notarize each member's Oath of Office.

1. Call to order and welcome by Task Force Chair and D5 Councilmember, Dr. David Luna.
2. Hear opening remarks by Mesa Mayor John Giles regarding task force purpose and City goals related to the connection of student success and Mesa's workforce development.
3. Hear a presentation and discuss Open Meeting Law by Deputy City Attorney Alfred Smith.
4. Hear introductions of Task Force Members, including expectations set by the Task Force Chair, citizen feedback forms/process and introduction of process facilitator and staff support team.
5. Task force members will participate in a facilitated discussion related to the following questions and topic areas. See handout information prepared for review and consideration during these topic area discussions.
 - a. What does the Task Force Purpose statement: "Ensure Mesa's children arrive at kindergarten ready and able to learn" mean to you?
 - b. What do we know about the state of preparing children for kindergarten as it exists in Mesa now? How do we know it (i.e. data sources, experiences, etc.)?
 - c. Based on what you have heard so far, what additional questions, topics or research/data come to mind that would further the work of the Task Force?
 - d. Based on what you know now, which topic areas will be most important to furthering the Task Force's work?
6. Confirm next meeting: January 8, 2016, 1 p.m. Mesa Counts on College Access Center.
7. Adjourn meeting (Motion and Second).

Task Force Members are highly encouraged to attend each meeting in person. By special request to the Chair, members might also attend by telephone conference call, if needed. City Council members may elect to attend the meeting for their own information, not for purposes of any legal action nor decision making by the Council. The City is committed to making its public meetings accessible to persons with disabilities. For special accommodations, please contact the City Manager's Office at 480-644-3333 at least two days before the meeting. Si necesita asistencia o traducción en español, favor de llamar al menos 48 horas antes de la reunión al 480-644-2767.

Agenda Item 3

THE OPEN MEETING LAW

A.R.S. 38-431 et. seq.

THE OPEN MEETING LAW

Arizona law states:

- ▶ All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting. A.R.S. §38-431.01(A)

PURPOSE OF THE OPEN MEETING LAW

- ▶ To ensure that the public has an opportunity to observe what the government is doing, and how it is being done.

State Policy A.R.S. 38-431.09

- ▶ Meetings of public bodies shall be conducted openly
- ▶ Notices and agendas provided for meetings with information reasonably necessary to inform the public of matters to be discussed or decided
- ▶ Construe OML in favor of “open and public meetings”

COMMITTEES AND SUBCOMMITTEES

- ▶ Open meeting law applies to all public officials discussing or conducting public business.
- ▶ Applies to advisory boards and subcommittees.

WHAT IS A MEETING?

- ▶ Meeting: the gathering, in person or through technological devices, of a quorum of members of a public body at which they discuss, propose or take legal action, including any deliberations by a quorum with respect to such action. A.R.S. §38-431(4).

What if only social event?

- ▶ A.G. recommends that you post the event if a quorum will be present.
- ▶ Identify time, date, location, and purpose.
- ▶ State that no legal action will be taken.

FACTORS TO CONSIDER

- ▶ Quorum of the Committee/Subcommittee
 - 7 member committee: Quorum = 4 members
 - 3 member subcommittee: Quorum = 2 members
- ▶ Subject that is reasonably likely to come before the committee/subcommittee.

FACTORS CONTINUED

- ▶ Methods of communications
 - Phone call
 - E-mail
 - Letters
 - Blogs
 - Using staff to transmit information

COMMUNICATION WITH STAFF

- ▶ Council may communicate with staff.
- ▶ Staff can provide the Council with factual information outside a public meeting.
- ▶ Staff cannot be used to side step the open meeting law.

Agenda

- ▶ Must be posted 24 hours in advance (excludes Sundays and Legal Holidays).
- ▶ Back up material must be available 24 hours in advance.
- ▶ Must “reasonably” inform public of issues to be discussed.
- ▶ All discussions must be “reasonably” related to an agenda item.

Conducting Meetings

- ▶ The Chair manages the meeting, subject to motions approved by the Board.
- ▶ Public bodies may impose reasonable time, place, and manner restrictions on speakers.

Conducting Meetings, cont.

- ▶ Robert's Rules are guidance only.
- ▶ Board may require speakers on same side with no new comments to select a spokesperson.
- ▶ Open Call to the Public is permitted, but not required.

AGENDA

- ▶ Even during a public meeting:
 - Cannot discuss any item that is not on the agenda.
- ▶ Reason: People that are interested in this issue may not be present because did not know that the committee would discuss this issue.

Public Access Only

- ▶ The OML gives the public the right to attend the meeting, and listen to the deliberations.
- ▶ G/R: The OML does not give the public the right to speak at a meeting.
- ▶ Exception: for zoning ordinances, a public hearing is required at planning commission. A.R.S. 9-462.04(A).

Minutes

- ▶ Date, time, place of meeting
- ▶ Members present/absent
- ▶ Description of matters discussed
- ▶ Description of legal action proposed, discussed or taken
- ▶ Name of person who made motion
- ▶ Name of each person making comment
- ▶ Vote results

Minutes, cont.

- ▶ Must be available to public within 3 working days after the meeting.
- ▶ May be stamped “draft” until approved by public body.
- ▶ Also need to post on internet either a recording of the meeting or statement of legal actions taken (marked agenda) w/in 3 working days after the meeting.

Executive Session

- ▶ Must be properly posted and agendized.
- ▶ Majority of Council must vote to convene into executive session.
- ▶ Only members of the public body and those individuals whose presence is reasonably necessary for the public body to carry out its duty are permitted to attend the executive session.

Executive Session, cont.

- ▶ Personnel Matters
- ▶ Legal Advice
- ▶ Litigation, Contract Negotiations, and Settlement Discussions
- ▶ Purchase, Sale or Lease of Real Property

Executive Session, cont..

- ▶ Discussion ONLY.
- ▶ Can give direction in some cases.
- ▶ All legal action must be in public meeting.
- ▶ Must keep minutes of e-session.
- ▶ Minutes are confidential except in limited circumstances.

▶ **QUESTIONS???**

Agenda Item 5

Mesa Early Childhood Task Force Phase I – Define the Issue

Purpose: Ensure Mesa's children arrive at kindergarten ready and able to learn.

Demand Side:

- Target population – what are the numbers and demographic and geographic characteristics of the pre-kindergarten population in Mesa?
- What proportion of the target population attend early childhood education programs now?
- What do we know about who is ready to learn and who is not in Mesa?
- What resources do parents have to find and fund early childhood education in Mesa?
- What is working well for pre-K students accessing education in Mesa?
- What are the barriers for pre-K students accessing education in Mesa?
- What do parents know about kindergarten readiness in Mesa?

Supply Side:

- What are the number of pre-K student slots available in Mesa and where are they located?
- What are the types of programs available in Mesa – Head Start, Early Head Start, private, for-profit, faith-based, non-profit, community based?
- What is the match between where pre-K students are and where the education slots are located in Mesa?
- What do we know about the quality level of the pre-K programs available in Mesa?
 - Quality First rating program
 - NAEYC accreditation standards and process
- What kind of student and parent supports are available through existing programs in Mesa?
- What needs do pre-school education providers have to increase kindergarten readiness?