EC-REACH

Early Childhood Research Alliance

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Planning Committee Meeting 4

April 28, 2022

DROP IN THE CHAT:
What is an unusual food combination that you enjoy?

Welcome!

Working Norms

Step up / Step back

Listen to learn

Set aside individual agendas

Stay focused

Agenda

Time	Duration	Topic
9:00 - 9:10 AM	10 min	Welcome & Review
9:10 – 9:30 AM	20 min	Home Institution Selection Process
9:30 – 9:50 AM	20 min	Home Institution Discussion
9:50 – 10:20 AM	30 min	External Engagement Strategy
10:20 - 10:40 AM	20 min	Meeting 3 Follow-Up
10:40 - 11:00 AM	20 min	Transition Planning
11:00 -11:00 AM	0 min	Looking Ahead

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Meeting 4: Focus

At the conclusion of our time together, the EC-REACH planning team will:

1. Solidify the process for home institution selection

2. Create an external engagement strategy

3. Develop a transition plan to drive EC-REACH launch

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EC-REACH unites diverse partners to co-construct and implement an action-oriented research agenda that promotes equitable solutions for early childhood policy and practice in Chicago.

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The planning committee will prepare EC-REACH to launch in Fall 2022 with the **strategy**, **structure**, and **funding** to begin answering Chicago's most pressing questions around equitable early childhood systems.

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Current Agreements

1. EC-REACH will have the ability to conduct research independently, AND to facilitate and/or fund research of partners

2. EC-REACH will be an initiative of an existing institution or collaborative of institutions

3. Both the setting of the EC-REACH research agenda and the conducting of research projects are opportunities to seek out and promote diverse voices

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Key Questions: Home Institution

1. Is the selection process fair to a variety of entities?

2. Does the process adequately balance strong and efficient decision-making?

3. What other information is needed to help make the best decision?

4. What other voices are missing from the conversation?

5. How does funding impact the decision?

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Home Institution Selection Process

Determining the path forward to securing a home institution

1. Identify list of all potential institutions
2. Open Letter of Inquiry process
3. Planning Committee members score LOIs on a rubric
   > *Have clarifying conversations w/ institutions as needed*
4. Planning Committee agrees on a best-fit partner

_____

IF multiple options are identified, subcommittee continues process:

1. Invite smaller # to complete an RFP
   > *Have clarifying conversations w/ institutions as needed*
2. Working group scores RFPs with shared rubric and determines best-fit institution

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Home Institution Rankings (HW)

The following home institutions (listed in alphabetical order) were surfaced offline between planning meetings 2 and 3. In alignment with the home institution criteria, help us determine the top 4-5 options by ranking each option from 1 to 5, with 1 representing the best fit.

	1	2	3	4	5	Unsure
Chapin Hall	○	○	○	○	○	○
City Colleges of Chicago	○	○	○	○	○	○
Erikson Institute	○	○	○	○	○	○
Northern Illinois University	○	○	○	○	○	○
Northwestern University	○	○	○	○	○	○
Start Early	○	○	○	○	○	○
The University of Chicago	○	○	○	○	○	○
University of Illinois at Chicago	○	○	○	○	○	○

Home Institution Letter of Inquiry

Organization Description: (250 words**)** Share your organization's mission and governance structure along with a description of any particular organization unit/department/institute that would house EC-REACH (if applicable).

Commitment to EC-REACH Mission: (500 words) Describe the rationale for your organization's interest in hosting EC-REACH, specifically sharing how your organization has built and maintained trust among Chicago's early childhood stakeholders.

Partnerships & Initiatives: (250 words) Describe any existing partnerships and/or collaborative initiatives that your organization could leverage to support the efforts of EC-REACH.

Alignment with EC-REACH Research Values: (500 words) Share an example of your organization's research expertise, specifically highlighting how your organization aligns with or would address the research values of EC-REACH.

Institutional Capacity: (250 words) Describe your organization's capacity to contribute to EC-REACH's success, including any existing resources (institutes, staff, systems, platforms, etc.) that would support this work.

Financial Stability: (100 words) Describe any fundraising capacity that could be available from your organization to support the initial and ongoing work of EC-REACH. Please share how overhead costs are structured at your institution (including fee structures and what services are included in the fees)

Ideal Outcomes: (250 words) Please share an idea of the ideal outcomes your organization would like to see from EC-REACH in the first three years of work.

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Key Questions: External Engagement

1. Do these bodies provide the right level of information, resources, support, and insights to help shape EC-REACH?

2. Where does various representation make the most sense?

3. How can all engagements be conducted with equity at the forefront?

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Governance Outreach Directory

Organization/ Institution	Sector	Governing Body
Illinois Action for Children	Education	Research Advisory Council
Community Organizing and Family Issues (COFI)	Parent	Research Advisory Council
Carole Robinson Center for Learning	Education	Research Advisory Council
Gads Hill	Providers	Research Advisory Council
Metropolitan Family Services	Providers	Research Advisory Council
Chicago Childcare Society	Providers	Research Advisory Council
Child Care Advocates United	Providers	Research Advisory Council
Chicago Commons	Community	Research Advisory Council
Smarty Pants Daycare	Providers	Research Advisory Council
Chicago Public Schools	City	Steering Committee
Department of Family Support Services	City	Steering Committee
Chicago Mayor's Office	City	Steering Committee
Chicago Department of Public Health	City	Steering Committee
UIC	Researchers	Alliance Partner
City Colleges of Chicago	Researchers	Alliance Partner
Northwestern	Researchers	Alliance Partner
University of Chicago	Researchers	Alliance Partner
Northern Illinois University	Researchers	Alliance Partner
Erikson	Researchers	Alliance Partner
Start Early	Researchers	Alliance Partner
Chapin Hall	Researchers	Alliance Partner

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Governance Models

Once EC-REACH launches, what types of members/institutions should be engaged in different capacities:

Bodies	Role	Home Institution	Research Partners	Advocacy, Policy Orgs	ECE Practitioners	Parents/ Community	Gov't Agencies	Funders
Steering Committee	Provide strategic advising and support for the Director (fundraising, outreach, etc.)	✖	✖	✖			✖	
Alliance Partners	Practitioner voices to inform the work, conduct research, pool resources to support efforts, and drive the shared agenda forward	✖	✖	✖	✖		✖	
Research Advisory Council	Diverse stakeholder voices to inform the research agenda and the sharing and application of findings	✖	✖	✖	✖	✖	✖	✖

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External Engagement Practices

EC-REACH staff should consider the following factors when recruiting Research Advisory Council members.

Factors	Considerations
Representation	**Include various indicators of diversity, such as:** • Gender • Socioeconomic status • Race/Ethnicity • Community influence • Previous engagement • Native language • Neighborhood • Age + age of children
Outreach	**Potential methods for securing members:** • Nomination process where CBOs invite community members with specific perspectives/experiences on an issue • An open (simple) application process where community members can opt into membership • Conduct targeted community outreach to find the voices needed (not just those who are available, already connected, etc.)
Engagement	**Considerations for more equitable engagements include:** • Vary the time of day and consider hours for working parents • Provide transportation and childcare options • Host engagements at trusted community locations and/or consider virtual options • Provide community members with a stipend for their time • Ensure multi-language translation is available • Take time at each engagement to build relationships across potential silos • Create feedback mechanisms to ensure that external engagement practices are inclusive

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Meeting 3 Follow-Up

We will have 5 minutes of discussion, then vote on the following:

1. Preliminary governance models

2. High-level EC-REACH budget

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Bodies	Role	Home Institution	Research Partners	Advocacy, Policy Orgs	ECE Practitioners	Parents/ Community	Gov't Agencies	Funders
Steering Committee	Provide strategic advising and support for the Director (fundraising, outreach, etc.)	X	X	X	X		X	
Alliance Partners	Practitioner voices to inform the work, conduct research, pool resources to support efforts, and drive the shared agenda forward	X	X	X	X		X	
Research Advisory Council	Diverse voices to inform the research agenda and communication of findings		X	X	X	X	X	X

VOTE

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Operating Budget

BUDGET CATEGORY	YEAR 1	YEAR 2	YEAR 3
Revenue			
EC-REACH Seed Funding	$1,000,000	$500,000	$250,000
Other Funding (Individual, Foundation, Corporation, Grant, etc.)	$0	$500,000	$750,000
Total Revenue	$1,000,000	$1,000,000	$1,000,000
Expenses			
Salaries	$340,000	$500,000	$600,000
Contracted Research	$500,000	$400,000	$300,000
Institutional Overhead	$100,000	$100,000	$100,000
Insurance	$0	$0	$0
Marketing	$0	$0	$0
Technology & Supplies	$0	$0	$0
Travel	$0	$0	$0
Professional Services	$0	$0	$0
Conferences & Professional Development	$0	$0	$0
Total Expenses	$940,000	$1,000,000	$1,000,000

Fundraising Targets:
June 22 - $100K
Sept 22 - $350K
Dec 22 - $500K
Mar 23 - $750K
June 23 - $1M

Institutional overhead may include: *Rent, Utilities, Technology, Insurance, Marketing, Supplies, Operations Support (Comms, Grants, Legal, HR, Payroll)*
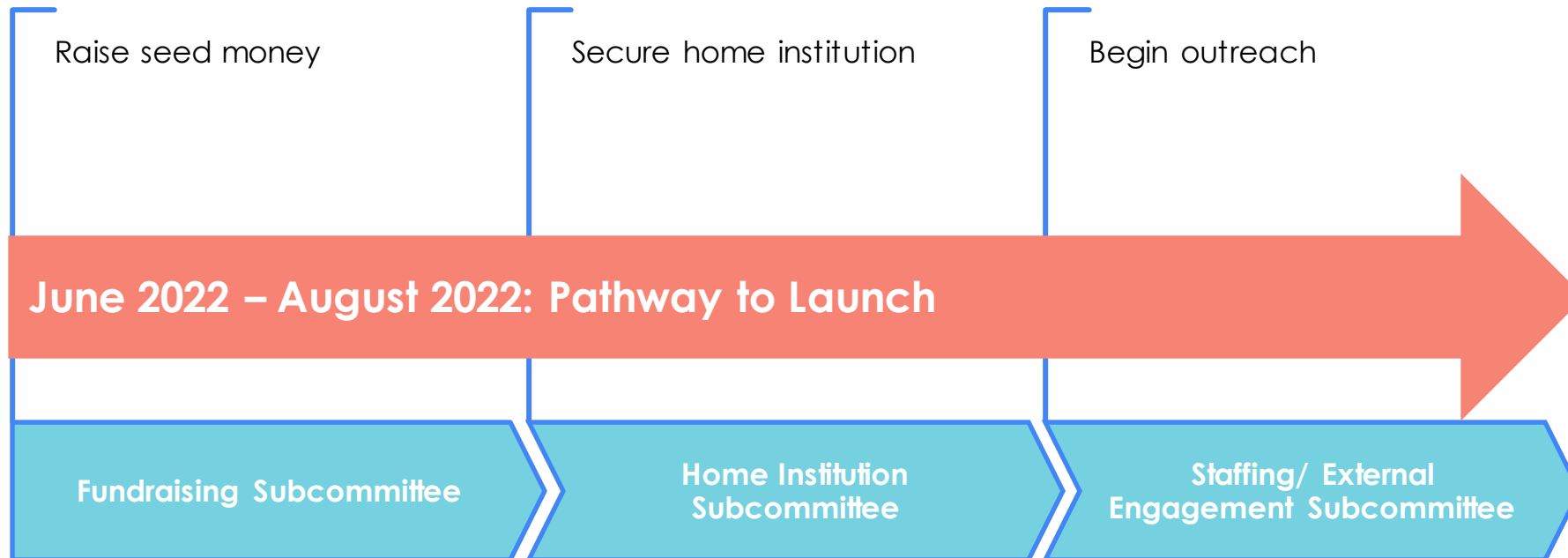
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Transition Planning

Raise seed money

Secure home institution

Begin outreach

June 2022 – August 2022: Pathway to Launch

Fundraising Subcommittee

Home Institution Subcommittee

Staffing/ External Engagement Subcommittee

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Preview Meeting 5

Our next meeting is...

Thursday, May 12th, 9:00 – 11:00 am

	KEY DISCUSSION TOPICS	MEETING VOTE(S)	BETWEEN MEETING ACTION(S)	DELIVERABLE(S)
Planning Meeting 5	• Fundraising Goal & Strategy • Funding Sources • Home Institution	• Home Institution Shortlist • Governance Model • External Engagement Pillars	• Narrow home institution list • Host conversations with potential funders	✶ Operating budget & revenue forecast ✶ Pitch Deck ✶ Fundraising Plan

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