

# FLORIDA DEPARTMENT OF EDUCATION



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February 6, 2007

## MEMORANDUM #07-06

**TO:** Early Learning Coalition Executive Directors  
Assistant Superintendents for Curriculum and Instruction

**FROM:** Shan Goff, Executive Director, Office of Early Learning

**SUBJECT:** Nominations for Appointments to the Voluntary Prekindergarten (VPK) Education Program Curriculum Approval Committee

The legislation implementing Florida's Voluntary Prekindergarten (VPK) Education Program (section 1002.67(3)(c), Florida Statutes (F.S.)), requires the Department of Education (DOE) to approve curricula for use by private prekindergarten providers and public schools that are placed on probation as a result of their kindergarten readiness rates falling below the minimum rate adopted by the State Board of Education for two consecutive years. Our review process will ensure that the highest quality curricula aligned with the VPK Education Standards are identified for use by VPK providers.

To implement this requirement, we are soliciting nominations for membership on the VPK Education Program Curriculum Approval Committee (Committee).

All Committee appointments are for nine months. We are asking for your assistance in identifying people who may be qualified for this role. The Committee will be composed of fifteen members with required credentials and/or experience as follows:

- Three (3) executive directors of early learning coalitions or their designee(s) – must hold a bachelor's or higher degree in Early Childhood Education, Child Development, Elementary Education, Educational Leadership, or a related field, and must have held the position of executive director for at least two years. Five years of pertinent employment may substitute for the educational credential requirement.
- Four (4) directors of VPK education programs – must hold a bachelor's or higher degree in Early Childhood Education, Child Development, Elementary Education, Educational Leadership, or a related field, and must have held the position of director for a prekindergarten education program (public or private) for at least two years. Five years of pertinent employment may substitute for the educational credential requirement.

SHAN GOFF  
EXECUTIVE DIRECTOR  
OFFICE OF EARLY LEARNING

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- Three (3) instructors of VPK programs – must hold an associates or higher degree in Early Childhood Education, Child Development, or a related field and have at least three years of experience as a teacher in a prekindergarten education program (public or private).
- Two (2) representatives of a public school district – must hold a bachelor's or higher degree in Early Childhood Education, Child Development, Elementary Education, Educational Leadership, or a related field, and have at least three years of experience in early childhood education, curriculum and instruction, or a related area.
- Two (2) representative of an institute of higher education – must hold a master's or higher degree in Early Childhood Education, Child Development, Elementary Education, Educational Leadership, or a related field (Ph.D. or Ed.D. preferred).
- One representative of the Agency for Workforce Innovation – must hold a bachelor's or higher degree in Early Childhood Education, Child Development, Elementary Education, Educational Leadership, or a related field.

In the selection of persons for appointment to the Committee, every effort will be made to have wide geographical representation and to include members from both urban and rural areas. In addition, the membership of the Committee should reflect the broad ethnic, racial, socioeconomic, and cultural diversity of the state.

Complete the enclosed *VPK Education Program Curriculum Approval Committee Member Nomination Form (Part I)* for each person you wish to nominate. Share the enclosed document entitled *Information for Prospective Members of the VPK Education Program Curriculum Approval Committee* with the nominee and ask him/her to complete the *VPK Education Program Curriculum Approval Committee Member Nomination Form (Part II)*.

**Please return the nomination form (Parts I & II) by Monday, March 5, 2007 to:**

Gloria Hearn, Educational Policy Consultant  
Florida Department of Education, Office of Early Learning  
325 West Gaines Street, Suite 1524  
Tallahassee, Florida 32399-0400  
Fax: (850) 245-5105

Your support in the evaluation and selection of approved curricula for the VPK Education Program is appreciated and vital to the success of the program. If you have any questions regarding the VPK curriculum approval process, please contact Ms. Gloria Hearn, Educational Policy Consultant or Dr. Tara Huls, Program Specialist, at (850)245-0445, or via email at [gloria.hearns@fldoe.org](mailto:gloria.hearns@fldoe.org) or [tara.huls@fldoe.org](mailto:tara.huls@fldoe.org).

SG/kk

Enclosures

cc: District Prekindergarten Contacts  
Voluntary Prekindergarten (VPK) Regional Facilitators  
Gladys Wilson  
Anne Cahn