



City of San Antonio

Agenda Memorandum

File Number:18-5058

Agenda Item Number: 5.

Agenda Date: 9/4/2018

In Control: Early Childhood Education Municipal Development Corporation Board of Directors

DEPARTMENT: Pre-K 4 SA

DEPARTMENT HEAD: Sarah Baray, Ph.D.

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Proposed process for reviewing and approving external research requests received by Pre-K 4 SA

SUMMARY:

This item authorizes approval of the proposed process for reviewing and approving external research requests received by Pre-K 4 SA.

BACKGROUND INFORMATION:

Since 2013, Pre-K 4 SA has received a limited number of external requests to conduct research at Pre-K 4 SA sites. With the maturing of the program, staff anticipates increased requests and was tasked with developing a formal process to review and approve such requests.

ISSUE:

This item includes a briefing of the proposed process for reviewing and approving external research requests received by Pre-K 4 SA. This process will include input and participation from the Pre-K 4 SA Research Committee, Pre-K 4 SA CEO, and representatives of the Board of Directors. The Pre-K 4 SA Research Committee is comprised of two Education Center administrators, the Assistant Director of Curriculum & Instruction, a representative of the Family Engagement team, and a representative from the Social Emotional Learning team, and is chaired by the Demonstration Site Coordinator. It is the role and responsibility of Pre-K 4 SA Research Committee to review the proposal and meet with the researcher to determine whether the research is appropriate and whether Pre-K 4 SA can reasonably accommodate the request. The Research Committee will

issue a summary and recommendation to the Pre-K 4 SA CEO. If the CEO supports the research request, the Demonstration Site Coordinator will provide a summary of the research and recommendation to the Board Panel. It will be the final decision of the Board Panel to determine if the request aligns with the Pre-K 4 SA mission and whether it is in the best interest of the program holistically to approve.

ALTERNATIVES:

Should the Board choose not to approve this process, staff will be unable to review any external research requests.

FISCAL IMPACT:

The research approval process is no additional cost to the program.

RECOMMENDATION:

Staff recommends the Board approve the proposed process for reviewing and approving external research requests received by Pre-K 4 SA.