

**Child Day Care Council
New Member Orientation
10-2 p.m.**

**Full Council Meeting
2-4 p.m.**

**VA DEPT. OF SOCIAL SERVICES
7 NORTH EIGHTH STREET CONF. A-6TH FLOOR
RICHMOND, VA 23219**

NOVEMBER 10, 2005

Present

Gail Johnson, Chair
Will Harvey, Vice Chair
Rosemary Burton, Secretary
Margaret S. Collins
Norman R. Crumpton
Terry Davis
Charles W. Finley
Susan Hackney
Kim Hulcher
Novella Johnson Ruffin
Anita Simpkins
Kristi W. Snyder
Jeff Walton
Mary Cole
Lynn Wray
Carol Logue

Absent

Jay DeBoer
Judith Beattie
Donna Peters
Susan Ballard
Margarita Barbosa-Mora
Bethany Geldmaker
Cleo Sims
Aubrey Hyde
Dona Huang
Rose Ann Sharp
Lisa Shelburne
Nancy Read Smith
William Tobin

Call to Order

The Orientation Meeting was called to order at 10:00 a.m. by Chairman Gail Johnson.

Welcome & Introductions

New Members Mary Cole and Lynn Wray were welcomed to the Council.

Mary Cole has been an employee of the City of Virginia Beach Department of Parks and Recreation for fifteen years. Since 1997, she has served as division head for the Recreation Division. The division is comprised of 6 full service community recreation centers and swimming pools, summer before-and-after school programs in over 60 schools, the Therapeutic Recreation Unit, the Promoting Leisure Activities for Youth (PLAY) Team that provides intervention and prevention programs, a tennis center, and the City's Youth Opportunities Office.

Lynn Wray is regional manager for Bright Horizons Family Solutions where she supports the management teams of 6 child care centers. She plans and facilitates training and regional meetings for directors and faculty; guides and facilitates NAEYC accreditation and reaccreditation process, and oversees implementation of GSA, Licensing and NAEYC standards.

Strategic Plan

Chairman Johnson reviewed the Council's Strategic Plan. A copy was provided to new members and is also attached to the official minutes housed in the central office.

Bylaws

Chairman Johnson reviewed the Council's Bylaws. She advised the meeting schedule is set in the spring and for meeting purposes, 14 is a quorum. A copy was provided to new members and is also attached to the official minutes housed in the central office.

Legal Issues

Assistant Attorney General Allen Wilson advised he serves as counsel to the Department, State Board and Child Day Care Council. He reviews all department regulations to ensure they are not in conflict and fit within the Council's purview.

He advised that a meeting is considered when 3 members meet to discuss Council business; meetings must be open; notice must be given 3 working days prior to the meeting; no secret ballots –must be voice or roll call vote; and Minutes are required.

Closed Meetings can only be held for specific purposes. Procedures for going into closed meeting include a Motion made in open meeting that identifies subject matter for closed meeting; states the purpose of the meeting; and makes reference to the specific exemption from the open meeting requirements.

Notice provisions do not apply to a Closed Meeting. Discussion must be restricted only to those matters specifically identified in the closed meeting motion. No action can be taken on matters discussed in closed meeting, nor can votes be taken. Minutes are not required, but if taken, they are not subject to mandatory public disclosure.

When finished, members must immediately reconvene in an open meeting and vote certifying that only public business matters lawfully exempted from open meeting requirements under FOIA and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the Closed Meeting by the public body.

Council records shall be open to public inspection. There are 100 enumerated exclusions from disclosure requirements. These categories are records of General Application to Public Bodies; Records relating to Public Safety; Records relating to Administrative Investigations; Educational Records and certain Records of Educational Institutions; Health and Social Services Records; Proprietary Records and Trade Secrets; and Records of Public Bodies and certain other limited exemptions.

Mr. Wilson provided members with a business card and welcomed them to contact him directly if they had any questions regarding regulations.

State and Local Government Conflicts of Interest Acts

This information was covered on a DVD provided by the Office of the Attorney General. Certificates of completion were filled out by members.

Virginia Regulatory Process

Richard Martin, Manager of the Office of Legislative and Regulatory Affairs introduced his Deputy, Karin Clark. Mr. Martin reviewed the Virginia Regulatory Process and the Governor's Executive Order 21 (2002). Copies were provided to members. A copy is attached to the official minutes housed at central office.

Division of Child Care and Development

Dottie Wells, Director of the Division of Child Care and Development spoke on the importance of investing dollars in child-care. She advised that the state sets the reimbursement rate for providers and the next rate survey will be undertaken in 2006.

Kathy Gillikin, Quality Child Manager of the Division of Child Care and Development provided members with an update on Child Care Provider Professional Development. A copy of their catalog and TIPS magnet was provided to members. A copy of this presentation is housed with the official Minutes at the VDSS home office.

Licensing Programs

Lynn Williams, Assistant Director of Licensing provided an overview of the forces shaping child care and its regulation. A copy of this presentation is attached to the official minutes housed in central office.

Full Council Meeting convened

Public Comment

Chris Schuster provided public comment and is attached to the minutes as an addendum.

Margaret Scheele provided public comment and is attached to the minutes as an addendum.

Susan Hill provided email public comment and is attached to the minutes as an addendum.

Review of Agenda

Chairman Johnson advised that the Medication Administration Update would be moved to the next meeting since Ms. Geldmaker was not present at this meeting. She also advised she would like to move all of the action items forward to ensure there was a quorum to vote on them.

ON MOTION DULY MADE (Norman Crumpton) and seconded (William Harvey) moved to accept the agenda changes. Motion carried with all in favor.

22 VAC 15-10 Public Participation Guidelines

Proposed Amended Regulation

Mr. Martin advised these guidelines were presented at the last meeting, a recommendation made and vote postponed due to quorum issues. As recommended by the committee and ***ON MOTION DULY MADE by the Public Participation Guidelines Committee and seconded (Charles Finley) moved to approve the proposed regulatory package to amend 22 VAC 15-10, Public Participation Guidelines for publication in the Virginia Register subject to approval under the provisions of Executive Order Number 21 (2002). Voice vote taken. Motion carried with all in favor.***

The General Procedures Committee met prior to this meeting to discuss the regulation and recommended approval.

22 VAC 40-80

General Procedures and Information for Licensure

Proposed Amended Regulation

ON MOTION DULY MADE by the General Procedures Committee and seconded (Norman Crumpton) moved to approve the proposed regulatory package to amend 22 VAC 40-80, General Procedures and Information for Licensure for publication in the Virginia Register subject to approval under the provisions of Executive Order Number 21 (2002) and to approve the fiscal impact analysis for distribution to local boards of social services. Voice Vote taken. Motion carried with all in favor.

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Minutes

May 12, 2005

ON MOTION DULY MADE (Norman Crumpton) and seconded (Charles Finley) moved to approve the May 12 minutes as presented. Motion carried with all in favor.

September 8, 2005

ON MOTION DULY MADE (Jeff Walton) and seconded (Norman Crumpton) moved to approve the September 8 minutes as presented. Motion carried with all in favor.

Child Care Subsidy Program

Mary Ward, Manager of the program provided an overview to members. She advised the subsidy rate is 75% statewide for licensed programs and that another rate survey will be done in 2006. She also reported that the department is preparing for a National Error Rate in this program. The feds will set a tolerable error rate and the department must meet it. If not, there could be sanctions against the department.

Come and Go Program

Jeff Williams, Licensing Programs provided members with a copy of the Standard Operating Procedures for Come and Go Programs. A copy of come and go exemptions, and several articles related to children home alone were provided to members. Members were provided a copy of draft legislation being circulated in the Park & Recreation community. The department will host a stakeholder meeting in mid December to review a list of potential issues/changes to the regulation. Council was encouraged to provide their input. A copy of this presentation and draft legislation are attached to the official minutes housed in the central office.

Commission Comments

Anthony "Tony" Conyers welcomed the new appointees to the Council and advised he is pleased to have the opportunity to work with them.

Future Meeting Schedule

January 12, 2006

Rolling Agenda Items

Chairman Johnson advised the January meeting would be a good opportunity to review the Council's Strategic Plan and discuss the Council's next steps.

Discuss Come & Go Issues

Review Playground standards---many groups are applying for variances (requested by Ms. Burton)

Discuss adhesive “hurt free” pads---are these acceptable for use (requested by Ms.Simpkins)

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Debbie Beirne and Bethany Geldmaker will provide an update on Medication Administration.

Adjournment

ON MOTION DULY MADE (Will Harvey) and seconded (Susan Hackney) moved to adjourn at 4:03 p.m.

Addendum

Public Comment (These items are to be listed on the Council's Rolling Agenda to review)

Chris Schuster spoke to the Council on meeting playground safety requirements. Safety inspectors use the ASTM standards and not the CPSC standards within the CDCC regulations. This issue will be placed on the Council rolling agenda for further review.

Margaret Scheele, Legislative Liaison for to the Virginia Cooperative Preschool Council provided the following email comment to the Council.

This public comment concerns 22 VAC 15-30-310 © (5) (Exception (b), under Staff Training and Development. This particular provision states that "Parents who participate in cooperative preschool centers shall complete four hours of orientation training per year". While we are pleased that the Child Day-Care Council has made an exception for cooperatives under the staff training requirements, there has been some confusion about who should be trained and about the form and content of this training. We kindly request that the Council clarify these matters for all concerned. Toward this end, this document aims to (1) better explain how cooperative preschools differ from other non-profit preschools and (2) propose reasonable guidelines for the Council to adopt on the scope of the four-hour training requirement. Because of the unique role that cooperative preschool parents have, the VCPC believes that the continuing education requirements applicable to paid staff training are not appropriate for parent training.

Cooperatives Compared to Other Non-Profit Preschools

Please see the attached chart comparing some important aspects of cooperative preschools and other non-profit preschools (attached to official minutes housed in the central office).

Although a cooperative preschool is a non-profit preschool staffed by paid and professional teachers, the similarities to other non-profit preschools largely end there. The parent members of a cooperative preschool essentially "own" the school, and their sole business is the early childhood education of their children. Unless they are religiously affiliated (most are not), cooperative preschools are not linked to any national organization which has an agenda larger than the preschool.

Under a membership agreement, cooperative preschool parents agree to volunteer their time in helping in the classroom, doing maintenance work and/or serving on a committee handling fundraising, parent education, or membership recruiting. Parents comprise the Board of Directors of the cooperative preschool. Because of this high level of parental assistance at the school, the paid teaching staff is freed up to focus exclusively on curriculum and the development of the children in their classes. Parents, in turn, create

a system of oversight that is very different from any daycare or preschool run exclusively by paid staff.

Parents reap the benefits of being able to work alongside and learn from professional staff. The highlight of parents in a cooperative preschool is often their participation, or “co-opting” in the classroom. Cooperative preschools emphasize parent education through this classroom participation as well as through open parent-teacher communication and regular school-wide membership meetings on school issues or childhood development issues.

Still, it must be stressed that a parent’s role as a “teacher” or as part of the “teaching staff” is actually quite limited. In most cooperative preschools, a parent’s actual time spent in the classroom averages no more than 9 to 12 times per year. Not all cooperative preschool parents are even included in the child-staff ratios. To accommodate two-income families, some cooperative preschools provide options where parents do not have to work in the classroom or have to work only a few times a year. Other schools have chosen to meet ratios with paid staff but still ask parent to “co-op” so there are three adults in each classroom. Even those schools that expressly include parents in the child-staff ratios do not expect parents to have the same skills or responsibilities as paid teaching staff. Parental participation in the classroom is always done on a rotating basis and is always secondary to the role of the teacher.

Proposals for Guidelines on Training Requirements

Because parents have already committed so many hours to their cooperative preschool, and because they are not responsible for curriculum development and classroom direction, the VCPC would ask that the training requirements, in substance, be proportional to their actual role in the classroom. The following are the VCPC’s suggested guidelines:

The 4-hour training requirement should apply only to those parents who actually work in the classroom. Further, training should explicitly be mandatory only for those parents included in the staff-to-child ratios. While the staff training regulations require that all “parents who participate in cooperative preschool centers” receive 4 hours of training, parents at cooperative preschools who are not included in the staff-to-child ratio and who are constantly supervised meet the definition of “volunteer” (22 VAC 15-30-10) and are technically not even “staff”.

The 4-hour training requirement should be for orientation purposes and required only for new parent members.

Cooperative preschools should be permitted to build the training into their existing orientation and education programs over the course of the school year, including by use of some at-home alternatives to give schools the flexibility necessary to administer a training program to so many “staff” members (even large preschools have to train a staff of only 10 to 15, while cooperative preschools are not being asked to train a “staff” of anywhere from 65 to 130 people).

The training content should be proportionate to the time cooping parents spend in the classroom and the role parents play, in order to avoid creating expectations that parents cannot adequately fulfill. For example, although all parents who are considered “staff” are now required under the new regulations to have training in recognition of abuse and neglect, parents are not necessarily in the class often enough to made the sort of observations that would lead to a founded report. Consequently, it seems that rather than the level of training required for paid staff, a kind of “awareness” training for parents would be more appropriate. Similarly, the VCPC believes that a school-designed orientation program focused on licensing requirements and expectations relevant to the routine jobs parents do is appropriate. This program would include orientation on helping with snacks, encouraging children’s creative expression, following emergency procedures, cleaning/sanitizing requirements, bathroom assistance, managing safety incidents or conflict resolution, etc. Training should also include parent membership meetings, classroom orientations, and parent education programs consisting of childhood development specialist speakers. In short, the VCPC does not believe that the formal model of continuing education is used for paid teaching staff should be applied to cooping parents.

We greatly appreciate the Council’s consideration of our requests, and we look forward to addressing any questions or concerns the Council may have regarding these issues.

Margaret Scheele

Susan Hill, Director, Creative Learning Center, Second Baptist Church

Dear Ms. Johnson:

My name is Susan Hill and I am the director of a half-day church preschool program. At a recent meeting of the Richmond Early Childhood Association, the subject of a state regulation of licensed and religious exempt programs came up. There was a discussion about the difficulty in understanding the language of the Code of Virginia, particularly as is regards to exempt programs, and also the exemption procedures, specifically the visit to these programs by the health department, where standards for restaurant visits apply at the inspection.

We wondered about the possibility of standards being written specifically for half-day programs that may differ from full-day programs. Perhaps the standards could look more like the standards of NAEYC or NACC.

* Italicized remarks are verbatim.