

## **OUT-OF-SCHOOL-TIME TASK FORCE**

### **Minutes**

**Date: January 9, 2012**

**Time: 10 a.m.**

### **MEETING LOCATIONS**

#### Videoconference to:

Bureau of Healthcare Quality & Compliance  
727 Fairview Drive, Suite E  
Carson City, Nevada 89701

Child Care Licensing  
4180 South Pecos Road, Suite 150  
Las Vegas, Nevada 89119

CALL IN NUMBER: 888-808-6929 Access Code 7548578

10:10 Melissa Faul, State Child Care Licensing Unit called the meeting to order and noted at this time, based who has stated their names when calling in and those in attendance in Las Vegas and Reno via video conference there is not enough members for a quorum.

#### **Roll call**

- Melissa Faul, State Childcare Licensing Unit-PRESENT
- Magdalena Martinez, Nevada System of Higher Education-PRESENT
- Molly Walt, NACO-ABSENT
- Denise Benson, Public Schools in the State of Nevada-PRESENT
- Beth Kolacki – National Non-Profit that provides services to school-age youth-PRESENT
- Julie Willis-Leon – Non-Profit that provides services to school-age youth-PRESENT
- Danielle Bowen – Non-Profit that supports school-age youth-PRESENT
- Matt Schrade – Private, For-Profit that provides services to school-age youth-PRESENT
- Jamie Burnett – Agency that provides resource and referral to school-age youth-ABSENT
- Reverend Robert Fowler – Faith-based organization that provides services to school-age youth-ABSENT

**10:14 we now have a quorum.**

#### **Action Item: Approval of the Minutes from December 12, 2012 (minutes attached)**

All accept, No nays. Melissa Faul stated that the Minutes of December 12, 2011 task force meeting minutes have been approved.

AT 10:20 Child Care Licensing staff stated that we have two different call-in numbers, we had to put the meeting on hold as those who were on the phone line hung-up and called a different number.

#### **Action Item \*2. Vote for Chair**

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Last meeting Beth Kolacki nominated herself as Chair and all agreed on the nomination. Does anyone else want to make another nomination? No comment. Melissa Faul called for a Vote for Beth Kolaki to be Chair, All accepted. No Nays.

Last meeting Jamie Burnett nominated herself with support from her assistant Fredrick to be the scribe. All voted yea, Beth seconded, no nays.

Melissa Faul announced that Beth Kolacki will be Chair and Jamie Burnett with her assistant Fredrick will be the Scribe.

### **Review of 1<sup>st</sup> set of standards: Human & Community Relationships**

Danielle Bowen discussed what and why we are creating Standards for School-age Programs. Danielle read the attachment “Quality Standards” and asked for feedback and approval by the taskforce for agreement on what Quality Standards mean to Nevada. Julie Leon stated that the programs throughout the state are currently following best practices and asked for “best practices” to the indicators statement, first paragraph. All members agreed on the document, no comments, no nays. Danielle stated that this will be the document used in creating quality standards for NV OST programs.

Danielle Bowen asked Denise Benson to help out by reading line by line each of the state standards from the Human and Community Relationships, first set of Standards for NV OST programs. Danielle stated that the information comes from Oregon ASK, National Afterschool Association and Georgia’s standards for school-age afterschool programs. Danielle asked that those participating on the phone open the document sent to them to follow along.

Refer to the attachment “Human & Community Relationships”. Magdalena Martinez asked to define “other agencies” as there may be some confusion of what the function of programs is for working with other agencies. Danielle Bowen stated that we could also add “that benefit other programs.” As Denise read on Danielle stated we should add children & youth and change afterschool to OST. Melissa Faul opened it up to public comment. Carol Levins asked that we add “emotionally and physically safe.” All members accepted Carol’s comment and agreed to move them to public vote through the Nevada Afterschool Network website.

Danielle Bowen stated that she would have the Human and Community Relationships section added to the Nevada Afterschool Network website under Public Comments to allow people to add information for each of the specific components. Denise Benson noted that we will want to make sure that we keep this as a fluid document to allow additional feedback if needed. Beth Kolaki asked when the information would be uploaded. Danielle stated that the information would be up by Tuesday. Danielle also stated she would send out an email to their list serve and forward the information to members of the task force with the link to the website.

### **Review Afterschool Investments: Promoting Quality in Afterschool Programs through State Child Care Licensing:**

[http://www.scafterschool.com/downloads/4.promotingquality\\_inafterschoolprograms.pdf](http://www.scafterschool.com/downloads/4.promotingquality_inafterschoolprograms.pdf)

Danielle Bowen stated that the link is to get members familiar with the benefits and challenges for Licensing Out-of-school time programs. Julie stated that this information is a lot to comprehend and would like to have more time to digest. Danielle Bowen stated that members should be looking at pages

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6-10 to see how it would affect the programs they represent and any current policies they have in place. Julie Leon also asked if there are current regulations for school-age programs. Danielle Bowen stated that there is NRS statues for child care for children to include ages to 18 years old. Danielle also stated that the information is on the Nevada Afterschool Network website under OST Resources. Melissa Faul asked if there is any public comment. Beth Kolacki stated that it would be best if task force members linked this information from other agency websites to give people more access.

### **Public Access and Resources**

Danielle Bowen guided members through the Nevada Afterschool Network (NAN) website with the links for OST Task Force sections. The sections included: (1) Overview of the OST Taskforce. Danielle stated this would be a good place to direct public to from the task force members communications. (2) OST Task Force Members section: where Danielle asked members to make sure their contact information was correct (3) Task Force Information where Danielle highlighted the meeting dates are listed for the remainder of the year (4) OST Resources for additional information to assist members and the public to learn more. Danielle stated that NAN would be happy to add more links if people had recommendations (5) Public Comments is the page where people can go after the meeting to review the current section for OST standards and make comments as they feel fit.

Danielle reminded the members that this section was requested to be added at each meeting and open to comments on how we can get information to the public.

Julie Leons stated that she needed to leave the meeting.

### **Action Item \*7. Next Meeting Agenda Topics**

Danielle Bowen stated based on the conversation during the last meeting the meeting topics will include:

ROLL CALL

REVIEW AND APPROVAL OF THE HUMAN & RELATIONS

SECTION 432.A

REVIEW SECTION II OF STANDARDS

PUBLIC ACCESS

NEXT MEETING DATE:

The next meeting is January 23, 2011 at the Legislative Bldg in Carson City and Grant Swayer Bldg in Las Vegas. The call-in information will be sent for those who cannot make it in person.

**All those who were on the call agreed on the items for the next meeting. Due to Julie Leons leaving the meeting there was not enough for a quorum so the next meeting agenda will be created by the new Chair, Beth Kolaki with the assistance of Danielle Bowen and Melissa Faul.**

### **Action Item \*8. Adjournment**

Melissa Faul called the meeting to an end.

**\*Denotes items on which the members may take action.**

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**ATTACHMENT ONE**  
**Out-of-School Time (OST) Taskforce Meeting**  
**December 12, 2011**  
**10:00 am -12:00 pm**

Melissa Faul welcomes everyone to the OST task force meeting. First of all this bill was introduced this last legislative session. Nevada Afterschool Network (NAN) representative, Danielle Bowen is here who is going to provide support to us in this taskforce and will be doing most of the talking today as well as myself. NRS4328.24 is a definition of a childcare facility and in that definition the before and afterschool programs fell into that and there was controversy back and forth that the before and afterschool programs cannot fall into all the regulations that fall into the regular childcare facilities. We are here to create possible standards that every before and afterschool programs can abide and follow.

Danielle Bowen explained that NAN is the Nevada Afterschool Network an organization that is statewide to support quality out-of-school programs encouraging that the programs are school-linked giving additional opportunities for student success.

Melissa Faul stated we could move forward with the agenda if everyone is ok and no one has any questions before starting.

**1. Roll-Call: Include their representation (Section 17.1 of Bill)**

- Melissa Faul Program Manager for Nevada State Child Care Licensing where they cover the state licensing in the north and south (including Clark county and the rurals) there is another jurisdiction for Washoe County. Latisha Brown-also present supporting Family Resources for the State Health Division and will be a fill-in for Melissa Faul if needed. Latisha Brown will be my back up for Melissa Faul, who is pregnant and may need to be on bed rest during some of the meetings. Her phone number is 702-486-0574 and email is [latisha.brown@health.nv.gov](mailto:latisha.brown@health.nv.gov).
- Magdalena Martinez, Nevada System of Higher Education **is not present**
- Molly Walt, Vice President NACO (Nevada Association of Counties) sit on Carson City Board of Supervisors Elected officials.
- NV Department of Education has not made a recommendation to the OST Taskforce at this point, **not present**
- Beth Kolaki, representing YMCA of Southern Nevada (national non-profit) and is the Director for afterschool programs, day camps and Licensed Pre-School
- Julie Leon- Success Coordinator, I Have a Dream Foundation, Southern Nevada (Non-Profit serving school-age youth) Foundation Success focusing on at-risk children in Las Vegas, mother of two children (10 and 12)
- Danielle Bowen-Director of the Nevada Afterschool Network (non-profit supporting school-age programs), under Community Chest, Inc. statewide network providing support for out-of-school time programs increasing advocacy efforts in the state and nationally and we work on other opportunities through professional development, networking or collaboration.

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- Jamie Burnett-Child Care Resource and Referral Director for The Children’s Cabinet, we administer child care subsidy in 15 of the 17 counties within our state and do statewide resource and referral
- Reverend Robert Fowler (Faith Based serving school-age youth)-not present
- Renee Caudill-parent, not present
- Kelli Seals-located in Reno, Parent representative a mother of 9 year old who attend OST/after school care and also my day job with the Health District in the Chronic Disease
- Matt Schrade Las Vegas Valley Water’s District Schools-Out Program, Bright Horizons (For-Profit serving school-age programs).

**2. Overview of the Task Force Function (Section 17)**

Melissa Faul asked Danielle Bowen to discuss this section. Danielle stated she would go over what is directly from AB362

- Prescribe standards for out-of-school time programs (section 17.7 of bill)
- Make recommendations concerning out-of-school time programs and the implementation of the standards prescribed by the taskforce, including, without limitation recommendation for a pilot program for standards
- Make recommendations concerning whether out-of-school time programs should be licensed and regulated by the Bureau of Service for Child Care.
- Lastly, the taskforce shall, on or before June 30, 2012, submit a report to the Governor and to the Director of the Legislative Council Bureau for transmittal to the 77<sup>th</sup> session of the Nevada Legislature. The report must include, without limitation the following :(section 17.8 of bill)
  - A full and detailed description of the standards for out-of-school time program prescribed by the task-force
  - Recommendations concerning the establishment of a pilot program for the standards prescribed by the task force
  - Recommendations concerning whether out-of-school time programs should be licensed and regulated by the Bureau of Service for Child Care, and
  - Any other recommendations for legislation relating to out-of-school time programs

That is the function of the taskforce. Melissa asked if anyone from the taskforce had any questions. Jamie Burnett asked to have a copy for the expectations of the members. Danielle stated that the Nevada Afterschool Network will build a link on our website. Also, Danielle asked for others to give move information to add to the website.

**3. Responsibilities and nominations**

Melissa Faul stated that we need to nominate a Chair and Scribe. The responsibility of the chair will be to gather information and tasks for the agendas and give to Melissa to have posted. The information will be public the information will need to be posted and then they will also moderate the meeting. The scribe-minute taker will take the recorded minutes to scribe them for the next meeting. Today we can only nominate the following positions and vote at the next meeting. The agenda must state where we are going to vote.

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- a. Chair (agenda next meeting must be voted next meeting)
  - i. Beth Kolaki from YMCA of Las Vegas has volunteered to be chair.
  - ii. Nomination for Beth to be Chair was agreed by all
- b. Scriber-minute taker (we will be recording the calls)
  - i. Jamie Burnett has a personal assistant who could take the notes (will get information to Jamie and then Jamie will ask Fredrick to take the minutes) Danielle told Jamie that access to the minutes will be given.
  - ii. Nomination for Jamie Burnett's assistant to be the Scriber was agreed by all.

Public Comment:

- Julie Leon stated she was curious to what initiated this task force to be formed.
- Danielle Bowen for NAN stated information that Melissa started the meeting with background for the child care licensing included all ages from infant to age 18 and the definition for school-age in the current regulations have been in some areas allowed to be exemption and was not consistent in written law. The Nevada Afterschool Network was asked to assist and guide the conversation to give an exemption to the programs and wanted to get programs from all types like we see the 12 from the task force (for-profit, faith base, schools, city run, etc) and you will see across the nation the programs are different but the standards can capture the minimum quality programs. The taskforce could have been increased but we wanted to make sure it was not too much to coordinate. In addition
- Maureen Avery from Creative Kids asked what agency is the for-profit and non-profit. Julie Leon represents National Non-Profit from I have a Dream Foundation, Beth Kolaki is for the national non-profit, Matt Schrader is for the for-profit for Bright Horizons.
- Danielle then stated the role of the representatives to seek out to their represented agencies. Example: for the for-profits to gather support from all for-profits throughout the state. Your take homework is to reach out to others with the jurisdiction within the representation that you have.

Beth Kolaki asked if we are to seek only support from state or national level too. Danielle Bowen stated that we want to see what is going on across throughout the nation for what is working. As a national non-profit to seek support throughout the state including Boys and Girls Clubs, After-School All-Stars, etc.

Nevada Afterschool Network will also seek support from across the nation to be like a clearinghouse of information.

**4. Meeting layout for the future**

Danielle Bowen stated that the Nevada Afterschool Network wanted to help kick off the first meeting with some recommendations to see how we want to organize the meetings. The quality and evaluation committee, including Jackie Reilly who is attending the meeting today have assisted with the review of standards from other states. The standards were looked at through the Quality and Evaluation Committee to see what type of professional development and possible funding for out-of-school time programs. NAN is connected with the 40 statewide

networks across the nation and there are other states that are not Statewide Networks but are affiliates of the National Afterschool Association, which we also are connected with.

- a. The Child Care Licensing Division has obtained support from the Nevada Afterschool Network (a non-profit organization) to assist in gathering resources and provide technical support to get the meetings organized.
- b. The Nevada Afterschool Network, also known as NAN, is part of the 40 national statewide afterschool networks sponsored by the C.S. Mott Foundation and is also the state affiliate of the National Afterschool Association. NAN is a vehicle for bringing together key decision makers who are interested in improving outcomes for children and youth through school-linked out-of-school time programs. NAN's focus is on networking to link resources, provide professional development, and provide a support system to advocate for quality school-age programs.
- c. Meeting overview layout: We have to meet and make recommendations by June 30, 2012. We would like to have the layout to meet every three weeks via videoconference and phone conference. During the meetings we will go over the standards as a group and make recommendations. We then want each of the representatives to seek out to their peers (what they are representing) and ask for feedback. We will have information for people to place comment on the Nevada Afterschool Network website. If you have capability to seek input through list serves, etc. that would be great. Then when we come back the following meeting we will have the comments from the field and make recommendations on the standards put forward and then move to the next set of standards. Danielle asked if everyone was comfortable with the layout and having the Nevada Afterschool Network website to drive information.
  - i. Molly Walt stated yes a one-stop shop is great for connecting with all rural counties. Having one place and feedback area would be great
  - ii. Jamie Burnett stated it is absolutely appropriate that NAN make suggestions and with you streamlining and pulling-in information, also NAN is intimately connected with other states
  - iii. Julie Leon agrees
  - iv. Beth Kolaki also stated this was a good idea

The idea is that we have as much feedback within the next six months to make sure we can move forward with recommendations to the legislature.

## 5. Calendar Dates:

Danielle Bowen stated that we will email the tentative dates and post on the website agendas

The meetings are planned to go every three weeks to meet the deadline of June 30 to get the report to the governor's office. The idea to day was to discuss the dates and then have people look at their schedules.

- i. **Week of January 9<sup>th</sup> (need a Location) 10-noon**
- ii. January 23 9-11 am (room confirmed) Grant Swayer and Carson City Legislative Building (Carson Street)-Kelli Seals
- iii. February 6 9-11 am (room confirmed)

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- iv. February 27 9-11 (room confirmed)
- v. March 19 9-11 (room confirmed)
- vi. April 9 9-11 (room confirmed)
- vii. April 30 9-11 (room confirmed)
- viii. Week of May 21<sup>st</sup> (need a Location) 10-noon**
- ix. June 11 9-11 (room confirmed)
- x. June 25 if needed to put together the recommendation for the Governor and the Legislative Bureau.

The question came up to have the meetings from 10-12. Can we have the meetings from 10-12? The group agreed to have the meeting from 10-12 with the dates listed above. Everyone agreed that Mondays were the best. The dates in bold we are confirming the locations.

Julie Leon asked the question on how to get the information regarding the taskforce.

Molly Walt asked for the website: [www.nevadaafterschoolnetwork.org](http://www.nevadaafterschoolnetwork.org)

Julie Leon asked if it is helpful to collect information for a database. Danielle stated that we would like to build a database for the Nevada Afterschool Network to build on professional development, other meetings, and advocacy efforts in the future. In addition, this will help to build the list serve for connecting throughout the upcoming meetings of the taskforce. The turn around time to load on the website is a couple of days.

#### Public Comment:

- Jackie Reilly asked what is the public notice dates.
- Melissa stated that the agenda must be posted three days in advance.
- Website for public notice ([health.nv.gov/hcqc\\_childcare.htm](http://health.nv.gov/hcqc_childcare.htm))

#### **6. Public Access and Resources**

- a. The meetings will be available to the public. There are many times throughout the meeting for public comment.
- b. Voting is only for members on the task force. Public Comment will be taken from others who are not on the taskforce.
- c. The agendas and minutes will be posted through the Child Care Licensing
- d. The Nevada Afterschool Network will have access on their website with information, comment area and additional resources from across the nation.
- e. We are requesting agencies to post of link information on their websites
- f. Electronic Communication is requested from representatives to those who they are representing
- g. Other suggestions for resources and access
  - i. Molly Walt requesting that this information on the next agenda
  - ii. Beth do we have a recommended format on how to do gather public comment?
    - 1. Would be easiest to directly to NAN-to help explain what that they are giving their opinion on. Danielle stated that we could do this through a database format.

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2. Electronic emails to bring together to their represented agencies/people and then link to the NAN website for the comments and also allow people to contact their representative

Public Comment:

- Jackie Reilly asked who the representatives are whom they represent. We also need to put on the website of who they are representing throughout the state (have some examples).
- Molly Walt stated that this information should be on the future agendas of how to get this information out to the public. We are missing some of the people who need representation (example Faith Based, Schools, Higher Education, a parent representative).

**7. Review of Standard Layout**

- a. The Nevada Afterschool Network Quality and Evaluation Committee have reviewed many of the standards that have been developed throughout the nation. Oregon ASK recently developed the best standards we have found for out-of-school time programs. Oregon ASK has given us permission to utilize their standards to use as we fill best fits. We will send everyone the Oregon Standards and include the information on the website. We will also post other state standards on the website.
- b. The meeting layout for reviewing the standards will include lumping the standards into five (5) sections. The suggested meeting layout design will be:
  - i. Go over the selected section of standards and make recommendations
  - ii. Discuss the national movement on licensing of school-age programs
  - iii. Create a process to recruit feedback from the selection of standards to public for comment
  - iv. The next meetings will include:
    1. Review of comments; make recommendations if needed to the standards and then vote to approve the selected standards.
    2. Go over the next set of standards and make recommendations
    3. Discuss topics for OST licensing
    4. Implement the process to recruit feedback from the next set of selected standards
  - v. The last 4-5 meetings the taskforce should be at the point of
    1. Making recommendations for standards
    2. Discussion and voting on recommendations for OST programs
    3. Draft and finalize the language for OST programs
    4. Final input from the field before the last meeting the week of June 11

**8. Public Comment**

- Beth Kolaki asked would we also have access to each other information? Danielle Bowen stated yes-Danielle will send out an email with information and also have
- Jackie Reilly thank you for your commitment to the taskforce and the willingness to support a quick turn around time and that she would be happy to assist as a member of NAN
- Julie and Matt stated that this information is good

- Molly Walt stated she has to leave and looks forward to the minutes, emails and the notes from the meeting.
- Matt Schrade asked if the call in number for all meetings would be given? Melissa Faul stated that there would be a call in number for all meetings.
- Beth Kolaki stated that the Parent Feedback might be the most difficult. She also stated that she will work with her IT staff to set up a way to make it available on their website and will come up with a format that other organizations can share.
- Kelly Seals asked if we could have everyone's contacts? Danielle stated that she would send out an email to all the taskforce members with their emails.

## **9. Adjournment**

- a. Melissa Faul called for Adjournment and thanked everyone for his or her time.

## **ATTACHMENT TWO**

### **Quality Out-of-School Time (OST) Program Standards**

Quality programs result in positive outcomes for children and youth in school age programs. Quality Standards and indicators capture the practices that have been demonstrated, through research and best practices that lead to quality programs.

#### **OST Quality Standards Should:**

The Standards are designed to describe the best practices in out-of-school time programs for children and youth between the ages of five to 18.

- Provide common language for all stakeholders across the state.
- Guide for practitioners, parents, participants, funders and policymakers to what quality should look like in out-of-school time programming.
- Be all-inclusive, acknowledging the diversity in programming across the state of Nevada.
- Allow for continuous discussion regarding the status of OST programming and identify the next steps for the future of out-of-school time programs in Nevada.

#### **Goals for Quality Standards**

- Broadly define what quality afterschool programming looks like.
- Serve as a foundation for decisions and practices in all settings and programs.
- Establish a set of standards that support the professionalization of the child and youth development field.
- Developed based on documented research and effective practice.
- Provide an ongoing framework to advance the field and increase the quality of programs offered.

#### **Who are Quality Standards for?**

Out-of-school time (OST) programs that work with children and youth in group settings where children participate on a regular basis and where the goal of the program is to support and enhance the overall development of the child. Some examples are: private, for-profit, faith based, school districts, non-profit programs serving children during out-of-school time hours (before, after, breaks and holidays).

#### **Ways Quality Standards can be used**

1. Assess the quality of the program through self-assessment and determine areas to work on for quality improvement.
2. Identify specific areas of need for future professional development training and education.
3. Help families and communities understand the expectations of OST professionals and programs.
4. Assist higher education and training institutions in coordinating and designing course content.
5. Develop and implement federal, state and local policies that will enhance the professionalism of the field.
6. Create a framework for schools, communities and programs to determine what a quality program looks like and how it can have positive results for children and youth.

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*THIS IS A LIVING DOCUMENT & MAY CHANGE BASED ON DEVELOPMENT OF THE FIELD.*

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Form revision date 7/8/11  
Approved by Wendy Simons on \_\_\_\_\_