

Out of School Task Force Meeting
January 23rd, 2012

Members present: Beth Kolacki
Molly Walt
Melisa Faul
Denise Benson
Magdalena Martinez
Jackie Reilly
Matt Schrade
Kelly Seals
Shauna
Julie Willis-Leon
Kathy Ambrosio
Paula Berkley, Food Bank of Northern NV
Mrs. Levins, Guest
Mrs. Mead, Guest
Moreene Avery, Guest

The meeting was called to order at 10:05 am. Denise Benson asked the group if they had received the paperwork for the meeting.

1. **Approval of 1-9-2012 meeting minutes.** Julie Leon asked for future meeting dates not mentioned in the minutes. Melissa Faul clarified that the meetings will be from 10:00 am to 12 noon on Mondays. An email will be sent with meeting dates on 1-23-2012. Someone asked if the meeting was allowable per open meeting laws, Melissa replied that yes they are allowable as they were posted in the appropriate amount of time. **Action item:** Someone moved to motion that the minute's approval be postponed to the next meeting for approval. Seconded by Molly Walt. The motion passed unanimously.
2. **Review of any comments unapproved for the set of standards for human and community relationships.** Beth Kolacki noticed that the comments were not available on the NAN website. She asked Jackie Reilly and Denise Benson for more information. Jackie Reilly replied that the standards came in the form of an email attachment and are posted on the website. Jackie Reilly asked the group to provide feedback on the set of standards that will be reviewed, to put their comments on the website after they are posted.
3. **Public comments on the human and community relationships standards – ACTION ITEM.** Jackie Reilly mentioned that there were some comments on handout to the group. Beth Kolacki asked Jackie to read out the comments made from the website.
 - a. Question 1: A quality program fosters relationships by developing them intentionally and carefully. Relationships build the positive foundation for healthy social and emotional development. 7 out of 7 comments were "approved."

- b. Question 2: Staff respects and communicates with one another and models positive adult relationships. 6 out of 7 comments were “approved”, with no suggestions on how to revise it.
- c. Question 3: Staff interacts with families in a comfortable and welcoming manner. 7 out of 7 comments were “approved.”
- d. Question 4: Staff communicates with families concerning the wellbeing of the children and youth. 7 out of 7 comments were “approved.”
- e. Question 5: Staff partner with schools and other (local and state) agencies when appropriate to benefit children and youth based on health, social, educational and emotional needs. (Ex: health and social departments, foster care, etc.). 7 out of 7 comments were “approved.” There was one comment to add community partners, such as small businesses. **Molly Walt moved to add community partnerships to the standard. Denise Benson seconded the motion. The motion passed unanimously.** Molly Walt asked if tools would be put in place to implement the comments as well as who would be in charge of the changes. It was also clarified that the task force is in charge of making recommendations for standards only.
- f. Question 6: Staff interacts and responds appropriately to the individual needs of the children and youth with acceptance and appreciation. 7 out of 7 comments were “approved.”
- g. Question 7: Staff uses positive guidance techniques with children and youth. 6 out of 7 comments were “approved.” The suggestion was to add “such as redirection mentoring alternative activities.” Kelly Seals asked if the group should be more specific with the standards. Julie Leon-Willis responded that the standards should be broad. **Molly Walt moved to leave the comment as written and not include the suggestion. Julie Willis-Leon seconded the motion. The motion passed unanimously.**
- h. Question 8: Staff creates an environment where children and youth feel emotionally, and physically safe and are able to receive support from a caring adult if needed. 7 out of 7 comments were “approved.”
- i. Question 9: Staff are actively engaged with children and youth. 6 out of 7 comments were “approved.” The suggestion was to add “during the majority of activity, older children often need space to grow individually or in groups, with adults supervising from a distance. Activities should include: active, quiet, small group, large group and individual choices.” **Molly Walt moved to leave the comment as written and not include the suggestion. Julie Willis Leon seconded the motion. The motion passed unanimously.**
- j. Question 10: Staff make children and youth feel welcome and comfortable. 6 out of 7 comments were “approved.” The suggestion was “by including them in planning of environment, activities, or program goals. Display showing youth projects and other content should be common.” **Molly Walt moved to leave the comment as written and not include the suggestion. Julie Willis-Leon seconded the motion. The motion passed unanimously.**
- k. Question 11: Children and youth are treated with respect and heard. 6 out of 7 comments were “approved.” The suggestion was “they should be allowed to follow a chain of command if problems are not addressed.” **Molly Walt moved to leave the standard as written and not include the suggestion. Beth Kolacki seconded the motion. The motion passed unanimously.** Kathy Embrosia? commented that the programs should have an established policy towards a chain of command and should be

available or people know they are available. Molly Walt agreed with the comment, but it is more of a policy rather than a standard.

- l. Question 12: Children and youth are encouraged to interact with each other in positive ways. 6 out of 7 comments were “approved.” The comment was to rephrase to make it clearer, with no comment. Beth Kolacki suggested the add “guided,” for the question to read: “Children and youth are encouraged and guided to interact with each other in positive ways.” **Molly Walt moved to update the as suggested by Beth Kolacki. Denise Benson seconded the motion. The motion passed unanimously.**
 - m. Question 13: Children and youth are encouraged to take leadership roles without staff taking control. (Ex. Knowing youth's specific interests, talents, range of abilities, culture, home, feelings and temperament). 7 out of 7 comments were “approved.” Molly Walt suggested adding “guided” to the question. Kelly Seals suggested removing the example. **Molly Walt moved to update the standard to read “Children and youth are encouraged and guided to take leadership roles without staff taking control.” Julie Willis-Leon seconded the motion. The motion passed unanimously.**
 - n. Question 14: Children and youth are supported to take their own initiative to make informed and appropriate choices. 7 out of 7 comments were “approved.” Kathy ? suggested adding “guided.” **Molly Walt moved to update the standard to read “Children and youth are supported and guided to take their own initiative to make informed and appropriate choices.” Julie Willis-Leon seconded the motion. The motion passed unanimously.**
 - o. Question 15: Program utilizes school and community resources. 7 out of 7 comments were “approved.” Kelly Seals suggested adding “when available.” **Denise Benson moved to approve the question as written. Molly Walt seconded the motion. The motion passed unanimously.**
 - p. Question 16: Program provides families with information about community resources. 7 out of 7 comments were “approved.” **Molly Walt moved to approve the question as written. Denise Benson seconded the motion. The motion passed unanimously.**
 - q. Question 17: Program provides opportunities for interactions with families and school to fully support children and youth. 7 out of 7 comments were “approved.” **Molly Walt moved to approve the question as written. Julie Willis-Leon seconded the motion. The motion passed unanimously.**
 - r. Question 18: Program has policies to ensure family involvement and communication. 7 out of 7 comments were “approved.” **Denise Benson moved to approve the question as written. Molly Walt seconded the motion. The motion passed unanimously.**
 - s. **Molly Walt moved to approve all other questions as they are written where there is no discussion. Denise Benson seconded the motion. The motion passed unanimously.**
4. Review and make recommendation for public comment on the 2nd set of standards health, safety and security sent directly to the taskforce.
- a. Definition: “A quality program focuses on health safety and security of children. Ensuring that children youth and family feel comfortable within the program structure.” No comments, revisions, or suggestions.

- b. Definition 2: “quality programs have policies and procedures that promote the health and wellbeing of staff, families, children, and youth.” No comments, revisions, or suggestions.
- c. Bullet point: “program promotes healthy snacks / meals and water is easily accessible to children and youth. The programs must meet the guidelines for USDA standards and well as guidelines for food preparation and service.” No comments, revisions, or suggestions.
- d. Bullet point 2: “The program has procedures that ensure the sanitation of the environment.” No comments, revisions, or suggestions.
- e. Bullet point 3: “The program has a written health policy that is given to parents to includes but not limited medication distribution, immunization, dietary restriction, allergies, or other health concerns and also other regulations that prevents the spread of illness; including hand washing.” Kathy Ambrosio? commented that distribution is misspelled. Kathy ? suggested changing “dietary restriction” to “healthy eating.” Kathy ? suggested adding another bullet point stating: “The program has a wellness policy that promotes good nutrition, nutrition education, and physical activity.” The taskforce agreed.
- f. Bullet point 4: “The daily schedule provides a balance of activities to include active and quiet activities, including large groups, small groups and individualized activities.” Julie Willis-Leon commented that the group is getting into an area that is “too dictating” as programs are varied, suggesting to be careful and to provide flexibility. Molly Walt commented activity should be included in any program. Denise Benson suggested: “The daily schedule provides a variety of activities, which may include active and quiet time, including large groups, small groups and individualized activities.” The group agreed with the revised version for open comments.
- g. Section 2: “Quality programs have procedures that ensure the safety and wellbeing of staff, families, children, and youth.” No comments, revisions, or suggestions.
- h. Section 2, bullet point 1: “The program has procedures in place for emergency preparedness, including drills and safety plan.” No comments, revisions, or suggestions.
- i. Section 2, bullet point 2: “Maintains accurate and accessible records of children and youth; staff are made aware of any special health needs of children.” No comments, revisions, or suggestions.
- j. Section 2, bullet point 3: “Internet safety procedures are in place if appropriate.” No comments, revisions, or suggestions.
- k. Section 2, bullet point 4: “The staff is trained in first aid and CPR; safety equipment is accessible.” Minor grammatical suggestions were done.
- l. Section 2, bullet point 5: “Program has procedures for recognizing and reporting to child abuse and neglect.” It was suggested to add “...and responding...” Maureen Avery suggested “Program has training and procedures for recognizing and reporting child abuse and neglect.” Beth Kolacki asked what the group means when they suggest “responding.” The final statement is “Program has training and procedures for recognizing and reporting child abuse and neglect.”
- m. Section 2, bullet point 6: “Staff supervises children appropriately according to their abilities, ages, and needs.” Matt Schrade suggests do add “ratio” to this statement. The final statement suggested is: “Staff provides supervision for children and youth according to their abilities, ages, and needs.”

- n. Section 2, bullet point 7: "Staff makes frequent inspections of grounds, facilities, and equipment for potential hazard and safety hazards are eliminated or dealt with." No comments, revisions, or suggestions.
 - o. Section 2, bullet point 8: "Children are taught personal safety." No comments, revisions, or suggestions.
 - p. Section 2, bullet point 9: "Program has policies to address safety issues for on and off site." It was suggested to add "...relative to programming." The final statement should read: "Program has policies to address safety issues for on and off site relative to programming."
 - q. Section 2, bullet point 10: "Medicine and hazardous materials are identified as such and kept in a secure and locked place away from children and youth." No comments, revisions, or suggestions.
 - r. Section 2, bullet point 11: "Quality programs have policies and procedures that ensure the security of staff, family, children, and youth." No comments, revisions, or suggestions.
 - s. Section 2, bullet point 12: "Program develops and manages arrival, dismissal, and pick up procedures." It was suggested to change: "Program has procedures in place to manage arrival, dismissal, and pick up procedures."
 - t. Section 2, bullet point 13: "Program has policies that address security and safety procedures for both on and off site, including transportation (first aid kit, emergency contacts, and relief information." No comments, revisions, or suggestions.
 - u. Section 2, bullet point 14: "Procedures are in place for staff to track participants' movements from one location to another." Beth Kolacki suggested regardless of whether the group moves from room to room or site to site the provider should know how many participants are present at all times.
 - v. Section 2, bullet point 15: "Staff supervises children and youth at all times." No comments, revisions, or suggestions.
5. Comments regarding pages 6-10 on the after school investments, promoting quality in after school programs through state child care licensing.
- a. Beth Kolacki asked for any comments. The consensus was to skip this agenda item to let the group review and to be placed on the agenda for the next meeting
6. Review 432A, 024-028 and 430 to A136, 431A 170.
- a. Melissa read the NRS432A.024 "Child care facility" defined to the group to get familiar with the statute. Jackie Reilly asked what the difference was between the NRS and the NAC. Melissa replied that the NAC – Nevada Administrative code – which are regulations and the NRS – Nevada Revised Statute – is the law. Melissa will email the group all of the NRS to review.
7. The next meeting is scheduled for Monday, February 6th from 10am to 12noon
8. Melissa Faul suggested that the group maintains a list of public participants so they are included in the agenda mailing list.
9. Molly Walt moved to adjourned at 11:59 am. Julie Leon-Willis seconded the motion. The motion passed unanimously.