

Child Development Coordinating Council Minutes Sept. 17, 2014

Attending

Voting Members Present: Mary Groen, Lance Roorda (left at 12:00), Betty Zan, LauraBelle Sherman-Proehl, Carla Peterson, Colleen Dunn

Voting Members Absent: Erin Clancy, Julie Ingersoll

Non-Voting Members Present: Jeanie Wade-Nagle

Non-Voting Members Absent: Tracey Mavis, Cathy Wheatcraft, Tom Rendon

Staff to Council Present: Amy Stegeman (on phone), Diane Moore

Staff to Council Absent: NA

Major Discussion Points

The meeting was called to order by Mary Groen, Council Chair.

Approval of May 21, 2014 Minutes (Mary Groen)

Motion for approval was made by Carla and seconded by Laurabelle – minutes were unanimously approved.

Shared Visions Program Updates by Department Staff (Amy Stegeman/Diane Moore)

1. Preschool (Amy)
 - FY15 Applications were approved and first quarter payments sent;
 - Year-End Reports (YERs) were all submitted, delays were due to migration to the Portal (change of Department data entry system) so still working on final reviews;
 - No change in grantees with one exception, Des Moines Public Schools requested a decrease in the amount of grant funds awarded; waiting for DE administration decision how to redistribute funds)
2. Parent/Family Support (Diane)
 - All FY 15 Applications were approved and first quarter payments sent.
 - Year End Reports (financial) were all submitted, still waiting for REDcap data, and hopefully will have all data by next 2 weeks.

INFORMATION/DISCUSSION Item

Updates on Rule Revisions were finalized and in effect as of July 2014, links listed below; links were shared with current grantees.

- Chapter 64 – Preschool:
[http://search.legis.state.ia.us/NXT/gateway.dll/ar/iac/2810_education%20department%20_5b281_5d/0640_chapter%2064%20child%20development%20coordinating%20council/c_2810_0640.xml?f=templates\\$fn=default.htm](http://search.legis.state.ia.us/NXT/gateway.dll/ar/iac/2810_education%20department%20_5b281_5d/0640_chapter%2064%20child%20development%20coordinating%20council/c_2810_0640.xml?f=templates$fn=default.htm)
- Chapter 67 – Parent Support:
[http://search.legis.state.ia.us/NXT/gateway.dll/ar/iac/2810_education%20department%20_5b281_5d/0670_chapter%2067%20educational%20support%20programs%20for_2e/c_2810_0670.xml?f=templates\\$fn=default.htm](http://search.legis.state.ia.us/NXT/gateway.dll/ar/iac/2810_education%20department%20_5b281_5d/0670_chapter%2067%20educational%20support%20programs%20for_2e/c_2810_0670.xml?f=templates$fn=default.htm)

FY16 Application/Competitive Grants

- **Parent Support.** The Council reviewed draft policy and recommended to:
 - Include adding national as well as state child abuse and background checks for staff.
 - Develop a procedure for data entry using the ipads on site while ensuring client/family engagement.
 - Add extra points for the Family Support Credential, but don't require the credential.
 - Add the ASQ as a required assessment for measuring child outcomes.
- **Parent Support and Preschool.** Council members were reminded that those with potential conflict of interest would need to excuse themselves from the Shared Visions competitive grant application discussion.
- **Timelines.** The draft timelines for application steps were shared and the Council provided feedback and asked questions.
 - Concern expressed that CDCC members would not have enough time for their input/review of the application and scoring rubric. Diane, with Mary's help, assured members the timeline was carefully developed to meet a variety of needs; one being school districts contract/budget period; and final approval would be provided by Department administration.
- **Website/Communication/FAQ**

The Department websites were described for location of posted application information; discussed how information would be shared with the public.
- **Application Review Process**
 - The application review process was described regarding qualifications of the reviewers; they must have knowledge of early childhood and some finance experience;
 - CDCC members may participate in the review process (email notification will be sent and members will be invited to apply with knowing they cannot review programs within his/her own residence or work area; need to consider whether being a council member will impact ability to fulfill duties such as approval of awards, etc.)
 - Anticipate there will be more than one reviewer for each application (Round 1).
 - If scores are not within a range of points, then a second round (Round 2) will be needed for those reviewers to build consensus.
 - Department administration and staff will make determinations after reviewing all scores; the final list of proposed awards will be brought to the Council for approval; notification will be distributed to the field by March for Shared Visions Preschool grant awards to honor contract timelines and needs of current staff.
 - The final List of Awards will be shared with the Council (February for Shared Visions Preschool, later for Parent Support Programs; could schedule a Zoom meeting or change meeting date).
- **Application Form/Process**
 - Still working on draft application, using the original grant for guidance since law has not changed.
 - State staff have reviewed a more recent application used for the Statewide Voluntary Preschool Program in 2007 to glean insight for application process procedures; have

integrated feedback received from the CDCC during the May meeting regarding priority points, etc.

-Checked into the process for awarding versus recommending applicant awards, as federal government awards funds. Then would work through list to renegotiate the funding for each applicant and funding award when the state allocation is signed by the Governor.

Rubric for the Application

-Amy highlighted areas of focus for the Council to review for development of the application rubric. The Council worked from the scoring rubric handout SWVPP example and struggled with sorting out the pertinent points for scoring. They expressed some concern about not having the application, so not sure how to score for the rubric.

-No decisions were made regarding the questions highlighted in the document or how to prioritize scoring, see notes below from the discussion.

281—64.9

[\(256A,279\)](#)

Grant awards criteria.

64.9(1)

Criteria points.

The following information shall be provided and points shall be awarded to applicants based on the following criteria as stated in the request for proposal.

(Note. Yellow highlighting indicates wording directly from the rule).

I. Program summary 64.9(2)

- Need - Identification and documentation of local at-risk population.
- What will do - Provision of a comprehensive child development program.
- Vision and goals
- Utilization of services provided by other community agencies
- Demonstration of community support
- Letters of community support

II. Service Plan

1. Recruitment of primary/secondary eligible children; how will document number of children in need in the community; assure attendance of children [transportation/childcare needs]
2. Limited class size.
3. Full day/full year or school year; length of school day; daily sessions Monday-Friday
4. Child-teacher ratios of not less than one staff member per eight children.
5. Provision of parental involvement. Activities of support such as home visits; number of home visits; how looking at need; how will you do these things; extent to which families are valued to add to the child's learning [valuable partner]
6. Use of qualified teachers. (Personnel experience, education in early childhood, etc.)

professional development support for teachers

Administrative support to program

7. Existence of a plan for program evaluation including, but not limited to, measurement of student outcomes. Plans for program improvement and use of data, such as use of NAEYC self-evaluation. Review program quality using CLASS; kindergarten entry scores; third grade reading scores.

Consideration of:

- Health and safety
- Good nutrition
- Healthy development across domains
- Parent involvement (how will involve families in ongoing learning process)
- How align with program goals, evidence-based curriculum and assessment; meeting needs of at-risk children
- Research documentation. Use of research documented interventions to specifically address at-needs of children
- Program planning-long range to impact children
 - Describe experience and understanding of NAEYC participation; how will meet NAEYC accreditation

8. Developmentally appropriate practices.

III. Program budget (administrative costs not to exceed 10 percent of total award).

- A. Budget categories (salaries, materials,
- B. Number served for benefit

IV. End of Year Report

- A. How using program evaluation; refer to law requirement for DE to collect annual reports and study results of program

Due to time constraints, dates were suggested for a follow-up meeting with Zoom technology, to allow for the Council to continue suggesting input into the application and scoring rubric process. Dates/time suggested to be held:

Oct. 14 from 1 – 3pm

Oct. 28 from 1 – 3 pm

INFORMATION/DISCUSSION Item

Note. Due to time constraints, the remaining agenda items were moved to the next meeting agenda.

Early Childhood – Department Updates

- Child Care Standards –
- ELI and IGDIs –
- GOLD Procedures document
- Federal Preschool Development Grant?

CDCC Member Updates

None

Public Comment

None

Adjourn

There was no motion to adjourn due to a lack of quorum.

Future Meeting Agenda Items

None determined at this meeting except to continue agenda items above.

Future Meeting Dates

November 19, 2014 – In Person
January 21, 2015 – Conference Call
April 15, 2015 – In Person
July 15, 2015 – Conference Call (optional)