

Department of Early Learning NRMT Meeting Notes  
September 20, 2008, Yakima, Washington

The following agenda guided our discussion. The short discussion of **Infant Care** allowed us time to view a video related to **Outdoor Environment and Programs**, “Where Do the Children Play?”

**Overall Goal:**

The purpose of this Negotiated Rule Making Team (NRMT) is to develop a set of recommendations about rules and issues that affect the health, safety, learning and quality of environment for children that is supported by parents, early care providers, health/ safety experts and interested stakeholders. The NRMT’s recommendations will then move on to the legal and legislative rule proceedings (and formal public comment period) before they can be formally adopted by DEL.

**Today’s Meeting Objectives:**

1. Discuss logistics and dates of future NRMT meetings;
2. Discuss and agree on a NRMT communications plan;
3. Hear updates on Rule Writing;
4. Complete discussion on **Infant Care (A Team)**;
5. If time permits, hear recommendations about **Programs (West Side Story)**;
6. Discuss and determine what elements should be incorporated into our work moving forward; and
7. Determine next steps.

**Pre-Work Given at August 9, 2008 Meeting:**

- ◆ The A-Team (Debbie Knighten is Lead) will continue working on recommendations about **Infant Care**, which we expected to finish up at the September meeting, focusing specifically on:
  - Incorporating the group’s input from the August meeting
  - Sub-topics we haven’t gotten to yet; and
  - Transitioning the sub-topic of “infant solid foods” to the team handling the “Food” topic.
- ◆ The West Side Story (Karen Hart is Lead) will continue work on the topic of **Program**. We expected this team to begin presenting at the September meeting.
- ◆ The C Team (Martha Standley is Lead) will continue their work on the topic of **Record Keeping/ Reporting**.

<b>Time</b>	<b>Topic</b>
<b>9:00</b>	Welcome, Agenda Review, Check in
<b>9:20</b>	Logistics and Dates of Future Meetings
<b>9:40</b>	NRMT Communications Plan discussion

<b>10:20</b>	Update on Rule Writing and Review
<b>10:30</b>	Recommendations about <i>Infant Care</i> (A Team)
<b>11:45</b>	Break for Lunch
<b>12:00</b>	Watch a 1-hour DVD “Where do the Children Play” on the importance of outdoor activity for kids, followed by group discussion
<b>1:00</b>	Break
<b>1:15</b>	Begin <i>Program</i> (West Side Story)
<b>2:15</b>	Next Meeting Agenda, Assignments, Project Schedule Adjustments.
<b>2:30</b>	Adjourn

***Voting Members Present:***

Judy Jaramillo, DEL  
Sandra Van Doren, SEIU-EWFCCA  
Martha Standley, DEL  
Donna Horne, WSFCCA  
Cassandra Clemans, Provider Advocate  
Jean Orton-Elders, DEL  
Corina Villarreal, Provider  
Mary Ruch-Brown, DEL  
Katherine Yasi, SEIU-Provider  
Sylvia Mireau, SEIU-Provider

Sue Paskiewitz, SEIU-Provider  
Dora Herrera, SEIU-Provider  
Judy Bunkelman, DEL  
Nancy Gerber, SEIU-Provider  
Laura Dallison, DEL  
Lydia DeLeon, DEL  
Lola Kling, SEIU-Provider  
Laura Giddings, CCR&R  
Angela Taylor, SEIU-Provider  
Lisa Beaulaurier, SEIU

***Public and Others***

Sue Winn, WSFCCA alternate  
Sylvia Garza, Interpreter  
Andy Fernando, DEL-NRMT Coordinator

Kathleen Hardee, Provider Advocate alternate  
Larry Horne, DEL Assistant Director  
Debbie Rough-Mack, Facilitator

***Welcome, Check in***

The intention was that this meeting would be video recorded. There were problems setting up the recording, but a technician at Educational Services District 113 in Olympia was able to start the recording by remote access. As a result, about 10 to 20 minutes at the beginning of the meeting was not recorded. Andy is working on how to make the recordings of our meetings available to the public.

The three sub-groups met for several hours on Friday evening, September 19 at the Yakima *Child Care Resource & Referral* office. One group reported that the overnigher did not go well,

as the day of work plus travel time left them too exhausted to be productive. The other two groups that cannot meet in-person in between full NRMT meetings said they appreciated the extra time together.

### ***Rule Writing Update***

NRMT Rule Writers Team - Judy Jaramillo and Sandra Van Doren - indicated that they were continuing to make good progress drafting the rules. They have completed the Staff Qualifications, and Food sections, and are partway through Licensing Process. As they are writing the rules they are reviewing the meeting notes to make sure they understand the context of the team's recommendations, making sure that research is cited and creating a corollary matrix for Guidebook information.

The Writing Team will pass the draft rules completed to date to the Review Committee – Donna Horne, Sue Winn, Angela Taylor and Andy Fernando - shortly. By the October 25 meeting, the Review Committee will edit the draft, ensure clarity, and make special note of considerations for non-English speakers.

### ***Logistics of Future Meetings***

Due to cost-cutting measures directed by the Governor and the DEL Director, future meetings will be video-conferenced, with the majority of NRMT members meeting in Renton or Olympia, and the remaining members video-conferenced in from either Yakima or Spokane. The facilitator and most of the group will participate at the Western Washington location.

Larry Horne said that some whole group meetings may still be possible on a case-by case basis.

***Note to small group leads:*** If your group is presenting recommendations to the large group, please make sure that Andy has the most current handouts or visuals a few days prior to the meeting so that members participating at all locations have the same, updated materials.

### ***NRMT Project Schedule***

We looked at the high level project timeline and determined some meeting dates for the upcoming year: Because of the limitations on travel, the group asked that the full NRMT meetings be from 9:00 am to 2:30 pm. The following table shows the dates and tentative subjects for future NRMT meetings.

<i>NRMT Meeting Date</i>	<i>Probable Topic</i>	<i>Presenting Team</i>
<i>October 25, 2008</i>	- Finish Program - Recordkeeping/Posting	West Side Story Team C
<i>December 13, 2008</i>	- Finish Recordkeeping/Posting - Environments	Team C A – Team
<i>January 31, 2009</i>	The order of remaining topics will be worked out by the NRMT Coordinator by the October 25, 2008 meeting	
<i>March 7, 2009</i>		
<i>April 11, 2009</i>		
<i>May 16, 2009</i>		
<i>June 13, 2009</i>	Estimated NRMT topic completion. Preliminary draft rules will likely be circulated for public input in stages from late 2008 through June 2009.	
<i>June to late 2009</i>	DEL completes the formal proposed rules, public hearings and comment period, and final legal steps required for adoption of the rules.	

### ***Definitions***

A small group, consisting of Cassandra Clemans, Judy Bunkelman and Dora Herrera, worked on definitions and sent their recommendations to the Rule Writers. In the future if a sub-group identifies words that should be specifically defined, these should be identified on the topic matrixes and send the recommendations to the Rule Writers.

### ***Communication Plan***

The NRMT reviewed materials developed by Andy, Larry, Karen, Lisa and Judy about how the team might communicate our progress in an intentional way. After some discussion the group decided Larry will take the NRMT’s suggestions and prepare three handouts with contact information for use by NRMT members:

#### **1. A one-page handout**

Suggested preparation **DWA with Keys**:

- **D**- What **Decisions** have we made?
- **W** – **Who** needs to know this?
- **A** – What **Actions** (support) do we want from them?

- What are **three Key messages** (may vary) I want to leave with this person or group?

## **2. Frequently Asked Questions handout**

### **3. Talking Points** (key messages to choose from, reminders for message delivery)

These handouts will be sent to the NRMT before October 4<sup>th</sup>.

The following members offered to help with outreach for the NRMT:

Donna Horne, Sue Winn, Kathy Yasi, Angela Taylor, Laura Giddings, Sue Paskiewitz, Corina Villarreal, Cassandra Clemans, Kathleen Hardee. Nancy Gerber and Sandra Van Doren will take materials to the WAEYC (Wash. Association for the Education of Young Children) conference in October. DEL staff on the NRMT would need to coordinate their outreach efforts through the DEL senior policy manager.

### ***Infant Care – A Team, Laura Dallison presented***

What follows are the highlights and decisions reflecting “agreement in concept” resulting from the discussion. For more complete information refer to the handouts from the meeting

#### **Subtopic: Solid Foods**

The group recommended that the subtopic of “infant solid foods” be moved to the Food section. The West Side Story group (who did the earlier Food recommendations) will come with recommendations on solid foods by the October meeting.

#### **Subtopic: Interactions, Presenter: Laura**

There was agreement in concept about the group’s recommendations, which were to retain most of the concepts in WAC 170-296-1390 “How am I required to interact with children in my care,” with changes to subsections (2), (3), (4) and (8), and deleting subsection (9) as redundant. There was considerable discussion about what it means to “attend to” a child when they’re crying. “Attending to” needs defining, either in the WAC or the Guidebook.

The group recommended the following language:

*“You, your staff and volunteers must:*

- 1. Treat each child with consideration and respect, and with equal opportunities to take part in all developmentally appropriate activities;*
- 2. Be nurturing and affectionate, and appropriately hold, touch, and smile at infants;*
- 3. Be in continuous verbal communication with the infant in a positive, reinforcing, cheerful and soothing way. Explain your actions, even to very young babies;*
- 4. Be responsive and reciprocal in your interactions with infants;*
- 5. Sit with infants during meals;*
- 6. Listen to infants with attention and respect;*
- 7. Attend to infants when they cry;*

8. *Perform nurturing activities including diapering, toileting, feeding, dressing and resting taking into consideration of the parent's own nurturing practices, when the practices are developmentally appropriate and when the practices would not constitute a violation of these regulations. These activities must be performed in a relaxed, reassuring and individualized manner, which is developmentally appropriate and promotes the child's learning self-help and social skills. Perform activities to stimulate an infant's development such as: Following a baby's pointed finger and commenting on objects pointed to; Using diapering time to talk to the baby in soothing tones and maintaining eye contact; and Making everyday experiences and routines predictable and reassuring."*

**Vote 19 in favor, 1 undecided, 0 opposed**

Mary Ruch-Brown will send brain research related to children crying to the Rule Writers for inclusion in the research section of the matrix.

### ***Video: Where do the Children Play?***

The A-Team had originally planned to have a guest expert on Outdoor Environment make a presentation today, but that did not work out. Instead, they brought a 1-hour film on DVD which Sandra Van Doren had found during her research. The group voted to view the film over lunch, since the Infant Care presentation was shorter than expected. The DVD, "Where do the Children Play?" was evocative and well-received by the group, bringing up the importance of:

- Safety
- Being spontaneous
- Innovation/Creativity
- Curiosity
- Freedom
- Imagination

The film noted that children growing up in rural and city environments tend to be more aware of their outdoor surroundings than children in suburbs. After the film, the group discussed the importance of the outdoor environment. Some said family home child care may have an advantage over center-based care in being able to create or give children daily access to outdoor environments that stimulate learning and creativity. They stressed the need to use the outdoors to let children problem solve, and to respect their right to learn and grow, and to give children some privacy.

Sandra Van Doren has developed a training module around the concepts in this video which she is willing to share, as well as the copies of the DVD. Her website is [noahsarkdaycare@qwest.com](mailto:noahsarkdaycare@qwest.com)

The DVD is also available online from Michigan Television, which sponsored the film, at <http://www.michigantelevision.org/childrenplay/>, or from American Public Television, at <http://www.aptonline.org/>.

## ***Programs – West Side Story, Judy Jaramillo presenter***

What follows are the highlights and decisions reflecting “agreements in concept” resulting from the discussion. Judy noted that the Westside group involved parents and content experts into their discussion, which helped shape their recommendations. In general, this topic generated more-than-usual disagreement and discussion. For more complete information refer to the handouts from the meeting.

### **Subtopic: Outings/ Field Trips**

#### **◆ Parent Permission**

The NRMT recommended:

- The following language: *“The provider must obtain from the parent, written permission for any off-premises activities. There needs to be a written safety plan known to parents.”*
- That the Guidebook could list examples, and benefits and risks of using public transportation.
- To include a definition of Outing/Field Trip (“provider is with children off of the licensed care premises”?)

***Vote 19 in favor, 1 undecided, 0 opposed***

Concern was expressed about whether permission is needed for children to use public transportation or bus without supervision, but it was agreed that this subtopic covers trips that must be supervised by the provider or staff.

#### **◆ Transportation**

The group wanted West Side Story to re-look at this and the above topic with consideration to

- Should transportation have its own subtopic separate from field trips (or have field trips be a subtopic of Transportation)?
- Addressing auto liability insurance in the guidebook
- What is an outing? On foot? In a car? Is it different from a field trip?
- Transporting kids in general vs. transporting kids on a field trip/ special occasion
- The time kids spend in a car or car seat
- Value of the experience for the child vs. care giver simply doing errands which offer no value to the child

#### **◆ Outing Safety**

There was a long discussion about what “using the water” means and when it makes sense for a child to wear a life jacket (e.g. fishing, wading) vs. when it’s ridiculous to make a child wear a life jacket (e.g. throwing rocks in the water, walking along beach with caregiver). We ultimately sent this back to the small group for further discussion, clarity; no vote was taken.

◆ **First Aid Kit**

The recommendation was to keep the following language from WAC 170-296-0830:

*“You must keep a first-aid kit on hand for immediate use on a field trip and in your vehicle if you transport children.”*

**Vote 20 in favor, 0 undecided, 0 opposed**

**Subtopic: Developmental Activities.**

◆ **Intent**

The West Side Story group wanted to re-work the *Intent* statement, incorporating intention for “play” and “school readiness” and bring it back to the group next time.

◆ **Activity Schedule**

The group recommended:

- To move written procedures for routine communications (see WAC 170-296-0490(1)(b)) to Recordkeeping and Posting (which Team C is working on).
- The following language similar to WAC 170-296-0500(3):  
*“You are required to have a typical daily schedule. A typical daily schedule includes: hours of operation; types of activities, including screen-time, general timelines for your activities, routine transportation times, meal service, rest period, and outdoor times.”*

**Vote 19 in favor, 0 undecided, 0 opposed**

◆ **Varied Activities / Play**

The West Side Story group wanted to re-work this section, in light of research; will present next time.

◆ **Evidence of Activities**

There isn't a current rule on this subject. The group recommended the following:

*“The provider will be able to show evidence of, or describe, their program activities, either in writing, displayed or on a checklist.”*

**Vote 18 in favor, 2 undecided, 0 opposed**

Concerns expressed were that “describe” should include verbally.

The full group will continue recommendations on *Program* at the October meeting.

**Next Steps, Action Items**

- ◆ The next meetings will be October 25, 2008, and December 13, 2008, at two locations linked by video conference. The public is welcome at both sites, which are the:

Puget Sound Educational Service District 121 – Blackriver Conference Center  
800 Oakesdale Avenue Southwest – Puyallup Room  
Renton, WA 98057

and

Educational Service District 105 – Columbia Room  
33 South 2<sup>nd</sup> Avenue  
Yakima, WA 98902

- ◆ Larry will prepare the outreach handouts and see that NRMT members get them by October 4<sup>th</sup>.
- ◆ Mary Ruch-Brown will send brain research related to crying to the Rule Writers for inclusion in the research section of the matrix.
- ◆ **Process recommendation 1:** When small groups prepare their matrix, please make sure the content of what you want the group to vote on appears in the right-hand column under “The NRMT *recommends*” Even if it means cutting and pasting, or repeating your viewpoint from the alternatives considered column, we think the consistency of the process point will help us move faster.
- ◆ **Process recommendation 2:** Be prepared and patient about using video conferencing. It will be important for persons talking to identify themselves, since we may not be able to clearly see who is speaking. Also, when using or referring to documents, clearly let everyone know which document and page we all should be reading. The facilitator will check in with team members at Yakima regularly to be sure everyone’s questions or concerns are heard.

### ***Pre-Work for the Small Groups for October 25, 2008:***

- ◆ The West Side Story (Karen Hart is Lead) will:
  - Continue work on the topic of **Program**, and incorporate suggestions from our discussion about Outings/Field Trips and Transportation (may need to be restructured?)
  - Bring recommendation on *infant solid foods*, an addition to the **Food** section
  - Make sure to cite participating parents in the research section of your matrix.
- ◆ The A-Team (Debbie Knighten is Lead) will continue working on recommendations about ***Outdoor and Indoor Environment***
- ◆ Team C (Martha Standley is Lead) will continue their work on the topic of ***Record Keeping and Posting*** and be prepared to present recommendations if we finish work on Program.
- ◆ All sub-groups must send Andy any advance materials in time to distribute them to team members at both meeting locations, so that everyone is seeing and working from the same documents. Andy will also work with the ESDs to be sure the video conferencing and recording facilities are working properly.