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*COMMONWEALTH of VIRGINIA*

DEPARTMENT OF EDUCATION

P.O. BOX 2120

RICHMOND, VA 23218-2120

The Early Childhood Advisory Committee will convene on April 27, 2023, at 10:00 AM. The meeting will be held in the Board Room, located on the 22nd floor of the James Monroe Building, which is open to the public. The meeting will be live streamed on the [VDOE YouTube Channel. If the live stream is unavailable, the recording will be posted within five days.](https://www.youtube.com/channel/UCrbxl9wHScrWKWIEoUWNIfQ/videos%22%20%5Ct%20%22_blank)

Written and oral public comments will be accepted. Please submit written public comment or sign up for oral public comment by email to earlychildhood@doe.virginia.gov by 8 AM on Thursday, April 27, 2023. To sign up for oral public comment, please provide your name and affiliation; there will also be an opportunity to sign up for oral public comment during the meeting. Written public comments will be shared with Advisory Committee Members during the meeting.

**Minutes**

**Present in-person**

1. Cecilia Suarez
2. Jennifer Parish
3. Clark Andrs
4. Cheryl Morman
5. Christen Johnson
6. Shikee Franklin
7. Darrell Turner
8. Vivien McMahan
9. Maryam Sharifian
10. Bergen Nelson
11. Sandra Wilberger
12. Wendy Lipscomb
13. Angela Wirt

**Virtual attendance**

1. Michelle Howard
	1. Rationale: personal matter, appointment for son
	2. Virtual location: office
2. Sara Cook
	1. Rationale: Residence is more than 60 miles from the meeting location
	2. Virtual location: home
3. Roberta Newman
	1. Rationale: Residence is more than 60 miles from the meeting location
	2. Virtual location: home

**Absent**

1. Tina Alsop
2. Gina Wohlford
3. Bweikia Foster Steen
4. Full advisory board convenes 10:00 AM
	1. Approval of virtual attendance
* Motion to approve virtual attendance for Cook, Newman, and Smith: Parish
	+ Motion to second: Nelson
	+ In favor: unanimous
	+ Opposed: none
	+ The motion carries
	1. Approval of March minutes
* Motion to approve minutes: Turner
	+ Motion to second: Sharifian
	+ In favor: unanimous
	+ The motion carries
1. Update: VQB5 Guidelines for FY 24 10:15 AM

 Jenna Conway, VDOE

1. Presentation: Standards for Licensed Child Day Centers 10:30 AM

 Jenna Conway, VDOE

1. Part I: Introduction
* Motion to endorse with correction to typo for definition of two-year-old: Johnson
	+ - * + Motion to second: Clark
				+ In favor: unanimous
				+ Opposed: none
				+ The motion carries
1. Part II: Administration
	* Motion to endorse with recommendation to change “nickname” to “preferred name” in 60B1: McMahan
		+ - * Motion to second: Suarez
				* In favor: unanimous
				* Opposed: none
				* The motion carries
	* Motion to endorse with recommendation to remove Gender from 60B1: Parish
		+ - Motion to second: Wilberger
			- In favor: 5
			- Opposed: 8
			- The motion failed
2. Part III: Staff qualifications and Training
	* Motion to endorse: Andrs
		+ - Motion to second: Turner
			- In favor: unanimous
			- Opposed: none
			- The motion carries
3. Part IV: Physical Plant
	* Motion to endorse with recommendation to add “two-year-olds" to the list of age groups in items M and O Section 260: Parish
		+ - Motion to second: Johnson
			- In favor: unanimous
			- Opposed: none
			- The motion carries
4. Part V: Staffing and Supervision
	* Motion to endorse with recommendation to strike F in Section 280: Wirt
		+ Motion to second: Suarez
			- In favor: unanimous
		+ Opposed: none
		+ The motion carries
5. Part VI: Program Requirements and Equipment
	* Motion to state “visual media” in 320C: Nelson
		+ - Motion to second: Johnson
			- In favor: unanimous
			- Oppose: none
			- The motion carries
	* Motion to prohibit the use of visual media/screen time in infant groups (0-16 months, except potentially in times of transition) and make other modifications as necessary to correct age groupings: Turner
		+ - Motion to second: Morman
			- In favor: unanimous
			- Oppose: none
			- The motion carries
	* Motion to strike “as soon as possible” from 340F: Morman
		+ - Motion to second: Parish
			- In favor: unanimous
			- Oppose: none
			- The motion carries
	* Motion to say “If” instead of “When” in 380D: McMahan
		+ - Motion to second: Sharifian
			- In favor: unanimous
			- Oppose: none
			- The motion carries
			1. Recommendation to develop guidance in relation to developing quality, developmentally appropriate schedules for school-age children (Norman)
	* Motion to revise section title to “Parental Engagement” for 400: Morman
		+ Motion to second: McMahan
			- In favor: unanimous
		+ Oppose: none
		+ The motion carries
	* Motion to endorse section 6 with changes: Johnson
		+ Motion to Second: Nelson
			- In favor: 11
		+ Oppose: none
		+ Abstain: 1
		+ The motion carries
6. Part VII: Preventing the Spread of Disease and Infection Control
	* Motion to endorse with recommendation to revise 490 D and E by requiring children to wash hands with liquid soap and water prior to eating: McMahan
		+ Motion to second: Morman
			- In favor: unanimous
		+ Oppose: none
		+ The motion carries
	* Motion to endorse with recommendation to revise 490 D and E by requiring children to wash hands with liquid soap and water after eating: Morman
		+ Motion to second: McMahan
		+ In favor: 11
		+ Oppose: 1
		+ The motion carries
	* Motion to endorse with corrections: McMahan
		+ Motion to second: Johnson
		+ In favor: unanimous
		+ Oppose: none
		+ The motion carries
7. Part VIII: Medication Administration and Topical Skin Products
	* Motion to endorse: Wirt
		+ Motion to second: Parish
		+ In favor: unanimous
		+ Oppose: none
		+ The motion carries
8. Part IX: First Aid, Emergency Supplies, and Emergency Preparedness and Response
	* Motion to endorse: McMahan
		+ Motion to second: Wirt
		+ In favor: unanimous
		+ Oppose: none
		+ The motion carries
9. Part X: Special Services
	* Motion to endorse: McMahan
		+ Motion to second: Morman
		+ In favor: unanimous
		+ Oppose: none
		+ The motion carries
10. Part XI: Evening and Overnight Care Programs
	* Motion to endorse: McMahan
		+ Motion to second: Parish
		+ In favor: unanimous
		+ Oppose: none
		+ The motion carries
11. Part XII: Therapeutic and Special Needs Programs
	* Motion to endorse: Turner
		+ Motion to second: McMahan
		+ In favor: unanimous
		+ Oppose: none
		+ The motion carries
12. Review of public comment 3:45 PM
	1. Sandy Wilberger: shared VQB5 recommendations from TTACs (send to members)
	*Rebecca will share written public comment with ECAC members*
13. Adjournment 4:00 PM

**Next meeting date:** Wednesday, June 21