



**Nebraska Early Childhood Education Endowment  
Board of Trustees  
November 24, 2009  
Minutes**

**I. MEETING OPENING**

The meeting of the Sixpence Board of Trustees was called to order at 1:00 p.m. on November 24, 2009, at the Nebraska Children and Families Foundation (NCFF), 215 Centennial Mall South, 5<sup>th</sup> floor conference room, Lincoln.

*Members present:* Melody Hobson (representing the Commissioner of Education), Mel Clancy, Todd Reckling (representing the CEO of NDHHS), Helen Raikes, and Jessie Rasmussen.

*Also in attendance:* Eleanor Kirkland and Carol Fichter from NDE. Representing NCFF were Kathleen Feller, Becky Veak, and Jen Hernandez (meeting recorder).

Jessie Rasmussen, Chair, opened the meeting and noted the Open Meetings Act information was posted inside the room.

A motion was made by Todd Reckling and seconded by Mel Clancy to approve the minutes from the September 9, 2009 meeting. Roll call vote. Voting yes: Melody Hobson, Mel Clancy, Todd Reckling, and Jessie Rasmussen. No opposition.

**II. MANAGEMENT OF GRANT FUNDS**

**Loup City end of year return of funds**

Loup City had \$9,876.90 funds remaining because the school district did not hire their home visitor until later in the year, and they chose not to carry over the funds. Therefore, \$9,876.90 funds rolled back into the cash fund.

**Approval of Broken Bow year two increase**

Broken Bow included an increase in their 2<sup>nd</sup> and 3<sup>rd</sup> year budgets, and approval is needed for the increase. The 2<sup>nd</sup> year increase is \$855 (1% increase). The 3<sup>rd</sup> year

increase is \$899.84. Concern was voiced that a program took the liberty of writing an increase into their grant, but it was pointed out that the increase does not go over the \$150,000 maximum grant amount. Most applicants applied for \$150,000, but Broken Bow submitted a lesser amount, with increases in both years two and three. The overall application to fund Broken Bow was approved, but there is now the need to approve the increase. Motion by Melody Hobson to approve the Broken Bow year two increase, second by Mel Clancy. Roll call vote. Voting yes: Melody Hobson, Mel Clancy, Todd Reckling, and Jessie Rasmussen. No opposition.

### **Update on Endowment Financials**

Current cash balance (11/23/09) was reported to be \$2,997,410.62. Estimated June 30, 2010 cash balance: 2,000,836.85. In Greg's absence, Kathleen will verify and clarify amount available in cash balance to expend.

Roughly \$1.6M is needed to sustain current operations.

- 1.5M for current grants
- 89,151 TA
- 48,500 Evaluation

Kathleen suggested having Greg explain (in a future meeting) the current format for reporting financials. Trustees would like a simplified template showing:

- How much money is currently available?
- How much money is currently obligated?
- How much money will be available on June 30? (What did we have June 30 2009 when we awarded last grants?)

Jessie reported that she knew the private money has been made up, and is beginning to make money in the market.

### **Approve Technical Assistance Contract**

An \$89,151 TA contract with NCFE has been prepared. The contract would be in operation through October 31, 2010. The NDE Legal Department said we could not pursue 2 year contract due to statutory constraints. The contract was written with "noncompetitive negotiation" (sole source justification) to work around contract \$50,000 limits. Melody Hobson worked with Margaret Worth to prepare justification and technical assistance contract.

Motion by Mel Clancy, second by Helen Raikes to approve the technical assistance contract. Further discussion: Sole source justification included discussion that NCFE is the only agency that infrastructure and institutional knowledge to complete technical assistance to grantees. Question: Does "sole source" need to be approved, or just available for the audit? Justification is there for the audit, and the Board of Trustees approves the justification. Roll call vote. Voting yes: Mel Clancy, Todd Reckling, Helen Raikes, Jessie Rasmussen, and Melody Hobson. No opposition.

## **Approve increase of Cash Fund for TA/Evaluation**

Past TA and evaluation funding has come from the cash fund, as well as a private source, and leftover Results Matter dollars. This time, all TA and evaluation will come out of the cash fund, resulting in an increased amount approved out of the cash fund.

Motion by Mel Clancy, second by Melody Hobson to approve the increase of the cash fund for TA/Evaluation. Roll call vote. Voting yes: Todd Reckling, Helen Raikes, Jessie Rasmussen, Melody Hobson, and Mel Clancy. No opposition.

## **III. ENDOWMENT ADMINISTRATION**

### **Authority for Chair to sign TA Contract**

The last TA contract was signed by the chair.

Motion by Mel Clancy, second by Helen Raikes to give the chair the authority to sign the TA contract. Roll call vote. Voting yes: Helen Raikes, Jessie Rasmussen, Melody Hobson, Mel Clancy, Todd Reckling. No opposition.

### **Client Attendance Policy**

In previous meetings, the Trustees have requested information on program attendance. Martha and Kathleen have been preparing to gather and report that data. They had hoped to report that data at this meeting, but the NDE system was not set up to track attendance on home visitation programs. Data was pulled and was not accurate, so we do not have a current picture of program attendance, therefore not an accurate document to include in evaluation. Kathleen and Martha have now sent out clear guidelines on collecting and reporting data, and are working through the logistics. They intend to have the client attendance data to report for the next evaluation.

All programs were collecting data, but not standard, and possibly not inputting correctly. What do we constitute as a missed visit? Who is missing regular visits? That guidance to collect in a standard way has now been provided.

Half of all children being served transitioned out, but only 30% of those were because they aged out. 70% of those were for some other reason. Helen suggested considering the “aged out” population to be “complete” or “successful” and looking at them differently.

Discussion: Do we make people stay in a program because it’s a 12 month program? Center based intervention serves another need (i.e., child care), but with home visitation, the exit may occur when the parent feels competent and confident and

connected to resources. Do people think they are enrolling for a school year? Kathleen reported yes, for programs in the school setting. For year-round programs, it is seen as an ongoing program not tied to a school year. Keep in mind a lot of these families are teen parents, and may lose interest.

26% of families who exited the program were dropped from the program due to poor attendance (based on attendance policies), but we don't know why their attendance was poor.

Do we need to think about expecting home visitation programs to maintain a certain percentage of attendance (i.e., 85%)? Eleanor will provide Early Head Start PIR for Trustees to see the picture of attendance in Nebraska.

### **Approve 2010 RFP and Application Changes**

Kathleen brought forward seven recommended content changes (in five areas: targeted population, community partnerships, funding availability, criteria for review, and curriculum framework) to the RFP.

Discussion: How meaningful are the community partnerships? Are they just on paper? Martha and Kathleen have been providing intense TA around partnership, and will continue to do so. Most programs have never had that requirement, and do not know what it looks like or how to do them. Martha and Kathleen are thinking about offering quarterly webinars to help form meaningful partnerships. If too prescriptive, we might not allow the unique partnerships that would form in some communities. We also now have the precedent of examples to point to, instead of just reading a new RFP that has been released for the first time.

Discussion: insertion of programs to receive extra points (possibly 10 points) if they offer full-day, year-round care or demonstrate that they are moving to that model. Discussion to omit "or demonstrate that they are moving to that model." Discussion to require programs to operate full-day, year-round programs in the second year of funding. Main point: looking for continuity of services with no breaks. What about center-based services during "school year," and home visitation during the summer? Would we get them impact and intensity desired? What is full day?

Trustees also discussed recommended application changes.

Motion by Mel Clancy, second by Melody Hobson to approve all recommended changes in the RFP and application, with the addition that center-based programs will receive 10 extra points if they offer full-day, year-round programs. Roll call vote. Voting yes: Jessie Rasmussen, Melody Hobson, Mel Clancy, Todd Reckling. No opposition.

## **Approve 2010 RFP for Release on December 11, 2009**

What minimum amount of funding do we need to have available to release the RFP?  
Discussion started at \$500,000, with the availability to offer 4-5 grants.

Reminder: COLA not built in to these grants.

Motion by Mel, second by Melody: To approve the release of the 2010 RFP pending a minimum of an additional \$500,000 beyond what is required to sustain current programs as of June 30, 2010.

Discussion that offering grants to new programs (if money is available) keeps the effort and momentum moving forward.

Roll call vote. Voting yes: Todd Reckling, Jessie Rasmussen, Melody Hobson, Mel Clancy. No opposition.

## **Evaluation**

Barb prepared an addendum to the evaluation, which Kathleen presented at the meeting. The addendum included staff turnover rates and a summary of Results Matter assessment data. Trustees requested that the sample size be included in the Results Matter assessment data. The Trustees wondered what “effectiveness” and “process quality” is in the HOVRS, which Kathleen will find out and email to Trustees.

Discussion that *Mathematica* would like to use HOVRS video tapes for training. Would they like to make a contribution to evaluation costs?

## **Annual Report**

At this point, the annual report is intended to be distributed to policymakers and private donors. The Trustees had just a moment to offer initial feedback. One comment was to put the first sentence from the last page on the inside cover so a reader sees upfront what Sixpence is.

The concern was raised that the annual report is written write now based on a calendar year, but that might not make sense because grants are based on the grant year: July 1- June 30.

There was also the suggestion to include the face of a child in the report.

## **Letter to the Governor**

Kathleen met with Governor's office to inform Peg that all current trustees would be interested in being considered for re-appointment. Peg informed Kathleen that the Governor had not made a decision about re-appointments yet and wanted to take some time to review. Peg stated that the current trustees would remain in their appointed positions until further notification. A letter was generated on the importance of keeping the same Trustees on for consistency and continuity. Essentially, we already have two new members (both HHS and NDE). All Trustees will get back with Kathleen tomorrow (11/25) to let her know if the letter is okay to come from the Board.

## **IV. OTHER BUSINESS**

### **Status Update on Rule 11**

After the first of the year, NDE will be seeking input on the draft rule. This process is expected to take some time, and this item will be a standing item on the agenda.

### **2010 Meetings**

Based on continuation of every other month. The Trustees may consider moving meetings to quarterly.

### **Next meeting – January 13, 2010.**

The meeting adjourned at 3:15 p.m.



**Nebraska Early Childhood Education Endowment  
Board of Trustees  
September 9, 2009  
Minutes**

**I. MEETING OPENING**

The meeting of the Sixpence Board of Trustees was called to order at 1:05 p.m. on September 9, 2009, at the Nebraska Children and Families Foundation (NCFE), 215 Centennial Mall South, Suite 200, Lincoln.

*Members present:* Roger Breed, Shirley Pickens White (representing the CEO of HHS), Jessie Rasmussen, and Beth Schuler.

*Also in attendance:* Greg Prochazka, Melody Hobson, and Margaret Worth from NDE. Barb Jackson from Monroe Meyer Institute. Representing NCFE were Kathleen Feller, Becky Veak, Mike Timmins, Mary Colacurci, and Jen Hernandez (meeting recorder).

Jessie Rasmussen, Chair, opened the meeting and noted the Open Meetings Act information was posted inside the room.

A motion was made by Beth Schuler and seconded by Shirley Pickens White to approve the minutes from the August 12, 2009 meeting. Roll call vote. Voting yes: Roger Breed, Shirley Pickens White, Jessie Rasmussen, Beth Schuler. No opposition.

**II. MANAGEMENT OF GRANT FUNDS**

**Update on Endowment Financials**

Greg Prochazka reported on the public financials. Things are steady, with little change. There will be 3 quarterly receipts between now and June 2010, since 5 quarters were received in the last year.

Kathleen estimated that the Trustees are already committed to \$1.574m grant awards. The evaluation contract is \$48,500. The technical assistance budget was approved at \$89,151. Available funds remaining based on public funds (not private) are \$100,496.

## **Update on Endowment Financials (Private)**

Mike Timmins reported on the private financials and distributed the Private Endowment Audit.

\$7.9 million has been paid to date. Remaining: \$12 million by December 27, 2011. \$1.5 million was lost in the market crash. Although the private funds were down 24% at one time, most of that has been recouped. In the last six months, we're only \$455,000 short of breaking even. Mike expects to make distributions again to the cash fund soon. The anticipated timeline is that by the first quarter of next year, the private funds will be on the positive side again.

The group had brief discussion that there are probably not private funds to rely on for this next grant cycle. Private distributions are made at least once a year.

## **Grantee Involuntary Funding Withdrawal**

Tabled for future meeting.

## **Approve Technical Assistance Budget**

Kathleen Feller reported on the budget she prepared with Martha Nash, including salary, benefits, overhead, travel for grantee visits, printing, postage, office supplies, professional memberships and professional development, and networking events with grantees.

Kathleen also explained the marketing costs absorbed by NCFE in 2009 and 2010. 2009 costs absorbed were \$69,301, and \$46,271 in 2010.

Margaret asked for clarification that this was the budget for the contract between the Trustees and NCFE. That clarification was made, and the legal concern was raised that although the Board has up to 10% of funds to spend on technical assistance, as a public entity, the Board may have to do a public bid on the administrator of the technical assistance (since that budget goes above \$50,000). NCFE would still be the administrator of the private Endowment (meaning raise the private funds), but the administrator for technical assistance may have to be opened up for bid. The current technical assistance contract expires October 31, 2009. Because of Open Meetings laws, the Board cannot vote today on extending the current contract because it was not on the agenda.

After further research, Margaret reported that there are three options:

1. Sole source
  - a. In-kind contributions from NCFE
  - b. Two years of knowledge base and experience

- c. Community of interest (including Private Endowment provider) with regard to this role
2. Public urgency or an emergency exists which does not permit delays associated with competitive solicitation for service, or
3. After solicitation (competitive bidding or competitive negotiation) from a number of sources, competition is determined inadequate.

The act of contracting for TA requires separate a agenda item at next meeting.

Motion by Roger Breed to approve TA budget as presented. Second by Shirley Pickens White. No further discussion. Roll call vote. Voting yes: Roger Breed, Shirley Pickens White, Jessie Rasmussen, and Beth Schuler. No opposition.

### **III. ENDOWMENT ADMINISTRATION**

#### **Rule 11 Update**

Melody reported that NDE will be opening Rule 11. Diane Kvasnicka is shepherding the process, with the current timeline estimated at fall of 2010 (or later) to be finalized. Melody reported that NDE is still responsible for 0-3 early childhood programs operated by school districts.

Discussion followed regarding why the Trustees have the financial responsibility for the grantees, but not authority over the rules. Margaret reported that legal authority for the 0-3 endowment grant programs transferred, but the Department still has to approve all 0-3 programs operated by school districts.

Margaret stated that as long as the requirements are as stringent as or more stringent than the requirements of Rule 11, the requirements in Rule 11 and the Endowment do not have to be the same.

Question: Why does NDE need a Rule for 0-3 when NDE has no funding for 0-3?  
Concern was expressed that the Trustees are setting themselves up for challenge.

Margaret clarified that Rule 11 has two parts:

1. NDE approval of school district pre-k programs.
2. Award of grants for 0-3 programs.

Rule 11 needs to meet Department approval of the school district's 0-3 program.

Next steps: A TA recommendation will be presented to the Board, followed by a Board vote and recommendation regarding Rule 11. Rule 11 updates will be a regular part of the Trustees agenda.

Margaret offered to provide a research memo of the authority of 0-3 programs to the Board of Trustees, including authority for making decisions for grant awards.

Would the Board want to consider creating another Rule (still a Rule under NDE) governing grant awards for 0-3? The Board may consider this in the future.

### **Enrollment Update**

Update on current enrollment will be emailed out by Kathleen to the Trustees.

### **Grantee Networking Event**

Kathleen provided a handout on the success of the event for Trustees to take with them. Highlights included;

- 45 attendees from all but two grantee sites
- Training around attachment and relationship building presented by NDE
- Evaluation discussion lead by Barb Jackson, Sixpence evaluator
- Opportunities to connect with other programs.

Jessie reported that T. Berry Brazelton may be coming in December to launch Building Bright Futures Early Childhood efforts. The Trustees may want to think about opportunities to utilize him for the grantees.

### **Request for Proposal and Application Changes**

Tabled for next meeting.

### **Endowment terms of office**

Kathleen has been in contact with the Governor's office. For the four positions that are appointed, he needs to know if the person would like to be reappointed.

Representatives of the private community:

1 reappointment would be for 1 year, 1 reappointment would be for 2 years

Rural representative: reappointment for 2 years

Urban representative: reappointment for 3 years

### **ITERS Personal Care Sub-score**

Tabled to future meeting.

## **Year End Evaluation Report**

Barb reported preliminary information on the grantees and child outcomes. At this point, the evaluation will mostly be used for program improvement.

Barb reported on her interview with 6 women in the York Correctional facility. The mothers reported learning about their child's development, how to play games with their baby, learned activities to bond with the baby, and had new opportunities to learn to play with their child (opportunities not available with previous children).

288 children and pregnant mothers were rated on risk factors. 56% of the children were associated with 3 or more risk factors.

68% of children served were under 1 year of age when they entered the program, suggesting the Trustees are effective in intervening early.

See full evaluation report for more detailed information, including quality of center-based programs and improvements in home environment.

For future grants, the Trustees may want to consider not collecting evaluation data in the first year, but rather allow the grantee some time to get the program up and implemented first, then introduce the new evaluation tools.

## **IV. OTHER BUSINESS**

### **Sixpence Website Demonstration**

Nia Nielson of the Nebraska Children and Families Foundation gave the Trustees a website demonstration of [www.SingaSongofSixpence.org](http://www.SingaSongofSixpence.org). She also explained the Phase 2 launch in December that will allow applicants and grantees to upload their documents in a gated (password secure) location.

### **Board of Trustees 2010 Meeting Schedule Days/Times**

Sixpence Board of Trustee meetings are scheduled for the 2<sup>nd</sup> Wednesday every other month. These meetings will not interfere with the State Board of Education meetings, which are scheduled as follows:

January 5 and 6, March 1 and 2, May 4 and 5, September 1 and 2, November 2 and 3.

### **Next meeting – Thursday, November 12**

The meeting adjourned at 3:05 p.m.



**Nebraska Early Childhood Education Endowment  
Board of Trustees  
August 12, 2009  
Minutes**

**I. MEETING OPENING**

The meeting of the Sixpence Board of Trustees was called to order at 1:00 p.m. on August 12, 2009, at the Nebraska Children and Families Foundation (NCFF), 215 Centennial Mall South, Suite 200, Lincoln.

*Members present:* Mel Clancy, Melody Hobson (representing the Commissioner of Education), Kerry Winterer, Jessie Rasmussen, Beth Schuler and Helen Raikes.

*Also in attendance:* Carol Fichter, Greg Prochazka, Martha Nash, Diane Kvasnicka, Eleanor Kirkland, and Martha Nash from NDE. Representing NCFF were Kathleen Feller, Jen Hernandez and Becky Veak (meeting recorder).

Jessie Rasmussen, Chair, opened the meeting and noted the Open Meetings Act information was posted inside the room.

A motion was made by Mel Clancy and seconded by Beth Schuler to approve the minutes from the May 13 8, 2009 meeting. Roll call vote. Voting yes: Mel Clancy, Melody Hobson, Jessie Rasmussen, Beth Schuler and Kerry Winterer. No opposition.

**II. MANAGEMENT OF GRANT FUNDS**

**Approval for Continuation of Funding**

Kathleen presented a report to the trustees recommending approval of continuation funding for all grantees in the amounts of:

- Alliance = \$75,000
- Broken Bow = \$147,250
- Crete = \$150,000
- Lincoln = \$150,000 for Quality Enhancement
- Lincoln = \$150,000 for Access Expansion
- Loup City = \$75,000
- Omaha = \$225,000 for Quality Enhancement

- Omaha = \$150,000 for Access Expansion
- Plattsmouth = \$78,475
- Santee = \$75,000
- Umon'Hon Nation = \$75,000
- Walthill = \$75,000
- York = \$150,000

A motion was made by Mel Clancy and seconded by Kerry Winterer to approve the continuation of funding based on the submission of action plans as recommended by Kathleen. Roll call vote. Voting yes: Melody Hobson, Mel Clancy, Kerry Winterer, Jessie Rasmussen and Beth Schuler. No opposition.

### **Grantee Request for Carry Over of Funds**

Kathleen discussed the carryover of funds requested by four of the current grantees. Requests are as follows:

- Crete requesting a total of \$94,511
- Omaha requesting a total of \$75,000
- Plattsmouth requesting a total of \$23,300
- York requesting a total of \$54,410

Most programs did not begin until 60 days after the July 1, 2008 start date, so they are requesting to reallocate the above amounts as carryover dollars for uses such as increasing staff hours and salaries, purchasing equipment and supplies, staff development and training, socialization supplies, furniture, technology and minor facility modifications.

While some programs had underestimated the cost of hiring staff with the required qualifications, concerns was raised by the trustees that dedicating carryover funds to increase staff salaries would not be sustainable in following years. They asked Kathleen to talk with the programs to get an indication of whether they had taken that into consideration prior to submitting their request. Rural programs in particular, have trouble finding staff with the necessary qualifications; it seems to be the assistant level teachers requiring a CDA that are more difficult to find. In there role with the grantees, Kathleen and Martha have seen progress by the programs and have full confidence that all programs will be able to meet the quality indicators with on-going support.

A future policy decision by the Board will need to be made to determine when a program would rise to the level of being de-funded based on non-compliance with any of the quality indicators.

The trustees had considerable discussion regarding their policy of carryover of funds and whether it affects the grantees' local match, as required in the RFP. The following are possible implications of carryover funding:

- For accounting purposes, not all of the '08-'09 funds have been requested or expended

- Carryover funds may have to be restricted to items that are one time costs in order to avoid the inability to sustain increases in the following year's grants
- If a program did not expend the full amount of their grant in any one grant year, does it mean the local match carries over in the same amount of the carryover funds or do they document a 100% match on continuation dollars and carryover funds
  - programs must be able to document that they met the match on expended funds
- A policy decision may be required in the event carryover of funds is not allowed in the future
- The trustees could decide to limit the amount of carryover and should talk about this prior to opening the competition for additional grants
  - May need to review the necessity for a 60-day start up period in order to avoid future carryover of dollars
- Since this is the first year of implementation, the criteria for carryover of funds next year may be more rigorous

A motion was made by Mel Clancy and seconded by Beth Schuler to approve the '08-'09 carryover of funds based on the actual amount expended; every dollar not used during the grant year and carried over must be matched either from '08-'09 local match or a new match in '09-'10. Roll call vote. Voting yes: Melody Hobson, Mel Clancy, Kerry Winterer, Helen Raikes, Jessie Rasmussen and Beth Schuler. No opposition.

### **Quality Indicator Recommended Changes**

Kathleen presented several recommendations that would make changes to the existing quality indicators, based on what she is learning from the first year of implementation. The following changes were recommended:

#### Attachment A:

- **Staff Qualifications –**
  - **Nursing**
  - All staff must complete training on the Nebraska Early Learning Guidelines Birth to Five or equivalency approved by the Nebraska Early Childhood Training Center (42 hours within three years)
  - All staff must complete training in abuse and neglect detection and reporting
- **Hours and Days of Operation –**
  - **The trustees tabled adding Programs must offer full-day, year round services**
- **Supervision –**
  - Program Supervisor has specific training in infant-toddler development, management of an early childhood program and in the program model
- **Family Involvement -**
  - Active parental participation on Partnership Advisory Board
- **Classroom Practices/Curriculum -**
  - Staff are trained in and implement an evidence-based curriculum

- Classroom Practices reflect continuity of care and promotes attachment between the child and caregiver
- Inclusive Practices -
  - Program is accessible for all children and families
- Evaluation -
  - If a Head Start/Early Head Start provider is one of the program partners, the providers must be in ~~compliance~~ good standing in all major areas during their most recent monitoring review

Attachment B:

- Staff Qualifications –
  - Complete 36 hours of training in the Nebraska Network for Home Visitation from the Early Childhood Training Center within two ~~the first~~ years
  - Completion of training in abuse and neglect detection and reporting
- Intensity and Duration of Services –
  - Programs must offer services on a year round basis
- Caseload –
  - (12-20 children ~~families~~ depending on program model and community characteristics)
- Supervision –
  - Program Supervisor accompanies Family Educators/Home Visitors on a minimum of three personal visits every ~~during a six months~~ period
  - The ratio of supervisors is 1:6 or sufficient enough to provide on-going individual support ~~better~~
- Curriculum –
  - Program approach is flexible and focused on families' needs to the benefit of the child's development
- Evaluation –
  - If a Head Start/Early Head Start provider is one of the program partners, the providers must be in good standing ~~in compliance~~ in all major areas during their most recent monitoring review and meet all Head Start/Early Head Start Performance Standards

A motion was made by Helen Raikes and seconded by Mel Clancy to approve all changes in Attachments A & B except for the Hours and Days of Operation in Attachment A. Roll call vote. Voting yes: Melody Hobson, Mel Clancy, Kerry Winterer, Helen Raikes, Jessie Rasmussen and Beth Schuler. No opposition

**Authorization to Sign Evaluation Contract**

A motion was made by Beth Schuler and seconded by Helen Raikes to authorize Jessie Rasmussen, Chair of the Trustees, to sign the contract for '09-'10 evaluation on behalf of the trustees. Roll call vote. Voting yes: Melody Hobson, Mel Clancy, Kerry Winterer, Helen Raikes, Jessie Rasmussen and Beth Schuler. No opposition.

## Changes in Program Evaluation for 2009-2010

After the first year of implementation and evaluation, Helen Raikes recommended the following changes for the 2009-2010 evaluation plan:

- Evaluations of all children will be in the Fall (September/October) and Spring (April/May); all measures will be collected during this time period
- Intake data will be completed on all children; all measures will be collected in August and March except for the PPVT and will be used as their fall/spring data point
- Exit data will be completed on all children except for the PPVT; fall/spring data will be used for children exiting during those months; all other children will have exit data collected separately
- Recommend the MacArthur Short Form be completed on any child between the ages of 12 and 29 months
- The PPVT will be administered for children between the ages of 30 and 42 months
- The DECA-I/T would be completed on all children by the parent with the home visitor or the teacher for center-based children beginning at 4 months through 36 months
- The DECA will be completed by the parent/home visitor or teacher in center-based programs on children who will be over 36 months of age in the spring
- Expand the Home Inventory on families in center-based programs in addition to home-based programs
- Expand KIPS to all families receiving home visits
- Recommend the quality measures be completed for all programs in the Fall. For those programs that do not meet the state criteria, a plan for improvement will be completed and submitted to Kathleen Feller. Kathleen Feller and Martha Nash would be responsible to partner with the programs to identify the needed technical assistance and supports. They would continue to monitor progress towards improved practices during their site visits. Data for outcome evaluation would only occur in the Fall.

A motion was made by Kerry Winterer and seconded by Mel Clancy to approve the changes for the 2009-2010 program evaluation. Roll call vote. Voting yes: Melody Hobson, Mel Clancy, Kerry Winterer, Helen Raikes, Jessie Rasmussen and Beth Schuler. No opposition.

## Annual Election of Officers

The terms of Chair and Vice Chair expired on July 31, 2009. All terms expire in December; Kathleen is working with the Governor's office for reappointment.

A motion was made by Mel Clancy and seconded by Beth Schuler to keep the current Chair (Jessie Rasmussen) and Vice Chair (Helen Raikes) in the officer positions for another year. Roll call vote. Voting yes: Melody Hobson, Mel Clancy, Kerry Winterer, Helen Raikes, Jessie Rasmussen and Beth Schuler. No opposition.

## **Meeting Schedule for 2010**

A motion was made by Beth Schuler and seconded by Mel Clancy to hold meetings every other month beginning in January, with the option of scheduling more often if necessary. Discussion of a specific day was tabled until the State Board of Education's meeting dates were set for 2010 to avoid conflicts. Roll call vote. Voting yes: Melody Hobson, Mel Clancy, Kerry Winterer, Helen Raikes, Jessie Rasmussen and Beth Schuler. No opposition.

## **November 2009 Meeting Date**

A motion was made by Helen Raikes and seconded by Beth Schuler to move the November 11, 2009 meeting to Thursday, November 12, 2009 from 1:00-3:00 p.m. at the Nebraska Children and Families Foundation, 2<sup>nd</sup> floor conference room. Roll call vote. Voting yes: Melody Hobson, Mel Clancy, Kerry Winterer, Helen Raikes, Jessie Rasmussen and Beth Schuler. No opposition.

## **Update on Endowment Financials**

Greg Prochazka gave an update on the financials. Distributions have been higher than expected. Based on the September projection, the trustees will decide whether to release the RFP in December at their September 2009 meeting. They requested that NCCFF staff attend the September meeting to report on the status of the private fund investment.

## **Status of Alliance Public School Grant**

After a meeting with the Alliance Public School Superintendent, Fiscal Officer and Program Director, Alliance will continue as an Endowment grantee.

## **Announcement**

Eleanor Kirkland, NDE, reported that notification will come at the end of September regarding the result of the Early Head Start Expansion competitive grant process. They received over 120 competitive grant applications. Eleanor will provide an update at the November meeting.

All items on the August agenda that were not discussed will be on the September agenda.

The meeting adjourned at 3:10 p.m.



**Nebraska Early Childhood Education Endowment  
Board of Trustees  
May 13, 2009  
Minutes**

**I. MEETING OPENING**

The meeting of the Sixpence Board of Trustees was called to order at 1:00 p.m. on May 13, 2009, at the Nebraska Children and Families Foundation (NCFF), 215 Centennial Mall South, Suite 200, Lincoln.

*Members present:* Mel Clancy, Melody Hobson (representing the Commissioner of Education), Todd Reckling (representing the CEO of Health and Human Services) Jessie Rasmussen, Beth Schuler and Helen Raikes.

*Also in attendance:* Margaret Worth, Greg Prochazka, and Martha Nash from NDE. Representing NCFF were Kathleen Feller and Becky Veak (meeting recorder). Staff from the Lincoln Public Schools Sixpence Program was in attendance toward the latter part of the meeting.

Jessie Rasmussen, Chair, opened the meeting and noted the Open Meetings Act information was posted inside the room.

A motion was made by Mel Clancy and seconded by Beth Schuler to approve the minutes from the April 8, 2009 meeting with the addition made to attach the draft policy for carry-over funds as adopted by the trustees at the April 8<sup>th</sup> meeting. Roll call vote. Voting yes: Mel Clancy, Melody Hobson, Jessie Rasmussen, Helen Raikes, Beth Schuler and Todd Reckling. No opposition.

**II. MANAGEMENT OF GRANT FUNDS**

**Update on Endowment Financials**

Greg Prochazka reported on the monthly financials and indicated that the 2008 third quarter earnings were deposited and was lower than expected. Fourth quarter earnings are expected to be deposited soon, and Greg will monitor to see if the trend has stabilized or decreased more. A question was asked regarding how often disbursements are made to schools from the Educational Lands and Trust Fund monies and whether the process for depositing earnings into the

Cash Fund vs. the Educational Lands and Trust Fund were similar. Greg said he would follow up and report back to the trustees.

### **III. ENDOWMENT ADMINISTRATION**

#### **Program Enrollment Update**

Kathleen reported there has been a decrease of 19 children from Endowment programs overall. The decrease is due to a number of reasons: custody changes, mobility changes, getting ready for summer hours, etc. and the drop is not reflective of any of the programs themselves. Kathleen is working with Barb Jackson in the collection of data to see if there is a way we can work with the programs to help with strategies for keeping enrollment up. Helen indicated that turnover in home visitation programs is generally around 50%. Kathleen will monitor the enrollment to ensure stability in programs.

#### **Omaha Public Schools Program Change**

Kathleen reported on a program change submitted by the Omaha Public Schools Sixpence program. The change is spurred by the need to revise how they are providing the services since their targeted population is teen parents and the need for child care during the summer months is not as great. The program is proposing to offer a menu of options for their teens throughout the summer that will include home visitation, child care, socializations and volunteer opportunities; they must choose a combination of these options based on the time they need child care services. This change does not affect the budget or the evaluation, but rather is a creative way to maximize the dollars and meet the changing needs.

Kathleen asked the trustees if they need to vote on program changes of this nature or if they only want to be informed. The trustees agreed that decisions were up to Kathleen's discretion if the changes were not significant to the scope of work or a substantive change in the budget. If, however, they are major changes in quality, intensity of service or budget, the trustees want to be involved. They also asked Kathleen to maintain contact with the evaluator to ensure any change in the program does not affect evaluation.

#### **Evaluation Proposal for 2009/2010**

Kathleen submitted a proposal for the second year of evaluation at a cost of \$48,500. Last year the contract for evaluation was \$25,000 but the additional \$23,500 was covered by other funding from the state, so there is no actual increase in the cost from last year. The proposal includes expanding the KIPS interactive videotaping to all programs. Staff will be looking at another assessment tool to use in addition to the McArthur as it has not been sensitive to measuring the needs for infants less than 12 months of age. Barb Jackson is

working on getting the permission from programs to share the videotapes of parent child interaction with the trustees.

A motion was made by Melody Hobson and seconded by Todd Reckling for NDE on behalf of the trustees to enter into a contract up to \$48,500 with UNMC for Year Two Evaluation. Roll call vote. Voting yes: Todd Reckling, Jessie Rasmussen, Helen Raikes, Melody Hobson, Mel Clancy and Beth Schuler. No opposition.

### **2008-2009 Program Continuation**

Kathleen raised the issue of whether the trustees need to vote annually to continue the grants. The initial grant period is three years with annual renewal. Counsel indicated the RFP only speaks to continuation as decided by the endowment and recommended the trustees may want to consider developing a rule regarding continuation. The trustees suggested that technical assistance staff report to them on a quarterly basis on status of the programs. Toward year-end of the programs, staff should submit recommendations to the trustees on whether to approve continuation, approve continuation contingent on an action plan, or recommend not approving. Kathleen will work with Barb Jackson to make sure that program evaluation data is included.

### **Board Meeting Task Timeline**

Kathleen presented a timeline on the work that needs to be completed by the end of 2009. The work falls into three categories of updates, discussion/decisions, and actions. The updates will be shared with the trustees in written form leaving meeting time for more discussion, decisions and action items. The proposal also included meeting only every other month through the end of 2009: July, September and November. Counsel cautioned if updates go out via e-mail, there should be no back and forth comments among trustees, otherwise that would constitute a meeting. If trustees have any comments regarding information they received between meetings, they were asked to send their comments to Kathleen only.

## **IV. OTHER BUSINESS**

### **Program Report – Lincoln Sixpence Program**

Staff from the Lincoln Sixpence Program, Student Child Learning Centers and Parents and Children Together, attended the meeting and shared information with the trustees on the progress of their program. Lincoln has two Sixpence grants: 1) Teen parents who receive child care services; and 2) home visitation to parents who do not participate in the child care services.

Two of Lincoln's high schools, North Star and Bryan, have child care centers that are, in part, funded by Sixpence. Each school has an infant room and a toddler room, and is also used as a learning lab for college students pursuing degrees in the early childhood field. The teen parents are required to attend the learning center twice a week for activities, and they attend parenting classes on a daily basis. The home visitation services are provided by four home visitors located at The Hub, El Centro, and Lincoln Public Schools. St. Monica's also provides a home visitor that is employed by St. Monica's but works with teens in the Sixpence program who are experiencing substance abuse issues. The home visitors shared many success stories, and said that since implementing this model they have seen more participation from the fathers. When asked by the trustees what they were experiencing that was particularly difficult, all of them indicated getting the teens to participate in socializations was hard in addition to managing the relationship or involvement of the grandparents in the home visitation situation.

The meeting adjourned at 2:40 p.m. The June meeting will not be held; the next meeting is scheduled for July 8, 2009 from 1:00-3:00 p.m. The agenda will include picking another date for the November meeting since it falls on Veterans Day, and to schedule meetings for 2010.

**Early Childhood Education Endowment Board of Trustees**  
**April 8, 2009**  
**Minutes**

**I. MEETING OPENING**

The meeting of the Early Childhood Education Endowment Board of Trustees was called to order at 1:00 p.m. on April 8, 2009, at the Nebraska Children and Families Foundation (NCFF), 215 Centennial Mall South, Suite 200, Lincoln.

*Members present:* Mel Clancy, Melody Hobson (representing the Commissioner of Education), Todd Reckling (representing the CEO of Health and Human Services) and Jessie Rasmussen.

*Also in attendance:* Margaret Worth, Greg Prochazka, and Martha Nash from NDE. Representing NCFF were Kathleen Feller and Becky Veak (meeting recorder). Staff from the Loup City Endowment grant program participated by phone.

Jessie Rasmussen, Chair, opened the meeting and noted the Open Meetings Act information was posted inside the room.

A motion was made by Mel Clancy and seconded by Melody Hobson to approve the minutes from the February 11, 2009 meeting. Roll call vote. Voting yes: Mel Clancy, Melody Hobson, Jessie Rasmussen and Todd Reckling. No opposition.

**Program Report – Sixpence Endowment York, Nebraska**

Peg Knapp, the Area Manager of their Early Childhood Programs for the Loup City program gave an overview of their program. Their program is home visitation and focuses on the following six elements:

1. Families receive a warm and positive greeting
2. Families receive a follow-up review from the previous week
3. The focus of the visit is on family issues; and
4. Parent/child interaction
5. Families and the home visitor do co-planning for the next visit
6. Evaluation

The program has two part-time home visitors who work directly with an early childhood special education consultant from the school district. The consultant is available for home visits and socializations when a child has red flags in their development. They utilize further assessment tools for additional referrals. They currently are working with nine children, all from different families. The biggest risk factor is poverty; there are some English Language Learners. Sherman County has the second lowest income level in the state. A question was asked if any of the children in the program were eligible for Early Head Start and most of them are around the 130% FPL. There are no teen moms at this time, but young

mother's in the 20-27 year old range and there is some involvement from the fathers.

The program partners were asked to talk about some of their successes and/or challenges. They shared two stories: 1) in one of their families, both parents and their daughter are delayed. This has presented some challenges as it entails adjusting how they work with that family. 2) the mother in another one of their families has had her children removed from her in the past and she has been admitted into counseling. Both of these situations present the need for special skills in order to work with the families, but they have seen indications of small improvements in both situations.

Two of the nine children are seven and eight months old; three of the children are close to the age of three or above, and the program is working on transitioning them to preschool. One of the trustees asked if the program flags families for certain risk factors, for instance, on maternal depression. They work with a nurse that visits with pre-natal moms to provide support, and they contract with a mental health professional out of Columbus in the event there are issues they do not feel they can handle.

Their biggest challenge has been figuring out scheduling for the staff, with two part-time degreed home visitors. They were very complimentary of Kathleen's work with them and thanked the trustees for their commitment to technical assistance. They commented they have a strong partnership with the schools and the preschool early childhood program. The superintendent of Loup City Public Schools is very active in the program.

Kathleen was asked if there were any areas to be concerned about, and she indicated that nothing was a red flag. They only have nine families now, but most of that is due to attrition; they have been at full capacity (12) in the past.

One of the trustees asked if the home visitors had training on abuse and neglect issues and how to recognize signs. The Home Visitation training they receive does have some information on abuse and neglect, but the quality indicators do not specifically require abuse and neglect training at this point; this is an area for future discussion by the trustees. However, the programs need to know they are mandatory reporters of any possible abuse and neglect situations and were asked to build relationships with local Child Protective Service workers in the community to understand their role and how to handle any potential situation.

## **I. MANAGEMENT OF GRANT FUNDS**

### **Update on Endowment Financials**

Greg Prochazka, NDE, gave an update on the Endowment financials. The latest quarterly earnings of \$263,247.39 was just deposited and it was for the third

quarter of 2008. There is no deposit from the private investment as there are no earnings. It will be difficult to estimate the next quarter's (fourth quarter of 2008) earnings as this one was significantly below projections. The current projection for June 30, 2009 is a cash balance of \$1,818,717.47 which raises concern of additional dollars for new programs. One of the trustees asked if there is way to see how this fund is doing commensurate with the investment for the state lands fund and whether or not it is the same pattern. The question now becomes one of maintaining the current programs and whether the ability to add new programs will be an option. The trustees agreed to monitor this financial situation carefully.

**Adoption of Policy for Program Carry-Over of Funds**

The trustees discussed a draft policy for carry-over of funds by the programs that indicates funds not obligated by the end of a grant period may, with Board approval, be carried over for one year. This is in harmony with the Department of Educations' memorandum regarding carry-over of funds. This policy is not automatic, however; it reflects that programs will need to submit a request to carry over funds.

Todd Reckling made a motion to amend the policy to include the word grant..."Such funds must be used for their original grant purpose." Melody Hobson seconded the motion. Roll Call: Melody Hobson, Mel Clancy, Todd Reckling and Jessie Rasmussen voting yes.

Mel Clancy made a motion to adopt the policy as amended, Todd Reckling seconded the motion. Roll Call: Melody Hobson, Mel Clancy, Todd Reckling and Jessie Rasmussen voting yes.

**III. ENDOWMENT ADMINISTRATION**

**Update on Program Enrollment**

Kathleen gave an update on program enrollment as follows:

	<u>Anticipated #'s</u>	<u>Current #'s</u>
Alliance	8	13
Broken Bow	28	24
Crete	12	14
Lincoln Student Learning Centers	32	32
Lincoln PACT	42	31
Loup City	10	11
Omaha Teen Parent Program	8	10
Omaha Continuation Project	52	56
Plattsmouth Parents as Teachers	24	24
Santee – Growing Together	12	12
Shin'gaZhin'ga (Macy)	8	6

Walthill	8	8
York	<u>12</u>	<u>22</u>
Total	262	263

**Evaluation Update**

- The proposed evaluation budget for next year would be around \$50,000 (Barb will send a proposed budget)
- Data collection is going well. Center-based data collection will begin in May
- HOVRS webinar is scheduled for April 17<sup>th</sup>, videotape samples will be collected in May from each home visitor
- KIPS needs a Spanish speaking interpreter
- ITERS completed on all center programs – initial data shows all scores are low in Personal Care
- Kathleen will meet with Helen and Barb Jackson to discuss options for the McArthur tool. They are not getting solid readings in the lower months

**Funding Proportionate to Districts At-Risk Numbers**

The trustees tabled the discussion for this meeting. They do place importance on capturing information and data that will give them a picture of the most dynamic risk factors and discuss investing in those in the future in order to get the greatest impact for Endowment dollars. Information on risk factors is currently being collected at intake.

**IV. OTHER BUSINESS**

Next meeting is May 13, 2009. The meeting adjourned at 2:45.

**NEBRASKA'S EARLY CHILDHOOD EDUCATION ENDOWMENT  
POLICY**

**TITLE:** Carry over of Grant Dollars

**POLICY:**

This policy reflects the Board of Trustees approval process for carry over of grant funds.

Funds not obligated by the end of a grant period may, with Board approval, be carried over for one year. Carry over funds from the prior grant period must be included in the current period plan and budget and approved by the Board before being spent or obligated. Such funds must be used for their original grant purpose. The grantee must submit the request for carry over of funds with their continuation plan at the end of the grant cycle or as an amendment to their continuation plan within 45 days after the beginning of the continuation grant period.

**EFFECTIVE DATE: 04.08.09**

\_\_\_\_\_  
**Chair Board of Trustees**

\_\_\_\_\_  
**Date**

# Sixpence Endowment

Central Nebraska Community Services  
in partnership with the  
Loup City Public Schools

**Sing a song of Sixpence,  
A pocket full of rye;  
Four and twenty blackbirds  
Baked in a pie.**

**When the pie was opened,  
They all began to sing.  
Now wasn't that a tasty dish  
to set before the King?**



# Our Partnership

- **Dr. Caroline Winchester**
  - Superintendent
  - Loup City Public Schools
- **Sue Obermiller**
  - Director, Early Childhood Programs
  - Central Nebraska Community Services
- **Peg Knapp**
  - Area Manager, Early Childhood Programs
  - Central Nebraska Community Services
- **Deb Obermiller**
  - Education Coordinator, Early Childhood Programs
  - Central Nebraska Community Services
- **Meagan Wysocki**
  - Education Coordinator, Early Childhood Programs
  - Central Nebraska Community Services
- **Stacy Paitz**
  - Family Consultant
  - Central Nebraska Community Services
- **Michelle Dredge**
  - Family Consultant
  - Central Nebraska Community Services
- **Courtney Baker**
  - Special Education Consultant
  - Loup City Public Schools

**Objectives  
of the  
0-3 Sixpence  
Endowment Fund  
Program**

- 
- Promote children's opportunities to experience positive environments
- 

- Provide quality, comprehensive early childhood services to infants and toddlers who are at risk

- 
- Identify children earlier who may have significant delays or deficiencies in their development
- 


- Enhance children's growth and development



- 
- Support parents as the primary nurturers of their children
- 

- Support and enhance parent-child relationships


**Overview  
of the  
0-3 Sixpence  
Endowment Fund  
Program**


- 
- Enrolled children will receive weekly 90-minute home visits.
  - The home visits will focus mainly on child development and education.
  - Staff will conduct home visits using the 6 basic elements of home visiting.

## 6 Basic elements of a home visit:

- A warm and positive greeting.
- Follow-up review from the previous week
- Focus on family issues
- Parent/child interaction
- Co-planning for the next visit
- Evaluation



- 
- The content of the home visit is planned jointly with the parents, keeping the child's interests and development skills in mind.
  - Four basic domains of language, intellectual, social/emotional, and motor skills will be covered monthly.

- 
- Activities and/or information covering health/mental health, dental, safety, nutrition, family literacy and community/family partnership will be shared at least monthly.
  - The home visitor will assist the families in the use of the home as the child's primary learning environment, utilizing materials available in the home to help the parents provide learning opportunities that enhance their child's growth and development.



## Screening Tools & Observations

Will assist the program in identifying delays or deficiencies so the family can be referred to the Early Development Network.

- Denver II
- Ages and Stages Questionnaires
- Parental input
- High/Scope COR child assessments
- Results Matter

# Early Childhood Special Education Consultant

- Courtney works directly with Stacy and Michelle, the home visitors.
- She is available for home visits and socializations when a child has red flags in their development.
- Utilizes further assessment tools for referrals.



# Curriculum

- Parents as Teachers  
home visitation resources
- Beautiful Beginnings
- Florida State University Partners  
for a Healthy Baby
- High/Scope Curriculum

# During each home visit...

- Parents engage in planning activities for their child.
- Parents determine the skills to practice.
- Parents discuss observations with the home visitor.
- Parents can request information.
- The home visitor acts as a facilitator; guiding and assisting the parent in their interactions with their child.





Home visitors provide parents with training and support on...

- High/Scope™ active learning
- Adult-child interaction strategies
- Positive Behavior Support strategies
- Any other information parents may request in regards to building relationships with their child.

# Family Consultant Home Visitor Training

# Curriculum Training

- History of the program
- Performance measures
- Goals and philosophy
- Discuss values
- How infants and toddlers learn
- Curriculum implementation policy



# Home Visitation Training

- Curriculum resources
- Websites
- Lesson planning
- Documentation
- Nursing component
- Positive Behavior Support policy
- Nebraska Home Visitor Training
- Language and literacy
- Active learning
- Adult/child interactions
- Brain development
- Transitions
- Professional Development
- Parents as Teachers Certification

# Home Visitation Training

Each Family Consultant Home Visitor is assigned a mentor for follow-up and additional training.

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Education Coordinators will also train on the High-Scope Child Observation Record.

- Socializations
- Parent Meetings
- Child Portfolios
- Ongoing assessments
- Letter links



# Family Consultant Home Visitor Supervision



The home visitors are directly supervised by the Area Manager, Peg Knapp; along with Dr. Winchester, Superintendent of Loup City Public Schools.

The Early Head Start Education Coordinators also provide training and feedback/monitoring on home visiting. The Education Coordinators also give feedback on socializations and on-going assessments, along with mentoring new home visitors.





**Thank You!**

**Early Childhood Education Endowment Board of Trustees**  
**February 11, 2009**  
**Minutes**

**I. MEETING OPENING**

The meeting of the Early Childhood Education Endowment Board of Trustees was called to order at 1:00 p.m. on February 11, 2009, at the Nebraska Children and Families Foundation (NCFF), 215 Centennial Mall South, Suite 200, Lincoln.

*Members present:* Mel Clancy, Melody Hobson (representing the Commissioner of Education), Helen Raikes, Todd Landry (representing the CEO of Health and Human Services), and Beth Schuler.

*Also in attendance:* Margaret Worth, Greg Prochazka, and Joan Luebbers from NDE. Representing NCFF were Kathleen Feller and Becky Veak (meeting recorder). Invited guests were Karen Pinkelman and Erica Gillespie from Family Foundations, the Sixpence Program in York.

Helen Raikes, Vice-Chair, opened the meeting and noted the Open Meetings Act information was posted inside the room.

A motion was made by Beth Schuler and seconded by Mel Clancy to approve the minutes from the January 14, 2009 meeting. Roll call vote. Voting yes: Mel Clancy, Melody Hobson, Helen Raikes, Todd Landry, and Beth Schuler. No opposition.

**Program Report – Family Foundations; York, Nebraska**

Karen Pinkelman and Erica Gillespie from the York program, Family Foundations, gave an update to the trustees:

- Began a new program with endowment dollars, as there were no 0-3 home visitation services in their community
- Utilize Creative Curriculum and Beautiful Beginnings
- They currently have 11 families and 21 children enrolled in their program plus 6 women at the York Correctional Facility who have children less than 18 months living with them in the prison nursery
- Most families enrolled in their program met the eligibility of low birth weight babies and low income
- Family educators visit the home for a total of 240 minutes per month to focus on child development activities; developmental assessments, health updates and home inventories also take place
- They offer family education events for a total of 60 minutes per month. The events are tied into the Creative Curriculum and the Nebraska Early Learning Guidelines. Examples of some of the events include:

- Germs
- Fun to Play and Ready to Learn
- Creating a Pleasant Mealtime Experience
- Baby Sign Language
- Structured Playtimes occur for a total of 60 minutes per month including various activities that engage parents and children through structured play
- Once a month there is a social interaction time for children and parents at the York Children's Museum
- Staff make themselves available to enrolled families 420 minutes a month
- The program provides community in-services for child care providers and preschool teachers at least four times per year. Thirty-nine people were in attendance at the last in-service. Topics include:
  - Guidance and Behavior of Young Children
  - Developmental Expectations
  - Fun to Play-Ready to Learn
  - Child Behavior
- Partnership-building is ongoing
- Part of the York program is offering services at the York Women's Correctional Facility
  - If a woman enters the prison who is pregnant and will be released by the time her child is 18 months old, that child can live with her in the prison nursery
  - Six women meet this criteria and receive weekly appointments from the family educators

The trustees asked if the women and children at the prison were part of the endowment evaluation, and Kathleen reported that Barb Jackson is working on how to capture their progress.

## **I. MANAGEMENT OF GRANT FUNDS**

### **Update on Endowment Financials**

Greg Prochazka, NDE, gave an update on the Endowment financials. This month's receipt has not yet been received but current projections are that the available cash balance on June 30, 2009 will be \$1,979,788.91.

### **Adoption of Policy for Program Carry-Over of Funds**

Kathleen Feller presented a policy regarding whether programs could carry over funds from year to year for action by the trustees. The policy states "Start-up funds can be used for their original budgeted intent within the first grant year. Operating funds not used during the specified grant year can be carried over to the following funding cycle. Any funds not used will be reflected in an adjusted budget for the following year, with a focus on using the funds for their original

intent. A request to carry operating funds over must be made in writing to the Board of Trustees before the end of the grant year.”

Legal Counsel indicated that under statutory requirements the Board of Trustees procedures must harmonize with NDE requirements and, currently, NDE does not allow carry over of funds in their preschool grant program.

Several options were discussed; the trustees’ intention is to permit the carry over of funds but they must be notified when the grantees submit their continuation plan so they can amend their budget.

A motion was made by Todd Landry and seconded by Mel Clancy to redraft the policy and bring to the next meeting for trustee approval. The policy should read~ Funds not used during the specified grant year can be carried over for one funding cycle year. Any funds not used will be reflected in and adjusted budget for the following year, with a requirement that they be used for their original intent. The grantee must submit the request for carry over with their continuation plan at the end of the grant cycle or within 45 days of the grant period.

### **III. ENDOWMENT ADMINISTRATION**

#### **Update on Program Enrollment**

Kathleen gave an update on program enrollment as follows:

	<u>Anticipated #'s</u>	<u>Current #'s</u>
Alliance	8	13
Broken Bow	28	23
Crete	12	13
Lincoln Public Schools	76	72
Loup City	10	9
Omaha	74	71
Plattsmouth	12	10
Santee	8	6
Shin’gaZhin’ga (Macy)	8	10
Walthill	8	8
York	<u>12</u>	<u>21</u>
Total	256	256

Kathleen reported that programs are clarifying which children are being served through endowment dollars given the fact they have multiple funding streams.

Todd Landry asked if there was a way they could find out about other dollars that programs were receiving in order to see if they could leverage some of those

other dollars. Kathleen will ask Barb Jackson to break down the programs and children served by funding source.

### **Quality Indicator Clarifications**

Kathleen raised four questions needing clarification from the trustees.

1. Four of the programs are housed within the schools and ask for clarification regarding the 1:6 ratio for supervision of home visitors. Since the programs are within the schools, the trustees believe the confusion may be between programmatic vs. school operational guidelines for supervision. The intent of the trustees is that home visitors feel supported in their roles and that they are not out in communities by themselves. Kathleen will check back with the programs to see if they feel adequately supported; some rework of the supervisory language in the quality indicators will be done for clarification.
2. The quality indicators say that the supervisor will accompany a home visitor on at least three personal visits in a six month period. The question is whether that is ongoing or just once. The trustees confirmed it is ongoing and that the supervisor will accompany a home visitor on at least three personal visits in every six month period.
3. There is a requirement that program staff receive 42 hours of training in Early Learning Guidelines (ELG). Some programs have raised the issue of whether equivalencies would meet that requirement for staff who have additional training above the ELG. Trustees agreed that equivalencies will be reviewed and the indicator will be revised in the next round of funding.
4. Was the intent for ITERS to be done on all classrooms or a sampling of classrooms? The trustees confirmed that at least 50% of the classrooms with a minimum number of 2 classrooms.

### **Update on Macy and Walthill Visits**

Kathleen and Carol Rempp, Native American Education Statewide Coordinator at NDE, met to discuss the Macy and Walthill programs and how to get families and the community involved in the program, recognizing their unique culture. Kathleen, Martha, and the program directors from the 3 reservation programs met with the staff at the Dakota City early childhood program to get some ideas and support. Kathleen and Martha also met with the Superintendent at Walthill to brainstorm some further ideas regarding integrating the 0-3 program in the high school and a future meeting with the tribal elders.

Mel Clancy remarked that he is glad to see that the endowment is taking extra measures to nurture and develop programs according to their cultural values.

### **IV. OTHER BUSINESS**

Kathleen handed out a schedule of the work that needs to be accomplished by year end, with the work increasing in the months of June and July. **The trustees cancelled their March 11<sup>th</sup> meeting and agreed to meet on April 8, 2009.**

The meeting adjourned at 2:45 p.m.

**Early Childhood Education Endowment Board of Trustees**  
**January 14, 2009**  
**Minutes**

**I. MEETING OPENING**

The meeting of the Early Childhood Education Endowment Board of Trustees was called to order at 1:00 p.m. on January 14, 2009, at the Nebraska Children and Families Foundation (NCFF), 215 Centennial Mall South, Suite 200, Lincoln, NE.

*Members present:* Mel Clancy, Melody Hobson (representing the Commissioner of Education), Helen Raikes, Jessie Rasmussen, Todd Reckling (representing the CEO of Health and Human Services), and Beth Schuler.

*Also in attendance:* Margaret Worth, Greg Prochazka, Carol Fichter, Martha Nash and Joan Luebbers from NDE. Cheryl Wolff from the Governor's Policy Research Office and William Scheidler from the Governor's Budget Office; and Barb Jackson, Munroe Meyer Institute. Representing NCFF were Becky Veak, Kathleen Feller, and Jen Hernandez (meeting recorder). Invited guests were Joe Jurich and Dave Bomberger from the State Investment Council.

A motion was made by Mel Clancy and seconded by Helen Raikes to approve the minutes from the November 12, 2008 meeting. Roll call vote. Voting yes: Mel Clancy, Melody Hobson, Helen Raikes, Jessie Rasmussen, Todd Reckling, and Beth Schuler. No opposition.

**II. MANAGEMENT OF GRANT FUNDS**

**State Investment Council (Dave Bomberger & Joe Jurich)**

Dave Bomberger and Joe Jurich from the State Investment Council were asked to attend the meeting to give an update on the investment of state funds. The \$40 million state funds are invested through an asset allocation of 50% equities and 50% fixed income. The equity allocation has been fairly steady while the fixed income has come down slightly. Year end numbers for 2008 are not yet in, but they have been estimating a three percent return.

The trustees asked if there was anything that could be done to improve the timing of investments into the cash fund. The Investment Council thought they could improve the timing by a few weeks, but no more because of the various processes at the end of each quarter. Staff from the Investment Council predicted that returns will continue to be low through 2009.

Currently the value of the endowment principal is approximately \$38 million, but when the market improves, the principal can grow larger than \$40M. NCFF will

begin receiving monthly reports from the investment bank on transfers of state funds.

### **Update on Endowment Financials**

Greg Prochazka reported on the current balance in the cash fund. Projections for the end of 2009 are \$2,326,416.22. There has been no quarterly distribution since the last meeting. Three percent (3%) is still the current estimate for earnings. Greg reported that some programs have not requested any of their funding. Kathleen reported that many grantees are still requesting funds after they incur expenses, rather than before.

### **III. ENDOWMENT ADMINISTRATION**

#### **Update on Program Enrollment and Evaluation**

Barb Jackson reported on the current enrollment numbers and future anticipated enrollment. The Board asked that the data be reported in both numbers of children and numbers of families served. In the future, all numbers will be recorded on their intake forms. Barb reported that the numbers should be entered online by the end of February 2009.

It is difficult to clarify the number of children who are enrolled in the endowment program, specifically when a program has multiple funding streams. The continuation grants are struggling with the adjustment of funding per child rather than by classroom. The evaluation will ask: 1) new children served; and (2) new services to existing children. Barb will also work to incorporate the data based on whether children receive year-round services or part-day services. For clarification, legal counsel advised that the project name be listed on the report in addition to the grantee name.

Numbers indicated that Broken Bow, Lincoln, and Plattsmouth were under enrolled from the original application submitted on the numbers they would serve. Barb recommended that the trustees allow four to six months for the programs to get their enrollments in place. New programs have a slightly slower enrollment due to training of staff, setting up processes, etc. Neither Kathleen nor Martha had concerns about the programs' status of enrollment.

Preliminary findings of eligibility criteria indicate: 1) 82% of children being served are low-income; 2) 17% are English Language Learners; 3) 12% were born at low birth weight; and 4) 52% are children of teen parents. Based on this data, Helen Raikes suggested that the trustees may want to look closely at targeting certain populations in the future. Head Start and Early Head Start, nationally, reach about 22% of English Language Learners. Barb offered to break out Lincoln and Omaha grantee populations so the school districts could compare their grantee population percentage of English Language Learners to their overall

school population. Seventy-one percent of children served are under the age of one. Helen wants to ensure that programs see the Endowment as quality services for infants and toddlers and not as feeder programs for preschool programs.

In addition, Barb provided an update on data collection: child, family, and program measures. The trustees were interested in observing some of the KIPS vignettes (being recorded in York, Crete, Omaha, Plattsmouth) at some point.

HOME inventory family measures are currently only being collected in home visitation programs and not center-based programs. There was some discussion of the importance of collecting this information in center-based programs and hearing from the family, particularly as a two-generation program. The trustees would like this information at some point, but are also cautious of not overwhelming the grantees with data collection responsibilities. However, without the HOME assessment, there may not be data on the impact of the programs on parents/families. The trustees want to ensure that the evaluation asks the grantees to describe their parent involvement piece. The HOME assessment information will be reported in May and it will be determined if and how often to ask for it again.

Legal Counsel suggested that the data be separated for those programs having both a continuation grant and an access expansion grant (Lincoln and Omaha).

### **Update on Grantee Site Visits**

Kathleen Feller and Martha Nash gave an up-date on the grantee site visits. See handout of grantee summaries. Overall, there are great things happening in Nebraska. The common themes documented at site visits were:

- ✘ Startup is taking longer than expected;
- ✘ Continuation grants are working to adapt to the new quality standards;
- ✘ Seeing an increase in planned teen pregnancies and not unplanned;
- ✘ Lack of transportation;
- ✘ Teen school attendance is improving; and
- ✘ Grantees would like an Endowment retreat day.

### **Questions for the Trustees**

Question regarding staff qualifications: the trustees clarified that the lead teacher in programs must have a four-year degree; all other teachers need to meet teacher aid qualifications.

A question was posed to the trustees regarding carry over of grant dollars from year to year and whether dollars could be spent on items that were not the original intent proposed in the grant application. Several issues were discussed regarding, the original contract being extended or adding the unspent amount to next year's grant. Legal Counsel suggested that a policy be developed regarding carry over dollars and presented at the February meeting for approval by the trustees.

### **Awarding Grants to 2008 Applicants**

In follow-up to a question from the trustees regarding whether they could award grants to the next highest scoring applications from 2008. Legal Counsel's advice was in the negative for the following reasons:

- The applications were specifically for the 2008-2009 fiscal year and the applicants situations may have changed;
- The applicants' budget narratives would be one year old;
- It would impede the fairness of the competitive grant process.

### **IV. OTHER BUSINESS**

**Next meeting:** February 11, 2009.

### **V. MEETING ADJOURNMENT**

The meeting adjourned at 3:00 p.m. The next meeting will be held February 11, 2009, from 1:00-3:00 p.m. at the Nebraska Children and Families Foundation Conference Room, 215 Centennial Mall South, Suite #200, Lincoln, NE.