



2007 Early Childhood Education Conference

Planning Committee Meeting Minutes

August 2, 2006

- I. **Roles of CCPC, CCAEYC, PACE and Cabrillo.**
 - a. Add Go Kids, COE and CDRC to list? Invite Larry to meeting.
 - b. Hiranya and Carole to address financial questions about how to run the funds/project oversight through the Child Care Planning Council.
 - c. CCAEYC participation- talk to Nancy
 - d. PACE and Cabrillo to provide ongoing support as they have in the past.
 - e. Each agency to sign Memorandum of Understanding with CCPC re: assigned tasks and timelines.

- II. **Discuss coordinator position**
 - a. CCPC to contract with an independent contractor.
 - b. Hiranya and Carole to pursue approval of contract from COE cabinet.
 - c. Miche to mail Hiranya coordinator job description and scope of work.
 - d. Brainstormed list of possible coordinators: Naomi Brauner, Sheila Anderson, Vicki Coffis or Janine Canada.
 - e. Miche to bring specific budget info to next meeting to discuss dollar amount for coordinator contract.
 - f. Send out RFP for contractor to CCPC coordinator
 - g. Committee to set up interviews with potential candidates

- III. **Set conference date:** The conference date was set for May 19th, 2007

- IV. **Theme of Conference:** The committee chose the broad topic of “Quality Care” to include (amongst other possible topics): Diversity/Anti-bias, Inclusion, Kinder Transition (New Teacher Project & PVUSD), ECERS, Early Literacy, Quality Children’s Literature (Peace Library), Showcasing Programs, Art Displays, Curriculum Development, RAFT Science Training, Documentation/Portfolios, Infant/Toddler (PITC), NAEYC Standards, Accreditation, Social/Emotional Development and Positive Guidance.

- V. **Keynote speaker suggestions:** Julie Olsen Edwards (or someone she can suggest) to talk about NAEYC standards. Committee needs to decide on the keynote by December. Possible theme of keynote: what does quality care look like? Speaker to “weaving the strands of quality care” to give a picture of the “tapestry of quality care”. Other possible ideas: show video snip-its of what quality child care looks like while speaking to these topics.

- VI. **Set next meeting date:** September 7th 1-3 @ COE

- VII. **Future meeting topics:**
 - a. Identify coordinator
 - b. Finalizing scope of work for coordinator
 - c. Develop RFA for coordinator
 - d. Budget analysis
 - e. Set budget for next year
 - f. Conference schedule

- g. Facility
- h. Naming the conference (start with Spanish title and translate into English)
- i. Tiered sponsorship structure
- j. Sell advertisement space in program
- k. Reformat program- multiple pages, include more prominent recognition of sponsoring agencies.
- l. Ways of showcasing programs
- m. Tie-in with Kinder Teachers