

ECE CONFERENCE PLANNING COMMITTEE

Thursday, March 27, 2008

COE Educational Services Conference Room

MINUTES

Chair: Michele Mosher (CA. Early Childhood Mentor Program, Conference Co-coordinator)

Members Present: Rob Mullen (Coastal Community Pre-School), Lorena Gonzalez (Head Start) Claudia Vestal (FCC and Casa Pequeñas), Maria Castro (Migrant Head Start) Jean Galleger - Heil (Cabrillo College).

Facilitator: Diane Oyler, Child Care Planning Council Coordinator

I. Welcome and Introductions

Miche called the meeting to order at 3:05 p.m. All present were welcomed.

II. Announcements/quick decisions:

- Committee members reviewed the Save the Date flyer.
- Miche suggested charging late fee of \$60.00
- Translation information was discussed “Voices and Votes for Children: Candidates Speak Out”
- Lorena suggested creating pins for attendees
- Claudia suggested two sided flyer for Save the Date.
- Save the date flyer will be printed on color.

Diane shared the Candidates Forum on April 9th, distributed flyers to committee members

III. Report on Presenters and Workshops:

- Miche and Janine are gathering presenters and making follow up calls.
- Miche shared logistics of workshop and center tours
- Miche mentioned that Luz is presenting in Spanish, Supporting First and Second Language. Luz offered to present in English as well. Committee agreed she would present
- Miche will create a spread sheet with all strands and sort by languages, and three time slots. All will be completed by August.
- Jean mentioned the room reservations as a result of spread sheet and reserve room for time slots for presenters taking into consideration the table availability.
- Stephanie Conway will assist Jean with conference logistics and planning.
- Jean will have rooms reserved by the end of August or Miche can see if it can be completed by end of July and will contact Cabrillo staff to assist her in securing the room reservation.
- Jean will assist and get rooms reserved by end of July.
- Janine is willing to assist in room reservations once presenters are set on spread sheet.
- Niko will be available for IT support, and Oscar Rios and Carlos L are reserved for the Conference.
- 20 presenters are confirmed for conference
- Janine contact Library for “Book Making” workshop. Using the Read To Me Kits.
- Lorena wanted to know about networking with programs. How do we start networking with each others agencies.
- Janine suggested a table with sign up sheet available for centers interested in touring other agencies.
- Diane and Sita to collaborate on creating a geo map of all licensed child care providers in county. Maria’s contact, ASR and First 5, place on web sites and have at the conference.

- Janine and Rob suggested that networking would be possible at the Curriculum Fair.

IV. Awards:

- Miche shared notes from Rob need to finalize the process for nomination
- Description of the awards
- Miche mentioned the advocate award go to the CCPC Council for criteria so the Council can make recommendations and develop perimeters
- Committee agreed upon **“Early Educator of the Year”**
- Rob discussed the five key characteristics of the award: Miche and Rob will wordsmith the criteria via email.
- Rob shared request for nomination for and distributed to committee
- Miche and Rob will wordsmith the nomination form
- Committee made suggests and Rob took copious notes of suggestions

What the committee wants to have happen:

Is the nominee currently working in the field

Length of association?

What capacity your association?

Describe an example of an observation you have made of nominees work?

How many years nominee has been in the vocation?

ECE conference committee will need to contact you provide contact information.

How long at current site?

Need to work (employee) in Santa Cruz County

Please provide contact information of nominee on flyer

How are we going to select the winner?

Develop an scale or matrix according to point system

Each questions will have a value

Go back to the five questions and develop a point system for each question.

Need to have contact with nominee to help make final decision

- Brinks Trophy very quick in producing awards: Cost will vary according to size and amount of money available.
- Miche Janine will research available trophies?
- The advocacy award **“The Vision & Voice for Young Children”**

Criteria for nominees:

Jean suggested going to NAEYC to look for criteria Miche and Rob will research the criteria

Council will nominate the criteria

Miche suggested that we take the nomination process to the Council next meeting.

Council will nominate and the Executive Committee would decide on nominee.

What do we ask the Council:

Share the description of award and process

Ask for support from Council

Get support from Council to proceed

V. Report form Curriculum Faire Sub-Committee:

- Planning Council has agreed to sponsor the Curriculum Fair and will provider liability insurance.
- Rob shared the date and time of Curriculum Fair
- Rob passed the save the date flyer

- Jean offered to have flyer translated into Spanish
- Diane will send the CCPC logo to Rob
- Miche asked if we need to send a letter explaining the workshop available and to distribute the registration forms. Also send the same letter out with the final version of program.
- Jean suggested color coding the hand outs.
- Miche has a question on Spanish translation once we get final version of the program.

VI. Adjourn: Meeting adjourned at 5:00 PM

Future meetings: Next meeting will be Thursday, April 24, 3-5 p.m. at COE.