

# ECE CONFERENCE PLANNING COMMITTEE

Thursday, April 24, 2008

COE Educational Services Conference Room

## MINUTES

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

**Members Present:** Rob Mullen (Coastal Community Pre-School), Claudia Vestal (FCC and Casa Pequeñas), Jean Galleger - Heil (Cabrillo College), Elizabeth Chavez (SPIN), Alma Martinez (First 5), Karen Hammon (Go Kids)

**Facilitator:** Diane Oyler, Child Care Planning Council Coordinator

### I. Welcome and Introductions

Miche called the meeting to order at 3:10 p.m. All present were welcomed.

### II. Announcements/quick Decisions:

No announcements from committee members.

### III. Report on Presenters and Workshops:

Committee members reviewed the workshop selections  
Many workshops are applicable for preschool  
There are some for after-school programs  
Session decision needs to be completed by June  
26 confirmed presenters there are about 30 workshops  
No repeat workshops  
Jean suggested a strand that will take expand the workshops to include the ECE Department for the morning session with workshops available in ECE department  
Question of ECE Center tours – numbers who attend last year – 20 participants  
Jean shared that Sandy is doing a wonderful job of teaching in the ECE Lab.

#### Equipment Needed:

- There are eight presenters who need a Smart classroom – there are rooms available
- Spanish Language translation:
- Head sets need to be available for
- Committee members made decisions for top priorities who need Spanish translation
  - Conflict Resolution
  - School age Children in FCC
  - Superhero
  - Temperaments

### IV. Awards:

#### Committee reviewed the nominee application and offered suggestions:

Rob – two periods  
Miche explained the reasoning for the qualifications  
All agreed on the qualities of the nominee  
All thought that it was adequate and well done.  
Diane will collect the applications

#### When to send out applications:

- Committee members discussed a time line
- Nominee will be notified by mid September 4<sup>th</sup>
- Applications will be due in August 4<sup>th</sup> ECE Committee will be August 24<sup>th</sup>
- Mail out on May 22<sup>nd</sup>
- Returned to Diane or post marked by June 16<sup>th</sup>

- Present short statement letter by selected nominees September 3rd
- Review the applications on ECE Conference meeting August 29th
- Need to get the nominations for printing the week of May 12th – number of copies needed **850 copies needed** – color will be decided. Include the CCAEYC, CCPC,
- Cabrillo college mailing lists.

### **Nomination Form:**

- Committee omitted how long question
- Minimum of five years questions - leave in.
- Brief statement was discussed and agreed upon by the committee
- Requested typed and font size with, one to two pages typed.
- Translation required – Jean will coordinate this.

### **Save the Date: Voice and Votes For Children Candidates Speak Out**

- Committee members reviewed the save the date flyer and gave editing suggestions to Miche
- Spanish version of the flyer was reviewed by committee members, suggestions were made
- Changes were made for late registration will only be accepted after September 19th, Cabrillo College.

### **Vision and Voices for Children: Advocacy Award**

#### **Nomination Process: CCPC**

- Ask planning council members to nominate a candidate
- May meeting will explain how to nominate
- At the retreat will have a voting process
- PSA will be sent to media once nomination is completed
- Deadline set for June

#### **Awards will be: Brinks web site – Jeanne C.**

### **V. Report form Curriculum Fair**

- Rob discussed permits not needed for the curriculum fair
- Food for the event – Growing Years will sell food and a hot dog cart will be available
- Site walk through to assist in planning and designate selling spots for participants
- Include in follow up letter that agencies are welcome to bring outreach materials to give away as well.
- The flyer may need to go out separately so vendors can sign up for a spot. June 6<sup>th</sup> is signup deadline for vendors.
- The discussion of a separate mailing
- Booth fees: see the flyer
- Rob would like to send the flyer to all licensed child care provider and use COE bulk mailing
- Printing to be done at COE 500 copies
- Rob will email Elizabeth and Alma the flyer

- Diane will work with Rob to get the mail out in bulk mail
- PSA to go out to media – Diane
- Rob will organize the mailing

**VI. Adjourn: Meeting adjourned at 5:00 PM**

**Future meetings: Next meeting will be Thursday, May 22, 3-5 p.m. at COE.**