



**The Santa Cruz County Child Care Planning Council**  
**El Consejo de Planeación de Cuidado Infantil del Condado de Santa Cruz**  
**[www.childcareplanning.org](http://www.childcareplanning.org)**

## **Preschool Planning Steering Committee Meeting**

August 28, 2008

10:00 – 11:00 am

SCCOE 400 Encinal St., Santa Cruz, CA 95060

### **Members:**

Michael Watkins, (SCCOE Superintendent of Schools), Bonnie Farrar-Dunbar, (Retired Teacher), **Jean Gallagher-Heil**, (Cabrillo College), Angela Irvine, (Ceres Policy Research), Ellen Murtha, (CCPC Chair/ChildCare Ventures), Carole Mulford, (SCCOE/CDP Program Manager), Diane Oyler, (Child Care Planning Council Coordinator), **Susan True**, (Executive Director, First 5 Santa Cruz County)

Guest: Ellen Ortiz (Co-Vice Chair of Child Care Planning Council)

Absent Members: Jean Gallagher-Heil, (Cabrillo College), Susan True, (First 5 Santa Cruz County)

## **Minutes**

- I. Welcome and Introductions:** Michael Watkins and Carole welcomed all to the meeting.
  - Members were introduced and absent members were identified
  
- II. Confirm Advisory Chairs and Approve Job Description**
  - Carole reviewed the work group chairs job description with committee members
  - Job Description and responsibilities will include:
    - 1) Chair will act as liaison between Angela and work groups
    - 2) Chairs will report out to the Council and Advisory Council
    - 3) Chairs will outline the recommendations from work groups
    - 4) Chairs will facilitate work groups to reach consensus on objectives by April 2009
  - Carole and Nicole Y. will discuss development of work group updating processes for CCPC membership
  - Angela will meet with chairs regularly, possibly once a month
  - Carole updated the committee on Advisory Council contacts she had made and their response up to date
  - Workforce Development Paper is recommended reading for Workforce Development workgroup, it is posted on CCPC web site, in reports web page
  - Ellen M. shared that Barbara Griffin and Larry Drury would like to participate on the Facilities and Finance work group
  - Miche M. was recommended for workforce development chair

- Carole suggested recruiting Ann Wise to chair Articulation and Transition from ECE to K-3 workgroup

### **III. Update on Committee Goals**

- Michael shared recommendations from the Superintendent of Schools Board: Board members suggested including all district superintendents and principals in the preschool plan
- Michael suggested that we invite Board of Supervisors and City Council members, their support will be needed to secure future funding via Bonds or sales taxes
- Michael's vision is to grow a comprehensive preschool expansion plan that will consistently grow through the years until ongoing funding is secured
- September 11<sup>th</sup> combined Council and Preschool Planning meeting schedule was discussed and time changes were made to facilitate smooth transition
- There were three opportunities for community involvement:
  - a. Follow up calls
  - b. Call from key stakeholder
  - c. List serve

### **IV. Update on Data**

- Angela shared tables of licensed facilities according to zip codes
- Desired slots and licensed slots for child care facilities
- Angela gave a recap of the system she used to capture data
- Angela wants to get a better aggregated data from child care providers and the survey will facilitate this goal
- Need to establish a quality measure of children to get concrete data on where the gaps of service are in the county
- Diane shared her hope in using provider location data to design a uniform kindergarten roundup questionnaire/survey and preschool curriculum for child care providers who are sending children to identified gap elementary schools. Preschool professional development training can be designed and disseminated to child care professionals to assist in preparing children for kindergarten
- Linking of the data is Angela's role and getting information from other committees via chair meetings
- Work groups will make data requests based upon each groups needs

#### **Action Items:**

- Will check in with First 5 School Readiness program may have a list of entrance criteria and quality standards that children will need to have before entering Kindergarten
  - Angela proposed doing a phone survey to get estimate of how many Latino and ell students are being served to identify the gaps according to cohort
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**V. Review Letter to Advisory Members and Op-ed Article**

- Committee members agreed upon the content of the Op-Ed piece
- Carole read the Advisory Council recruitment letter, all committee members agreed on letter content
- Op-Ed piece will be in the Sentinel and Register Pajaronian in first week of September

**Action Items:**

- Michael will send formal recruitment letter next week, Ellen M. will make follow up calls
- Diane will send a copy of final letter to Steering committee members
- Follow up calls will be done by identified Steering committee members, after the Advisory Council recruitment letter is sent to perspective community representatives

**V. Distribute Steering Committee Calendar for 08-09**

- Members reviewed the calendar
- Carole suggested an extension of time at the #2 Advisory Council meeting Changing the start time of the Advisory meeting from 6:30 pm to 6:00pm allowing for more time for overview and comments by Advisory committee members. Suggested changes to schedule were agreed upon

**Action Items:**

- Advisory Council members will receive information in advance, via email, Diane will send
- Angela will give a review of the data surveys and outcomes
- Work groups will give committee updates to Advisory Council

**VII. Items for Next meeting agenda**

TBD

**VIII. Next Meeting:** Thursday September 18, 2008, 9:30 – 10:30 am @ SCCOE  
400 Encinal St. Santa Cruz, CA 95060.

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