



**MEETING MINUTES**  
**Thursday, September 10, 2009**  
**Santa Cruz County Office of Education**  
**400 Encinal Street Santa Cruz, CA 95060**

- I. Call to order/introductions
  - Council welcomed new member, Brian Sanford, who has extensive experience related to children's education.
- II. Agenda review and quorum check
  - No changes to the agenda
  - Quorum established
- III. Approval of Consent Agenda
  - August minutes typo was identified and will be corrected as requested.

Motion to accept the Consent Agenda with noted correction was made by Jerri Winner and seconded by Brian Sanford. Motion carried.

- IV. Public Comments and Communications
  - Council member expressed appreciation for the submission of child care data to the County Priority Task Force Committee.
- V. Review of CCPC Mission, Mandates and Core Functions
  - Reviewed mission, mandates and core functions.
  - Reviewed new mandate requiring the Council to establish a process for the voluntary, temporary transfer of CDE contract funds. Subsidized Programs Consortium has experience redistributing CDE funds among local providers and meets regularly.

The council delegated the task of developing a process to the Subsidized Programs Consortium, who will bring process recommendations to the council for approval.

Motion to delegate development of new mandate process to Subsidized Programs Consortium made by Elizabeth Chavez and seconded by Vicki Boriack. Motion carried.

- VI. Priority Issues Requiring CCPC Advocacy
  - Reviewed list of priority issues developed in previous meetings.

- Executive Committee developed a process to review issues impacting early care and education and determine whether to prioritize them for advocacy efforts.
- Reviewed the Advocacy Issues template with proposed guidelines/criteria for selecting priority issues:
  - 1) What is the issue?
  - 2) Opportunity for advocacy
  - 3) Relevance to mission/vision
  - 4) Urgency
  - 5) Impact of Action or No Action
  - 6) Other orgs
  - 7) Desired outcomes
- Reviewed examples of how template would be completed, using ASAP Plan and Local Funding (two items from list of priority issues that have specific and immediate timeframes for taking action).
- The template can be applied to other issues on the list and discussed in future meetings.
- Members discussed the guidelines/criteria in the Advocacy Issues template and how it was applied to the ASAP Plan and Local Funding Issues.
- Members agreed the template is a useful tool for selecting priority issues for advocacy efforts and suggested the following revisions:
  - 1) Add sub-header “Relationship to existing committees” under “Relevance to mission/mandates”
  - 2) Change “Urgency” to “Timeframe for Taking Action”
  - 3) Add sub-headers “Current” and “Potential Orgs” under “Other orgs working on the issue”
  - 4) Add sub-headers “Immediate” and “Long-Term” under “Desired Outcomes”
  - 5) Add “Effort/resources required” after “Ideas for Action”
  - 6) Add “Likelihood of success” after “Effort/resources required”
- Members agreed that the information about the ASAP Plan and Local Funding demonstrated that they were compelling enough issues to adopt as priorities for the year.

Motion to accept the new advocacy process template was made by Ann Wise and, seconded by Larry Drury. Motion carried.

Motion to adopt the ASAP Plan and Local Funding as priority issues for 2009-10 was made by Ellen Murtha, and seconded by Barbara Griffin. Motion carried.

#### VII. Proposed Plan for ASAP No-Cost Extension

- SCCOE has funds remaining in the Packard Grant, must be spent and reported on by end of March 2010.
  - ASAP Work Group Chairs were asked for input about how to operationalize their Prioritized Recommendations in the Plan.
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- ASAP Steering Committee reviewed, focused on recommendations that will further the goals in the ASAP Plan and be feasible to complete with limited time and resources.
- Reviewed handout summarizing Steering Committee's recommendations. Includes recommendation to expand use of Child Snapshot tool in mid and North County.
- Snapshot tool currently used by several preschool and kindergarten teachers in South County as part of First 5's school readiness initiative.
- The process of implementing the Snapshot would address many of the recommendations made by ASAP work groups (e.g. pilot hub model, promote communication and relationships between preschool and kindergarten teachers, engage families in transition from pre-K to kindergarten, etc)..
- Council members agreed that in general, the ASAP Steering Committee's proposed recommendations are consistent with the Council's decision to adopt the ASAP Plan as a priority issue.
- More information is needed about how the Snapshot is currently being used and how to expand its use
- More discussion is needed about the role the Council would play in implementing the Snapshot tool
- It was noted that Kim Sakamoto and Jerri Winner will be coordinating a kindergarten teacher transition meeting.

Motion to discuss ASAP implementation strategy at the next meeting made by Jean Gallagher - Heil and seconded by Jerri Winner. Motion carried.

#### VIII. Announcements

- County Funding Task Force meeting will be held on Monday, September 14<sup>th</sup> at Simpkins Swim Center, from 3:00 pm – 5:00 pm. Members interested in participating on the County Task Force are: Barbara, Ellen, Carole and Diane.
- Director's Roundtable meeting is scheduled for Tuesday, September 22<sup>nd</sup>. At St. Stephen's.
- ECE Conference, Saturday October 10<sup>th</sup> at the Cabrillo College Watsonville Center from 8:00 am – 4:30 pm.
- ECE class – Curriculum class has openings.

#### IX. Adjournment of monthly meeting.

Next Meeting: Thursday, October 8<sup>th</sup> at SCCOE, 400 Encinal St. Santa Cruz, CA from 2:30 pm to 4:30 pm.

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