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Contra Costa County Office of Education

The Contra Costa Local Planning and Advisory Council for Early Care and Education (LPC)

Purpose: LPC Projects and Workforce Development Committee Meeting
Location: Briones Conference Room
Time: 9:00 AM – 11:00 AM

Facilitator: Carolyn Johnson, Committee Chair
Timekeeper: Ruth Fernández (Staff)
Recorder: Mary Louise Vander Meulen

*The projected timeline is a projection only not a limitation on the length of any agenda item, and may be revised at the meeting.
The Contra Costa Local Planning and Advisory Council for Early Care and Education (LPC) will provide reasonable accommodations for persons with disabilities planning to participate in The Contra Costa Local Planning and Advisory Council for Early Care and Education (LPC) meetings who contact the LPC Coordinator at least 48 hours before the meeting at 925-942-3413.*



AGENDA Tuesday, August 25, 2015

TIME	AGENDA TOPIC	PURPOSE	DISCUSSION LEADER	DESIRED OUTCOME
9:00 - 9:05	Welcome/Introductions Minutes Review/Approval for 4.27.15 Agenda Review/Approval for 8.25.15	C, A	Carolyn	Approval of agenda/minutes
9:05 – 9:10 3 min. per speaker	Public Comment <ul style="list-style-type: none"> Items on the agenda Items of interest to the public If you wish to speak on a matter on the agenda, please give your name and identify any group or organization you represent for the record prior to your presentation. If you wish to speak on a matter NOT on the agenda, please wait until the Chair calls for public comment on items of interest to the public. The Council shall only take action related to items listed on the current agenda.	I	Carolyn	Information shared
9:10 – 10:20	LPC Projects – New Fiscal Year Updates - 2015-2016 <ul style="list-style-type: none"> PDP Rollout/Interest from AB212 audience and feedback received to date PDP for Teachers in School Age Classroom-potential applications identified Site Supervisor and Director PLC Plans for the new year-changes expected Status of Contra Costa Transitional Kindergarten Stipend Project Update on Project Specialist Position – New Hire Higher Education Collaborative Meetings – Calendar Shared/Next Meeting Agenda Items	I, D	Ruth/Terrissa	Provide updates about current year projects and incentives, next steps and future direction for 2015-16
10:20 - 10:50	Site Supervisor and Director PLC Presentations from: Ellen De Senna Jennifer Kirby	I, D	Guest Presenters	Information Shared/Discussion
10:50–11:00	Next meeting agenda items/follow-up steps Adjournment NEXT MEETING: October 27, 2015 9:00-11:00 AM	I	All	Define next meeting topics

D = Discussion C = Consensus A = Action I = Information

- Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the LPC to a majority of members of the Projects & Workforce Development Committee less than 96 hours prior to that meeting are available for public inspection at 77 Santa Barbara Road, Pleasant Hill, during normal business hours.
- Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.



**THE CONTRA COSTA
LOCAL PLANNING AND ADVISORY COUNCIL FOR EARLY CARE AND EDUCATION (LPC)
Minutes of LPC Projects and Workforce Development Committee Meeting**

4/27/2015

CCCSIG

3:00 p.m.-5:00 p.m.

Members: Chair Carolyn Johnson, Deborah Penry, Margaret Wiegert-Jacobs

Members Absent: Luis Arenas, Joan Means

Guests: Sue Handy, *Diablo Valley College*; Terrissa Hein, *CCCOE*; Melissa Jackson, *Los Medanos College*; Edirle Menezes, *First 5 Contra Costa*; May Ian Saeteurn, *Contra Costa College*; Intesar Shareef, *Contra Costa College*; Julianne Zvalo-Martyn, *Brandman University*

Staff: Ruth Fernandez, Mary Louise Vander Meulen

Welcome/Introductions:

- Chair Carolyn Johnson welcomed everyone to the meeting at 3:42 p.m.
- *Agenda Review/Approval:* Deborah Penry moved to approve the agenda for 4-27-15 with removal of the item covering the projected budget for CTKS 2014-15/2015-16. Margaret Wiegert-Jacobs seconded the motion with the change. Motion carried.
 - AYE: Penry, Johnson, Wiegert-Jacobs
 - NAY: None
 - ABSENT: Arenas, Means
 - ABSTAIN: None
- *Minutes Review/Approval:* Margaret Wiegert-Jacobs moved to approve the minutes for 3-5-15. Carolyn Johnson seconded the motion. Motion carried.
 - AYE: Johnson, Wiegert-Jacobs
 - NAY: None
 - ABSENT: Arenas, Means
 - ABSTAIN: Penry

Public Comment:

- No public comment.

Planning for New Contra Costa Transitional Kindergarten Stipend Project

- Results of surveys distributed to districts
 - Ruth Fernandez handed out the results to the surveys that were completed by the administrators and TK teachers of the districts. Discussion held on the findings of the two surveys. It was noted that 45 TK teachers have replied to the survey. Ruth pointed out that the majority of the TK teachers would like to take classes in the summer or on-line.
 - Concern was voiced on how to reach out to the TK teachers that will be grandfathered in so that they will be interested in taking classes or further their education.
- Review and Approve CTKS Application Packet
 - CTKS Application packet handed out to members and those attending the meeting. Ruth reminded everyone that this only a draft and to please do not distribute this packet! There are items that will need to be edited. Discussion held on multiple points of the packet:
 - Applying for the stipend will be first come, first served; and the application will need to be submitted at the beginning of the funding cycle.
 - Concern was voiced regarding point 'b' under the second section on page 3. Clarification will be needed about the reimbursement to CSPP teachers and eligibility criteria for Contra Costa Countywide PDP. The concern is if teachers can receive funds from two sources for the same item, this will need clarification.
 - Margaret Wiegert-Jacobs voiced concern on point 'd'; why only reimbursement to one conference?

- There was concern on how the colleges are reaching out to the TK teachers to let them know what is available to take to reach the requirements.
- Dr. Shareef requested assistance in reaching out to the teachers; and that maybe a combined college fair would be necessary to help in informing the teachers of classes, what is available, and what college would be the best fit for the individual.
- Project Timeline
 - Ruth Fernandez pointed out the Early Childhood Education and Child Development Resources at the end of the packet. She would like to add an appendix that would have more information for the applicants about what each college has to offer in particular. She would like this information from the colleges by May 15, 2015.

AB212 Professional Development and Retention Program (PDP)

- AB212 Incentive Expenditure Projections for 2014-15
 - Brief overview of the AB212 budget and additional funds available for stipends given by Ruth Fernandez. Ruth gave an explanation of the Incentive Expenditures for 2014-15 areas and the number of participants anticipated in each area. This year a new area was added called the Retention Bonus. Participants are being identified from a data base not from a stipend request form and will include about 43 individuals.
- AB212 Project Updates: PDP and PLC
 - Terrissa Hein gave a brief overview of the AB212 projects: PDP applicants and the Site Supervisor and Director PLC. Most everyone is on track for completion of their goals. The PLC has nine participants. They are beginning their capstone project this Tuesday.
- Share approved AB212 State Plan for 2015-16
 - Submission of the AB212 State Plan was completed the previous week. The LPC Executive Committee reviewed the plan and accepted the Plan at the last meeting it held.
 - Ruth Fernandez gave a brief overview of the plan and highlighted that the biggest change is that the LPC, the Contra Costa COE, and First 5 Contra Costa propose to streamline individual professional growth advising and permit processing services, stipends and other incentives by blending funding streams to re-instate a comprehensive Contra Costa Professional Development Program. The plan consists of: current needs and resources, funding, summary of retention activities for fiscal year 2015-16, priorities, and measurable outcomes. A copy of the plan is in the packet.

Next Meeting Agenda Items/Follow-up Steps

- The next meeting will be held on Tuesday, June 23, 2015 from 9 – 11:00 am.
- Items for the next meeting's agenda include:
 - Final numbers on 2015-16 stipends
 - Final results of surveys
 - Final number of TK teachers in CC County
 - Final evaluation of the PLC

Adjournment:

- Margaret Wiegert-Jacobs motioned to adjourn the meeting at 4:54 p.m. Carolyn Johnson seconded the motion. Motion carried.
 - AYE: Johnson, Wiegert-Jacobs
 - NAY: None
 - ABSENT: Arenas, Means, Penry
 - ABSTAIN: None

**THE CONTRA COSTA
LOCAL PLANNING AND ADVISORY COUNCIL FOR EARLY CARE AND EDUCATION (LPC)
Minutes of LPC Projects and Workforce Development Committee Meeting**

FOR REFERENCE ONLY

6/23/2015

Briones Room

9:00 a.m.-11:00 a.m.

Members: Chair Carolyn Johnson, Deborah Penry, Margaret Wiegert-Jacobs

Members Absent: Luis Arenas, Joan Means

Staff: Ruth Fernandez, Mary Louise Vander Meulen

Guests: Terrissa Hein

Welcome/Introductions:

- Chair Carolyn Johnson welcomed everyone to the meeting at 9:14 a.m.
- *Agenda Review/Approval:* Not approved due to lack of quorum
- *Minutes Review/Approval:* Not approved due to lack of quorum

Public Comment:

- No public comment.

AB212 Professional Development Program Updates for 2014-15

- End of Year Incentives Awarded
 - Ruth Fernandez shared with the members of the committee that a total of \$78,450.00 was processed on June 9, 2015 to the participants that applied for the incentives/stipends.
 - The following types of stipends were awarded:
 - Degree Bonus – 13
 - Lost wages – 1
 - Personal PDP – 25
 - Retention Bonus - Level 1 – 2; Level 2 – 21; Level 3 – 8
 - PLC Site Supervisors and Directors – 8 fully and 1 with a partial stipend awarded
 - It was noted that there was better participation by YMCA due to new leadership this year.
- PLC Presentation at the July LPC Board Meeting
 - Terrissa Hein informed the committee that each of the PLC group members presented a draft of their presentation. The presentations were posted on line. Each individual had to read three and give their feedback. The PLC will be meeting later today to go over their presentations that will be presented at the July 2015 LPC Board meeting.
- PLC Presentation at the National Leadership Connections Conference
 - An overview was given by Terrissa Hein regarding her time in the Chicago area presenting at and attending the National Leadership Connections Conference. It was held at the McCormick Center with around 500 attendees participating. Terrissa made a presentation at the conference on the PLC model entitled 'Taking Charge of Change.' Terrissa just received the evaluations to look over. Terrissa Hein thanked the committee for the opportunity to participate in the Leadership Conference.
 - Ruth Fernandez encouraged Terrissa Hein to write up an article to put out to the public regarding her experience. The AB212 end of the year report to the state will include most of the information she will need to write up the article.
- PDP for 2015-16
 - Ruth Fernandez and Terrissa Hein have been working on the PDP Plan for 2015-16.
 - Ruth informed the committee that there will be a big change this year. There will be a ONE countywide PDP Guide. This has created some interesting discussions with CCCOE and First 5.

- The final decision was made to split the PDP Guide into two sections: 1) Section 1 for participants working with children ages 0-5 years 2) Section 2 for participants working with children ages 6 years to 12 years.
- Terrissa Hein will be going to the college orientations to meet with the school age providers.

Contra Costa Transitional Kindergarten Stipend Project

- **Final Participation Packet**
 - Brief summary given by Ruth Fernandez regarding the items included in the packet to be sent to the TK Coordinators in Contra Costa County. The packet includes:
 - Roster of ECE Collaborative
 - Calendar of ECE Collaborative meetings
 - TK Coordinator Roster
 - Application Guide and forms
 - Early Edge Power Point
- **Project Launch: mailing to school districts/website**
 - Ruth Fernandez will be emailing the TK Coordinators to let them know of the launch of the project and the process of the application. Discussion held regarding if a meeting with the TK Coordinators would be beneficial.
- **New Project Specialist Position**
 - The committee members were informed by Ruth Fernandez that the Project Specialist position was posted on Monday, June 29, 2015. It will be posted for two weeks.
 - This position will work 10% of the time for the TK Stipend Project, and 90% of the time for the CSPP QRIS Block Grant.
- **Early Edge California Interview about Contra Costa's Process/Model**
 - Ruth Fernandez informed the group that she was interviewed by Early Edge on the TK Stipend Project model that Contra Costa County would be using to implement SB 876.
- **Update on Higher Education Collaborative**
 - Item to be discussed at the meeting on August 25, 2015

Next Meeting Agenda Items/Follow-up Steps

- The next meeting will be held on Tuesday, August 25, 2015 from 9 – 11:00 am.
- Items for the next meeting's agenda include:
 - **A request was made to have a presentation of the CSPP Block Grant**
 - Possible MOU for PDP
 - Final Contra Costa County PDP Guide
 - Overview on CSPP Block Grant
 - Updates on CTK Stipend Project
 - End of the year reports
 - **Update on the new hire – Project Specialist for CSPP QRIS Block Grant**

Adjournment:

- Meeting adjourned at 11:10 a.m.

Higher Education Collaborative Meetings 2015 – 2016 Calendar

Quarterly July – June

MEETING	DATE	TIME	LOCATION
Higher Education Collaborative	June 4, 2015	2:00-4:00 PM	CCCOE John Muir Room
Higher Education Collaborative	September 3, 2015	2:00-4:00 PM	CCCOE Las Trampas Room
Higher Education Collaborative	December 3, 2015	2:00-4:00 PM	CCCOE Las Trampas Room
Higher Education Collaborative	March 3, 2016	2:00-4:00 PM	CCCOE Las Trampas Room
Higher Education Collaborative	June 2, 2016	2:00-4:00 PM	CCCOE Las Trampas Room

Projects and Workforce Development Committee Meeting Calendar 2015 – 2016

4th Tuesday every other month

MEETING	DATE	TIME	LOCATION
LPC Projects & Workforce Development	August 25, 2015	9:00-11:00 AM	CCCOE Briones Room
LPC Projects & Workforce Development	October 27, 2015	9:00-11:00 AM	CCCOE Briones Room
LPC Projects & Workforce Development	December 15, 2015 *3 rd Monday due to the holidays	9:00-11:00 AM	CCCOE Briones Room
LPC Projects & Workforce Development	February 23, 2016	9:00-11:00 AM	CCCOE Briones Room
LPC Projects & Workforce Development	April 26, 2016	9:00-11:00 AM	CCCOE Briones Room
LPC Projects & Workforce Development	June 28, 2016	9:00-11:00 AM	CCCOE Briones Room

General Board Meeting Calendar 2015-2016

4th Monday of July, September, November, January, March, May

MEETING	DATE	TIME	LOCATION
LPC Board	July 27, 2015	3:00-5:00 PM	CCCOE Board Room
LPC Board	September 28, 2015	3:00-5:00 PM	CCCOE Board Room
LPC Board	November 23, 2015	3:00-5:00 PM	CCCOE Board Room
LPC Board	January 25, 2016	3:00-5:00 PM	CCCOE Board Room
LPC Board	March 28, 2016	3:00-5:00 PM	CCCOE Board Room
LPC Board	May 23, 2016	3:00-5:00 PM	CCCOE Board Room

Advocacy Committee Meeting Calendar 2015-2016

2nd Tuesday of the month

MEETING	DATE	TIME	LOCATION
LPC Advocacy Committee	July 14, 2015	3:00-5:00 PM	CCCOE Las Trampas Room
LPC Advocacy Committee	August 11, 2015	3:00-5:00 PM	CCCOE Las Trampas Room
LPC Advocacy Committee	September 29, 2015 <i>*new date</i>	3:00-5:00 PM	CCCOE Las Trampas Room
LPC Advocacy Committee	October 13, 2015	3:00-5:00 PM	CCCOE Las Trampas Room
LPC Advocacy Committee	November 10, 2015	3:00-5:00 PM	CCCOE Las Trampas Room
LPC Advocacy Committee	December 8, 2015	3:00-5:00 PM	CCCOE Las Trampas Room
LPC Advocacy Committee	January 12, 2016	3:00-5:00 PM	CCCOE Las Trampas Room
LPC Advocacy Committee	February 9, 2016	3:00-5:00 PM	CCCOE Las Trampas Room
LPC Advocacy Committee	March 8, 2016	3:00-5:00 PM	CCCOE Las Trampas Room
LPC Advocacy Committee	April 12, 2016	3:00-5:00 PM	CCCOE Las Trampas Room
LPC Advocacy Committee	May 10, 2016	3:00-5:00 PM	CCCOE Las Trampas Room
LPC Advocacy Committee	June 14, 2016	3:00-5:00 PM	CCCOE Las Trampas Room

School Readiness Committee Meeting 2015 – 2016 Calendar

1st Tuesday of every other month

MEETING	DATE	TIME	LOCATION
School Readiness Committee	August 12, 2015 <i>*Canceled</i>	9:00-11:00 AM	CCCOE Las Trampas Room
School Readiness Committee	October 6, 2015	9:00-11:00 AM	CCCOE Las Trampas Room
School Readiness Committee	December 1, 2015	9:00-11:00 AM	CCCOE Las Trampas Room
School Readiness Committee	February 2, 2016	9:00-11:00 AM	CCCOE Las Trampas Room
School Readiness Committee	April 5, 2016	9:00-11:00 AM	CCCOE Las Trampas Room
School Readiness Committee	June 7, 2016	9:00-11:00 AM	CCCOE Las Trampas Room