

Karen Sakata, Superintendent of Schools
77 Santa Barbara Road, Pleasant Hill, CA 94523 ~ (925) 942-3388
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: Las Trampas Conference Room
Time: 2:00 PM – 4:00 PM

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, October 27, 2015

TIME	AGENDA TOPIC	PURPOSE	DISCUSSION LEADER	DESIRED OUTCOME
2:00 -2:05	Welcome/Introductions Minutes Review/Approval for 8.25.15 Agenda Review/Approval for 10.27.15	C, A	Carolyn	Approval of agenda/minutes
2:05 – 2:10 3 min. per speaker	Public Comment • 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
2:10 – 3:20	LPC Projects - 2015-2016 • PDP Participation Updates and Budget Projections • Review Draft PDP MOU • Site Supervisor and Director PLC Updates – Activity Timeline • Status of Contra Costa Transitional Kindergarten Stipend Project • Higher Education Collaborative Meetings – Calendar Shared/Next Meeting Agenda Items	I, D	Ruth/Marissa	Provide updates about current year projects and incentives, next steps and future direction for 2015-16
3:20 -3:50	- Annual Member Retreat – Review Strategic Plan Goals related to Workforce and Professional Development - 12 th Annual Young Children’s Issues Forum - Other Trainings	I, D	Guest Presenters	Information Shared/Discussion
3:50–4:00	Next meeting agenda items/follow-up steps Adjournment NEXT MEETING: December 15, 2015 2:00–4:00 PM	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**

8/25/2015

Briones Room

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

Members: Chair Carolyn Johnson, Silvana Mosca-Carreon, 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:* Deborah Penry moved to approve the agenda for 8-25-15 with the removal of the item of the PLC presentations; and to add discussion time regarding a possible change in the meeting time for the committee. Margaret Wiegert-Jacobs seconded the motion with the two changes. Motion carried.
 - AYE: Johnson, Mosca-Carreon, Penry, Wiegert-Jacobs
 - NAY: None
 - ABSENT: Arenas, Means
 - ABSTAIN: None
- *Minutes Review/Approval:* Margaret Wiegert-Jacobs moved to approve the minutes from the 4-27-15 meeting. Deborah Penry seconded the motion. Motion carried.
 - AYE: Johnson, Penry, Wiegert-Jacobs
 - NAY: None
 - ABSENT: Arenas, Means
 - ABSTAIN: Mosca-Carreon

Public Comment:

- Ruth Fernandez shared that there will be an upcoming move of cubicles in the Curriculum & Instruction area of COE in the next month. This will involve several of the LPC team.

LPC Projects – New Fiscal Year Updates – 2015-2016

- PDP Rollout/Interest from AB212 audience and feedback received to date
 - Ruth Fernandez reported that Terrissa Hein has been out to almost every center sharing the new PDP plan for Contra Costa County. Email blasts have been sent to the supervisors regarding the PDP guide and application. The SFPA group met in July, and the PDP guide was distributed to those in attendance. Ruth noted that WCCUSD and Cambridge have had separate orientations as well.
 - Terrissa Hein gave a brief overview of the changes to the PDP program for 2015-16. Those that are interested in applying are to contact their college advisor. She noted that the overall response to the changes has been positive.
 - The application due date to be considered for the PDP program is September 4, 2015. So far the colleges have had a positive response with Los Medanos receiving 46 applications, and Contra Costa College had 23 at the orientation. She noted that there has been additional interest as well.
- PDP for Teachers in School Age Classroom-potential applications identified
 - Terrissa Hein noted that in the back of the PDP Guide there is a separate section for those that work with school-aged children. She is working on finalizing the application for this group of applicants.
 - Ruth Fernandez noted that she is developing a MOU with First 5 regarding data sharing, and the pay out of the stipends for this fiscal year 2015-16.

- Site Supervisor and Director PLC Plans for the new year-changes expected
 - Terrissa Hein shared that the Site Supervisor and Director PLC will be offered in 2015-16. She noted that the goals for the new PLC will be related to 'peer' learning and collaboration.
 - After looking at the feedback received from last year's PLC, Ruth and Terrissa decided to change the layout of the program somewhat. Ruth noted that more details of the PLC will be presented at the next Project and Workforce Development Committee meeting which is scheduled in October.
- Status of Contra Costa Transitional Kindergarten Stipend Project
 - A list serve was created of the TK Coordinators for Contra Costa County. Ruth Fernandez also shared that she has sent out a request to the district coordinators for a list of their TK teachers. The response so far has been minimal, possibly due to summer vacation.
 - All TK Coordinators have been mailed a packet of information regarding the TK Project along with a copy of the TK Guide. So far 7-8 applications have been received. Ruth Fernandez noted that a lot of follow up will be needed on this project to get the word out to the districts. She shared that she has multiple presentations scheduled to disseminate the information to the appropriate administration and individuals.
 - The first reimbursement payments will be sent out in December 2015 to those that have submitted completed forms and receipts.
- Update on Project Specialist Position – New Hire
 - Marissa Frias has been hired as the new Project Specialist and will begin work on August 31, 2015. Ruth Fernandez also shared that Marissa will be working 10 % for the California Transitional Kindergarten Project and 90 % for the CSPP QRIS Project. Part of this work will include going back and checking past AB212 participants and possible reimbursement.
- Higher Education Collaborative meetings – Calendar Shared/Next Meeting/Agenda Items
 - A very brief report was given on the last Higher Education Collaborative Meeting. Those in attendance included individuals from the three community colleges, Cal State East Bay, Pacific Oaks, and Brandman. The first meeting was to define the purpose of the collaborative.
 - Margaret Wiegert-Jacobs asked to be added to the roster of the Higher Education Collaborative. Mary Louise Vander Meulen will add her to the roster.
 - The next meeting will be held on September 3, 2015 at CCCOE. The calendar is included in the packet for today's meeting.

Site Supervisors and Director PLC Presentations from: Ellen De Senna and Jennifer Kirby

- Item removed from the agenda earlier on in the meeting. The two participants were not able to attend the meeting. Carolyn Johnson offered to encourage the two to present their work.

Next Meeting Agenda Items/Follow-up Steps

- The next meeting will be held on Tuesday, October 27, 2015 from 9 – 11:00 am.
 - Chair Carolyn Johnson noted that several members of the committee are not able to attend the meetings from 9-11 am. It was suggested to have the meetings from 3-5 pm. Ruth Fernandez is not able to make that time. Suggestion was then made to have the meeting from 2-4 pm. This will be suggested to Luis Arenas and Joan Means to see if that is a possibility. The 2-4 pm time works for the rest of the committee.

Adjournment:

- *Adjournment:* Margaret Wiegert-Jacobs moved to adjourn the meeting. Silvana Mosca-Carreon seconded the motion. Motion carried.
 - AYE: Johnson, Mosca-Carreon, Penry, Wiegert-Jacobs
 - NAY: None
 - ABSENT: Arenas, Means
 - ABSTAIN: None
- Meeting adjourned at 11:04 a.m.

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	2:00-4:00 PM	CCCOE Las Trampas Room
LPC Projects & Workforce Development	December 15, 2015 *3 rd Monday due to the holidays	2:00-4:00 PM	CCCOE Las Trampas Room
LPC Projects & Workforce Development	February 23, 2016	2:00-4:00 PM	CCCOE Las Trampas Room
LPC Projects & Workforce Development	April 26, 2016	2:00-4:00 PM	CCCOE TBD
LPC Projects & Workforce Development	June 28, 2016	2:00-4:00 PM	CCCOE Las Trampas Room