

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
Time: 9:00 AM – 11:00 AM

Facilitator: Carolyn Johnson, Chair
Timekeeper: Cathy Roof
Recorder: Melody Yee

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 County Local Planning and Advisory Council for Early Care and Education (LPC) will provide reasonable accommodations for persons with disabilities planning to participate in Contra Costa County Local Planning and Advisory Council for Early Care and Education meetings who contact the LPC Coordinator **at least 48 hours** before the meeting at 925-942-3413.

AGENDA Wednesday, January 10, 2018

TIME	AGENDA TOPIC	PURPOSE	DISCUSSION LEADER	DESIRED OUTCOME
9:00 -9:05	Welcome/Introductions <ul style="list-style-type: none"> Minutes Review/Approval for 11.8.17 Agenda Review/Approval for 1.10.18 	C, A	Carolyn	Approval of agenda/minutes
9:05 – 9:10 3 min. per speaker	<u>Public Comment</u> <ul style="list-style-type: none"> Items on the agenda Items of interest to the public <p><i>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></p>	I	Carolyn	Information shared
9:10 – 9:30	Round Table #2 Planning <ul style="list-style-type: none"> Review Planning Round Table #2 “Provider’s Input” Discussion Summary Notes and follow up on: <ul style="list-style-type: none"> Facilitator and Format Review 5 Questions for Table Discussion at Forum Review Survey Question Draft <ul style="list-style-type: none"> Define Next Steps 	I, D, A	Carolyn, Terrissa, All	Discussion, feedback, action
9:30 – 9:50	End of Year Report <ul style="list-style-type: none"> Review and Discuss Activities to Report at the Retreat 	D, C	Carolyn, All	Discuss ideas and other thoughts
9:50 -10:00	Summarize Agreements & Next Steps	I, D,C	Carolyn	Define next meeting topics
12:00	Adjournment NEXT MEETING: March 14, 2018	I	All	

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 Executive 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.

Minutes of LPC Projects and Workforce Development Committee Meeting

11/8/2017

John Muir Conference Room

9:00 a.m. - 10:00 a.m.

Members: Chair Carolyn Johnson, Joan Means, Edirle Menezes, Cathy Roof, Doug Rowe

Members Absent: None

Staff: Pam Tyson, Melody Yee

Guests: Terrissa Hein – CCCOE, Nadirah Jones – CCCOE, Deborah Penry – Care Parent Network

Welcome/Introductions:

- Chair Carolyn Johnson welcomed everyone to the meeting at 9:03 a.m.
- *Agenda Review/Approval:* Deborah Penry moved to approve the agenda for 11-8-17 with the amended change to rearrange the Round Table #2 Discussion order: Stakeholders, Agenda, Date and guest Deborah Penry will facilitate the Round Table #2 agenda portion of the meeting. Joan Means seconded the motion. Motion carried.
 - AYE: Johnson, Means, Menezes, Roof, Rowe
 - NAY: None
 - ABSENT: None
 - ABSTAIN: None
- *Minutes Review/Approval:* Cathy Roof moved to approve the minutes for 9-19-17. Doug Rowe seconded the motion. Motion carried.
 - AYE: Johnson, Means, Menezes, Roof, Rowe
 - NAY: None
 - ABSENT: None
 - ABSTAIN: None

Public Comment:

None.

Round Table #2 Discussion

- Those to include in the survey are teachers, administrators and exempt programs
- A discussion followed about attendees, to match like groups or mixed groups, which would facilitate a better feedback group
- Time of day was discussed – pros and cons were discussed
- Discussion led by Deborah Penry:
 - Skip introductory and begin discussion right at start
 - Offer PD hours/certificate
 - Merge Round Table #2 with the 2018 Annual Young Children's Issues Forum

ACTION ITEM: Ask Advocacy Committee about incorporating the Round Table into the Forum

Round Table #2 Survey Questions

- Have questions center about professionalism, what makes one a professional
- Invitation and survey to be sent out together, tentative date January 20
- Send out to 200 minimum to yield a healthy response rate

ACTION ITEM: Survey draft sent out to Committee members for feedback

Adjournment

- *Adjournment:* Doug Rowe moved to adjourn the meeting. Cathy Roof seconded the motion. Motion carried.
 - AYE: Johnson, Means, Menezes, Roof, Rowe
 - NAY: None
 - ABSENT: None
 - ABSTAIN: None
- Meeting adjourned at 10:01 a.m.

DRAFT