



Roundtable news

A bimonthly newsletter on nutrition policy and legislation concerning the child and adult care food program

OCTOBER 2002

IT IS TIME FOR A CHANGE

Over the course of the next few months we have a tremendous opportunity to make positive changes to the CACFP. But we must be willing to act, willing to get involved! We are asking for that commitment from every member.

First, we must be willing to review and comment on the Interim Regulations (published 6/27/02 - see August *Roundtable News*). Comments are due not later than December 24, 2002. The Roundtable will soon be posting recommendations on its web site (www.ccfproundtable.org); click on the "Time for a Change" tab and follow to "Comment on New Regulations." Don't just say that you hate the changes. Be sure to support your comments with facts and well thought out reasons why the provision(s) will not work and/or offer recommendations for alternative solutions to the integrity issue(s) targeted with the rules.

Second, we must get involved in the Child Nutrition Reauthorization process. According to FRAC, "in 2003 Congress will reauthorize the Child Nutrition Programs. Even though CACFP is permanently authorized, Congress traditionally reviews all the child nutrition programs including CACFP at this time. This process occurs every four to five years and provides an opportunity to improve programs through legislative changes. A 2003 Child Nutrition Reauthorization Bill could potentially address the pressing issues decreasing participation in CACFP including inadequate meal and administrative reimbursements, and

See **Time for Change**, page 2, column 1

San Diego, September 20, 2002

CHAIR REPORT

Paula James was on vacation. Ed Mattson welcomed the Roundtable and gave the following brief introductory remarks and announcements. He thanked Lorraine Bergendorf-Clarke and staff from Child Development Associates for providing the refreshments and procuring the nice meeting room.

Childhood Obesity Prevention: Ed briefed members on a recent announcement from Joanne Ikeda, UC Cooperative Extension, on a new resource kit for them to use in their communities to combat childhood obesity. It is entitled "Children and Weight: What Schools and Communities Can Do."

See **Chair Report**, Page 3, column 1

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unnecessary administrative burdens.” The Bush Administration likely will get involved in the process too with its 2003 budget which it will submit to Congress early next year. It could very likely include a Child Nutrition Programs reauthorization proposal based, in part, on the testimony it received during the eight listening sessions it conducted this past Spring (the Roundtable commented at the May 8 San Francisco hearing). FRAC suggests that if the Administration’s proposal “addresses positive changes for CACFP, Congress will be much more motivated to make changes.”

So how do we get involved? “The 108th Congress will begin in January 2003. This Congress will pass the 2003 Child Nutrition Reauthorization - Get to know them,” admonishes FRAC. “We will need substantial Congressional support to ensure the reauthorization bill includes CACFP improvements. All CACFP sponsors need to work on creating a relationship with their Congressperson or key staff person.” Call, visit or write a letter to them about the importance of CACFP and the need to include improvements to CACFP in the 2003 Child Nutrition Reauthorization. Other steps include:

- Review and familiarize yourself with reauthorization issues by reading the Roundtable and FRAC/Forum recommendations on the Roundtable web site.
- • Call your Congressperson’s local or national Office and ask to speak with the staff person who works on child nutrition issues. Share your views.
- Arrange an appointment to visit your Congressperson.

MISSION STATEMENT

The mission of the Child Care Food Program Roundtable is to promote health and well-being of children in child care through providing leadership and advocating for enhanced and expanded CCFP.

- Invite your Congressperson to visit a family child care home or child care center. Work with the Congressperson’s office to arrange a media opportunity during the visit by inviting the local TV station and newspaper.
- Host a breakfast or lunch to honor your Congressperson or the Congressional delegation from your state.
- Educate family child care providers about the reauthorization process and share sample provider letters they might send (this is a critical step all sponsors should take; the large numbers of providers on CACFP can be influential).
- When visiting a Congressperson, take a “take-a-picture, tell-a-story” approach by including pictures of children eating CACFP meals, and comments or letters from providers and children.
- Share your organization’s CACFP nutrition education materials.

We can do this. Some of you have had experience at one of our state legislative action days; others of you have participated with us at the federal level either in Washington, DC or at your representative’s local office. For those of you that may be new to it, we will be offering guidance at our January 24th Roundtable meeting in Sacramento.

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The **CCFP Roundtable News** is a bimonthly publication for members of the Child Care Food Program Roundtable, an affiliate organization of the California Food Policy Advocates, 116 New Montgomery Street, Suite 530, San Francisco, CA 94105.

Editor
Edward Mattson

Membership is from Jan 1 to Dec 31 every year. For more information please contact Ed at 530-274-4490 or mred94523@earthlink.net

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Many of the materials you will need, such as the “Five Easy Steps to a Successful Legislative Visit,” Roundtable and FORUM recommendations, recommendation handouts, and sample sponsor and provider letters will be posted to our web page soon. Click on “Time for a Change” and follow to “Child Nutrition Reauthorization.”

You can also attend the 2003 FRAC/National CACFP Forum Conference in Washington, DC, February 23-25, 2003. We will be discussing Child Nutrition Reauthorization strategies at the conference and many participants will take the opportunity to visit their Congressperson afterwards on the 25th. For information visit the Forum web site at www.cacfpforum.org ■

Chair Report continued from page 1

It includes informative publications for parents as well as health care professionals. The “kit will serve as a ‘how-to’ guide”, according to Ms. Ikeda, “offering technical assistance to community leaders who wish to launch a local task force dedicated to reducing childhood overweight.” According to the alert, the resource kit includes: essential up-to-date information on childhood overweight; guidelines for mapping community resources, identifying and recruiting task force members; guidelines for setting the group’s course; tips for facilitating effective meetings; suggestions for how to help the group maintain momentum; and “Make a Change,” an inspiring video that shows how it has been done before. The kits should be available Oct 1 for \$100. Order at: <http://anrcatalog.ucdavis.edu/>.

Upcoming Conferences of Interest to CACFP Sponsors:

- The concurrent FRAC 2003 National Policy Conference and National CACFP Forum Conferences are February 23-25, 2003 in Washington, D.C. Members wishing to have an impact on the shape of the CACFP in the future should plan to attend and stay after to meet with

their elected representatives! For more information see the Forum web site at www.cacfpforum.org. Your participation is vital.

- USDA, FNS is hosting a national nutrition education conference in Washington, DC entitled “Nutrition Connections: People, Programs and Science.” It is February 24-26, 2003. “This conference targets nutritionists and other professionals working with FNS programs at the Federal, State, and local levels and other key stakeholders. It is designed to capitalize upon and leverage the strengths, energies, and resources of the various nutrition education programs through collaboration and to advance more integrated and comprehensive approaches to nutrition education across FNS programs.” For a pdf version of the registration brochure go to: www.fns.usda.gov/oane/MENU/NNEC/nnecbroc.pdf.

ADVISORY COMMITTEE REPORT

Time Records and the New Financial Management Instruction: Sponsors have expressed concern about recent 796-2 training and requirements for maintaining a record of time spent (“personal activity report”) on the CACFP. This issue was first discussed at the ICCOG meeting and further discussed at the Roundtable meeting on September 20. Reese Payton from USDA, WRO, clarified: Most organizations (except schools in CA according to Carolyn) have a basic time-in and time-out recordkeeping requirement to track work hours. For employees of so-called “sole source” organizations, and for employees of multi-funded organizations that do exclusively CACFP work, such recordkeeping systems will meet the time keeping requirements of 796-2. For employees that work on multiple programs or that combine CACFP and other non-program duties in their work schedules they must document time spent on the CACFP, either through specific daily records or approved cost allocation plans. We agreed at the meeting that further guidance on this topic, especially cost allocation plans and their approval, should be given to sponsors by NSD, as it is

confusing and prone to misinterpretation. We will keep you posted.

Infant Menu Forms Requested: One of our members asked us to clarify infant menu recordkeeping requirements after their corrective action plan was denied following a review. At issue was whether the sponsor must use one of two “sample” infant menu records, last issued in Management Bulletin 00-805, or whether they can use a form of their design, one approved in several previous reviews. The issue seems to be whether sponsors are obligated by regulation to record infant menus by specific child or whether they can record infant menus for the day, or something in between. Also at issue is consistent implementation of policy statewide. Advisory members discussed the issue, reviewed regulatory requirements and decided to first determine the extent of variety in infant menu records currently in use throughout California and then to write to Suzanna Nye at NSD for clarification. Accordingly, California members are encouraged to send in a copy of the infant menus they use to the Roundtable (please send to Ed at 202 Fairmont Dr., Grass Valley, CA 95945). Members may remove identifying information from the forms if they wish. We hope to establish that there is a broad range of previously approved forms out there calling for flexibility on the part of state staff.

Quarterly Interagency Child Care Outcomes Group (ICCOG) Meetings: The ICCOG met August 21 in Sacramento. Geri Henchy from FRAC was able to attend and lend her support for this important national model of child care interagency cooperation. The main issues discussed included: status of NSD Management Bulletins on Trustline providers as well as implementation of the new CACFP Interim Rule, San Mateo County’s recent decision regarding payment rates for Trustlined providers on CACFP, license capacity issues (see below), allowability of center sponsor preparation of income eligibility applications for parents with subsidized child care, time records in CACFP (see below), and formalizing the NSD-Roundtable relationship.

- *Status of Management Bulletins* - those related to implementation of the Interim Rule are discussed in NSD Report; that clarifying eligibility of Trustline providers was given a high priority by Marilyn Briggs and the Roundtable agreed to work with Geri Henchy and do a first draft.
- *San Mateo County* - we heard that San Mateo County 4C’s has decided to pay Trustlined providers on the CACFP at above market rate.
- *Sponsor preparation of income eligibility form* - One of our members recently was reviewed by NSD staff and was advised that they could not use child care subsidy information to complete a CACFP application for the parent(s) who must complete the form themselves. The sponsor asked us to investigate with NSD. We discussed it briefly at the ICCOG meeting but needed to find out more information. USDA clarified that the sponsor can complete the form for the parent as long as the parent signs the form. Further research of the situation also indicates that such children, receiving CalWORKs (TANF) subsidized child care, would be categorically eligible for the program. As such, the only information required on the CACFP application is name of child, a CalWORKs case number and signature of adult. That information should be readily available to an AP agency and could therefore be generated on agency computer and signed by the parent.
- *Formalizing RT-NSD Relationship* - In a meeting with Marilyn Briggs, following the ICCOG, attendees discussed the possibility and advisability of formalizing the relationship similar to that between the California WIC Association and the state. The Roundtable, for instance, could do training, as with our annual conference. Marilyn was supportive and advised that the timing may be good as the state has federal funds but not positions. Attendees agreed to talk with their counterparts in the WIC collaboration to find out more of how it is done.

License Capacity Issue: One of our members asked for guidance from CCLD/NSD, at the ICCOG meeting, because they had noted some day care home licenses where the “Total Capacity” was less than the “Maximum Capacity” in the text portion of the license; this was problematic because NSD staff, when approving such homes, were using the lesser of the two numbers. His concern was why this is happening and what he can do for NSD to ensure the correct capacity is being used for NSD/CACFP purposes. We agreed that the “problem” appeared to be generated in the 1997 law allowing capacity to increase to 8 and 14, from 6 and 12, if the provider received landlord consent (and complied with the other provisions of the law). Landlord notification and consent forms (LIC 9151 & 9149 respectively), according to Linda, are available on DSS’s web site. We agreed that NSD would use the “Total Capacity” line when processing new homes and it is incumbent upon the sponsor/provider to send in a copy of a “Family Child Care License Addendum” form to NSD if the “Total Capacity” is less than the maximum and the sponsor/provider wants to claim the maximum.

IRS & Standard Meal Allowance for Family Child Care Providers: On August 21st, Tom Copeland, director of Redleaf National Institute, met with representatives of the IRS at their headquarters in Washington, DC to answer questions about an upcoming IRS rule on a standard meal allowance rate for family child care providers. Also present were Victoria Lipscomb from TSA and Rod Hofstedt from the Forum. The IRS invited the Institute and the two Food Program representatives to this meeting to give background information about the Food Program and the family child care field. The IRS has formed a team of IRS officials to prepare this rule by January 31, 2003. The officials wanted to understand more about how the Food Program operated. They asked questions about whether the Food program rates were based on the actual cost of food. Further, IRS officials wanted to know if any studies had been done that showed the average cost of food for providers. They were looking for any information that could be used to base a standard meal allowance rate on. The IRS was also interested in knowing whether providers

would use a standard meal allowance rate if it was adopted. Tom and the others responded that they believed that the vast majority of providers would welcome such a rate and would use it, rather than estimating their actual food costs. Tom’s recommendation to the IRS is that the standard meal allowance rate be based on the highest child care center rate. The current rate is: breakfast \$1.17; lunch/supper \$2.14; snack \$.58. At the meeting, one IRS official indicated that food expenses were a common cause of disputes in IRS audits around the country. Tom urged the IRS to rewrite the confusing explanation of how to claim food expenses in Publication 587 Business Use of Your Home. They responded that this was likely (*editor’s note: the preceding report was a summary of Tom Copeland’s Member Update of 9/5/02*). Carolyn reported that the next meeting with IRS was scheduled for September 26, 2002, in Washington, DC, and that Charlene Russell-Tucker will represent the CACFP National Professional Association.

2003 Roundtable Meeting Dates & Locations: We have decided on meeting dates and locations for 2003: Jan 24 in Sacramento, Mar 21 at Crystal Stairs in Los Angeles, May 16 in Oakland, July 18 at Lake Tahoe, Sep 19 in Santa Barbara.

Conference 2003: The location of the annual conference in 2003 has yet to be determined because Roundtable leadership is exploring changes to the format which could impact the type and size of facilities required. It is a great deal of work planning the conference in its current format with 48 workshops. Fewer more in-depth hands-on workshops are being considered. We are also trying to find facilities in Northern California as the past three have been in Southern California. Possible locations include Lake Tahoe, the South Bay or Sacramento. We are open to suggestions and recommendations and can always use additional help in the planning process.

CONFERENCE REPORT

The 2002 conference “CACFP: Taste the Magic” is over but not forgotten. It was another great success thanks to the help of a number of people. Thanks

goes to your Advisory Committee members and their staffs who contributed so many volunteer hours! Thanks to Diane Butler-Joyner, Joan LaRocque, Nedy and Linda and others for registration, to Jerry Bowers for audio visual, to Paula James and Doris Fredericks for the program, to Mary Straw for exhibitors and Karen Kiernan for Spa-Day speakers, to Vita Sanchez and Terry Talavera for the raffle, to Stephanie and many of you for room monitoring, to Andrea Howlett for the Medieval Times optional event and the Disneyland discount tickets, to Jeff Tingey for all his help. Thanks to Eric Bost, Barbara Storper, Geri Henchy, Carl Winter, Janice Fletcher, Laurel Branen, Susan Johnson, Marilyn Briggs and the rest of the 76+ speakers who gave so much to make it all work and especially the 530 or so of you that came and learned and networked! In the next month or so we will be analyzing and tabulating your comments on the evaluations so that we can make 2003 even better. And finally thanks to the hotel; they did a great job for us this year.

MEMBERSHIP REPORT

As of October 29 we have 212 paid members! Several of you became members while registering for our conference. Thanks and welcome. We hope you found the conference informative and rewarding. Now that the conference is over we encourage you to get more involved. Help us set the agenda for 2003. Let us hear from you. What are your issues, training needs? How can the Roundtable help?

LOOK>>>Time to Renew! Dear members it is getting close to the end of the year and thus it is time to renew your membership. Some of you renewed as part of your conference registration but by far the vast majority need to do so now. Renewal applications will be mailed in November, or you can download a form from our web site and send it in along with your check to Ed Mattson, 202 Fairmont Dr., Grass Valley, CA 95945 (please note my new address).

New Advisory Committee for 2003 Announced: The results of the election are in. All three

candidates received overwhelming votes of confidence. The new board is as follows: terms expiring in 2005: Elvira Sanchez, Terry Talavera & Cary Steen (plus two vacancies); terms expiring in 2004: Stephanie Clarke, Sandra Lerma-Martinez, Mary Straw, Jeff Tingey & Melinda Webster; terms expiring in 2003: Jerry Bowers, Doris Fredericks, Paula James & Karen Kiernan (plus 1 vacancy).

NUTRITION SERVICES DIVISION

Carolyn Brown welcomed the participants and gave the state report. She reported that there have been some changes in Management of the Division. The Healthy Nutrition Environment Unit (HNE) has been collapsed back into the Program Resources, Education and Policy (PREP) Unit with Violet Roefs as Acting Administrator. Carolyn will thus be able to devote more time to implementation of the new CACFP Interim Regulations.

Changes in Leadership Coming for the Department: Carolyn reminded members that Delaine Eastin's term as Superintendent is up this year. A new Superintendent will be elected in November. Political pundits are speculating that the front runner is State Senator Jack O'Connell. With any new Superintendent of Public Instruction, all appointed positions within the Department are subject to change. Marilyn Briggs, Director of the Nutrition Services Division and Assistant Director Cecilia Silva-Martin, are in such positions. Marilyn has announced that she will be retiring in December. She did agree to keynote for the Roundtable's conference in Anaheim in October, which was one of the last events where she will be representing the Department as Nutrition Services Division Director. The Director position has been announced, with a closing date of October 14, 2002. Only state employees were eligible to apply. Management has expressed interest in having the position filled quickly.

Impact of the State Budget Crisis on Departmental Vacancies: The long awaited state budget was signed just prior to the September meeting which allowed the Department to move forward to fill positions. Carolyn, however, advised

members that one of the Governor's goals is to reduce the number of positions in state government by 7,000, so only a few vacancies within the Department or the Division will probably be filled, even though the majority of the positions within the Division are funded with USDA state administrative funds. The vacancies, Carolyn maintained, have contributed to some of the recognized problems at the Division so efforts are continuing to gain approval to fill the positions. The Department of Finance (DOF) determines state-wide which positions to fill. The Department has been in communication with DOF and explained that positions are federally funded. The USDA's Western Regional Office has also assisted in communicating the need to fill Division positions.

Management Bulletin Updates: Recent Management Bulletins distributed include:

02-228 Notification of Products Manufactured in Violation of the CN Labeling Program.

02-229 Infant Meals in the CACFP.

02-230 CACFP Interim Regulations to Strengthen Program Integrity.

02-231 Eligibility of For-Profit Child Care Centers.

02-232 Revised List of Infant Formulas

The critical Management Bulletins on implementation of the CACFP Interim Regulations are in process.

New Food Buying Guide: The new Food Buying Guide was distributed to sponsors in September and is available on the USDA web site. There were a few minor errors that Carolyn highlighted for members; see below:

Error 1: On page 1-66, regarding yogurt:

The FBG states, *One 4 oz. container yogurt = 1/2 oz. meat alternate.*

The correction is, *One 4 oz. container yogurt = 1 oz. meat alternate.*

Error 2: On page I-15, Chart 3, Afterschool Snacks. The endnote (#2) is incorrect for Vegetable or Fruit.

The FBG states, *Serve two or more kinds of vegetable(s) and/or fruit(s). Full-strength juice may be counted to meet not more than one-half of this requirement.*

The correction is, *Full-strength vegetable or fruit juice or an equivalent quantity of any combination of vegetable(s), fruit(s), and juice. Juice may not be served when milk is served as the only other component.*

For Profit Centers: Carolyn advised that the federal legislative provision allowing for-profit centers to participate in the CACFP if they have 25% free and reduced-price enrollment, rather than 25% Title XX provision in regulation, expired at the end of the Federal Fiscal Year (September 30, 2002). Congress has not yet acted to extend the provision into 2003. If it is extended, affected for-profit centers and sponsors would have to wait for retroactive approval.

USDA

Reese Payton, Child Nutrition Programs Section Chief for USDA, WRO, gave the following report. He talked briefly about the Child Nutrition Reauthorization process in 2003. Even though the CACFP is permanently authorized, every five years when Congress reauthorizes certain other nutrition programs, it reviews the child nutrition programs and makes changes. The Administration usually recommends its own changes with a USDA bill to start the process. USDA held the recent 8 national listening sessions to help craft its recommendations. San Francisco's was on May 8. While the Western Regional Office made recommendations for inclusion in the bill, Reese advised, it is not privy to the contents of the final version put forward.

He went on to advise that Under Secretary Eric Bost was recently out in the Regional Office for a senior

manager's meeting. They discussed OMB Circular A-76 and the government-wide mandate to explore ways to contract out services (generally clerical, accounting and ADP/IT functions) to the private sector. In the long run this may affect how the federal agency administers its programs and maintains relations with state and local staffs.

Reese reviewed Under Secretary Bost's priorities affecting Child Nutrition Programs. They include:

1. *Breaking the Barriers: Practical Approaches to Improve Eating Behaviors Among Children and Low-Income People* - Obesity and how to effect behavioral change. He questions the efficacy of some nutrition education activities and whether they are the best use of federal funds. He wonders if there are not better ways to effect behavior.
2. *Homeland Security*- He is concerned for the quality and security of meals provided in nutrition programs. Irradiation is being closely looked at.
3. *E-Government*- This affects electronic food ordering and changing some ways Food Distribution Programs do their business.
4. *Increasing Access to Federal Nutrition Assistance Programs* - Participation targets for Summer Food Service and School Breakfast Programs.
5. *Public Education Campaign* - To inform people about our programs and improve the public perception of the Food & Nutrition Service and its programs.
6. *Improved Program and Financial Integrity* - Improve National School Lunch Program certification accuracy, CACFP management improvement.
7. *Child Nutrition Reauthorization Legislation* -

Reese shared USDA's implementation strategy for the new regulations. Western Regional Office

(WRO) staff were to be trained in Denver the week of September 23rd. State staffs from the Western, Mountain Plains and Southwest Regions will be trained in early December. He said they do not expect big changes from what has already been presented in policy memoranda; it will be fine tuning.

Reese discussed at the end our concern for time recording in the CACFP. The issue is elaborated upon above under the Advisory Committee Report.

CALIFORNIA FOOD POLICY ADVOCATES

State Legislative Update:

- **SB 19:** The bill sponsored by the Center for Public Health Advocacy and introduced by Senator Escutia, was signed by the Governor in October. This bill includes certain provisions that could be implemented in 2002, others that will not go into effect until 2004. Some of these provisions are: increased funds for federally reimbursable meals, standards for foods sold outside of the reimbursable meal programs, pilot programs for a small number middle and high schools, and a grant program for schools to develop nutrition and physical activity policies. However, the governor VETOED the money tied to the bill. CFPA will be working with other organizations to seek funding for partial implementation of SB19. This bill would impose strict standards on all competitive foods in elementary schools starting in January 2004 but only if the Legislature provides new state funds [estimated at \$65 million per year] to contribute an additional 10 cents for every USDA reimbursable school meal. It also funds policy grants to assist districts in establishing competitive food rules in their schools. Carolyn reported that \$4 million has been made available to fund grants at this time by the Department of Food & Agriculture and a process was established to award the grants to local school districts. When the intent to award was published, appeals of the decision were received. Those appeals have been heard and the final decision will be announced the first week of October.

- SB1520: which would have banned the sale of carbonated beverages in schools died in committee.
- AB1634: effective July 1, 2004, will require CDE to develop, research and coordinate curriculum best practices for school garden programs and make competitive grants available to start up or expand school gardens.
- AB2024: authorizes nutrition education to be provided as part of the educational enrichment component of the before and after school program.

Federal Legislative Update: The only bill to report on is S. 2758, the Child Care Development Block Grant Amendments Act. It was voted out of committee on September 4. In addition to authorizing additional discretionary funding for CCDBG (from \$2.1 billion to \$3.1), the bill, according to FRAC, includes language requiring states to inform child care providers about the benefits and importance of the CACFP, as well as information regarding how benefits may be obtained. The bill also enables states to use quality improvement money to train family child care providers on how to access CACFP. This is one of the most significant developments to come along in the broader child care arena in some time. We have advocated for just this kind of legislation for years. This bill deserves our support! Please let your elected officials know that you support the bill and especially the CACFP provisions.

WEB SITES: <http://>

- www.usda.gov/cnpp/Pubs/Brochures/ - New USDA publication, "Get on the Grain Train" is available in pdf format at this site.

**MARK YOUR CALENDARS AND MAKE RESERVATIONS FOR
THE NEXT ROUNDTABLE MEETING**

NOTICE

In November we do not have a regular Roundtable meeting being so close to the end of the annual Fall Conference. However we do have an Advisory Committee Meeting to continue with the business of managing the Roundtable to meet your needs. If you have ever considered joining the Advisory Committee, or are interested in seeing what goes on at a meeting you might plan to attend this next one (please let Ed Mattson know if you plan to do so). Centers/center sponsors are especially encouraged to get more involved!

The next Advisory Committee Meeting will be **Friday November 22, 2002**, from 10:00 a.m. to approximately 4:00 p.m., at the Offices of the 4C's of Alameda County, 7700 Edgewater Drive, Ste 125, Oakland, CA 94621. Stephanie Clarke advises that if out of town members would like to coordinate their arrival times at Oakland Airport, she will send their van out to pick them up.

HOTEL INFO:

Oakland Airport Hilton	510-635-5000
Holiday Inn Express	510-569-4400
Holiday Inn Oakland Airport/Coliseum	510-562-5311

For more information contact Stephanie at 510-584-3122.

JANUARY 24, 2003, 9:30 AM - 3:00 PM

Exact Location to be Determined

Sacramento

LODGING INFORMATION :

Hotel	Address	Phone	Air Shuttle
Crossroads Inn	221 Jibboom St.	916-442-7777	No
Discovery Inn	350 Bercut Dr.	916-442-6971	No
Fountain Suites	321 Bercut Dr.	916-441-1444	Yes
Governor's inn	210 Richards Blvd.	916-448-7224	Yes
Holiday Inn	300 J Street	916-446-0100	Yes
La Quinta Inn	200 Jibboom St.	916-448-8100	Yes
Motel 6	227 Jibboom St.	916-441-0733	No
Vagabond	909 3 rd St.	916-446-1481	Yes
Sandman Motel	236 Jibboom St.	916-443-6515	Yes

NOTE: As soon as information on the location is obtained we will send out an email notice. Members may also look up the information on our web site (we will post it as soon as we can after details are finalized).

The **Advisory Committee Meeting** is Thursday, January 23rd, 10:00 AM to 4:00 PM, at the offices of the California Department of Education, 1430 N Street, Room 6103.