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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 School Readiness Committee Meeting  
**Location:** Mt. Diablo Conference Room  
**Time:** 10:00 AM – 12:00 PM

**Facilitator:** Deborah Penry, Chair  
**Timekeeper:** Cathy Roof (LPC Chair)  
**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

Thursday, November 2, 2017

| TIME          | AGENDA TOPIC   | PURPOSE | DISCUSSION LEADER       | DESIRED OUTCOME  |
|---------------|--|---------|-------------------------|--|
| 10:00 - 10:05 | <b>Welcome/Introductions</b>   | C       | Deborah                 | Group introductions  |
| 10:05 -10:10  | <ul style="list-style-type: none"> <li>• <b>Review and Approval of Minutes from – 9.7.17 - Action</b></li> <li>• <b>Review and Approval of Agenda – 11.2.17 - Action</b></li> </ul>  | I, D, A | Deborah                 | Approval of agenda and minutes   |
| 10:10 – 10:15 | <p><u>Public Comment</u><br/><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> |         |                         |  |
|               | <ul style="list-style-type: none"> <li>• Items on the agenda</li> <li>• Items of interest to the public</li> </ul>   | I       | Deborah                 | Information shared   |
| 10:15 – 11:00 | <p><b>“Passport” Development:</b></p> <ul style="list-style-type: none"> <li>• Define Measureable Outcomes</li> <li>• Task Delegation/Timeline</li> <li>• Define Meeting Calendar for New Year</li> </ul>  | I,D,A   | Deborah                 | Group reviews goals established last year and discusses relevance and feasibility for new year. Committee talks about how success is defined for new year. |
| 11:00 – 11:55 | <p><b>Partner Agencies Updates:</b></p> <ul style="list-style-type: none"> <li>• Contra Costa County Library District –</li> <li>• First 5 Contra Costa Family Resource Centers</li> <li>• Community Services Bureau – Head Start</li> <li>• East County Literacy Coalition</li> </ul>   | I,D     | Partner Representatives | Information about ongoing activities and collaboration efforts with partner agencies   |
| 11:55 - 12:00 | <p><b>Next Meeting Agenda Items/Adjournment</b><br/>Next Meeting: <b>January 4, 2018 10:00am – 12:00pm</b></p>   | I,A     | Deborah                 | Next meeting date shared with group<br>Agenda items solicited  |

**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 School Readiness Committee Meeting  
Thursday, September 7, 2017  
10:00 a.m. -12:00 p.m.  
John Muir Conference Room**

**Members Present:** Chair Deborah Penry, Carolyn Johnson, Cathy Roof, Stacie Roundtree

**Members Absent:** None

**LPC Guests:** Liliana Gonzalez, First 5- Help Me Grow, Phelicia Lang, Antioch USD,  
Amy Mockoski, Contra Costa County Libraries

**Staff Present:** Ruth Fernandez, Melody Yee

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**1.0 Welcome/Introductions**

- Welcome – Deborah Penry welcomed the committee at 10:07 a.m.
- Review and Approval of Agenda for 9.7.17: Agenda reviewed. Carolyn Johnson moved to approve the agenda. Deborah Penry seconded the motion. Motion to approve the agenda carried.
  - AYES: Penry, Johnson, Roof, Roundtree
  - NAYS: None
  - ABSENT: None
  - ABSTAIN: None
- Review and Approval of Minutes from 1.19.17: Minutes were reviewed. Cathy Roof moved to approve the agenda. Carolyn Johnson seconded the motion. Motion to approve the agenda carried.
  - AYES: Penry, Johnson, Roof, Roundtree
  - NAYS: None
  - ABSENT: None
  - ABSTAIN: None

**2.0 Public Comment:**

- Stacie Roundtree presented the RMTK for Phelicia Lang to explain the tool and what it is about. Phelicia Lang was very impressed and expressed an interest in using RMTK with the ELL program.
- Ruth Fernandez announced the Common Sense Action Town Hall, scheduled for October 11, 2017 in the Lafayette Our Savior's Lutheran Church Fellowship Hall, located at 1035 Carol Lane, from 6:30 p.m. to 8:00 p.m.
  - Amy Mockoski requested copies of the flier for the library.

**ACTION ITEM:** Provide copies of the Town Hall to Amy Mockoski

**3.0 Review, Discuss & Approve Draft Goals for 2017-2018:**

- The Committee engaged in a discussion to further define the goals from last year – to be more specific.
- The Committee agreed to research what programs and partnerships are available and integrate them into parent/child activities or opportunities.

Minutes taken by: Melody Yee

Minutes Approved:

- The Committee discussed the need to address media and social media as a tool to encourage parent involvement.
- Phelicia Lang offered to outreach to her resources.

**ACTION ITEM:** Send Phelicia Lang a proposal to allow her to outreach

**ACTION ITEM:** The attendees will identify contacts and/or networking partners for consideration at the next meeting

#### **4.0 Partner Agency Updates:**

- Ruth Fernandez shared Be Strong Families, recommended by Lisa Korb of First 5 Contra Costa, as a model for Parent Cafes and possible program for training more RMTK trainers, allowing for expansion of the RMTK tool.

**ACTION ITEM:** The Committee was interested in hearing more about this program and would like more information regarding cost.

#### **Contra Costa Library District**

Amy Mockoski shared :

- Success of Stories to Go (an Early Literacy Kit which includes books, toy, activities) that families can check out
- Library sponsored lunches during the summer for children up to age 18
- White House Challenge, where each child receives a library card upon entry to school. Currently in place in Pittsburg
- Author Todd Parr will be appearing at the De Anza Gardens Housing Center on September 9, 2017
- Discover and Go – free or reduced admission to various local museums with a library card

#### **First 5 Contra Costa**

Ruth Fernandez shared :

- First 5 is currently looking at a large regional site in Pittsburg to house the East County First 5 Center – until then, the Bay Point First 5 Center will remain open to serve Bay Point and Pittsburg
- First is seeking a location in Antioch to house the Delta First 5 Center – until then, the Brentwood location will remain open to serve Antioch and far-east region

#### **5.0 Next Meeting Agenda Items/Adjournment**

- Cathy Roof moved to adjourn the meeting. Carolyn Johnson seconded the motion. Motion carried. Meeting adjourned at 11:57 a.m.
  - AYES: Penry, Johnson, Roof, Roundtree
  - NAYS: None
  - ABSENT: None
  - ABSTAIN: None

**Next Meeting: November 2, 2017 from 10:00am to 12:00pm in the Contra Costa County Office of Education Briones Conference Room.**

Minutes taken by: Melody Yee

Minutes Approved: