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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: Briones Conference Room
Time: 10:00 AM – 12:00 PM

Facilitator: Daniel Safran, Chair
Timekeeper: Ruth Fernandez (Staff)
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, January 19, 2017

TIME	AGENDA TOPIC	PURPOSE	DISCUSSION LEADER	DESIRED OUTCOME
10:00 - 10:05	Welcome/Introductions	C	Daniel	Group introductions
10:05 -10:10	<ul style="list-style-type: none"> • Review and Approval of Minutes from – 10.13.16 - Action • Review and Approval of Agenda – 1.19.17 - Action 	I, D, A	Daniel	Approval of agenda and minutes
10:10 – 11:10	Partner Agencies Updates: <ul style="list-style-type: none"> • Contra Costa County Library District – • First 5 Contra Costa Family Resource Centers • Community Services Bureau • Healthy & Livable Pittsburg Collaborative Presentation at LPC General Meeting 	I,D	Partner Representatives	Information about possible collaboration and partnerships
11:10 – 11:55	<ul style="list-style-type: none"> • Staff Updates about ongoing RMTK trainings and implementation of tool in QRIS Program • Other Updates from Committee Members 	I,D	All	Discuss program expansion and possibilities for new activities and projects
11:55 - 12:00	Next Meeting Agenda Items/Adjournment Next Meeting: Thursday, April 13, 2017 10:00am – 12:00pm	I,A	Daniel	Next meeting date shared with group 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, October 13, 2016
10:00 a.m. -12:00 p.m.
Mt. Diablo Conference Room

Members Present: Dan Safran, Deborah Penry, Carolyn Johnson, Deena Jones

Members Absent: Janeen Rockwell-Owens

LPC Guests: Cathy Roof, LPC MECC, Liliana Gonzalez, First 5- Help Me Grow

Staff Present: Ruth Fernandez, Melody Yee

1.0 Welcome/Introductions

- Welcome – Dan Safran welcomed the committee at 10:00 a.m.
- Review and Approval of Agenda for 10.13.16: Agenda reviewed. Dan Safran moved to approve the agenda. Deborah Penry seconded the motion. Motion to approve the agenda carried.
 - AYES: Penry, Deena, Carolyn
 - NAYES: None
 - ABSENT: Rockwell-Owens
 - ABSTAIN: Safran
- Review and Approval of Minutes from 8.11.16: Minutes were reviewed. Dan Safran moved to approve the agenda. Carolyn Johnson seconded the motion. Motion to approve the agenda carried.
 - AYES: Penry, Johnson, Safran, Jones
 - NAYES: None
 - ABSENT: Rockwell-Owens
 - ABSTAIN: None

2.0 Public Comment: No public comment.

3.0 Partner Agencies Updates:

Book Bag Program

- Ruth Fernandez gave an update regarding the Forum in March 2017. Ruth proposed meeting again before the next scheduled December meeting to discuss the event. Silicon Valley Education Conference model of themes was mentioned as possible themes for our County.
- Carolyn Johnson, Ruth Fernandez and Cathy Roof proposed using the book bag program to help tie together educational activities while at home.
- Dan Safran mentioned there was a new county librarian. The name of the new librarian was not immediately available.

Head Start Families Use of RMTK

- Carolyn Johnson suggested using RMTK to promote a parent/teacher connection. She stated teachers like it and it is becoming integrated and taking root in the curriculum.
- Deborah Penry suggested a survey to Head Starts using RMTK.

Minutes taken by: Melody Yee

Minutes Approved: DRAFT

Proposal to Share Healthy and Livable Pittsburgh

- A discussion about inviting HLP to share information with the General Board. Deborah Penry stated LPC is a resource, not a partner, but the HLP has helpful demographics that the Committee would like to share.
- ACTION ITEM: Ruth Fernandez is to invite Coire Reilly to a future LPC Meeting.

4.0 Staff Updates About Ongoing RMTK Trainings and Use in QRIS Initiative:

Ruth Fernandez gave an update on RMTK trainings

She shared there are currently 100+ programs in QRIS. These programs receive copies of the RMTK Guide for free. QRIS adopted RMTK as a local tool to promote parent-school partnerships and school readiness. Ruth stated that consideration is being given to hire a consultant to conduct RMTK training and assist in writing a grant allowing for the expansion of the RMTK project. There was a short discussion about funding sources for a grant with a brief discussion of those who could contribute to the writing of the grant proposal. Dan Safran suggested an article in the PTA.org magazine. Deena Jones recommended the CA Head Start Conference. Dan Safran suggested a possible feature or presentation at the 2017 NAEYC Conference June 11-14.

5.0 Next Meeting Agenda Items/Adjournment

- Next steps before next meeting:
 - Ruth will continue to work with County Library staff members to integrate the RMTK guide into theme book bag program.
 - Deborah and Ruth will share the HLPC information and recommend that a presentation is scheduled for a future General LPC meeting.
- Carolyn Johnson had to leave early, Deborah Penry moved to adjourn the meeting. Deena Jones seconded the motion. Motion carried. Meeting adjourned at 11.11 a.m.
- AYES: Johnson, Safran, Jones, Penry
- NAYES: None
- ABSENT: Rockwell-Owens
- ABSTAIN: None

6.0 Guest Presentation on 211 – Liliana Gonzalez

- Help Me Grow – system model program, agencies can apply to be affiliates, First 5 applied.
- Establishes a call center, 211 crisis line that will connect to a Help Me Grow specialist who will direct to resources to fill an immediate need.
- Information regarding developmental screening for 9 month, 18 month, 24 month and 36 months, training support.
- Goal is to inform parents about the 211 resource. Parents are not aware.
- Plans for Connection Cafes to connect community agencies and providers to families.
- Does not serve all needs, but is there to enhance resources and helps identify potential gaps.

Next Meeting: TBD January 2017