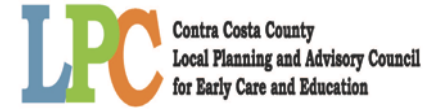




Karen Sakata, Superintendent of Schools  
 77 Santa Barbara Road, Pleasant Hill, CA 94523  
 (925) 942-3388



Contra Costa County Office of Education

The Contra Costa Local Planning and Advisory Council for Early Care and Education (LPC)

**Purpose:** LPC Executive & Budget Committee Meeting  
**Location:** 77 Santa Barbara Road ~ Las Trampas Room  
 Pleasant Hill, California 94523  
**Time:** 9:00 AM – 11:00 AM

**Facilitator:** Deborah Penry, Chair  
**Timekeeper:** Ruth Fernandez  
**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 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**  
**Monday, July 20, 2015**  
**TIME: 9:00 – 11:00 AM**

TIME	AGENDA TOPIC	PURPOSE	DISCUSSION LEADER	DESIRED OUTCOME
9:00 - 9:05	<b>Welcome/Introductions</b> Minutes Review and Approval for 5.11.15 - <b>Action</b> Agenda Review and Approval for 7.13.15 - <b>Action</b>	C, A	Deborah	Approval of minutes and agenda
9:05 – 9:10	<b>Public Comment</b>	I	All	Members of the Public may comment on items of interest or items on the agenda
9:10 - 9:40	<b>Staff Updates:</b> Budget Updates End of Year Reports for CDE Final Priorities Report LPC Member Orientation LPC Applications Received/Expired Seats New LPC Website Update/County agenda and minutes postings	I, D,A	Ruth Mary Louise	Staff updates related to project implementation, state funding, budget, and correspondence received
9:40 – 10:40	<b>Project Updates:</b> Professional Development Program Updates Professional Learning Communities Project Updates Contra Costa TK Stipend Project Updates Higher Education Collaborative Updates State Funded Program Administrator Network Updates QRIS Updates	I,D, C	All	Share overall project updates and discuss next steps, trends, changes, and challenges
10:30 – 10:55	<b>LPC Activities:</b> Develop LPC Board Meeting Agenda for 7.27.15 Discuss Revisions to Committee Structure Child Care Facilities Planning and Development Adhoc Committee Facilities Forum in the Fall 2015	D,C	All	Define key topic areas for July Board Meeting & action steps for LPC activities
11:00	<b>Adjournment – Action Next meeting: 9.14.15 9 – 11 am</b>	A	All	Next Exec Committee Meeting Identified

- NOTE: 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.

**CONTRA COSTA COUNTY  
LOCAL PLANNING AND ADVISORY COUNCIL  
FOR EARLY CARE AND EDUCATION  
Minutes of the Executive & Budget Committee Meeting  
Tuesday, May 11, 2015  
9:00 AM – 11:00 AM  
Briones Room**

**Members Present:** Chair Deborah Penry, Carolyn Johnson, Crystal McClendon-Gourdine

**Members Absent:** Cathy Roof, Dan Safran

**Staff Present:** Ruth Fernandez, Mary Louise Vander Meulen

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**Call to Order – Cathy Roof**

- Welcome: Chair Deborah Penry called to order the Contra Costa Local Planning and Advisory Council for Early Care and Education Executive and Budget Committee meeting at 9:28 a.m.
- Carolyn Johnson motioned approval of the minutes for the Special Executive & Budget Committee meeting held on April 21, 2015. Crystal McClendon-Gourdine seconded the motion. Motion approved.
  - AYE: Johnson, McClendon-Gourdine, Penry
  - NAY: None
  - ABSENT: Roof, Safran
  - ABSTAIN: None
- Crystal McClendon-Gourdine motioned approval of the agenda for May 11, 2015. Carolyn Johnson seconded the motion. Motion approved.
  - AYE: Johnson, McClendon-Gourdine, Penry
  - NAY: None
  - ABSENT: Roof, Safran
  - ABSTAIN: None

**Public Comment:**

- No public comment.

**Staff Updates:**

1. Share Final Retention Bonus Application Packet/Revised CTSK Applicant Guide
  - Retention Bonus Packet
    - A copy of the Retention Bonus packet is included in today's meeting packet for review. Quick discussion held by members.
    - This packet will be mailed to possible participants in the next few days after cross-referencing names with a list received from First 5.
    - Ruth Fernandez reported she has communicated the Retention Plan to Linda Parfitt from CDE. Linda encouraged Ruth to offer this bonus in commemoration of

Minutes Approved: Draft

Minutes Taken by: Mary Louise Vander Meulen

California's 50<sup>th</sup> anniversary of providing quality early education to young children.

- Revised CTKS Applicant Guide
  - Discussion held regarding edits to the guide.
    - Suggestion made to cap the amount of money per person to \$3000.00.
    - Suggestion made to edit a section on page 5 stating no retroactive requests (July 1, 2014 to June 30, 2015) will be honored after December 31, 2015.
    - The application guide will be uploaded on to the LPC website for easy access for potential participants.
  - Ruth Fernandez, LPC Coordinator noted some colleges and trainers are requesting verbiage they can use on promotional items. Suggestion of verbiage: 'This activity may be reimbursed under the new TKSP, contact us for eligibility and requirements.'
  - A Project Specialist will be hired to handle the scope of work required for this program. Ruth Fernandez is working towards this individual being able to start in this position on July 1, 2015.
- 2. Review and Approve draft Facilities Issue Letter
  - Ruth Fernandez, LPC Coordinator will draw up a letter to send to the Board of Supervisors with the Executive Committee member's approval. Ruth will address how it has become more apparent there is a lack of facilities in Contra Costa County; and how the LPC is addressing the issue. As part of the plan, there will be a presentation by the Low Income Investment Fund (LIIF) at the July 2015 LPC General Board meeting.
  - A copy of the letter will be sent to Mark Mokski of Kid's Club as well.
- 3. Share email from Joan Sandoval regarding LPC Membership Application
  - Ruth Fernandez, LPC Coordinator reported that she has been in communication with Joan Sandoval regarding her incomplete application to the LPC. Since submitting her application, Joan has informed Ruth that she is unable to participate on the LPC due to her schedule at this time.
- 4. Share email from Board of Supervisors related to Phase II Triennial Review Process
  - The LPC received a letter in early May from the Board of Supervisors that LPC is one of the advisory bodies that has been selected to participate in Phase II of the Triennial Sunset review process this year. Ruth Fernandez shared with the Executive Committee members that this report is due by December 1, 2015.
  - A copy of the letter, information regarding the process and the review report are included in today's packet.
- 5. LPC Summer Schedule and Coordinator's schedule
  - The committee was informed by Ruth Fernandez that CCCOE will not be open to the public on Friday's for 8 weeks. This will begin the week of June 15 and finish up the week of August 10, 2015. Ruth Fernandez and Mary Louise Vander Meulen will work the 4 days of 10 hours; taking the Fridays off as permitted by CCCOE.
  - Ruth Fernandez informed the members of the committee that she has been accepted into the doctorate program at Mill's College in Oakland. Orientation is scheduled for August 26, 2015.

Minutes Approved: Draft

Minutes Taken by: Mary Louise Vander Meulen

### **Review and Discuss Data for Local Funding Zip Code Priorities**

- Discussion held on the data collected for the Local Funding Zip Code Priorities, and a review of the numbers. Ruth Fernandez, LPC Coordinator will look at the numbers more closely. She is waiting on some numbers from several agencies as well. Ruth will send a copy of the findings to everyone on the committee once all the data is analyzed.

### **Identify and Approve Zip Code Priority Recommendations**

- Review and sign CDE Forms by LPC Chair – This will be completed once Ruth Fernandez reviews the numbers more closely and finalizes the findings in a report to the Board of Supervisor's and CDE.

### **Review May 18<sup>th</sup> LPC Board Meeting Agenda/Public Hearing**

- May 18, 2015 LPC General Board meeting will be a public hearing to report the Local Funding Zip Code Priorities.
- It was agreed upon the other topics to be discussed at the meeting will include:
  - The new Contra Costa County PDP plan. Ruth will highlight the merger of AB212 and First 5 to form one PDP program.
  - The CTKS Program and the Application Guide
  - Election of LPC Officers for FY 2015-16
  - Reports from each LPC Committee

### **Review and Approve New LPC Logo and Letterhead**

- A copy of the new LPC logo is included in the packet. Little discussion held and all present showed approval of the new logo.

### **Share Proposed New LPC Website Site Map**

- Ruth Fernandez shared the Proposed Sitemap for the new LPC website. Clarification and rewording given on several of the tabs, and a few additions suggested by the members. Suggestions made:
  - Change AB212 training to Contra Costa County PDP
  - Under the tab '*Resources*' add a section '*For Contractors*' and take '*State-funded Administrators*' from under the tab '*Professional Development*'.
  - Add '*CTKS*' under the tabs '*Professional Development*' and/or '*Featured*'.

### **Committee Updates:**

1. School Readiness – Review Calendar
  - Chair Deborah Penry to share the calendar for FY 2015-16, and discuss.
2. Projects and Workforce Development – Higher Education Convening
  - Chair Carolyn Johnson will highlight the Higher Education Convening Meeting held at the end of April, and that this group will be meeting again in early June.
3. Advocacy
  - Chair Cathy Roof to report on the Young Children's Issues Forum 2015 and the follow-up that has been done with the information gathered at the Forum.

### **Adjournment:**

- Carolyn Johnson moved to adjourn the meeting. Deborah Penry seconded the motion. Motion carried. Meeting adjourned at 11:08 a.m.
  - AYE: Johnson, McClendon-Gourdine, Penry
  - NAY: None
  - ABSENT: Roof, Safran
  - ABSTAIN: None

**Next Meeting:** July 13, 2015 from 9 – 11 am in the Las Trampas Room at CCCOE.

Minutes Approved: Draft

Minutes Taken by: Mary Louise Vander Meulen

**LPC**

Contract Number: CLPC-4006

Contract Period 7/1/14-6/30/15

Total Contract Amount: \$56,647

Grant Reporting Period 7/1/14 - 6/30/15	Fiscal Year 14/15	Fiscal Year 14/15	Fiscal Year 14/15	Fiscal Year 14/15	Fiscal Year 14/15	Fiscal Year 14/15
REVENUE	Revised Budget	1st Quarter Report	2nd Quarter Report	3rd Quarter Report	4th Quarter Report	Year to Date
LPC	56,647		14,162.00	13,074.00	13,722.00	40,958.00
Maintenance of Effort (MOE)	12,500					12,500.00
<b>TOTAL REVENUE</b>	<b>69,147</b>	<b>-</b>	<b>14,162.00</b>	<b>13,074.00</b>	<b>13,722.00</b>	<b>40,958.00</b>
15% Admin CAP	8,497.05					
<b>PROGRAM EXPENSES</b>						
Certificated Salaries						
Classified Salaries	32,343	7,874.12	7,883.52	7,883.52	8,701.93	32,343.09
Employee Benefits	16,968	3,929.50	4,084.78	4,384.18	4,569.07	16,967.53
Books and Supplies	157	-	94.93	-	61.62	156.55
Non-Capitalized Equipment	382	-	382.40	-	-	382.40
<b>Services and Other Operating Expenses</b>						-
Travel and Conferences	1,268	100.00	573.01	430.05	165.02	1,268.08
Memberships & Subscriptions	195	125.00	70.00	-	-	195.00
Rent						-
Printing	1,006	-			1,006.23	1,006.23
Contracted Services	-	-				-
Communications	132	50.05	51.41	8.00	22.59	132.05
Other approved Capital Outlay						-
New Equipment						-
Equipment Replacement						-
<b>SUBTOTAL OF EXPENSES</b>	<b>52,451</b>	<b>12,078.67</b>	<b>13,140.05</b>	<b>12,705.75</b>	<b>14,526.46</b>	<b>52,450.93</b>
Indirect Costs (8.00% rate)	4,196	966.29	1,051.20	1,016.46	1,162.11	4,196.07
<b>TOTAL EXPENSES</b>	<b>56,647</b>	<b>13,044.96</b>	<b>14,191.25</b>	<b>13,722.21</b>	<b>15,688.57</b>	<b>56,647.00</b>

**AB212**

Contract Number: CRET-4005

Contract Period 7/1/14-6/30/15

Total Contract Amount: \$278,303

Grant Reporting Period 7/1/14 - 6/30/15	Fiscal Year 14/15	Fiscal Year 14/15	Fiscal Year 14/15	Fiscal Year 14/15	Fiscal Year 14/15	Fiscal Year 14/15
REVENUE	Revised Budget	1st Quarter Report	2nd Quarter Report	3rd Quarter Report	4th Quarter Report	Year to Date
AB212	278,303		69,576.00	46,235.00	35,218.00	151,029.00
<b>TOTAL REVENUE</b>	<b>278,303</b>	<b>-</b>	<b>69,576</b>	<b>46,235</b>	<b>35,218</b>	<b>151,029.00</b>
15% Admin CAP	41,745					-
<b>PROGRAM EXPENSES</b>						
Certificated Salaries						
Classified Salaries	112,107	34,647.70	34,751.10	21,047.91	21,659.85	112,106.56
Employee Benefits	54,196	16,607.93	16,811.42	10,426.73	10,350.24	54,196.32
Books and Supplies	3,818	234.25	730.46	412.79	2,439.38	3,816.88
Non-Capitalized Equipment	750	-	750.00	-	-	750.00
<b>Services and Other Operating Expenses</b>						-
Travel and Conferences	5,797	1,265.91	644.51	692.23	3,195.27	5,797.92
Rent						-
Publications and Advertisements						-
Printing	882	300.00	87.34	-	494.55	881.89
Contracted Services	79,611	310.00	(188.15)	-	79,488.90	79,610.75
Communications	527	250.21	29.84	29.63	217.96	527.64
New Equipment						-
Equipment Replacement						-
Other approved Capital Outlay						-
<b>SUBTOTAL OF EXPENSES</b>	<b>257,688</b>	<b>53,616.00</b>	<b>53,616.52</b>	<b>32,609.29</b>	<b>117,846.15</b>	<b>257,687.96</b>
Indirect Costs (8.00% rate)	20,615	4,289.28	4,289.32	2,608.74	9,427.70	20,615.04
<b>TOTAL EXPENSES</b>	<b>278,303</b>	<b>57,905.28</b>	<b>57,905.84</b>	<b>35,218.03</b>	<b>127,273.85</b>	<b>278,303.00</b>

**LPC**

Contract Number: CLPC-4006

Contract Period 7/1/15-6/30/16

Total Contract Amount: \$82,585

Grant Reporting Period 7/1/15 - 6/30/16	Fiscal Year 15/16	Fiscal Year 15/16	Fiscal Year 15/16	Fiscal Year 15/16	Fiscal Year 15/16	Fiscal Year 15/16
REVENUE	Proposed Budget 6/30/15	1st Quarter Report	2nd Quarter Report	3rd Quarter Report	4th Quarter Report	Year to Date
LPC	82,585					-
Maintenance of Effort (MOE)	12,500					-
<b>TOTAL REVENUE</b>	<b>95,085</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
15% Admin CAP	12,387.75					
<b>PROGRAM EXPENSES</b>						
Certificated Salaries						
Classified Salaries	31,652					-
Employee Benefits	17,106					-
Books and Supplies	250					-
Non-Capitalized Equipment						-
<b>Services and Other Operating Expenses</b>						-
Travel and Conferences	400					-
Memberships & Subscriptions	275					-
Rent						-
Printing	400					-
Contracted Services	26,285					-
Communications	100					-
Other approved Capital Outlay						-
New Equipment						-
Equipment Replacement						-
<b>SUBTOTAL OF EXPENSES</b>	<b>76,468</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Indirect Costs (8.00% rate)	6,117	-	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>82,585</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**AB212**

Contract Number: CRET-4005

Contract Period 7/1/15-6/30/16

Total Contract Amount: \$305,045

Grant Reporting Period 7/1/15 - 6/30/16	Fiscal Year 14/15	Fiscal Year 15/16	Fiscal Year 15/16	Fiscal Year 15/16	Fiscal Year 15/16	Fiscal Year 15/16
REVENUE	Proposed Budget 6/30/15	1st Quarter Report	2nd Quarter Report	3rd Quarter Report	4th Quarter Report	Year to Date
AB212	305,045					-
<b>TOTAL REVENUE</b>	<b>305,045</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
15% Admin CAP	45,756.75					-
<b>PROGRAM EXPENSES</b>						
Certificated Salaries						-
Classified Salaries	81,805					-
Employee Benefits	38,373					-
Books and Supplies	2,350					-
Non-Capitalized Equipment	750					-
<b>Services and Other Operating Expenses</b>						-
Travel and Conferences	5,000					-
Rent						-
Publications and Advertisements						-
Printing	400					-
Contracted Services	153,271					-
Communications	500					-
New Equipment						-
Equipment Replacement						-
Other approved Capital Outlay						-
<b>SUBTOTAL OF EXPENSES</b>	<b>282,449</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Indirect Costs (8.00% rate)	22,596	-	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>305,045</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>





**Contra Costa County  
Local Planning and Advisory Council  
for Early Care and Education**

**COPY**

Deborah Penry  
Chair

Crystal McClendon-Gourdine  
1<sup>st</sup> Vice Chair

Daniel Safran  
2<sup>nd</sup> Vice Chair

Ruth Fernández  
LPC Coordinator

May 29, 2015

Attn. Linda Parfitt  
California Department of Education  
Child Development Division  
Local Planning Council Team  
1430 N Street, Suite 3410  
Sacramento, CA 95814

Dear Linda,

Enclosed are the 2015 Zip Code Priorities for CSPP, Infants and Toddlers CCTR and School Age CCTR for Contra Costa County. A public hearing was held on Monday, May 18<sup>th</sup>, 2015 from 3-5 p.m. to present and discuss priority recommendations for Contra Costa County. The Contra Costa LPC voted and approved recommendations on May 18, 2015. Council approved zip code priorities will be submitted to the Family and Human Services Committee of the Board of Supervisors on June 8<sup>th</sup>, 2015 and the Contra Costa County Superintendent of Schools.

Please let me know if you have any questions related to this report.

Sincerely,

Ruth Fernández, M.A.  
Manager, Educational Services  
LPC Coordinator  
Contra Costa County Office of Education



**Local Planning Council (LPC) County Priorities Report Form**

**Return To:**

Local Planning Council Consultant  
Early Education and Support Division  
1430 N Street, Suite 3410  
Sacramento, CA 95814

**Due Date: May 30 of contract year**

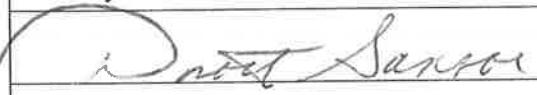
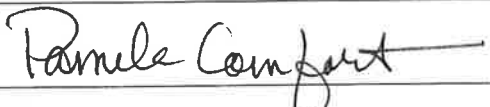

Please complete all the information requested below:

County Name: Contra Costa County	LPC Coordinator Name and Telephone Number: Ruth Fernandez, 925-942-3413
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The LPC hereby certifies that the priorities as indicated below have been prepared and reviewed in accordance with Education Code requirements. Please check off all boxes that apply.

- The priorities submitted to EESD are still valid, no change is needed, and spreadsheet(s) are attached for both CCTR and CSPP
- The priorities have been revised for the previous year and spreadsheet(s) are attached for both CCTR and CSPP.
- The LPC used Option 1 to establish priorities 1, 2, and 3.
- The LPC used Option 2 to establish priorities 1, 2, and 3.
- The LPC used Option 3 for Priority 3.
- The LPC used Option 4 for Priority 3.

**SIGNATURES\***

County Board of Supervisors Representative	Telephone Number	Date
		5/29/15
Dorothy Sansoe, Sr. Deputy County Administrator	925-335-1009	
County Superintendent of Schools Representative	Telephone Number	Date
		5/28/15
Dr. Pamela Comfort, Deputy Superintendent	925-942-5358	
Local Child Care Planning Council Chairperson	Telephone Number	Date
		5/27/15
Deborah Penry, LPC Chair	925-313-0999 Ext. 107	

County Code	Zip Code	City	CSP	Infant-Toddler CCTR	School Age CCTR
07	94505	Byron/Discovery Bay	3	3	1
07	94506	Blackhawk/Danville	3	3	2
07	94507	Alamo	3	3	2
07	94509	Antioch	3	1	1
07	94511	Bethel Island	3	3	3
07	94513	Brentwood	2	3	1
07	94514	Byron/Discovery Bay	3	3	3
07	94516	Canyon	3	3	3
07	94517	Clayton	3	3	2
07	94518	Concord	3	3	2
07	94519	Concord	2	1	1
07	94520	Clyde/Concord	1	1	1
07	94521	Concord	2	1	1
07	94523	Concord/Pleasant Hill	1	1	1
07	94525	Crockett	3	3	3
07	94526	Danville	3	3	1
07	94528	Diablo	3	3	3
07	94530	El Cerrito	2	1	2
07	94531	Antioch	1	1	1
07	94547	Hercules/Rodeo	3	2	1
07	94548	Knightsen	3	3	3
07	94549	Lafayette	3	3	2
07	94553	Briones/Martinez/Pacheco	1	1	1
07	94556	Moraga	3	3	2
07	94561	Oakley	3	3	1
07	94563	Orinda	3	3	2
07	94564	Pinole	3	2	2
07	94565	Bay Point/Pittsburg/Port Chicago/West Pittsburg	2	1	1
07	94569	Port Costa	3	3	3
07	94572	Rodeo	3	2	2
07	94575	Moraga	3	3	3
07	94582	San Ramon	2	3	1
07	94583	San Ramon	3	3	1
07	94595	Walnut Creek	3	3	2
07	94596	Lafayette/Walnut Creek	3	3	2
07	94597	Walnut Creek	3	3	2
07	94598	Walnut Creek	3	3	2
07	94801	North Richmond/Point Richmond/Richmond	3	1	1
07	94803	El Sobrante/Richmond	3	3	2
07	94804	Richmond	3	1	1
07	94805	Richmond	3	1	1
07	94806	Richmond/Hilltop Mall/San Pablo/Tara Hills	3	1	1

June 4, 2015

To Whom It May Concern,

I am submitting the Boards, Committees, and Commissions Application for your consideration for a seat on the Contra Costa Local Planning Council and Advisory Council for Early Care and Education (LPC).

I've served on the Council and as a member of the Executive Board from 2010 until 2013 at which time I had to resign because of expanded responsibilities at job with the City of Walnut Creek. In January of 2015 I retired from my position with the City and would like to rejoin the Local Planning Council.

During the time I spent on the Council I was most impressed with the high level of commitment and the advocacy in supporting quality, affordable early learning programs in our county. I would like to continue to work with Ruth and her team in providing support to the early learning community and continue to advocate for children and families in whatever capacity I can.

Thank you for your consideration,

Doug Rowe



## Higher Education Collaborative Meetings 2015 – 2016 Calendar

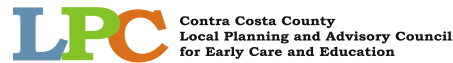
Quarterly July – June

MEETING	DATE	TIME	LOCATION
Higher Education Collaborative	June 4, 2015	2:00-4:00 PM	CCCOE John Muir Room
Higher Education Collaborative	September 3, 2015	2:00-4:00 PM	CCCOE Las Trampas Room
Higher Education Collaborative	December 3, 2015	2:00-4:00 PM	CCCOE Las Trampas Room
Higher Education Collaborative	March 3, 2016	2:00-4:00 PM	CCCOE Las Trampas Room
Higher Education Collaborative	June 2, 2016	2:00-4:00 PM	CCCOE Las Trampas Room



## Contra Costa County Early Care and Education (ECE) Higher Education Collaborative Roster

Name	Agency	Email	Phone
Bartels, Barbara	Brandman University	bartels@brandman.edu	925-457-3212
Brashears, Dayea	Diablo Valley College	dhill@dvc.edu	925-969-2428
Browning, Marian	Pacific Oaks College	mbrowning@pacificoaks.edu	408-855-5353
Di Lillo, Suzanne	Contra Costa COE	sdilillo@cccocoe.k12.ca.us	925-942-5329
Fernandez, Ruth	Contra Costa COE	rfernandez@cccocoe.k12.ca.us	925-942-3413
Handy, Sue	Diablo Valley College	shandy@dvc.edu	925-969-2393
Hein, Terrissa	Contra Costa COE	thein@cccocoe.k12.ca.us	925-942-3397
Helgren-Lempesis, Valerie	Cal State East Bay	vhlempesis@comcast.net	925-389-8371
Jackson, Melissa	Los Medanos College	mjackson@losmedanos.edu	925-473-7639
Johnson, Carolyn	LPC Project & Workforce Development Committee Chair	cjohnson@ehsd.cccounty.us	925-646-5797
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## Contra Costa County State Funded Program Administrator's Group Quarterly Meetings Calendar 2015-2016

DATE	TIME	LOCATION
July 20, 2015	2:00-4:00 PM	CCCOE Las Trampas Room
October 19, 2015	2:00-4:00 PM	CCCOE Briones Room
January 11, 2016 * Second Monday due to holiday on January 18, 2016	2:00-4:00 PM	CCCOE Las Trampas Room
April 18, 2016	2:00-4:00 PM	CCCOE Las Trampas Room
July 18, 2016	2:00-4:00 PM	CCCOE Las Trampas Room

COMMITTEE	COMMITTEE GOALS
<p><b><u>EXECUTIVE AND BUDGET</u></b></p> <p><u>Members:</u> Deborah Penry, chair Carolyn Johnson, Crystal McClendon-Gourdine, Cathy Roof, Dan Safran</p> <p><u>Total Members:</u> 5-6 members      <u>Quorum:</u> 3-4 members</p>	<ul style="list-style-type: none"> <li>• Monitor LPC's compliance with Education Code and CDE mandates, Brown Act and Better Government Ordinance, contract responsibilities and fiscal solvency</li> <li>• Advise and oversee the implementation of AB212 state plan retention activities to ensure alignment with current state and local initiatives</li> <li>• Disseminate Comprehensive Countywide Child Care Plan and Needs Assessment to interested parties including the County Board of Supervisors, County Office of Education, County Board of Education, businesses, government, parents, and community agencies</li> </ul>
<p><b><u>PROJECT &amp; WORKFORCE DEVELOPMENT</u></b></p> <p><u>Members:</u> Carolyn Johnson, chair Luis Arenas, Joan Means, Deborah Penry, Silvana Mosca-Carreon, Margaret Wiegert-Jacobs</p> <p><u>Total Members:</u> 6 members      <u>Quorum:</u> 4 members</p>	<ul style="list-style-type: none"> <li>• Identify projects to be coordinated by the LPC and that address relevant early education workforce issues in Contra Costa County</li> <li>• Facilitate ongoing discussions among key stakeholders to promote coordination of services related to workforce development and professional growth for all early care and education professionals from public, private and home care settings</li> <li>• Promote partnerships and collaboration among county stakeholders to ensure successful implementation of projects and solution-driven interventions that address local workforce issues</li> </ul>
<p><b><u>SCHOOL READINESS</u></b></p> <p><u>Members:</u> Deborah Penry, Interim - chair (open seat) Dan Safran - chair Cynthia Castain, Janeen Rockwell-Owens, Jessica Hudson, 1 open seat</p> <p><u>Total Members:</u> 5 members      <u>Quorum:</u> 3 members</p>	<ul style="list-style-type: none"> <li>• Build bridges to promote systemic sustainable school-family partnerships in Contra Costa County that invite parent involvement opportunities</li> <li>• Enlist a variety of community and civic resources to support school readiness</li> <li>• Continue to support parents' knowledge of the K-12 education system and their understanding of the expectations for parent involvement in school readiness activities at home, at school and in the community</li> <li>• Support early educators prepare children and families for school</li> </ul>
<p><b><u>ADVOCACY</u></b></p> <p><u>Members:</u> Cathy Roof - chair Estela Alvarez, Sharon Bernhus, Kathy Lafferty, Crystal McClendon-Gourdine, Silvana Mosca-Carreon, Eran Perera, Aurora Ruth, Dan Safran</p> <p><u>Total Members:</u> 9 members      <u>Quorum:</u> 5 members</p>	<ul style="list-style-type: none"> <li>• Plan and organize LPC's Annual Young Children's Issues Forum</li> <li>• Develop and maintain a strategic data plan to track short-term and long-term impact of child care issues in Contra Costa County. Data findings will guide the work of the LPC Advocacy Committee related to issues including but not limited to: service gaps, workforce and infrastructure</li> <li>• Enlist business leaders to actively participate in LPC projects and to ensure representation of business leaders in LPC Membership</li> </ul>
<p><b><u>NOMINATING</u></b> (Ad Hoc) Members to be appointed by Chair at May meeting</p>	<ul style="list-style-type: none"> <li>• Request nominations for LPC Officers</li> <li>• Prepare and present a slate of proposed LPC officers for election at May LPC General</li> </ul>