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Contra Costa County Office of Education

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

Purpose: School Readiness Committee Meeting
 Location: Las Trampas Conference Room
 Time: 9:00 AM – 11:00 AM

Facilitator: Dan Safran- Chair
 Timekeeper: Ruth Fernández (Staff)
 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 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 Local Advisory and Planning Council meetings who contact the LPC Coordinator at least 48 hours before the meeting at 925-942-3413.

AGENDA
Tuesday, October 6, 2015

TIME	AGENDA TOPIC	PURPOSE	DISCUSSION LEADER	DESIRED OUTCOME
9:00 - 9:05	Welcome/Introductions	C	Dan	Group introductions
9:05 - 9:10	Review and Approval of Minutes from - 6.2.15 - Action Review and Approval of Agenda – 10.6.15 - Action	I, D, A	Dan	Approval of agenda and minutes
9:10 – 9:30	Agreements from previous meeting: <ul style="list-style-type: none"> Review revised committee goals Review revised committee calendar and new committee structure Discuss 2016 RMTK trainings 	I,D	Dan	Review and discuss revisions and agreements from past meeting Update new committee members with committee tasks and goals
9:30 – 10:00	Data Collection/Project Evaluation/Research: <ul style="list-style-type: none"> Update Share Research Questions and Next Steps 	I,D	Dan/Ruth	Discuss focus areas of data collection and evaluation of RMTK
10:00 – 10:20	Review School Readiness Ideas for 2015-2016	I,D	Dan	Discuss Program Expansion
10:55 - 11:00	Next Meeting Agenda Items Adjournment Next Meeting: Tuesday, December 1, 2015 9-11 am	I,A	Dan	Next meeting date shared with group Agenda items solicited

D = Discussion C = Consensus A = Action I = Information

NOTE:

- 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 LPC School Readiness 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
Tuesday, June 2, 2015
9:00 -11:00 a.m.
Mt. Diablo Room

Members Present: Chair Deborah Penry, Cynthia Castain, Jessica Hudson, Janeen Rockwell-Owens, Dan Safran

Members Absent: None

LPC Guests: Carolyn Johnson

Staff Present: Ruth Fernandez, Mary Louise Vander Meulen

1.0 Welcome/Introductions

- Welcome – Chair Deborah Penry welcomed the committee at 9:04 a.m.
- Review and Approval of Agenda for 6-2-15: Agenda reviewed. Jessica Hudson moved to approve the agenda. Dan Safran seconded the motion. Motion to approve the agenda carried.
 - AYES: Castain, Hudson, Penry, Rockwell-Owens, Safran
 - NAYES: None
 - ABSENT: None
 - ABSTAIN: None
- Review and Approval of Minutes from 10-14-14: Minutes from 10-14-14 reviewed. Dan Safran moved to approve the minutes. Deborah Penry seconded the motion. Motion to approve the minutes carried.
 - AYES: Penry, Rockwell-Owens, Safran
 - NAYES: None
 - ABSENT: None
 - ABSTAIN: Castain, Hudson

2.0 Agreement from Previous Meeting:

- Review Revised Committee Goals
 - Brief history given by Ruth Fernandez, LPC Coordinator, about the formation of the School Readiness Committee for the benefit of Jessica Hudson as a new member of the committee. Jessica welcomed to the committee.
 - A brief review of the committee goals was completed by Ruth Fernandez, and how the goals lend to the work of the committee. She noted that Carolyn Johnson will be attending the meetings as chair of the Project and Workforce Development Committee to work along with the School Readiness Committee. This will be helpful in supporting early educators to prepare children and families for school which lends to the work of the Project and Workforce Development committee.
 - Ruth Fernandez reminded everyone of previous discussions held about the Road Map to Kindergarten (RMTK) becoming an approved CARES Plus training, especially as a family engagement tool. She has been cautious in

Minutes taken by: Mary Louise Vander Meulen

Minutes Approved: DRAFT

going forward because it will be necessary to have more trainers if the RMTK would become a CARES Plus approved training.

- Suggestion was made by Deborah Penry that a plan is needed to outline steps for disseminating RMTK, insuring quality and gathering/analyzing data.
- Review Revised Committee Calendar and New Committee Structure
 - Brief discussion on the 2015-16 calendar for the School Readiness Committee. Ruth Fernandez, LPC Coordinator, noted that the meetings are now in mornings; and she reviewed who was on the committee. She reiterated that it was very important for everyone to try to make the meetings so that quorum can be met.
 - Dan Safran noted that he will not be able to make the August 4, 2015 meeting. Jessica Hudson noted that she might have a conflict with another committee meeting on August 4, 2015 as well.
 - Ruth Fernandez dismissed herself from the meeting due to a CSPP QRIS Block Grant Webinar.
- Review Revised RMTK Crosswalk Document
 - The RMTK crosswalk document was reviewed by the committee. It was noted that the last category titled Parent Engagement/Family Involvement needed to be completed.
- Discuss 2015 RMTK trainings
 - Lengthy discussion held by the committee members regarding future RMTK trainings.
 - Dan Safran commented on the potential to partner with the public libraries, faith-based groups, for profit schools, and medical providers.
 - Janeen Rockwell-Owens mentioned finding prospective trainers from UC Davis Extension. She is presently a trainer for the program.
 - Suggestion made regarding the use of the partnership with CSB that exists already. The possibility of using teachers from CSB as trainers for the RMTK.
 - A suggestion of the use of posters to promote the RMTK was made.
 - Lengthy discussion on the need for additional financial and training resources to meet the demand for RMTK trainings especially if the request would expand beyond Contra Costa County.
 - Dan Safran asked for an update on the communication with the University of Washington and the use of the RMTK as mentioned in the minutes for the 10-14-14 meeting.
 - Deborah Penry, Chair requested committee members write their ideas and suggestions down and send them to her so she can compile a list. This list would be helpful in guidance for future discussions and to format a timeline and plan on disseminating the RMTK.

3.0 Data Collection/Project Evaluation/Research

- Mills Intern: Rebecca Drury
- Share Research Questions and Next Steps
 - This part of the meeting was put on hold due to Rebecca Drury not being able to make the meeting. Request was made by Dan Safran that this be rescheduled for the fall or the committee receives a write up on Rebecca's research.

4.0 Next Meeting Agenda Items

Minutes taken by: Mary Louise Vander Meulen

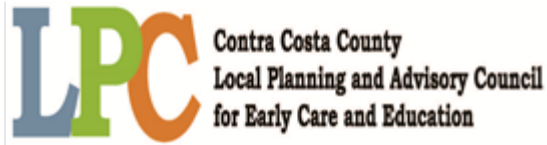
Minutes Approved: DRAFT

- Continue to work on the Alignment of the Steps in a RMTK with the CA PLF Domains; especially on the Parent Engagement/ Family Involvement piece.
- Continue to discuss Committee Goals for 2015-16
- Deborah Penry requested the committee continue to discuss and develop a sustainable training model for the RMTK.

5.0 Adjournment

- Daniel Safran moved to adjourn the meeting. Janeen Rockwell-Owens seconded the motion. Motion carried. Meeting adjourned at 10:43 a.m.
 - AYES: Castain, Hudson, Penry, Rockwell-Owens, Safran
 - NAYES: None
 - ABSENT: None
 - ABSTAIN: None

Next Meeting: Tuesday, August 4, 2015 in the Las Trampas Room 9-11 am.



LPC School Readiness Committee **2015 - 2016 Goals**

Goal:

Build bridges to promote systemic sustainable school-family partnerships in Contra Costa County that invite parent involvement opportunities

Objectives:

1. Enlist a variety of community and civic resources to support school readiness
2. 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
3. Support early educators in preparing children and families for school

Performance Measures:

- a. _____

- b. _____

- c. _____



School Readiness Committee Meeting – June 2, 2015

RMTK can become a QRIS-approved training and tool.

Developing a sustainable training model for RMTK:

- Need a plan to outline steps for disseminating RMTK, insuring quality and gathering/analyzing data
- Need to clarify overall authority for efforts if they expand beyond Contra Costa County
 - LPC?
 - COE? – find out how other COEs handle implementation of statewide programs
- Need additional financial and training resources to meet demand
 - Start-up grant for planning expanded effort
 - In-kind or pro bono help with printing
 - Funding to help underfunded programs offset costs
 - Funds to support research on process and impact – include follow-up with parents and kindergarten teachers
- Finding prospective trainers
 - First 5 California
 - CA R&R network
 - University Extension
 - LPC Projects and Workforce Committee
 - Offer an option for Master Teachers and Center Directors to become trainers for RMTK – depends on funding and guidelines for using funding
 - Develop teams using RMTK
 - Support leadership development for teams
 - Teach RMTK trainings
 - Certificate
 - Stipend

Expanding marketing of RMTK

- In CC County
 - Parents whose children are not in preschool
 - Libraries
 - Community centers, local parks and recreation programs
 - First 5 Centers – this is happening
 - Medical providers – information in offices, immunization clinics
 - 7 Cs
 - Develop posters that provide tips based on RMTK
 - Parents whose children are in subsidized preschool programs

- Head Start – partnership with CSB exists
 - Develop partnerships with First Baptist Head Start and Unity Council Head Start?
- Parents whose children are not in subsidized preschool programs
 - Faith-based preschools
 - Associations of Christian Schools (couldn't find web site)
 - Network of Jewish preschools (couldn't find exact name)
 - For-profit / private preschools
 - Family child care associations
 - Contra Costa Child Care Council www.cocokids.org
- Statewide and nationwide
 - California Association for the Education of Young Children
<http://www.caeyc.org/>
 - National Association for Family, School, and Community Engagement
<http://www.maec.org/nafsce/>

School Readiness Committee Meeting 2015 – 2016 Calendar

1st Tuesday of every other month

MEETING	DATE	TIME	LOCATION
School Readiness Committee	August 12, 2015 <i>*Canceled</i>	9:00-11:00 AM	CCCOE Las Trampas Room
School Readiness Committee	October 6, 2015	9:00-11:00 AM	CCCOE Las Trampas Room
School Readiness Committee	December 1, 2015	9:00-11:00 AM	CCCOE Las Trampas Room
School Readiness Committee	February 2, 2016	9:00-11:00 AM	CCCOE Las Trampas Room
School Readiness Committee	April 5, 2016	9:00-11:00 AM	CCCOE Las Trampas Room
School Readiness Committee	June 7, 2016	9:00-11:00 AM	CCCOE Las Trampas Room