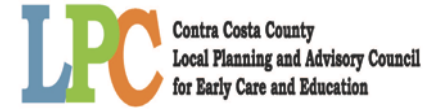




Karen Sakata, Superintendent of Schools  
 77 Santa Barbara Road, Pleasant Hill, CA 94523  
 (925) 942-3388



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, November 9, 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 9.22.15 - <b>Action</b> Agenda Review and Approval for 11.9.15 - <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 - 9:20	<b>Staff Updates:</b> LPC Applications Received/LPC Resignations/Vacancies Annual Accomplishments Report The Raising of America Site Supervisor and Director PLC Application Release	I, D	Ruth	Staff updates related to project implementation, state funding, budget, and correspondence received
9:20 – 10:20	<b>Planning and Discussion for Child Care Facilities Round Table and Annual LPC Member Retreat</b> Review proposed agenda Discuss and assign tasks (member phone tree/pre-retreat assignment) Next Steps	I,D, C	All	Define agenda, presenters and logistical details for LPC retreat and round table
10:20 – 10:55	<b>LPC Committee Reports &amp; Planning for Retreat:</b> <ul style="list-style-type: none"> <li>• Advocacy</li> <li>• Projects &amp; Workforce Development</li> <li>• Ad hoc Facilities Development</li> <li>• School Readiness</li> </ul> <b>LPC Activities:</b> Develop LPC Board Meeting Agenda for 11.23.15 Other Updates	D, C	All	Discuss LPC Committee Activities Define key topic areas for November Board Meeting & action steps for LPC activities
11:00	<b>Adjournment – Action</b> <b>Next meeting: 11.23.15 9 – 11 am</b>	A	All	Next Exec Committee Meeting Identified

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 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, September 22, 2015  
9:00 AM – 11:00 AM  
Las Trampas Room**

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

**Members Absent:** Cathy Roof

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

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**Call to Order – Deborah Penry**

- 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 9:16 a.m.
- Dan Safran motioned approval of the minutes for the Executive & Budget Committee meeting held on July 20, 2015. Carolyn Johnson seconded the motion. Motion approved.
  - AYE: Johnson, Penry, Safran
  - NAY: None
  - ABSENT: Roof
  - ABSTAIN: McClendon-Gourdine
- Dan Safran motioned approval of the agenda for September 22, 2015. Crystal McClendon-Gourdine seconded the motion. Motion approved.
  - AYE: Johnson, Penry, McClendon-Gourdine, Safran
  - NAY: None
  - ABSENT: Roof
  - ABSTAIN:

**Public Comment:**

- No public comment.

**Staff Updates:**

- Budget Updates
  - LPC Budget
    - The LPC first quarter (July-September) report will be ready soon to send to CDE Ruth Fernandez reported.
    - A letter from CDE was received stating the budget amount would be increased by about \$82,000. An amendment was received later stating the increase would only be around \$57,000 per Ruth Fernandez' report.
    - Dan Safran requested that a column be added showing the % spent year-to-date.

- AB212 Budget
  - Ruth Fernandez reported that amount of the AB212 budget has been confirmed by CDE through a letter she received.
  - 15% of the budget is used for administrative costs and the remaining amount is to be used for retention purposes: PDP program and PLC.
  - A large amount of applications have been received by First 5 for the PDP program. Ruth is working on a MOU with First 5 for the PDP Program and the financial obligations.
  - Deborah Penry suggested that a portion of the budget go to the Annual YCIF for PDP. Ruth Fernandez will work on the break down for each category of the AB212 budget with that in mind.
- ECE Projects Structure
  - CTKS – California Transitional Kindergarten Stipend Project
    - Ruth Fernandez gave a brief overview of the CTKS project and introduced Marissa Frias to the committee. Marissa is now working as the Project Specialist on this project.
    - Marissa reported she is contacting the districts for a list of the TK teachers. She will be then be contacting the TK teachers to inform them of the reimbursement available to them for additional schooling. Applications have been coming in very slowly.
    - Discussion held on comments and/or rumors that participants are making regarding the reimbursement such as: reporting the reimbursement to the IRS, it's only for elementary teachers, etc.
  - Contact sheet
    - The Early Care and Education Project Team Staff contact information sheet handed out to the committee member.
- LPC Member Re-Appointments/Vacancies
  - On 9-14-15 Ruth Fernandez reported at the Family and Human Services Committee meeting to consider re-appointment of the following LPC seats:
    - Public Agency #1 West County– Carolyn Johnson
    - Discretionary Seat #1 East County – Eran Perera
    - Discretionary Seat #2 Central/South County – Dan Safran
    - Discretionary Seat #3 Central/South County – Cathy Roof
  - Ruth Fernandez reported Sharon Bernhus has retired from the LPC Board. At this time her agency, Shelter Inc., does not have a replacement.
  - There are now four (4) vacancies on the LPC Board.

### **LPC California Department of Education and Board of Supervisors Reports**

- Review Report Structure
  - Ruth Fernandez noted the LPC will need to submit a report to the Board of Supervisors' by December 1, 2015 for the Triennial Sunset Review Process.
- Discuss Status
  - Deborah Penry and Ruth Fernandez felt like LPC is in good shape to answer the questions.

- Next Steps
  - Ruth is hoping to have a draft report completed by the next meeting, November 9, 2015.

#### **LPC Committee Reports:**

- **Advocacy**- report to be given by Cathy Roof
- **Projects & Workforce Development** – Report to be given by Carolyn Johnson
  - Report on AB212 numbers
- **Ad Hoc Facilities** - report to be given by Luis Arenas
  - Report on the framework that has been written up
- **School Readiness** - report to be given by Dan Safran
  - Share plans made for the RMTK
  - Reprint done for QRIS sites

#### **LPC Activities:**

- **Develop LPC Board Meeting Agenda for 9-28-15**
  - LPC and AB212 budget reporting for the first quarter
  - PDP Program and other projects
  - Triennial Sunset Review with the questions
  - Update on the Ad Hoc Facilities Committee
  - Report on the CCCCA Fall 2015 Annual Conference of the LPC Coordinators to be held in San Jose, CA in mid-October.
- **Other Updates**
  - Ruth will give a report on the state level after her meeting in Sacramento.

#### **Adjournment:**

- Dan Safran moved to adjourn the meeting. Deborah Penry seconded the motion. Motion carried. Meeting adjourned at 10:50 a.m.
  - AYE: Johnson, Penry, McClendon-Gourdine, Safran
  - NAY: None
  - ABSENT: Roof
  - ABSTAIN: None

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



# Save the Date

for our

## Local Planning Council Annual Member Retreat

Monday, November 23, 2015

9:00 a.m. – 3:00 p.m.

Contra Costa County Office of Education

Board Room

77 Santa Barbara Road

Pleasant Hill, CA 94523

### Proposed Agenda

9:00 - 11:00 a.m.

**Child Care Facilities Round Table** ~ *with invited guests*

11:00 – 12:30 p.m.

Lunch and Who is Who in the LPC?

12:30 – 1:30 p.m.

LPC General Board Meeting

1:30 – 1:45 pm

Break

1:45 – 3:00 pm

LPC Strategic Planning Session

**PLEASE RSVP by Friday, October 30, 2015**

For more information please contact Ruth Fernandez at

[rfernandez@cccocoe.k12.ca.us](mailto:rfernandez@cccocoe.k12.ca.us)





# Child Care Facilities Round Table

Please join us in a crucial discussion with local government and community stakeholders about the current landscape of child care facilities in Contra Costa County.

**Meeting objectives:**

- Provide an overview of current supply of child care facilities
- Discuss current challenges faced by the child care industry related to facility development and availability
- Economic and systemic implications due to unavailability of child care facilities

## where:

Contra Costa County Office of Education  
77 Santa Barbara Road  
Pleasant Hill, CA 94523

## when:

November 23, 2015  
9:00 – 11:00 a.m.

## r.s.v.p.

Ruth Fernández at 925-942-3413 or [rfernandez@cccocoe.k12.ca.us](mailto:rfernandez@cccocoe.k12.ca.us)  
Please RSVP by Friday, November 20, 2015

