

Minutes of General Council Meeting

Monday, September 28, 2015 3-5 pm

Meeting Location:

Contra Costa County Office of Education

Board Room

77 Santa Barbara Road

Pleasant Hill, CA 94523-4201

Members Present: Estela Alvarez, Carolyn Johnson, Kathy Lafferty, Crystal McClendon-Gourdine, Joan Means, Silvana Mosca-Carreon (late), Deborah Penry, Eran Perera, Janeen Rockwell-Owens, Cathy Roof, Aurora Ruth, Dan Safran, Margaret Wiegert-Jacobs

Members Absent: Luis Arenas, Cynthia Castain, Jessica Hudson

Staff Present: Ruth Fernandez, Mary Louise Vander Meulen

Guests: Marissa Frias, COE; Lucy Parada, Tandem, Partners in Early Learning; Laura Rodriguez, Tandem, Partners in Early Learning; Doug Rowe, Los Medanos College

1.0 **Call to Order: Deborah Penry, LPC Chair**

- Welcome / Introductions: Chair Deborah Penry called to order the Contra Costa County Local Planning and Advisory Council for Early Care and Education General Council meeting at 3:16 p.m. and welcomed everyone. Introductions completed.
- Consider Approval of July 27, 2015 Minutes: Cathy Roof moved to approve the July 27, 2015 minutes. Dan Safran seconded the motion. Motion carried.
 - AYE: Johnson, McClendon-Gourdine, Penry, Perera, Rockwell-Owens, Roof, Ruth, Safran, Wiegert-Jacobs
 - NAY: None
 - ABSENT: Arenas, Castain, Hudson, Mosca-Carreon
 - ABSTAIN: Alvarez, Lafferty, Means
- Review and Adoption of September 28, 2015 Meeting Agenda: Dan Safran moved to approve the September 28, 2015 agenda. Dan Safran seconded the motion. Motion carried.
 - AYE: Alvarez, Lafferty, Johnson, McClendon-Gourdine, Means, Penry, Perera, Rockwell-Owens, Roof, Ruth, Safran, Wiegert-Jacobs
 - NAY: None
 - ABSENT: Arenas, Castain, Hudson, Mosca-Carreon
 - ABSTAIN: None

2.0 **Public Comment**

- Items on Agenda
 - No public comment.
- Items of Interest to the Public
 - No public comment.

3.0 **Discuss Board of Supervisors' Triennial Sunset Review Process**

- Deborah Penry reported that this year the LPC will be reviewed by the Board of Supervisors. Documents are included in today's packet for review. The report will be due to the Board of Supervisors by December 1, 2015.

Minutes Submitted by: Mary Louise Vander Meulen

Minutes Approved on: **11-23-2015**

- The plan is to have a draft of the report completed by the next LPC Board meeting on November 23, 2015 for review by the Board members.

4.0 **Staff Project Updates**

- **California Transitional Kindergarten Stipend Project (CTKS)**
 - An introduction of Marissa Frias was given by Ruth Fernandez as the new ECE Project Specialist. 10% of her time will be spent working on the CTKS project, and 90% on the QRIS CSPP Block Grant.
 - The CTKS project has two more years of funding with first priority to TK teachers and second priority to CSPP teachers. The project will reimburse educational expenses.
 - Marissa Frias gave a report on the California Transitional Kindergarten Stipend Project (CTKS). She summarized the process and the forms the participants must complete. So far she received a handful of completed applications with several incomplete applications.
 - Marissa has been working on a marketing flier to hand out to the TK and CSPP teachers. She is trying to address some of the concerns that she has been hearing from teachers. It is has not been clear to some that this is for all TK teachers not just new TK teachers.
- **Professional Development Program Updates**
 - For fiscal year 2015-16 CCCOE and First 5 CC have blended funding and efforts to have one PDP Program to make it easier for teachers to navigate. September 4, 2105 was the deadline. All applications went to First 5 CC. Initial count of applications is around 265; with 132 new people and 133 returning participants. .
 - There have been two foreign transcripts to process this year so far.
- **Site Supervisor/Director Professional Learning Community Project (PLC)**
 - Ruth Fernandez and Terrissa Hein are working on the plan for the Site Supervisor/Director PLC for this coming year. They are hoping to have twice the number of participants as last year.
 - Information session will take place in October with applications due in October.
 - Initial plans are to meet regionally once a month for five months; and to have a capstone project due at the end of the year.
- **Upcoming Events and Meetings:**
 - Annual Fall CCCCA Conference 2015
 - This conference will be taking place October 14-16, 2015 in San Jose, CA. Ruth is participating and will be leading two sessions. All Local Planning Councils of California are a part of this conference. Ruth invited LPC members.
 - CCDBG State Plan Input Sessions
 - There will be three input sessions held in Marin County hosted by the California Department of Education. Hand out given to members and LPC members encouraged to attend and give their feedback about the plan.

- State Advisory Council Meetings
 - Estela Alvarez attends these meetings for her work, PACE. She will send dates of the next meetings.
- State Superintendent Tom Torlakson – Early Learning and Educational Support
 - Ruth Fernandez is a member of this group and the next meeting will take place in October 2015.
- Stakeholder Group
 - Ruth will be attending the Bay Area ECE which will take place at the Santa Clara COE. Ted Lempert will be the speaker at the next meeting.
- Other
 - No other events to report on.

5.0 **Committee Reports**

- **Executive and Budget Committee** - Deborah Penry, chair
 - Chair Deborah Penry reminded everyone of the LPC Board Member Retreat scheduled for November 23, 2015. It will take place in the COE Board Room from 9 am – 3:30 pm. The plan is to have the LPC Board meeting to conduct business and then a few speakers.
- **Advocacy Committee** - Cathy Roof, chair
 - Chair Cathy Roof shared that the next meeting is planned for tomorrow September 29, 2015. Quorum was established for tomorrow’s meeting.
 - Chair Roof reported that revision of the Advocacy committee goals will be discussed; and brainstorming for the Annual Forum 2016.
- **Ad Hoc Facilities Committee** – Kathy Lafferty for Chair Luis Arenas
 - A copy of the committee framework is included in the packet today. Kathy Lafferty gave a brief overview of the committee’s work and thanked everyone who agreed to be on the committee.
 - Kathy Lafferty reminded everyone that the next meeting will take place on Wednesday, September 30, 2015.
- **Projects and Workforce Development Committee** – Carolyn Johnson
 - The CTKS project was already covered in a previous report by Marissa Frias.
 - The Higher Education Collaborative meetings continue to meet Carolyn Johnson reported. The collaborative is working on focusing and defining the goal of the group.
- **School Readiness** – Dan Safran
 - Intern from Mills College, Rebecca Drury has completed her thesis and the committee will be reviewing her work to see what questions and conclusions can be made regarding the RMTK.
 - A reprint of the RMTK will be completed mid-late October. Dan and Ruth Fernandez reported that a part of the QRIS focus will be on school readiness/family engagement. All the QRIS sites will be using the RMTK for this piece, and will need training on the use of the RMTK.
 - The next meeting will take place Tuesday, October 6, 2015 from 9-11 am.

6.0 **Council Member Reports on Meetings attended on behalf of LPC**

Minutes Submitted by: Mary Louise Vander Meulen
Minutes Approved on: **11-23-2015**

- No reports were shared.

7.0 **Adjournment**

- Chair Deborah Penry asked for a motion to adjourn the meeting. Dan Safran moved to adjourn the LPC General Council meeting. Crystal McClendon-Gourdine seconded the motion. Motion carried. Meeting adjourned at 4:45 p.m.
 - AYE: Alvarez, Lafferty, Johnson, McClendon-Gourdine, Means, Mosca-Carreon, Penry, Perera, Rockwell-Owens, Roof, Ruth, Safran, Wiegert-Jacobs
 - NAY: None
 - ABSENT: Arenas, Castain, Hudson
 - ABSTAIN: None

Next Meeting: Monday, November 23, 2015 in the Board Room at CCCOE- Member Retreat