

**Minutes of**  
**LPC School Readiness Committee Meeting**  
**Tuesday, October 6, 2015**  
**9:00 -11:00 a.m.**  
**Las Trampas Room**

**Members Present:** Chair Dan Safran, Carolyn Johnson, Janeen Rockwell-Owens

**Members Absent:** Cynthia Castain, Jessica Hudson

**LPC Guests:** Deborah Penry

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

---

**1.0 Welcome/Introductions**

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

**2.0 Public Comment:** No public comment.

**3.0 Agreements from previous meeting:**

- Review Revised Committee Goals
  - Brief review and discussion held on the revised committee goals. Committee members felt the committee goals are very relevant.
- Review Revised Committee Calendar and New Committee Structure
  - Brief discussion held on the difficulty for some members of the committee to make the meetings due to work commitments. The possibility of a time change and/or day change will be investigated further if it would be advantageous for those that were not present and room availability.
- Discuss 2016 RMTK trainings
  - Lengthy discussion held by the committee members regarding future RMTK trainings and marketing.
  - An order of 3400 Road Maps will be delivered by the end of October. All 101 of the QRIS sites will be using the Road Map this coming year for the parent engagement piece of QRIS. This includes public, private, and centers.
  - Public trainings will be offered for any new sites that purchase the Road Maps; and anyone else that has interest in the Road Map. Discussion held on

Minutes taken by: Mary Louise Vander Meulen

Minutes Approved: **2.11.2016**

what the ramifications might be if there is a large request for the trainings and follow-up after the trainings.

- Ruth Fernandez shared how the last several years have shown changes in the use of the RMTK, and the need for a different type of training is evident. The committee may need to think about who is involved, and how much time is available.
- Dan Safran suggested asking TK teachers to use the RMTK. This may be a targeted audience that is not receiving any information on school readiness. This suggestion may need to be brought to the school districts.
- Suggestion was made by Deborah Penry regarding public trainings. She shared that the initial presentation may need to be worked differently. Suggestion made was to simplify the marketing to get people engaged:
  - Here's something great to use as a parent engagement tool.
  - An argument on here's why you want to use it.
  - Here's how you would use the tool.
    - Give a recipe of how to use it, guidelines.
    - Show some of the study results.
- Ruth Fernandez suggested a business plan be made showing what would be a good investment. She noted that a grant with matching funds may need to be obtained so that someone can be hired part time to work on this.
- Lengthy discussion on where to market the RMTK tool, and how to present it to the community. Suggested outreach targets included:
  - Libraries
  - Faith based schools
  - Church bulletins
  - Clinics
  - Community Colleges
  - Family Child Care Associations
  - Non-profit organizations
  - Have a Facebook page
  - Reach out to East Contra Costa County: e.g., Opportunity Junction and various farm worker agencies

#### **4.0 Data Collection/Project Evaluation/Research**

- Update and Share Research Questions and Next Steps
- Ruth Fernandez handed out the paper written by Rebecca Drury, *The Implementation of a Road Map to Kindergarten in Contra Costa County* while working as an intern at CCCOE.
  - Dan Safran requested more of the research and data Rebecca gathered working on this project.

#### **5.0 Next Meeting Agenda Items**

- Discussion to be held on the findings to discuss what should become the priorities after reviewing all that was discussed today is: possible marketing and promotion ideas.
- Ask CCCOE Communications Department to help come up with RMTK posters/handouts to use at community programs; either seasonal and/or interactive.
- Discuss possibility of a media push i.e.: twitter, Facebook, etc.

Minutes taken by: Mary Louise Vander Meulen

Minutes Approved: 2.11.2016

- Discuss possible time and/or day change of the meetings for the School Readiness Committee.

## **6.0 Adjournment**

- Carolyn Johnson moved to adjourn the meeting. Janeen Rockwell-Owens seconded the motion. Motion carried. Meeting adjourned at 10:59 a.m.
  - AYES: Johnson, Rockwell-Owens, Safran
  - NAYES: None
  - ABSENT: Castain, Hudson
  - ABSTAIN: None

**Next Meeting: Tuesday, December 1, 2015 in the Las Trampas Room 9-11 am.**