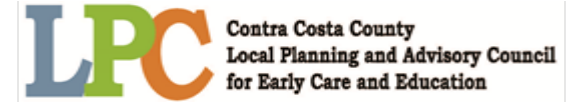




CONTRA COSTA COUNTY
Office of Education
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Karen Sakata, Superintendent of Schools
77 Santa Barbara Road, Pleasant Hill, CA 94523
(925) 942-3388



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: 10:00 AM – 12:00 Noon

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
Thursday, February 11, 2016

TIME	AGENDA TOPIC	PURPOSE	DISCUSSION LEADER	DESIRED OUTCOME
10:00 - 10:05	Welcome/Introductions	C	Dan	Group introductions
10:05 -10:10	Review and Approval of Minutes from - 10.6.15 - Action Review and Approval of Agenda – 2.11.16 - Action	I, D, A	Dan	Approval of agenda and minutes
10:10 – 10:30	Agreements from previous meeting: <ul style="list-style-type: none"> Review and discuss revised committee goals for 2015-16 Review Revised 2015-16 Meeting Calendar 	I,D	Dan	Review and discuss revisions to meeting calendar: new date and time Update new committee members with committee tasks and goals
10:30 – 11:00	Follow-up and Updates: <ul style="list-style-type: none"> RMTK Research from Mills Graduate Student 	I,D	Dan/Ruth	Discuss research project from Mills
11:00 – 11:55	Review School Readiness Ideas for 2015-2016 <ul style="list-style-type: none"> Review and discuss notes from last meeting regarding RMTK Training Model and ideas for civic engagement projects Review possible outreach approaches to parents whose children are not in child care Share 2016 RMTK training dates Possible Family Engagement Events: Children’s Parade/Family Engagement Symposium 	I,D	Dan	Discuss Program Expansion and possibilities for new activities and projects
11:55 - 12:00	Next Meeting Agenda Items/Adjournment Next Meeting: Thursday, April 14, 2016 10:00 - 12 noon	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, 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: DRAFT

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: DRAFT

- 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.

DRAFT

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 2015 – 2016 Calendar

Second Thursday 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 4, 2015 <i>*Canceled</i>	10:00 AM-Noon	CCCOE Las Trampas Room
School Readiness Committee	February 11, 2016 <i>*New meeting date</i>	10:00 AM-Noon	CCCOE Las Trampas Room
School Readiness Committee	April 14, 2016	10:00 AM-Noon	CCCOE Las Trampas Room
School Readiness Committee	June 9, 2016	10:00 AM-Noon	CCCOE Las Trampas Room