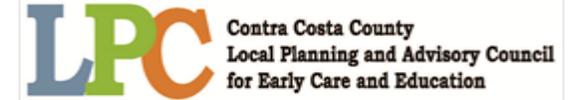




CONTRA COSTA COUNTY  
**Office of Education**  
learn • lead • achieve

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, April 14, 2016**

TIME	AGENDA TOPIC	PURPOSE	DISCUSSION LEADER	DESIRED OUTCOME
10:00 - 10:05	<b>Welcome/Introductions</b>	C	Dan	Group introductions
10:05 -10:10	<b>Review and Approval of Minutes from - 2.11.16 - Action</b> <b>Review and Approval of Agenda – 4.14.16 - Action</b>	I, D, A	Dan	Approval of agenda and minutes
10:10 – 10:30	<b>RMTK Research Findings from Mills Graduate Student – Rebecca Lew</b>	I,D	Dan	Discuss research project from Mills
10:30 – 11:15	<b>Follow-up and Information Shared by Committee Members:</b> <u>Community Partnerships with:</u> <ul style="list-style-type: none"> <li>• Contra Costa County Library – Guest: Catherine Oliver</li> <li>• Faith-based Community Agencies</li> <li>• Healthy and Livable Pittsburg Collaborative</li> <li>• PUSD</li> </ul>	I,D	Dan/Ruth	Members share information collected and discuss collaboration possibilities
11:15 – 11:55	<b>Review School Readiness Committee Ideas for 2015-2016</b> Update on RMTK new tools: Poster/Seasonal Reminders/Brochure RMTK Business Plan	I,D	Ruth	Discuss Program Expansion and possibilities for new activities and projects
11:55 - 12:00	<b>Next Meeting Agenda Items/Adjournment</b> Next Meeting: <b>Thursday, June 9, 2016 10:00 - 12 noon</b>	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**  
**Thursday, February 11, 2016**  
**10:00 a.m. -12:00 p.m.**  
**Las Trampas Room**

**Members Present:** Chair Dan Safran, Deena Jones, Deborah Penry, Janeen Rockwell-Owens

**Members Absent:** Carolyn Johnson

**LPC Guests:** None

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

---

**1.0 Welcome/Introductions**

- Welcome – Chair Dan Safran welcomed the committee at 10:05 a.m.
- Review and Approval of Agenda for 2-11-16: Agenda reviewed. Deborah Penry moved to approve the agenda. Deena Jones seconded the motion. Motion to approve the agenda carried.
  - AYES: Jones, Penry, Rockwell-Owens, Safran
  - NAYES: None
  - ABSENT: Johnson
  - ABSTAIN: None
- Review and Approval of Minutes from 10-6-15: 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: Johnson
  - ABSTAIN : Jones, Penry

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

**3.0 Agreements from previous meeting:**

- Review and Discuss Revised Committee Goals for 2015-16
  - Brief review and discussion held on the revised committee goals. Committee members feel the committee goals are very relevant.
  - Deborah Penry suggested leaving out the words ‘continue to’ at the beginning of Goal 2. She would like to see the goal start with ‘Support...’
- Review Revised 2015-16 Meeting Calendar
  - Brief review and discussion of the revised meeting calendar.
  - Members of the committee present at this meeting confirmed availability for the next two meeting dates: April 14 and June 9, 2016 from 10 am -12 pm.

**4.0 Follow-up and Updates**

- RMTK Research from Mills Graduate Student
  - After reading the Mills Graduate student’s thesis, Dan Safran feels her data and findings raise several important questions for the committee:
    - In what ways can the RMTK information be disseminated to a mobile device and more “visual” generation?

Minutes taken by: Mary Louise Vander Meulen

Minutes Approved: DRAFT

- In what ways can the RMTK process better articulate how school readiness responsibilities can be *shared* between parents and teachers?
- To what extent does RMTK need to be adapted to meet the needs of cultural diversity?
- What adaptations could be made in the product and process “to increase families’ engagement with one another”?
- “In what ways can the school and community step in to help support that child throughout the transition experience”?
- Lengthy discussion on how valuable the use of technology, social media, ‘apps’, etc. maybe for the distribution of the RMTK
  - A lot of research will need to be done regarding this topic.
  - Suggestion to find a volunteer to work thru the issues regarding the use of technology, what is possible, and/or how it will be possible.
  - Suggestion of the need to apply for a grant and to write up a proposal to the LPC regarding this matter.
- On the topic of sharing responsibilities with the parents, the committee discussed how this has to be done during the time of the training
- Discussion held on how to adapt to cultural diversity
  - To provide RMTK in different languages
  - Look at the RMTK through the eyes of different cultures to see how adaptive it is to other cultures. May need to stress in the trainings that this is the ‘American way’ and teach the necessity of knowing the ‘culture of the system’ so that families are able to access the services available. There are agencies that do this well, such as the Jewish Community Center
  - Suggestion made to have information referring to this topic in the introduction and prepare a statement of cultural context for the trainers.
- Brief discussion held on parent engagement and how it is important to talk to other parents, need to provide opportunities to encourage this collaboration.
- Discussion held regarding the transition experience for the child
  - Very few school districts in Contra Costa County use the tool. Ruth Fernandez noted that it takes a real champion of the product to get it out to the school districts. There is no budget for it.
  - It would be beneficial to have a meeting with the CCC School Superintendent to promote the RMTK. Ask for advice on how to improve the perception of the tool and get her advice as to how to improve disbursement in our school districts.

## 5.0 **Review School Readiness Ideas for 2015-16**

- Review and discuss notes from last meeting regarding RMTK Training Model and ideas for civic engagement projects.
  - Committee members decided to table this discussion until the next meeting.
- Review possible outreach approaches to parents whose children are not in child care.
  - Dan Safran would like to see more collaboration with the county library system.

- Suggestion made to have the county library head of youth services, Amy McKoski, join use at our next meeting.
- Discussion held on how to use faith-based organizations to disseminate the use and importance of the RMTK.
  - Members were not sure how to access this aspect; possibly put an announcement in the bulletins.
  - Questions arose on how to get a list of faith-based organizations and schools. Dan Safran offered to work on obtaining a list of faith-based schools.
  - Discussion held regarding the possibility of the Child Care Council being able to help with obtaining a list of organizations/agencies; or mailing information out about the RMTK.
- Discussion held on the use of social media in disseminating the RMTK, such as Facebook and Twitter.
- Ruth Fernandez offered to speak with Alejandra Chamberlain from CCCOE, who has visited organizations to find kids that may need help, such as shelters. Shelter Inc. may be able to give assistance with this aspect of outreach as well.
- Share 2016 RMTK training dates
  - Ruth Fernandez reported on the RMTK training that was held on Saturday, January 30, 2016 at CSU East Bay for QRIS participants. There will be another training held on Saturday, February 27, 2016, also for QRIS participants.
  - One big issue is lack of free facilities for training on Saturdays; there is no budget to cover renting a facility. Trainings need to be held on Saturdays due to the fact teachers are working during the week and an evening training would make for a very long day.
  - There are no plans for additional trainings at this time
  - Ruth Fernandez reported the pilot programs with Community Services Bureau (CSB) and First 5 Contra Costa are completed; and the agencies are continuing to implement the RMTK in their centers this year.
- Possible Family Engagement Events: Children's Parade/Family Engagement Symposium
  - Lengthy discussion held on the idea of having a Children's Parade, either countywide or at the school district level, during the Week of the Young Child. Ruth Fernandez reported that this has been done in San Mateo and Fresno counties. Typically the parades start in one park, walk to another park, and then a time of resource sharing is held following the parade.
  - Suggestions regarding sharing the RMTK at a Family Engagement Event:
    - Collaborate with an agency that has an event organized already such as Healthy Living in Pittsburg
    - Family Fun Day through the Recreation Department
    - Deena Jones is willing to talk to her kids afterschool programs.
    - Ruth Fernandez will set up a meeting with Louise Barbee, and have Deborah Penry join her to discuss meeting with the parent liaisons from the different schools. Louise is the After School Program Coordinator for the Pittsburg USD.

- Deborah Penry is willing to talk to the Pittsburg USD superintendent. Deborah would like to have a written plan to show the superintendent, not just an idea.
- Committee supported the idea of approaching Pittsburg USD first as the first step in possibly planning an event.

#### 6.0 **Next Meeting Agenda Items/Adjournment**

- Next meeting agenda and committee work prior to next meeting:
  - Ruth Fernandez
    - Request a meeting with the CCCOE Superintendent with the Executive Committee
    - Research foundations for grants with parent education that includes technology.
    - Set up a meeting with Louise Barbee and parent liaisons.
    - Talk with Youth Development Services at CCCOE
    - Research Healthy Living in Pittsburg
  - Dan Safran
    - Research the Jewish Community Center Family Services
    - Research finding a volunteer to work on an 'app'
    - Contact the National Family Engagement Association for funding sources
    - Research high-tech companies
  - Deena Jones
    - Research on 'apps' to see if there is something out there similar to the RMTK
    - Research high-tech companies
- Deborah Penry moved to adjourn the meeting. Janeen Rockwell-Owens seconded the motion. Motion carried. Meeting adjourned at 11:59 a.m.
  - AYES: Jones, Penry, Rockwell-Owens, Safran
  - NAYES: None
  - ABSENT: Johnson
  - ABSTAIN: None

**Next Meeting: Thursday, April 14, 2016** in the Las Trampas Room 10 a.m. – 12 p.m.

# 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](http://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/>