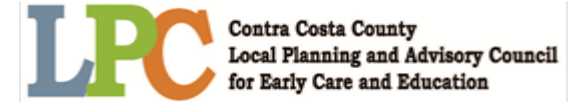




CONTRA COSTA COUNTY
Office of Education
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Karen Sakata, Superintendent of Schools
77 Santa Barbara Road, Pleasant Hill, CA 94523
(925) 942-3388



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, June 2, 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 - 4.14.16 - Action Review and Approval of Agenda – 6.2.16 - Action	I, D, A	Dan	Approval of agenda and minutes
10:10 – 10:30	Update on Library Outreach School Readiness Activities – Catherine Oliver	I,D	Guest Presenter	Information shared by library staff
10:30 – 11:30	Staff Update on RMTK partnership with PUSD and CCC Library	I,D	Ruth, Leticia and Catherine	Members share information collected and discuss collaboration possibilities
11:30 – 11:55	Review School Readiness Committee Ideas for 2016-2017 Update on RMTK new tools: Posters/New RMTK Training dates RMTK Business Plan Reviewed and Discussed	I,D	All	Discuss Program Expansion and possibilities for new activities and projects
11:55 - 12:00	Next Meeting Agenda Items/Adjournment Next Meeting: Thursday, August 11, 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
Thursday, April 14, 2016
10:00 a.m. -12:00 p.m.
Las Trampas Room**

Members Present: Chair Dan Safran, Carolyn Johnson, Deena Jones, Deborah Penry

Members Absent: Janeen Rockwell-Owens

LPC Guests: Leticia Gomez, *Pittsburg Unified School District*, Rebecca and Rory Lew, *Intern Student from Mills College*; Catherine Oliver, *Contra Costa County Library*

Staff Present: Ruth Fernandez, Mary Louise Vander Meulen

1.0 Welcome/Introductions

- Welcome – Chair Dan Safran welcomed the committee at 10:08 a.m.
- Review and Approval of Agenda for 4-14-16: Agenda reviewed. Carolyn Johnson moved to approve the agenda. Deborah Penry seconded the motion. Motion to approve the agenda carried.
 - AYES: Johnson, Jones, Penry, Safran
 - NAYES: None
 - ABSENT: Rockwell-Owens
 - ABSTAIN: None
- Review and Approval of Minutes from 2-11-16: Minutes reviewed. Deborah Penry moved to approve the minutes. Deena Jones seconded the motion. Motion to approve the minutes carried.
 - AYES: Jones, Penry, Safran
 - NAYES: None
 - ABSENT: Rockwell-Owens
 - ABSTAIN : Johnson

2.0 Public Comment: No public comment.

3.0 RMTK Research Findings from Mills Graduate Student – Rebecca Lew

- Former intern Rebecca Lew shared her Power Point on the RMTK research that she completed during her work on her Master’s program at Mills College. Rebecca stressed that she did use a sub-set of the findings for her research.
- Rebecca’s conclusions found that the RMTK was beneficial for families and teachers. It was a tool that helped build a positive connection and relationship between home and school.
- Rebecca noted that her thesis is up and published on-line if anyone was interested.
- The committee thanked Rebecca for her research and findings and acknowledged that this information was very helpful for the committee.

4.0 Follow-up and Information Shared by Committee Members

- Community Partnerships with:
 - Contra Costa County Library – Guest Catherine Olive
 - Introduction to Catherine Oliver and her role at the County Library given by Dan Safran.

Minutes taken by: Mary Louise Vander Meulen

Minutes Approved: DRAFT

- Catherine Oliver shared how she saw great collaborative possibilities in using the RMTK with the families that use the Library's other programs. Further discussion was requested.
 - Faith-based Community Agencies
 - Limited conversation held on this topic due to time.
 - Healthy and Livable Pittsburg Collaborative
 - Ruth Fernandez shared the hope was to have someone come to the June meeting to discuss potential collaborative possibilities with Healthy and Livable Pittsburg.
 - PUSD – Guest Letricia Gomez
 - Welcome and introduction given to Letricia Gomez by Ruth Fernandez. Letricia is the coordinator for a team of fourteen parent liaisons in PUSD at the multiple schools. The team's goal is to encourage parent engagement by holding parent workshops, early literacy programs, and other workshops for TK and preschool families. They are moving forward to include 1st and 2nd grade soon.
 - Funding is provided through LCAP; and was started one year ago with the PUSD Superintendent's support of such a program.
 - One of the first workshops that the team supported was on truancy, and absenteeism. The data that the team collected showed that the workshops have shown an 83% improvement regarding this subject.
 - Letricia Gomez voiced her excitement and interest in the RMTK and would like to talk to Ruth Fernandez further about the tool.

5.0 Review School Readiness Committee Ideas for 2015-16

- Update on RMTK new tools: Posters/Seasonal Reminders/Brochures
 - Ruth Fernandez and Marissa Frias shared some of the projects that are being worked on regarding the seasonal reminders and the posters. The hope is to offer a large dry erase poster similar to the trifold example of the RMTK. It would leave space for customizing and announcements by the user.
 - Discussion held on the possible need to hire a project coordinator for the RMTK; to implement the ideas and plans discussed by the group.
- RMTK Business Plan
 - Ruth Fernandez handed out a business plan that she wrote for the RMTK. She gave a brief background on the conception of the RMTK and how it has been used since its publication in 2010.
 - Ruth shared how over the next years the hope is to grow the use of the tool in the Bay Area QRIS programs that serve low-income immigrant families within the Bay Area region. The ultimate goal is to make the program sustainable; and to make a difference in the families' lives that use the tool.
 - Dan Safran showed his support for the plan and asked if there was a timeline for implementing the plan. Ruth Fernandez noted that one big step would be finding a foundation that would be willing to support the plan with a grant.

6.0 Next Meeting Agenda Items/Adjournment

- Follow-up actions:
 - Ruth Fernandez, Catherine Oliver, Letricia Gomez and Dan Safran will be in contact for follow-up meetings.

Minutes taken by: Mary Louise Vander Meulen

Minutes Approved: DRAFT

- Deena Jones offered to help out with Pittsburg USD in any way that she can to promote the RMTK.
- Deena Jones moved to adjourn the meeting. Carolyn Johnson seconded the motion. Motion carried. Meeting adjourned at 11:52 a.m.
 - AYES: Johnson, Jones, Penry, Safran
 - NAYES: None
 - ABSENT: Rockwell-Owens
 - ABSTAIN: None

Next Meeting: Thursday, June 9, 2016 in the Las Trampas Room 10 a.m. – 12 p.m.

DRAFT

School Readiness Committee Meeting 2016 – 2017 Calendar

Second Thursday of every other month

MEETING	DATE	TIME	LOCATION
School Readiness Committee	August 11, 2016	10:00 AM-Noon	CCCOE Las Trampas Room
School Readiness Committee	October 13, 2016	10:00 AM-Noon	CCCOE Las Trampas Room
School Readiness Committee	December 8, 2016	10:00 AM-Noon	CCCOE Las Trampas Room
School Readiness Committee	February 9, 2017	10:00 AM-Noon	CCCOE Las Trampas Room
School Readiness Committee	April 13, 2017	10:00 AM-Noon	CCCOE Las Trampas Room
School Readiness Committee	June 8, 2017	10:00 AM-Noon	CCCOE Las Trampas Room