

**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: 6.2.2016

- 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: 6.2.2016

- 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.