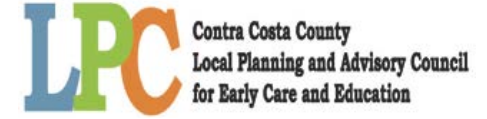




CONTRA COSTA COUNTY  
**Office of Education**  
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Karen Sakata, Superintendent of Schools  
77 Santa Barbara Road, Pleasant Hill, CA 94523  
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Contra Costa County Office of Education

The Contra Costa Local Planning and Advisory Council for Early Care and Education (LPC)

**Purpose:** LPC Executive & Budget Committee Meeting  
**Location:** 77 Santa Barbara Road ~ Las Trampas Room  
Pleasant Hill, California 94523  
**Time:** 9:00 AM – 11:00 AM

**Facilitator:** Cathy Roof, Chair  
**Timekeeper:** Ruth Fernandez  
**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 County 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 County Local Planning and Advisory Council for Early Care and Education meetings who contact the LPC Coordinator at least 48 hours before the meeting at 925-942-3413.*

**AGENDA**  
**Thursday, July 7, 2016**  
**TIME: 9:00 – 11:00 AM**

TIME	AGENDA TOPIC	PURPOSE	DISCUSSION LEADER	DESIRED OUTCOME
9:00 - 9:05	<b>Welcome/Introductions</b> Minutes Review and Approval for 5.9.16 - <b>Action</b> Agenda Review and Approval for 7.7.16 - <b>Action</b>	C, A	Cathy	Approval of minutes and agenda
9:05 – 9:10	<b>Public Comment</b>	I	All	Members of the Public may comment on items of interest or items on the agenda
9:10 - 9:20	<b>Staff Updates:</b> End of Year Expenditure Reports FHS Reporting Staff Changes 2016-17 Projects and Contracts	I, D	Ruth	Staff updates related to project implementation, state funding, budget, and correspondence received
9:20 – 10:00	<b>Review and Adopt 2016-17 Committee Structure and Calendars</b> <b>Identify Date and Time for 2016 Annual Member Retreat</b>	I,D, C	All	Review Committee structure and adopt new LPC Committee structure and members of each committee. Establish date and time for 2016 Annual Member Retreat.
10:00 – 10:55	<b>LPC Committee Reports &amp; Updates:</b> <ul style="list-style-type: none"> <li>• Advocacy – Cathy Roof</li> <li>• Projects &amp; Workforce Development – Carolyn</li> <li>• Ad Hoc Facilities Development –Luis Arenas</li> <li>• School Readiness – Dan Safran</li> </ul> <b>LPC Activities:</b> Develop LPC Board Meeting Agenda for 7.25.16 Other Updates	D, C	All	Discuss LPC Committee Activities Define key topic areas for July Board Meeting & action steps for LPC activities
11:00	<b>Adjournment – Action</b> <b>Next meeting: September 12, 2016 9-11 am (Las Trampas)</b>	A	All	Next Exec Committee Meeting Identified Approval of adjournment

- NOTE: D = Discussion C = Consensus A = Action I = Information
- 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 Executive 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.

**CONTRA COSTA COUNTY  
LOCAL PLANNING AND ADVISORY COUNCIL  
FOR EARLY CARE AND EDUCATION  
Minutes of the Executive & Budget Committee Meeting  
Monday, May 9, 2016  
9:00 AM – 11:00 AM  
Las Trampas Room**

**Members Present:** Chair Deborah Penry, Carolyn Johnson, Crystal McClendon-Gourdine, Cathy Roof, Dan Safran

**Members Absent:** Luis Arenas,

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

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**Call to Order – Deborah Penry**

- Welcome: Chair Deborah Penry called to order the Contra Costa Local Planning and Advisory Council for Early Care and Education Executive and Budget Committee meeting at 9:13 a.m.
- Cathy Roof motioned approval of the minutes for the Executive & Budget Committee meeting held on March 25, 2016. Dan Safran seconded the motion. Motion approved.
  - AYE: Johnson, Penry, Roof, Safran
  - NAY: None
  - ABSENT: Arenas
  - ABSTAIN: McClendon-Gourdine
- Dan Safran motioned approval of the minutes for the Special Executive & Budget Committee meeting held on April 12, 2016. Cathy Roof seconded the motion. Motion approved.
  - AYE: Johnson, Penry, Roof, Safran
  - NAY: None
  - ABSENT: Arenas
  - ABSTAIN: McClendon-Gourdine
- Carolyn Johnson motioned approval of the agenda for May 9, 2016 with two additions. The Ad Hoc Nominating Committee update to be added under the Committee updates; and the next date of the Executive Committee meeting to be decided. Crystal McClendon-Gourdine seconded the motion. Motion approved with additions.
  - AYE: Johnson, McClendon-Gourdine, Penry, Roof, Safran
  - NAY: None
  - ABSENT: Arenas
  - ABSTAIN: None

**Public Comment:**

- No public comment.

**Staff Updates**

- **Review Letter to Legislators about Forum**
  - A draft copy was handed out to the members of the committee which included the edits suggested by Dan Safran and Deborah Penry.
  - Ruth Fernandez anticipates that the letter will be sent out by May 10, 2016.

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Minutes Taken by: Mary Louise Vander Meulen

- **CTKS Contract Update**
  - Ruth Fernandez reported that there does not seem to be urgency by the TK teachers to use the money for further education. Ruth is hearing that it seems to be a common problem around the state; as shown in the survey that the state sent out recently.
  - At this time a continual push is being made to encourage TK teachers and CSPP teachers to apply for reimbursement of PDP trainings and coursework. An effort has been made by Marissa Frias to meet with the community colleges and encourage them to be more pro-active in getting the word out to the students in ECE.
  - Ruth Fernandez is pushing to have information about the CTKS project put in the PDP guide for 2016-17.
  - In addition, an event is being planned for June 4, 2016 with CPIN; Early Learning Symposium. The event will include 4 sessions that participants can pick from and a keynote speaker, Michael Pritchard.
  - The amount spent in reimbursements will be given at the next meeting.
- **AB212 PDP Update**
  - The amount of \$83,000 is put aside for PDP. The remainder amount to be spent on bonus stipends for taking CORE components.
  - Received the applications from First 5 and Terrissa Hein is going through them now.
  - The Professional Learning Community (PLC) is going along fine and the participants are enjoying the conversation. They are beginning to work on their capstone projects which will be presented to the LPC Board in July 2016.
- **FHS Appointment Recommendations – Meeting scheduled for 5.9.16 at 1 pm**
  - Ruth Fernandez will be attending the FHS meeting on May 9, 2016 at 1 pm (today) to submit the applications of Brenda Brown and Eric Peterson to the LPC Board.
  - Deputy Superintendent Pamela Comfort wrote a letter of approval for the applicants. She will not be able to attend the meeting today.
- **Confirmed presenters for LPC General Meeting on 5.23.16**
  - Jessica Holmes from the Legislative Analyst Office (LAO) will be presenting on the Governor’s Budget either in person or on the phone.
  - There will be a presentation by Cally Martin and Edirle Menezes of First 5 Contra Costa on QRIS and IMPACT. They requested that the presentation be at the end of the meeting.

**Review draft Zip Code Priorities for 2016**

- **Task Force for Priorities Convened**
  - Discussion held on the data presented to the members of the committee about the outcomes of the zip code priorities. The members of the committee felt some of the data does not seem to reflect actual need and further research is needed to confirm the data. Ruth Fernandez called for a task force to take a further look at the data.
  - Carolyn Johnson agreed to be on the task force and she will ask Christina Reich at CSB to assist her on taking a look at the data further.
- **Public Hearing to be held on 5.23.16**
  - All members of the Executive Committee were reminded of the need to be present at the next LPC General Board meeting to be held on 5.23.26. It will be a Public Hearing to present the Zip Code Priorities for 2016-17, and to vote for approval of the priorities.

Minutes Approved: Draft

Minutes Taken by: Mary Louise Vander Meulen

- **Final Priorities presented to FHS on 6.13.15**

- Final presentation of the Zip Code Priorities will be presented to FHS on 6.13.16.

### **LPC Committee Reports & Updates**

- **Ad Hoc Nominating Committee**

- The Ad Hoc Nominations Committee members are Eran Perera, Aurora Ruth and Dan Safran. They met on April 20, 2016 to discuss the slate of officers to present at the next LPC Board meeting.
- Chair Dan Safran reported each individual that was asked to consider being on the slate accepted the nomination. Voting for the new LPC Board officers will take place on May 23, 2016. Nominations for the LPC Board officers are as follows:
  - Chair: Cathy Roof
  - First Vice-Chair: Doug Rowe
  - Second Vice-Chair: Silvana Mosca-Carreon

- **Advocacy – Cathy Roof**

- Discussion held on the new meeting time of the Advocacy Committee which was changed from 3-5 pm to 9-11 am. Multiple members are stating that this time is not working out or is very difficult for their schedule.
- Discussion held to do a Doodle Poll of what time would work for those on the committee. Further discussion held on the LPC Structure of the committees changing and the possibility of combining the Advocacy Committee and the Project and Workforce Development Committee.
- Decision was made to have further discussion on this topic once the the new LPC officers are voted in so that their schedules can be taken into consideration.

- **Projects & Workforce Development – Carolyn Johnson**

- Brief report given by Chair Carolyn Johnson in which she noted the last meeting took place on April 25, 2016. CTKS and PDP reports were given earlier under staff updates.
- Discussion held on the combining of the Advocacy Committee and the Project and Workforce Development Committee held earlier.
- Carolyn Johnson motioned approval of joining Project and Workforce Development to the Advocacy Committee. Cathy Roof seconded the motion. Motion approved.
  - AYE: Johnson, McClendon-Gourdine, Penry, Roof, Safran
  - NAY: None
  - ABSENT: Arenas
  - ABSTAIN: None

- **Ad Hoc Facilities Development – Draft recommendations Shared – Luis Arenas**

- On April 21, 2016 the committee met but did not have quorum due to a last minute emergency of one of the committee members. Luis Arenas, Margaret Wiegert-Jacobs, and Lia Bristol were present.
- Ruth Fernandez noted that she has been in touch with Lauri Byers from Supervisor Anderson's office; and Lauri will be coming to the meetings.
- Lia Bristol from Supervisor Karen Mitchoff's office reached out to Kristine Solseng from the Economic Planning Department. Kristine believes that there is money that may possibly be accessible to do a land use study to coincide with the LPC Needs Assessment that is due in 2016-17. The Board of Supervisors will need to be

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approached regarding this. Ruth Fernandez has spoken to Sean Casey about this and he would like to see a proposal in writing on how the funds would be used.

- Ruth Fernandez will be talking to Lindy Lavender who works with Supervisor Mitchoff, and will be stepping in for Lia Bristol who will be going on leave soon.
- Discussion was held that an additional meeting may be necessary to be ready for a presentation of the LPC's recommendations to the Family & Human Resources on June 13, 2016. The meeting will run from 1-3 pm; and Ruth would like all Executive Committee members at the meeting.
- Ruth Fernandez will be getting an estimate of the cost of doing a land use study from Briones and Associates.
- Suggestion was made to have a full presentation of the LPC to FHS this summer for next year. Ruth will plan to meet with Supervisor Gioia in the upcoming months.

- **School Readiness – Dan Safran**

- The most recent committee meeting took place on April 14, 2016. Leticia Preciado Gomez from Pittsburg USD parent group and Catherine Oliver from the public library attended the meeting. They will be having a follow up meeting with Ruth Fernandez to further discuss the Road Map to Kindergarten. Their excitement of the RMTK was evident in the discussion at the meeting.
- The next School Readiness Committee meeting is scheduled for June 2, 2016 from 10 am – 12 noon in the Las Trampas Room at CCCOE.

### **LPC Activities**

- **Develop LPC Board Meeting Agenda for 5.23.16**

- Discussion held on the agenda of the next LPC General Board meeting:
  - Welcome /agenda/minutes
  - Voting of the new LPC officers
  - Voting of the LPC Zip Code Priorities (Public Hearing)
  - LAO presentation
  - First 5 presentation
  - No committee reports due to full agenda

- **Identify new date for LPC Executive Committee in July**

- Ruth Fernandez will be out of town for the July 11, 2016 Executive Committee meeting.
- Request was made to change the meeting date to July 7, 2016. The decision was made to ask Doug Rowe and Silvana Mosca-Carreon if that date works for them; if elected on May 23, 2016 as the new LPC Board officers.

- **Other updates**

- Suggestion was made to have a presentation at the July Board meeting regarding the LPC structure and who is on what committees.

### **Adjournment:**

- Cathy Roof moved to adjourn the meeting. Deborah Penry seconded the motion. Motion carried. Meeting adjourned at 11:17 a.m.

- AYE: Johnson, McClendon-Gourdine, Penry, Roof
- NAY: None
- ABSENT: Arenas, Safran
- ABSTAIN: None

- **Next Meeting:** Executive Committee Meeting – TBD

Minutes Approved: Draft

Minutes Taken by: Mary Louise Vander Meulen