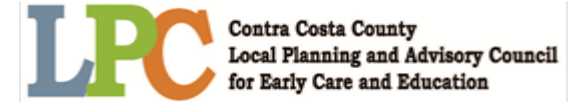




CONTRA COSTA COUNTY
Office of Education
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Contra Costa County Office of Education

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

REVISED

Facilitator: Deborah Penry

Timekeeper: Ruth Fernández (Staff)

Recorder: TBD



*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, August 11, 2016

TIME	AGENDA TOPIC	PURPOSE	DISCUSSION LEADER	DESIRED OUTCOME
10:00 - 10:05	Welcome/Introductions	C	TBD	Group introductions
10:05 -10:10	Review and Approval of Minutes from - 6.2.16 - Action Review and Approval of Agenda – 8.11.16 - Action	I, D, A	Deborah	Approval of agenda and minutes
10:10 – 10:40	Overview Presentation about the Healthy and Livable Pittsburg Collaborative Presenter: Coire Reilly, Healthy Communities Manager, Contra Costa Health Services	I,D	Guest Presenter	Information shared by library staff
10:40 – 11:40	Partner Agencies Updates: Contra Costa Library District – Catherine Oliver and Amy Mockoski Contra Costa Community Services Bureau Contra Costa First 5 Family Resource Centers	I,D	Guest Presenter	Information shared by guest presenter, discussion about possible collaboration and partnerships
11:40 – 11:55	Staff Updates about ongoing RMTK trainings and use in QRIS initiative Other Updates from Committee Members	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, October 13, 2016 10:00 - 12 noon	I,A	Deborah	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, June 2, 2016
10:00 a.m. -12:00 p.m.
Las Trampas Room

Members Present: Chair Dan Safran, Carolyn Johnson, Deena Jones, Janeen Rockwell-Owens

Members Absent: Deborah Penry

LPC Guests: None

Staff Present: Ruth Fernandez, Mary Louise Vander Meulen

1.0 Welcome/Introductions

- Welcome – Chair Dan Safran welcomed the committee at 10:11 a.m.
- Review and Approval of Agenda for 6-2-16: Agenda reviewed. Carolyn Johnson moved to approve the agenda. Janeen Rockwell-Owens seconded the motion. Motion to approve the agenda carried.
 - AYES: Johnson, Jones, Rockwell-Owens, Safran
 - NAYES: None
 - ABSENT: Penry
 - ABSTAIN: None
- Review and Approval of Minutes from 4-14-16: Minutes reviewed. Carolyn Johnson moved to approve the minutes. Deena Jones seconded the motion. Motion to approve the minutes carried.
 - AYES: Johnson, Jones, Safran
 - NAYES: None
 - ABSENT: Penry
 - ABSTAIN : Rockwell-Owens

2.0 Public Comment: No public comment.

3.0 Update on Library Outreach School Readiness Activities-Catherine Oliver

- No update was given as Catherine Oliver was not present at the meeting.

4.0 Staff Update on RMTK partnership with PUSD and CCC Library

- Ruth met on May 18, 2016 with Catherine Oliver from the CCC Library and Leticia Gomez from PUSD to discuss possible ideas to promote the RMTK in both sectors. A proposal was crafted to bring back to PUSD.
- General idea of the proposal is to begin meeting with PUSD preschool parents at their school sites along with the Parent Liaisons. A summer RMTK training will be held to train the parent liaisons and/or teachers, with the plan to have 4 parent sessions throughout the year with a seasonal themed topic. CCC Library would support this program with their Book Bag program. This program would supply books in a bag following the seasonal themes. The bag would include parent/child activities as well. Each session the parents would switch out their bags for new books.
- Leticia's concern was the cost of the RMTK and the difficulty in finding the funding to purchase the RMTKs. Leticia did send Ruth an email later in the week

Minutes taken by: Mary Louise Vander Meulen

Minutes Approved: DRAFT

after the initial meeting stating that PUSD was unable to find funding for this program idea.

- Lengthy discussion held on how to possibly fund the project and what possible steps may be taken to find funding. Dan Safran shared his surprise of the PUSD response after making the effort to set up these parent liaison groups at each site. He requested that this be shared with Leticia.
- Next steps: Dan Safran suggested Ruth contact Leticia with the purpose to pursue the idea further. He suggested trying to push the proposal further and to try to work something out as a pilot program for the PUSD.

5.0 Review School Readiness Committee Ideas for 2016-17

- Update on RMTK new tools: Posters/New RMTK Training dates
 - Ruth Fernandez and Marissa Frias unveiled the new RMTK posters that just arrived. These posters will be given to the teachers that attended the RMTK trainings on January 30, 2016 and February 27, 2016. An event is planned for June 6, 2016 for them to receive their poster and to tell their story on how they have used the RMTK in their classrooms since the training.
 - A companion guideline will be developed to be given along with the poster on how to use the tool.
 - Dan Safran asked Marissa Frias if she will be documenting the event and the stories that the teachers will be sharing. He requested that pictures be taken of where the individuals hang their posters.
 - Question was asked if the posters will be used in any non-school setting. Discussion held on possible sites: churches, libraries, Dr. offices, community centers and/or events.
 - Lengthy discussion held on how to connect all parents with the RMTK:
 - Android app
 - Pop-ups on Facebook
 - Text alerts
 - On-line webinars
 - Additional RMTK trainings are scheduled to happen on Saturday, August 27, 2016 and Saturday, September 10, 2016.
 - Deena Jones requested to be trained on the RMTK.
- RMTK Business Plan Reviewed and Discussed
 - Brief review of the RMTK Business plan by Ruth Fernandez. She noted that in a three year period the RMTK plan can be self-sustainable on a fee-for-service program.
 - Ruth stated that she will begin looking at foundations that may be willing to fund the RMTK program.
 - The Executive Summary from Healthy and Livable Pittsburg was handed out to the committee and reviewed. Discussion held on how the RMTK would fit into their plan. Suggestion was made to have them come to a RMTK meeting to discuss the possibility.

6.0 Next Meeting Agenda Items/Adjournment

- Next steps before next meeting:
 - Janeen Rockwell-Owens will be talking to the mayor of Pittsburg
 - Ruth will be looking into foundations to fund the RMTK project.

Minutes taken by: Mary Louise Vander Meulen

Minutes Approved: DRAFT

- Dan Safran will be talking to the library manager at the Pleasant Hill library to see if they would be willing to put up a poster in the storytelling area.
- Ruth Fernandez will contact Tracy Rathray at Contra Costa Health Services regarding the Healthy and Livable Pittsburg program to request a guest speaker at a committee meeting.
- Carolyn Johnson moved to adjourn the meeting. Deena Jones seconded the motion. Motion carried. Meeting adjourned at 11:35 a.m.
 - AYES: Johnson, Jones, Rockwell-Owens, Safran
 - NAYES: None
 - ABSENT: Penry
 - ABSTAIN: None

Next Meeting: Thursday, August 11, 2016 in the Las Trampas Room 10 a.m. – 12 p.m.