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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 School Readiness Committee Meeting
Location: John Muir Conference Room
Time: 10:00 AM – 12:00 PM

Facilitator: Deborah Penry, Chair
Timekeeper: Ruth Fernandez (Staff)
Recorder: Melody Yee

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, September 7, 2017

TIME	AGENDA TOPIC	PURPOSE	DISCUSSION LEADER	DESIRED OUTCOME
10:00 - 10:05	Welcome/Introductions	C	Deborah	Group introductions
10:05 -10:10	<ul style="list-style-type: none"> • Review and Approval of Minutes from – 1.19.17 - Action • Review and Approval of Agenda – 9.7.17 - Action 	I, D, A	Deborah	Approval of agenda and minutes
10:10 – 10:15	<p><u>Public Comment</u> <i>If you wish to speak on a matter on the agenda, please give your name and identify any group or organization you represent for the record prior to your presentation. If you wish to speak on a matter NOT on the agenda, please wait until the Chair calls for public comment on items of interest to the public. The Council shall only take action related to items listed on the current agenda.</i></p>			
	<ul style="list-style-type: none"> • Items on the agenda • Items of interest to the public 	I	Deborah	Information shared
10:15 – 11:00	<p>Review, Discuss & Approve Draft Goals for 2017-18:</p> <ul style="list-style-type: none"> • Define Measureable Outcomes • Annual Activities • Task Delegation/Timeline • Define Meeting Calendar for New Year 	I,D,A	Deborah	Group reviews goals established last year and discusses relevance and feasibility for new year. Committee talks about how success is defined for new year.
11:00 – 11:55	<p>Partner Agencies Updates:</p> <ul style="list-style-type: none"> • Contra Costa County Library District – • First 5 Contra Costa Family Resource Centers • Community Services Bureau – Head Start • East County Literacy Coalition 	I,D	Partner Representatives	Information about ongoing activities and collaboration efforts with partner agencies
11:55 - 12:00	<p>Next Meeting Agenda Items/Adjournment Next Meeting: November 2, 2017 10:00am – 12:00pm</p>	I,A	Deborah	Next meeting date shared with group Agenda items solicited

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.

Minutes of
LPC School Readiness Committee Meeting
Thursday, January 19, 2017
10:00 a.m. -12:00 p.m.
Briones Conference Room

Members Present: Dan Safran, Carolyn Johnson, Deborah Penry

Members Absent: Deena Jones, Janeen Rockwell-Owens

LPC Guests: Cathy Roof, LPC MECC, Liliana Gonzalez, First 5- Help Me Grow, Catherine Oliver, Contra Costa County Libraries, Amy Mockoski, Contra Costa County Libraries

Staff Present: Ruth Fernandez, Melody Yee

1.0 Welcome/Introductions

- Welcome – Dan Safran welcomed the committee at 10:13 a.m.
- Review and Approval of Agenda for 1.19.17: Agenda reviewed. Carolyn Johnson moved to approve the agenda. Deborah Penry seconded the motion. Motion to approve the agenda carried.
 - AYES: Safran, Johnson, Penry
 - NAYES: None
 - ABSENT: Jones, Rockwell-Owens
 - ABSTAIN: None
- Review and Approval of Minutes from 10.13.16: Minutes were reviewed. Deborah Penry moved to approve the agenda. Carolyn Johnson seconded the motion. Motion to approve the agenda carried.
 - AYES: Safran, Johnson, Penry
 - NAYES: None
 - ABSENT: Jones, Rockwell-Owens
 - ABSTAIN: None

2.0 Public Comment: No public comment.

3.0 Partner Agencies Updates:
Contra Costa Library Outreach

- Catherine Oliver informed the Committee about their Early Literacy Kits – containing five books, a toy or puppet, and activity sheets. The kits are circulated via the library and checked out in the same fashion as a book. Currently they are available in Pittsburg and Concord, but there are plans to make more. The response has been extremely positive, the kits are in constant circulation without any real means of advertisement, only by flyer and librarian suggestion.

Health Education Summit

- Ruth Fernandez offered information about how El Dorado County is using their libraries as Education Hubs (viewing them as neutral spaces for people, specifically families, to meet). El Dorado County is implementing them as

Minutes taken by: Melody Yee

Minutes Approved:

Community Hubs – incorporating developmental screening and a community nurse. El Dorado offered an invitation to tour and which is being considered.

- Liliana Gonzalez mentioned First 5 Centers and Help Me Grow are planning similar services.

ACTION ITEM: Request information from El Dorado County describing more about what they have and what specifically they offer.

ACTION ITEM: Plan a possible video conference to take a virtual tour of El Dorado's facility and view their offerings.

- Catherine Oliver mentioned Brentwood Unified Literacy Committee is partnering with hospitals and clinics to provide baby checks in the community.

ACTION ITEM: It was proposed to plan an event during the week of April 24–28, 2017 to commemorate the Week of the Child.

Early Literacy Committee

- Catherine Oliver shared Contra Costa Library was one of the first to be trained to on TouchPoint to better assist and offer support for families for early childhood development and family engagement.

White House Challenge

- Catherine Oliver mentioned the joining of the White House Challenge, which aims to obtain a library card for all students in the county. The goal is register for school, get a library card.

4.0 Staff Updates About Ongoing RMTK Trainings and Use in QRIS Initiative:

- Liliana Gonzalez informed the Committee about an RMTK Project at all First 5 Centers:
 - Plan to interview or survey how they are integrating the RMTK (from observations or interviews)
 - Request feedback of questions or input what should be included in the interview questions or in the survey

ACTION ITEM: Provide what is considered important data to submit to Lisa from the Committee to Ruth within a week or two.

- Carolyn Johnson proposed meeting with site supervisors and partner staff to gather data, what needs to updated, if RMTK is used routinely as a teaching tool, if more training or refresher training is needed.
- Ruth Fernandez mentioned the use of the RMTK poster – how is it being integrated in the classrooms and personalized for each environment (photos, quotes, feedback, etc.).
- The Committee discussed tracking the impact of the RMTK in the QRIS program. The aim is to create an expectation from the program, including the RMTK as a required part of the QRIS program.

5.0 **Other Updates:**

- Lilitiana Gonzalez promoted the Help Me Grow Café, with an accompanying flyer. With the aim to strengthen the system and open a dialogue on gaps. Focuses include developmental screening, launching an online ASQ kiosk, improve the 211 resource, asked for feedback suggesting possible future topics.

ACTION ITEM: Send Advocacy Calendar to the entire attending group

ACTION ITEM: Send 100 copies of the Forum flyer and PDF to Amy and Catherine.

6.0 **Next Meeting Agenda Items/Adjournment**

- Deborah Penry moved to adjourn the meeting. Carolyn Johnson seconded the motion. Motion carried. Meeting adjourned at 11:35 a.m.
 - AYES: Safran, Johnson, Penry
 - NAYES: None
 - ABSENT: Jones, Rockwell-Owens
 - ABSTAIN: None

Next Meeting: April 13, 2017 from 10:00am to 12:00pm in the Contra Costa County Office of Education Briones Conference Room.

Minutes taken by: Melody Yee

Minutes Approved:

LPC School Readiness Committee
2017 - 2018 Goals

Goal:

Build bridges to promote systemic sustainable school-family partnerships in Contra Costa County that invite parent involvement opportunities

Objectives:

1. Enlist a variety of community and civic resources to support school readiness
2. Continue to support parents' knowledge of the K-12 education system and their understanding of the expectations for parent involvement in school readiness activities at home, at school and in the community
3. Support early educators in preparing children and families for school

Performance Measures:

- a. _____

- b. _____

- c. _____

