

Karen Sakata, *Superintendent of Schools*  
77 Santa Barbara Road, Pleasant Hill, CA 94523  
(925) 942-3388

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

**Purpose:** LPC Projects and Workforce Development Committee Meeting  
**Location:** Las Trampas  
**Time:** 9:00 AM – 11:00 AM

**Facilitator:** Carolyn Johnson, Chair  
**Timekeeper:** Cathy Roof  
**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 Wednesday, November 8, 2017

TIME	AGENDA TOPIC	PURPOSE	DISCUSSION LEADER	DESIRED OUTCOME
9:00 -9:05	<b>Welcome/Introductions</b> <ul style="list-style-type: none"> <li>Minutes Review/Approval for 9.19.17</li> <li>Agenda Review/Approval for 11.8.17</li> </ul>	C, A	Carolyn	Approval of agenda/minutes
9:05 – 9:10 3 min. per speaker	<u>Public Comment</u> <ul style="list-style-type: none"> <li>Items on the agenda</li> <li>Items of interest to the public</li> </ul> <p><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>	I	Carolyn	Information shared
9:10 – 9:30	<b>Round Table #2 Discussion</b> <ul style="list-style-type: none"> <li>Review Proposed Agenda</li> <li>Stakeholders to attend</li> <li>Date – accept proposed or alternate</li> <li>Facilitator</li> <li>Timing/Flow</li> <li>Desired Outcome</li> </ul>	I, D, A	Carolyn, All	Discussion and feedback, action
9:30 – 9:50	<b>Round Table #2 Survey Questions</b> <ul style="list-style-type: none"> <li>Review Proposed Survey Questions</li> <li>Define Desired Outcome <ul style="list-style-type: none"> <li>Discuss, Feedback and Action</li> </ul> </li> </ul>	D, C, A	Carolyn, All	Discuss ideas and other thoughts
9:50 -10:00	<b>Summarize Agreements &amp; Next Steps</b>	I, D,C	Carolyn	Define next meeting topics
12:00	<b>Adjournment</b> <b>NEXT MEETING: January 10, 2017</b>	I	All	

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 Projects and Workforce Development Committee Meeting

9/19/2017

John Muir Conference Room

10:00 a.m. - 12:00 p.m.

**Members:** Chair Carolyn Johnson, Joan Means, Cathy Roof, Doug Rowe

**Members Absent:** Edirle Menezes, Aurora Ruth

**Staff:** Ruth Fernandez, Melody Yee

**Guests:** Sue Handy – Diablo Valley College, Terrissa Hein – Contra Costa County Office of Education, Nadirah Jones – Contra Costa County Office of Education, Kathleen Seabolt - Heartwork

### Welcome/Introductions:

- Chair Carolyn Johnson welcomed everyone to the meeting at 10:01 a.m.
- *Agenda Review/Approval:* Joan Means moved to approve the agenda for 9-19-17 with the amended change to have Kathleen Seabolt lead the items: Review Survey Results and Review Proposed Agenda for Round Table. Doug Rowe seconded the motion. Motion carried.
  - AYE: Johnson, Means, Roof, Rowe
  - NAY: None
  - ABSENT: Menezes, Ruth
  - ABSTAIN: Roof
- *Minutes Review/Approval:* Doug Rowe moved to approve the minutes for 7-12-17. Carolyn Johnson seconded the motion. Motion carried.
  - AYE: Johnson, Means, Roof, Rowe
  - NAY: None
  - ABSENT: Menezes, Ruth
  - ABSTAIN: None

### Public Comment:

Kathleen Seabolt announced the Call for Proposals for passion projects at Heartwork Early Care & Education. Open to teachers and teaching assistants. Submitted proposals reviewed quarterly, deadline is December 2, 2017 for 2018 projects. Kathleen will send the flyer with information to the Committee members.

### Review Survey Results

- Ruth Fernandez and Terrissa Hein gave a brief oral summary and provided a handout of the current survey results to begin discussion of the upcoming Stakeholder Round Table.
- Kathleen Seabolt followed with a discussion comparing responses as well as those that stood out

### Review Proposed Agenda for Round Table

- Kathleen Seabolt lead the discussion of ideas and suggestions for the Round Table agenda and flow
  - Estimate of 8 attendees per table with a Committee member assigned to facilitate
  - Kathleen provided four topics for the attendees to reflect and discuss during the Round Table - topics were assigned to four of the tables, two tables per topic.
  - A craft activity was agreed upon for the Round Table
  - The Conceptual Framework will be shared with the attendees to give focus

## **Adjournment**

- *Adjournment:* Cathy Roof moved to adjourn the meeting. Doug Rowe seconded the motion. Motion carried.
  - AYE: Johnson, Means, Roof, Rowe
  - NAY: None
  - ABSENT: Menezes, Ruth
  - ABSTAIN: None
- Meeting adjourned at 12:03 p.m.

DRAFT