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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: Las Trampas Conference Room
Time: 9:00 AM – 11:00 AM

Facilitator: Deborah Penry, Chair
Timekeeper: Susan Jeong (LPC)
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, May 3, 2018

TIME	AGENDA TOPIC	PURPOSE	DISCUSSION LEADER	DESIRED OUTCOME
9:00 - 9:05	Welcome/Introductions	C	Deborah	Group introductions
9:05 -9:10	<ul style="list-style-type: none"> • Review and Approval of Minutes from – 11.2.17 - Action • Review and Approval of Agenda – 5.3.18 - Action 	I, D, A	Deborah	Approval of agenda and minutes
9:10 – 9:15	<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
9:15 – 9:45	<p>“Passport” Development:</p> <ul style="list-style-type: none"> • Presentation and Review draft of the Passport 	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.
9:45 – 10:55	<p>LPC and Community Updates/Announcements:</p> <ul style="list-style-type: none"> • Roadmap to Kindergarten • Tandem 	I,D	Partner Representatives	Information about ongoing activities and collaboration efforts with partner agencies
10:55 - 11:00	<p>Next Meeting Agenda Items/Adjournment Next Meeting: September 6, 2018 9:00am – 11:00am</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, November 2, 2017
10:00 a.m. -12:00 p.m.
Mt. Diablo Conference Room

Members Present: Chair Deborah Penry, Carolyn Johnson, Phelicia Lang, Cathy Roof

Members Absent: Stacie Roundtree

LPC Guests: Liliana Gonzalez, First 5- Help Me Grow, Lucy Parada, Tandem Partners in Early Learning, Sara Rizir-Baer, Tandem Partners in Early Learning

Staff Present: Pam Tyson, Melody Yee

1.0 Welcome/Introductions

- Welcome – Deborah Penry welcomed the committee at 10:04 a.m.
- Review and Approval of Agenda for 11.2.17: Agenda reviewed. Cathy Roof moved to approve the agenda. Carolyn Johnson seconded the motion. Motion to approve the agenda carried.
 - AYES: Penry, Johnson, Lang, Roof,
 - NAYS: None
 - ABSENT: Roundtree
 - ABSTAIN: None
- Review and Approval of Minutes from 9.7.17: Minutes were reviewed. Phelicia Lang moved to approve the agenda. Carolyn Johnson seconded the motion. Motion to approve the agenda carried.
 - AYES: Penry, Johnson, Lang, Roof
 - NAYS: None
 - ABSENT: Roundtree
 - ABSTAIN: None

2.0 Public Comment:

- Liliana Gonzalez announced and invited the attendees to the Help Me Grow Café to be held November 14, 2017 at First 5 Contra Costa from 9:00am to 12:00pm. Liliana handed out flyers with the registration link.
- Phelicia Lang announced she was invited to part of the panel at the Professional Development for Children Librarians, where School Readiness was the topic. A Road Map to Kindergarten was mentioned and was part of the discussion
- Melody Yee announced there were two out-of-state RMTK guide requests – one from Bobbie Noonan’s Child Care in Illinois and one from Great Start Livingston in Michigan.

3.0 “Passport” Discssion:

- Brainstorming of more ideas for the RMTK Community Passport
 - Having a PDF version of the Passport available on the website.
 - Future thoughts of a mobile app version of the Passport.
- Things to include in the Passport:

Minutes taken by: Melody Yee

Minutes Approved:

- Community Programs
- Roadmap Tips
- School district information
- Activities to include:
 - Visit child's school
 - Get a library card
 - Participate in Storytime
- Aim to have Passport ready by spring.

4.0 Partner Agency Updates:

- Invited Tandem to present at a future General Board Meeting.

ACTION ITEM: Follow up with Tandem about future presentation.

5.0 Next Meeting Agenda Items/Adjournment

- Carolyn Johnson moved to adjourn the meeting. Cathy Roof seconded the motion. Motion carried. Meeting adjourned at 11:52 a.m.
 - AYES: Penry, Johnson, Lang, Roof
 - NAYS: None
 - ABSENT: Roundtree
 - ABSTAIN: None

Next Meeting: January 4, 2018 from 10:00am to 12:00pm in the Contra Costa County Office of Education Las Trampas Conference Room.