

# Minutes of the Executive & Budget Committee Meeting

Monday, September 10, 2018 | 9:00 a.m. to 11:00 a.m. | Las Trampas Conference Room

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**Members Present:** Deborah Penry, Eric Peterson, Cathy Roof, and Doug Rowe.

**Members Absent:** Carolyn Johnson and Silvana Mosca-Carreon.

**Staff Present:** Susan K. Jeong, Melody Yee

**Guests Present:** None.

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## Welcome and Introductions

- Chair Deborah Penry called the meeting to order at 9:04 a.m. and welcomed everyone. Welcomes and introductions were completed.

## Minutes Review and Approval

- Cathy Roof moved to approve the minutes of the June 14, 2018. Doug Rowe seconded the motion. Motion carried with Deborah Penry abstaining.

## Agenda Review and Approval

- Deborah Penry moved to approve the agenda for the September 10, 2018 meeting. Doug Rowe seconded. Motion carried unanimously.

## Public Comment

- Eric Peterson reminded the Committee of the Cocokids 3<sup>rd</sup> Annual Champion for Children Luncheon on September 13, 2018.

## Group Discussions

- **LPC TRI-ENNIAL REVIEW:** Susan Jeong shared a previous LPC Tri-ennial Review with the Committee. The LPC is due for their Tri-ennial Review this October.
- **RETREAT GOALS:** Two alternate dates were selected with a Doodle to be sent out to the entire LPC General Council. Items for the Retreat agenda were discussed.
- **VACANT SEATS:** Current LPC seat vacancies were shared. Possible recruitments were discussed.
- **FORUM THEMES:** The Committee brainstormed about possible themes, keynote speakers, activities, and schedule. Feedback and further discussion will continue at the Retreat.

## Updates

- **LPC ALLOCATION:** Susan Jeong shared the contract has been completed and returned to the CA Department of Education (CDE); awaiting signed and executed copy from the CDE.
- **NEEDS ASSESSMENT:** Susan Jeong announced the Needs Assessment Study has been completed.
- **SUBSIDY PILOT:** Susan Jeong announced the State Plan has been completed, but it has not yet been submitted to the CDE.
- **PASSPORT TO KINDERGARTEN:** Deborah Penry announced the Passport to Kindergarten is finished and will be shared at the General Council Meeting. Announcement and posting to the LPC website ([www.plan4kids.org](http://www.plan4kids.org)) will soon follow.

## Committee Updates

- **ADVOCACY:** No current legislative updates.
- **PROJECT AND WORKFORCE:** No current updates.
- **SCHOOL READINESS:** The completion of the Passport to Kindergarten.

**NEXT MEETING: NOVEMBER 19, 2018, 9:00 a.m. to 11:00 a.m.**  
Contra Costa County Office of Education, Briones Conference Room