

# School and Family Partnership Committee Meeting Agenda

Thursday, July 11, 2019 | 9:30 a.m. to 11:30 a.m.

Contra Costa County Office of Education | Briones Conference Room | 77 Santa Barbara Road | Pleasant Hill, CA 94523

**CHAIR:** Brenda Brown

**TIMEKEEPER:** Susan Jeong, LPC Coordinator

**RECORDER:** Melody Yee

*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.*

## Call to Order (5 minutes)

Susan Jeong

- Welcome and Introduction
- Minutes and Agenda Review (**ACTION**)

## Public Comment (3 minutes per speaker)

Susan Jeong

*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.*

- Items on the Agenda
- Items of Interest to the Public

## Group Discussion: Debrief Teacher Panel & Planning (60 minutes)

Brenda Brown, All

- What went well?
- What is the goal and purpose of replicating?
- Project & Workforce Committee – what is their role?

## Group Discussion: Next project/goal setting for the Committee

Susan Jeong, All

## Community updates and sharing

Susan Jeong, All

## Adjournment (5 minutes) (**ACTION**)

**NEXT MEETING: September 5, 2019, 9:30 a.m. to 11:30 a.m.**  
Contra Costa County Office of Education, Briones Conference Room

- 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 the School Readiness Committee Meeting

Thursday, November 1, 2018 | 9:00 a.m. to 11:00 a.m. | Las Trampas Conference Room

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**Members Present:** Brenda Brown, Phelicia Lang, Deborah Penry, Stacie Roundtree.

**Members Absent:** Carolyn Johnson, Cathy Roof.

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

**Guests Present:** Kaitlin Pearce, Sara Rizik-Baer.

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## Welcome and Introductions

- Chair Brenda Brown called the meeting to order at 9:05 a.m. and introduced herself as the new School Readiness Committee Chair. Brenda welcomed everyone to the meeting and introductions were completed.

## Minutes Review and Approval

- Deborah Penry moved to approve the minutes of the May 3, 2018 minutes with the correction of Sara Rizik-Baer's last name throughout. Phelicia Lang seconded the motion. Motion unanimously carried.

## Agenda Review and Approval

- Deborah Penry moved to approve the agenda for the November 1, 2018 meeting. Phelicia Lang seconded. Motion carried unanimously.

## Public Comment

- None

NOTE: Stacie Roundtree joined the meeting at 9:13 a.m..

## Passport to Kindergarten

- Deborah Penry announced a draft letter to parents to add to the [www.plan4kids.org](http://www.plan4kids.org) website is in the works – with the purpose of introducing the Learning Passport to parents.
- Susan K. Jeong updated that a Spanish translation is in progress.
- Brenda Brown opened a discussion about promoting the Learning Passport – including a video and making the document fillable.
- Phelicia Lang presented feedback she had received about the Passport, including adding “I can hold a pencil.”

## Group Discussion: What is next for the Committee? Priorities?

- Explore more outreach regarding parent engagement, parent-teacher engagement, and how the two concepts come together.
- Bridge the gap between preschool and K-12 teachers, and how they can help each other.

## Adjournment

- Phelicia Lang moved to adjourn the meeting. Deborah Penry seconded the motion. Motion to adjourn carried unanimously. Meeting adjourned at 10:59 a.m.

**NEXT MEETING: JANUARY 3, 2019, 9:00 a.m. to 11:00 a.m.**  
Contra Costa County Office of Education, Briones Conference Room