

# Minutes of the School Readiness Committee Meeting

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

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**Members Present:** Cathy Roof, Deborah Penry, Jacqueline Smith, Kaitlyn Young, Stacie Roundtree

**Members Absent:** Brenda Brown, Phelicia Lang

**Staff Present:** Susan K. Jeong, Chelsea Nakatani

**Guests Present:** None

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## Welcome and Introductions

- Cathy Roof called meeting to order in absents of Chair – Brenda Brown at 9:34 a.m. Introductions of the committee were completed.

## Minutes Review and Approval

- Deborah Penry moved to approve the minutes of the November 1, 2018 minutes. Stacie Roundtree seconded the motion. Motion unanimously carried.

## Agenda Review and Approval

- Kaitlin Young moved to approve the agenda for the July 11, 2019 agenda. Deborah Penry seconded. Motion carried unanimously.

## Public Comment

- None.

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

- Susan Jeong presented a potential committee workshop for a “Teacher’s Forum.” Questions to consider outlining the event: What more can we do to support teachers? What are the teacher’s needs and expectations? How do we build relationships and engagements with parents?

## Adjournment

- Stacie Roundtree moved to adjourn the meeting. Deborah Penry seconded the motion. Motion to adjourn carried unanimously. Meeting adjourned at 11:02 a.m.

**NEXT MEETING: October 7, 2019, 9:30 a.m. to 11:30 a.m.\***  
Contra Costa County Office of Education, Briones Conference Room

\*Please note the meeting time change.