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 Contra Costa County Office of Education

Contra Costa County Local Planning Council for Child Care and Development


Purpose: LPC Transition2K Adhoc Committee Meeting
 Location: CCCOE/Contra Loma Room
 Time: 9:00 AM – 11:00 AM

Facilitator: Deborah Penry- Chair
 Timekeeper: Ruth Fernández (Staff)

*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 Council for Child Care and Development (LPC) will provide reasonable accommodations for persons with disabilities planning to participate in Contra Costa County Local Planning Council meetings who contact the LPC Coordinator at least 48 hours before the meeting at 925-942-3413.*

AGENDA

Tuesday, February 7, 2012

 TIME	AGENDA TOPIC	PURPOSE	DISCUSSION LEADER	DESIRED OUTCOME
9:00 - 9:10	Welcome/Introductions	C, A	Deborah	Approval of agenda and minutes
9:10 - 9:30	<u>Updates:</u> Review and Approve Announcement letter Updates about January Trainer Workshop New agencies using the tool Data gathering strategies	I, D, A	Ruth	Staff shares updates from activities and projects
9:30 - 10:30	<u>Parent Module Study:</u> Update on meeting with ASR/Parent Tool Inventory Review from WCCUSD and HS Evaluation Plan Study Timeline	I,D	All	Define action steps for study
10:30 - 10:50	Grant Writing-Fundraising Opportunities	I, D	All	Discuss vision for parent education campaign, strategies and projects.
10:50 – 11:00	Review next steps	I,C	Deborah	Meeting dates shared with group/calendar

D = Discussion C = Consensus A = Action I = Information

NEXT MEETING: March 6, 2012
9 AM -11AM
CCCOE- Contra Loma Room



ACTION x
DISCUSSION

**CONTRA COSTA COUNTY
LOCAL PLANNING COUNCIL FOR CHILD CARE AND DEVELOPMENT
Minutes of LPC Transition 2K Adhoc Committee Meeting
Tuesday, January 3, 2012**

Members Present: Deborah Penry, Estela Alvarez

Guests: Suzanne DiLillo, Debi Silverman, Janice Thompson

Staff Present: Ruth Fernandez, Terrissa Hein, Mindy Hyde

1.0 Welcome/Introductions

Welcome – Ruth welcomed group. No Quorum.

2.0 Committee Updates

Ruth gave background on Roadmap to Kindergarten pilot/study concept. Ruth explained that the purpose of the study is pilot the Road Map to Kindergarten as the basic curriculum to implement a series of four parent modules. The key partners would be Head Start and West Contra Costa Unified School District. The opportunity is to measure the impact of the Road Map to Kindergarten modules on parent attitudes, behaviors, increase parent involvement in school activities and increase preschool and kindergarten school attendance. Content of Roadmap would be used in each workshop. Ruth went over the Engagement Strategy – the plan was to follow families who participate in the study for two years; from preschool to Kindergarten and from Kindergarten to first grade.

Group discussed video taping Ruth’s workshops/Train-the Trainers as a way to capture data on what is being taught, how it is being perceived, when people tune out, get engaged etc.

Announcement letter – DRAFT

Ruth shared a draft letter that would be a public campaign strategy to inform the larger community about the Road Map to Kindergarten and its availability. The idea is that the LPC would ask Dr. Ovick to sign the letter. Draft was given out for Committee to review and give feedback. Still determining how letter will be distributed to larger community.

Study in WCC – Debi Silverman is interested in participating at some level;

Janice suggested a chart: Training/Committee Tasks with checks and balances. Group needs to figure out the validity of the Roadmap tool. What are the outcomes? Ruth is looking at this as a Parent Training where parents are the audience. We are looking at change in behavior of parents, being more engaged in school and improved on-time school attendance for children becoming consistent. Deborah Penry suggested including Cameron School in WCCUSD as part of the study.

Minutes Approved: Draft

Debi Silverman – Suggested a number of questions that could be asked at the end of the pilot? Do parents who have taken training know the following vs. parents who have not:

- Do they register child for kindergarten earlier?
- Do they practice self help skills at home?
- Do they have a medical home?
- Do they discuss rules/expectations with kids prior to school?
- Have the parents and child met kindergarten teacher prior to school starting?
- Do they have a bedtime routine for their child?
- Do they know how to volunteer at their child's kindergarten school?
- Is there increase in parent involvement/attendance at school meetings?
- Has on-time attendance increased?

Ideally, Ruth would begin Pilot series in February.

Debi suggested creating posters with steps outlined for teachers/providers to remind parents to stay on track in the transition process.

Ordering Information

Upcoming Trainer Workshop – Ruth shared flyer for the upcoming Trainer Workshop on January 30, 2012 from 4 -7 p.m.

Parent Survey – Ruth shared that a meeting would be scheduled with ASR (Applied Survey Research). ASR is a research and evaluation organization that has worked with Counties around the Bay Area to assess school readiness. They developed several assessment tools including the Kindergarten Observation Form (KOF). The KOF is administered by Kindergarten teachers. There is also a parent survey used to assess school readiness. It could be used for the Roadmap evaluation.

3.0 Local Dissemination Priorities

Target audiences-Group Discussion

- PMD Sites
- First Five Centers

4.0 Review next steps

Ruth, Suzanne, Debi and Janice will meet with Lisa from ASR. Tentative meeting date is Monday, January 9th at 3 p.m.

-Debi will work on creating the posters.

-At next meeting, group needs review what is already in place to help decide method of how we are going to track parent involvement and on-time school attendance. It needs to be tested on several schools that are similar demographically.

Sign-in sheets will tell what time they were signed in and if the child was there. Janice & Suzanne will bring their tracking methods to share at the next meeting.

-Debi will bring a matrix to next meeting

-Janice will bring an inventory of what she does at school that is related to families/parents

-Ruth will bring a roster of who is already using the tool to next meeting

-Ruth will get Parent Survey Tool from ASR

DRAFT

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DRAFT LETTER TO THE COMMUNITY

On behalf of the Contra Costa County Office of Education and our Local Planning Council for Child Care and Development, I thank you for your support for the education of young children. It is, as you know, vitally important that we invest in our young children because they are our future.

Promoting school readiness is an emphasis of efforts within the education community, but insuring that children are ready to learn and ready for school is not just the responsibility of the education community. It is a partnership that necessarily involves parents as well as teachers, home as well as school. However, many parents are often unprepared to be effective partners in their children's education.

The Local Planning Council for Child Care and Development in Contra Costa County recognizes the importance of parents developing partnerships with educators to support their children's readiness for school. For this reason the Local Planning Council sponsored the development of the "Road Map to Kindergarten", a parent education tool, that helps parents learn how to support their children's education and how to prepare their children for successful transition to kindergarten.

I have enclosed a copy of the "Road Map to Kindergarten" for your information. The Local Planning Council is building collaborations with the education community and other community agencies in Contra Costa County to distribute this engaging, accessible tool to parents as an integral part of a parent education program designed to help parents learn how to build relationships with teachers and school administrators and staff in support of their children's education. The "Road Map to Kindergarten" has been extremely well received both within Contra Costa County and across the state, with a number of other counties either distributing it or planning to distribute it.

Thank you again for your support for the education of young children and for the opportunity to share the "Road Map to Kindergarten" with you. Please contact Ruth Fernández, **TITLE**, at **EMAIL**, **PHONE** for more information about the tool and the parent education series that has been developed around it.

Sincerely yours,

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