

**MEMORANDUM**

**DATE:** December 7, 2016

**TO:** Family and Human Services Committee  
Supervisor Candace Andersen, District II, Chair  
Supervisor Federal D. Glover, District V, Vice Chair

Contra Costa County Office of Education  
Karen Sakata, Contra Costa County Superintendent of Schools  
Dr. Pamela Comfort, Deputy Superintendent of Schools

**FROM:** Ruth Fernández, LPC Coordinator/Manager, Educational Services

**SUBJECT:** Referral #25 – LPC APPOINTMENTS  
Contra Costa County Local Planning and Advisory Council for Early Care and Education (LPC)

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**RECOMMENDATION(S):**

1) **APPOINT** the following new members to the Contra Costa Local Planning and Advisory Council for Early Care and Education, as recommended by the LPC:

<b>Name</b>	<b>Seat</b>	<b>Area</b>
Edirle Menezes, Ph.D.	Public Agency 2	Central/South County
Stacie Cooper-Roundtree	Child Care Provider 4	East County

**REASON/S FOR RECOMMENDATION:**

The Contra Costa County Local Planning Council for Child Care and Development (LPC) was established in April 1998. Required by AB 1542, which was passed in 1993, thirty members of the LPC were appointed by the County Board of Supervisors and the County Superintendent of Schools. Childcare consumers and providers, public agency representatives, and community representatives each comprise 20% of the LPC. The remaining 20% are discretionary appointees. Membership is for a three-year term. On January 7, 2003, membership was decreased from 30 to 25 members, due to the difficulty being experienced in filling all of the seats.

On September 19, 2012 membership was decreased from 25 to 20, due to continued difficulty to fill vacant seats. Official reduction of appointed seats provides flexibility to ensure quorum is met in order to conduct Council business.

Membership consists of the following:

- Four consumer representatives - a parent or person who receives or has received child care services in the past 36 months;
- Four child care providers - a person who provides child care services or represents persons who provide child care services;

- Four public agency representatives - a person who represents a city, county, city and county, or local education agency;
- Four community representatives - a person who represents an agency or business that provides private funding for child care services or who advocates for child care services through participation in civic or community based organizations;
- Four discretionary appointees - a person appointed from any of the above four categories or outside of those categories at the discretion of the appointing agencies.

Appointments to the Contra Costa County Local Planning and Advisory Council for Early Care and Education (LPC) are subject to the approval of the Board of Supervisors and County Superintendent of Schools, Karen Sakata. The Board of Supervisors designated the Family and Human Services Committee to review and recommend appointments on their behalf. Dr. Pamela Comfort, Deputy Superintendent of Schools, Contra Costa County has been designated to review and recommend appointments on behalf of the County Superintendent of Schools.

September 27, 2016

Contra Costa Local Planning Council Committee Members:

Please accept this letter, resume, and required forms as my application packet for Contra Costa Local Planning Council Member. With over fifteen years of experience holding diverse positions of increasing responsibility in the fields of early childhood education and developmental psychology, I possess the skills, knowledge, and personality to help LPC in its mission to promote quality childcare through advocacy, resource development, strong partnership with other organizations.

I have a strong base of program design, implementation, evaluation experience and technical skills, while working with flexibility, efficiency, and diplomacy both individually and as part of a complex team effort.

As First 5 Contra Costa ECE Program Officer, I'm responsible for implementing a number of activities to promote the professional development of ECE providers and the quality of ECE programs, including the IMPACT, PDP (in partnership with LPC), Early Literacy Programs, amongst other programs.

As the Early Learning Systems Specialist at First 5 San Mateo County (F5SMC), I was able to successfully provide quality improvement support for the Child Signature Program (CSP) participating classrooms. While collaboratively developing improvement plans for F5SMC CSP classrooms, I was responsible to directly provide training and technical assistance in a multi-faceted fashion to help insure high quality services and continued strong leadership in early childhood education. My leadership in the CSP Program has helped bring systemic, cross-disciplinary change to improve quality child care for young children and their families.

As San Francisco CARES Manager I was responsible for designing and implementing CARES program policy that promoted ECE workforce professional development. In addition to that, as a roundtable member, for five years, for Santa Clara County CARES I helped create and implement professional development education plans for CARES participants in that county.

As a center director in San Francisco, I was mainly responsible for the following: 1) organization, budget management, and supervision of a community-based preschool program that served 50 children; 2) design and implementation of assessment strategies that aimed at understanding cognitive and socio-emotional development of children from diverse cultural, linguistic, ethnic and socioeconomic backgrounds; 3) provide ongoing technical assistance and mentorship to teaching staff to further enhance their skills in the areas of Desired Results Developmental Profile and Environmental Rating Scales; family partnerships; implementation of developmentally appropriate practices for young children; children's socio-emotional guidance; and inclusion of children with varying abilities.


In addition to that, as a member of the Executive Cabinet for Santa Clara County Race to the Top Consortium, I was able to provide input on that initiative from the initial design up to the current stages of the initiative with the following areas as special foci of interest: professional development opportunities, policy and systems change, program assessment, and Quality Rating and Improvement System (QRIS).

In my role as Department Chair for the Child Development Program at the National Hispanic University (NHU), I was responsible for leading faculty committees, grant and scholarships administration, program budget management, curriculum development and revision, teaching and advising child development students, staffing of child development courses, program review, and development of partnerships with various local agencies to develop projects relevant to ECE workforce development. My contributions to the internal functioning of the institution have ranged from program development to strategic planning and implementation of program review to reaffirm its WASC accreditation.

Working with culturally and linguistically diverse populations, I am sensitive and adept in seeking to understand the goals and needs of the constituents, how to best communicate and to facilitate productive and collaborative partnerships.

The opportunity to serve as a member of the Contra Costa LPC is compelling. I hope that you will favorably consider my application and I would enjoy the opportunity to meet with the committee, if needed, to discuss this further.

Sincerely,

Edirle Menezes, Ph.D.   
Early Childhood Education Program Officer  
First 5 Contra Costa

RECEIVED  
9-30-16

RECEIVED  
 9.30.16

**APPLICATION FOR MEMBERSHIP**

Name: Edirle Meneses  
 Home Address: \_\_\_\_\_ City: San Ramon Zip: 94583  
 Business/Agency/Affiliation: First 5 Contra Costa  
 Address: 1485 Civic Ct. City: Concord, CA Zip: 94583  
 Type of Organization: Public Agency Position: ECE Program Officer  
 Day Phone: \_\_\_\_\_ FAX: (925) 771-6083 Email: emenezes@first5coco.org

**A. CATEGORIES FOR APPOINTMENT**

The County Board of Supervisors and the Superintendent of Schools make appointments to the Early Care and Education Planning Council. Members must live or work in Contra Costa County. Twenty percent of the Planning Council members are to be drawn from each of the following categories described below: Child Care Consumer, Child Care Provider, Community Representative, Public Agency Representative, and All Other. Please indicate which categories you could represent.

**1. Consumer of Child Care Services** - using childcare or have used it within the past 36 months.  
 Are you currently utilizing Child Care?  Yes  No Date you last used it: \_\_\_\_\_  
 Type of Care: \_\_\_\_\_ Location: \_\_\_\_\_  
 Length of Time as a Consumer: \_\_\_\_\_

**2. Child Care Provider**- please check the types of care you provide and note the number of children:  
 \_\_\_\_\_ Licensed family care provider # of children licensed for \_\_\_\_\_  
 \_\_\_\_\_ Licensed & publicly funded child care center # of children licensed for \_\_\_\_\_  
 \_\_\_\_\_ Licensed, private for profit, or private non-profit child care center # of children licensed for \_\_\_\_\_  
 \_\_\_\_\_ Subsidized Child Care Program # of children licensed for \_\_\_\_\_  
 \_\_\_\_\_ License exempt child care provider # of children cared for \_\_\_\_\_  
 Location of your facility: \_\_\_\_\_ Program/Center Name: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3. Community Representative:** Includes civic or community based agencies or business that advocate for child care but do NOT provide child care or contract with the California Department of Education to provide child care and developmental services.  
 Organization: \_\_\_\_\_ Service Provided: \_\_\_\_\_  
 Location: \_\_\_\_\_ Service Area: \_\_\_\_\_

**4. Public Agency Representative** - Including city, county and local education agencies.  
 Agency: First 5 Contra Costa Service Area: Central (location). Services are provided Countywide.

**5. All Other**- Please describe:  
 \_\_\_\_\_  
 \_\_\_\_\_

**B. GEOGRAPHIC, ETHNIC, AND CULTURAL DIVERSITY REPRESENTATION**

CalWORKS legislation AB 1542 (Education Code 8499.3 d) states, "Every effort shall be made to ensure that the ethnic racial, and geographic composition of the local planning council is reflective of the ethnic, racial, and geographic distribution of the population of the county"

Please indicate your ethnic origin:

Which region of the County would you represent: Central/South

- White (non-Hispanic)
- Black (Includes African, Jamaican, Trinidad and West Indian)
- Hispanic (includes Mexican, Puerto Rican Cuban, Latin American or Spanish)
- Asian or Pacific Islander (includes Pakistani, East Indian, Japanese, Tongan, Filipino, Laotian, or Vietnamese)
- American Indian or Alaskan Native (includes persons who identify themselves or are known as such by virtue or tribal association)
- Other Latin American, non-Hispanic

**C. CURRENT COUNCIL INVOLVEMENT:**

Are you currently an active participant on a Council Committee?  No  Yes  
Which Committee: Workforce Development What is your participation? Participation in meetings as a guest

**D. INTERESTS:** Personal/Professional areas of interest/experience/skills that could benefit the Council:

- Workforce Development
- Quality improvement for early learning settings
- ECE Policy & Advocacy

I am interested in becoming a Council representative because: I resonate with LPC goals of: a) supporting training & professional development of ECE workforce, b) promoting access to quality child care, and c) collaborate with community organizations to provide families with high quality child care.

**E. MEMBER RESPONSIBILITIES:** Members are expected to attend regular meetings on the fourth Monday of July, September, November, January, March, and May from 3:00 p.m. to 5:00 p.m. and participate in at least one committee. Additional meetings may be scheduled for training and council business.

Are you able to commit to regular participation, given this schedule:  Yes  No

If needed, do you have the support of your agency/employer to be an active member of the Council?  Yes  No

**F. How did you hear about the Planning Council?**

Through LPC Website

Please attach your resume and a letter of interest with this application. Mail completed application, resume and letter of interest to the Contra Costa County Local Planning and Advisory Council (LPC) Coordinator at the Contra Costa County Office of Education, 77 Santa Barbara Road, Pleasant Hill, CA 94523.

For more information please call the LPC Coordinator at (925) 942-3413.

Signature: \_\_\_\_\_ Date: 9/27/2016



Contra  
Costa  
County

**For Office Use Only**  
Date Received:

**For Reviewers Use Only:**  
Accepted Rejected

**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

MAIL OR DELIVER TO:  
Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292  
**PLEASE TYPE OR PRINT IN INK**  
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Local Planning Council  
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

Public Agency 2 - Central/South  
PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Menezes (Last Name) Edirle (First Name) (Middle Name)

2. **Address:** 1485 (No.) Civic Court Suite 1200 - Concord, CA 94520 (Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:** (Home No.) (Work No.) (Cell No.)

4. **Email Address:** emenezes@first5coco.org

5. **EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma  G.E.D. Certificate  California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved: Doctorate in Psychology, Specialization in Child Development

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Clark University, Worcester, MA, USA	Doctorate in Psychology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			Ph.D.	2003
B) Universidade Federal Pernambuco, Brazil	Master's in Cognitive Psychology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			M.A.	1999
C) Universidade Federal Ceara, Brazil	Bachelor's in Psychology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			B.A.	1995
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div style="border: 1px solid black; padding: 2px;">4/9/2013</div>    <div style="border: 1px solid black; padding: 2px;">Present</div>            Total: <u>Yrs.</u>    <u>Mos.</u>  <div style="border: 1px solid black; padding: 2px;">3</div>      <div style="border: 1px solid black; padding: 2px;">5</div>            Hrs. per week <div style="border: 1px solid black; padding: 2px;">40</div> . Volunteer <input type="checkbox"/></p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; padding: 2px;">ECE Program Officer</div> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; padding: 2px;">First 5 Contra Costa 1485 Civic Court, Suite 1200 Concord, CA 94520</div>	<p style="text-align: center;">Duties Performed</p> <div style="border: 1px solid black; padding: 2px;">- Oversight of Contra Costa QRIS, including coaching, assessments, and oversight of rating and monitoring, WELS database. - Management of Contra Costa PDP - Oversight of numerous early literacy projects in the County</div>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div style="border: 1px solid black; padding: 2px;">9/7/2005</div>    <div style="border: 1px solid black; padding: 2px;">4/6/2013</div>            Total: <u>Yrs.</u>    <u>Mos.</u>  <div style="border: 1px solid black; padding: 2px;">7</div>      <div style="border: 1px solid black; padding: 2px;">5</div>            Hrs. per week <div style="border: 1px solid black; padding: 2px;">40</div> . Volunteer <input type="checkbox"/></p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; padding: 2px;">Department Chair, Nat'l Hispanic Univ</div> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; padding: 2px;">National Hispanic University 14271 Story Road San Jose, CA 95127</div>	<p style="text-align: center;">Duties Performed</p> <div style="border: 1px solid black; padding: 2px;">- Oversight of Child Development B.A. and M.A. programs  - Curricula revision - Child Development courses scheduling and staffing - Faculty</div>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div style="border: 1px solid black; padding: 2px;">10/5/2004</div>    <div style="border: 1px solid black; padding: 2px;">08/1/2005</div>            Total: <u>Yrs.</u>    <u>Mos.</u>  <div style="border: 1px solid black; padding: 2px;">0</div>      <div style="border: 1px solid black; padding: 2px;">10</div>            Hrs. per week <div style="border: 1px solid black; padding: 2px;">40</div> . Volunteer <input type="checkbox"/></p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; padding: 2px;">Mission YMCA Preschool Director</div> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; padding: 2px;">4080 Mission St. San Francisco, CA 94112</div>	<p style="text-align: center;">Duties Performed</p> <div style="border: 1px solid black; padding: 2px;">- Oversight of overall daily operations of the preschool, including instruction and curriculum, child observation instruments, child assessment, and budget planning and implementation</div>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div style="border: 1px solid black; padding: 2px;">08/01/2008</div>    <div style="border: 1px solid black; padding: 2px;">01/15/2009</div>            Total: <u>Yrs.</u>    <u>Mos.</u>  <div style="border: 1px solid black; padding: 2px;">0</div>      <div style="border: 1px solid black; padding: 2px;">6</div>            Hrs. per week <div style="border: 1px solid black; padding: 2px;">40</div> . Volunteer <input type="checkbox"/></p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; padding: 2px;">SF CARES Manager</div> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; padding: 2px;">Wu Yee Children's Services 827 Broadway San Francisco, CA 94113</div>	<p style="text-align: center;">Duties Performed</p> <div style="border: 1px solid black; padding: 2px;">- Design and implementation of various SF CARES Policies. - SF CARES Program Oversight.</div>



7. How did you learn about this vacancy?

CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No  Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No  Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: \_\_\_\_\_

Date: 9/27/16

### Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

# EDIRLE MENEZES, PH.D

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## FOREIGN LANGUAGES

Bilingual in Spanish and Portuguese.

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## RELEVANT EXPERIENCE

### FIRST 5 CONTRA COSTA COUNTY, Concord, CA

April 2013-Present

#### Early Childhood Education Program Officer

- Oversee one or more strategies, programs, or grantees, requiring capacity building, technical assistance and grant management skills
- Partner with contractors and grantees (including school districts, County departments, community-based organizations, and grassroots efforts) to develop projects, identify needed resources, and define key outcomes and milestones, ensuring that appropriate monitoring and evaluation processes are established to support learning and produce focused evaluation of outcomes
- Support the fund allocation process as requested, to include review and feedback on Request For Proposal (RFP) submissions related to feasibility of program components, implementation approach, and proposed outcomes
- Work closely with contractors to achieve desired impact of grants by conducting site visits, providing technical guidance, convening meetings of key stakeholders, and by applying and monitoring milestone-based performance objectives
- Collaborate as necessary to manage internal processes related to program/strategy areas, including contract administration, contract monitoring, budget development and monitoring, and evaluation
- Serve as a member of the Program Team
- Serve as a point of contact for program/initiative area issues for key stakeholders
- Represent the Commission to key external constituencies, or on committees or work groups related to area of expertise and responsibilities of the position. Participation may include preparing formal and informal presentations such as education and training events, attending conferences, participating on regional workgroups, and other meetings as necessary
- Write and produce informative briefings and other materials on key issues for team members and the Commission as needed

### FIRST 5 SAN MATEO COUNTY, San Mateo, CA

Oct 2012-April 2013

#### Early Learning Systems Specialist/Consultant

- Facilitate and support the Readiness Assessment and related quality improvement activities in order for selected classrooms to meet the Child Signature Program's (CSP) Baseline Criteria and Teacher/Provider Qualifications
- Implementation of the CSP Quality Enhancement Program elements
- Support completion of the Readiness Assessment
- Development of improvement plans

- Engagement in improvement activities
- Coordination for and, in some cases, directly providing training and technical assistance to participating centers and classrooms.

**NATIONAL HISPANIC UNIVERSITY, San Jose, CA**

**Sept 2005-April 2013**

**Chair, Child Development Department  
Bachelor's and Master's in Early Childhood Education**

- Oversight of NHU Child Development Program.
- Teaching of Early Childhood and Child Development courses.
- Development of various community projects in the ECE field.
- Assessing effectiveness of teaching methodologies and conduct periodic faculty evaluations.
- Staff and schedule Child Development courses.
- Faculty training and evaluation.
- Compliance with WASC accreditation requirements.
- Child Development Bachelor's and Master's Programs curricula development.
- Oversight of online course development.
- Serve as an academic champion for Master's degree online course development.
- Conduct periodic Child Development program reviews.
- Participate in articulation activities amongst Santa Clara County community colleges and other 4-year Universities.
- Develop and monitor on-site and off-campus Child Development student cohorts.
- Oversight of Child Development scholarships.
- Serve at various University committees.
- Participate actively in ECE committees at the City, County and State levels.

**WU YEE CHILDREN'S SERVICES, San Francisco, CA**

**Aug 2008-Jan 2009**

**SF CARES Manager**

- Design and implementation of various SF CARES policies.
- SF CARES Program oversight.
- Hold regular meetings with SF college representatives, college counseling, assessment and transfer departments to coordinate services to CARES participants.
- Participation in regularly scheduled CARES meetings.
- Work closely with First 5 SF on the BA/MA bonus program.

**MISSION YMCA, San Francisco, CA**

**Oct 2004 – Aug 2005**

**Preschool Program Director**

- General organization, direction, and supervision of a community-based preschool program.
- Budget planning and management.
- Create program fundraising strategies.
- Designing and implementation of assessment tools aiming that aim at understanding cognitive and socio-emotional development of children from diverse cultural, ethnic, and socioeconomic backgrounds
- Serve as a resource staff to teaching personnel to further enhance their skills and provide ongoing technical assistance in the following areas: desired results, implementation of developmentally appropriate practices; classroom management techniques; inclusion of children with special needs; and assessment of children's outcomes.
- Monitor program compliance with Community Care Licensing.

- Implementation of NAEYC (National Association for the Education of Young Children) accreditation requirements.
- Development and implementation of an anti-bias curriculum that included social, emotional, cognitive, and multicultural themes.

**WORCESTER STATE COLLEGE, Worcester, MA.**

**Sept 2001 - May 2002**

**Adjunct Faculty, Human Development Department**

- Teaching Developmental and General Psychology courses.
- Weekly office hours.
- Attendance in department meetings.

**Professional Development, Certifications,  
Memberships in Professional Organizations and Grants**

**SANTA CLARA COUNTY CARES, San Jose, CA**

**Nov 2005 – Present**

**College Representative**

- Provide educational advisement to CARES Plus (Comprehensive Approaches to Raising Educational Standards) participants by updating their PDEPs (Professional Development Educational Plan).
- Meet and confer with representatives of the college counseling, assessment and transfer departments, as appropriate, to coordinate services to early childhood students.
- Participation in regularly scheduled CARES Plus related meetings (e. g. monthly Roundtable, technology trainings, annual retreat, etc.).

**Race to the Top Executive Committee Member, Santa Clara County Regional Consortium  
Oct 2012-Present**

**WEST ED/PITC – PROGRAM FOR INFANT-TODDLER CARES, San Francisco, CA  
2010**

**Aug 2006-Aug**

**College Representative**

- Curriculum development and issuance of academic units for participants of inclusion series (PITC – Trainer Institutes).
- Development of modules focusing on developmental stages of infancy and early childhood, and on how to observe behavior including early warning signs, understanding protective urges and cultural issues.

**STEP-UP (SUPPORTIVE, TEACHING & EDUCATIONAL PROGRAMS FOR UNDERSTANDING  
PRESCHOOLERS – KNIGHT FOUNDATION GRANT  
Oct 2004-Oct 2006**

**College Representative**

- Work collaboratively with different organizations to identify and support unlicensed day care providers in the Solari/Seven Trees Community, San Jose, CA.

- Provide guidance to the collaborative in developing bilingual, culturally sensitive coursework customized to non-exempt day care providers who may integrate into college systems.
- Develop and implement home visits and caregiver dialog groups on various topics, such as dealing with challenging behaviors in the family day care environment.

**CLASS (Classroom Assessment Scoring System) tool trainer**  
**E3 Institute, Santa Clara County**

**March 2011.**

**NAEYC member**

**PITC Trainer of the Trainers**

**Member of Contra Costa Local Planning Council (January 2006-January 2007)**

**Member of Bright Horizons Family Solutions Recruitment Advisory Board.**

**Courses Taught: September 2001- present**

General Psychology; Developmental Psychology; Child Growth and Development; Child, Family and Community; Cultural Dimensions Related to Child Development; Development of Language and Cognition; Research in Child Development; Field Experience in the Classroom; Practicum in Early Childhood Education I & II; Observation and Assessment Techniques; Young Children with Special Needs; Infant and Toddler Development; Emergent Literacy in Early Childhood; Introduction to Early Childhood Education; Play, Development, and Learning; Impact of Violence on Children and Families; Early Childhood Curriculum; and Administration and Supervision.

*All my courses are taught using a combination of lecture, multi-media technology tools and hands-on activities to differentiate education and meet the needs of diverse learners, while building successful concept retention and skill acquisition.*

## RELEVANT PUBLICATIONS

Menezes, E. (2008). Children's Play and the Socio-Cultural Nature of Subjectivity: Understanding Children's Psychological Processes in Collectively guided (inter)Subjective Settings. 1<sup>st</sup> Edition. VDM Verlag.

Menezes, E. (2002). The (un) wanted subject of Lacan. Karen Ror Malone and Stephen R. Friedlander (Eds.), *The subject of Lacan: A Lacanian reader for psychologists*. Culture & Psychology Vol. 8(4). Dec, 2002: 475-487. London: Sage Publications.

Menezes, E. (submitted). The sociogenesis of subjectivity: Challenges to psychological research. Journal article submitted to *Theory & Psychology*.

Menezes, E. (1994). Psychoanalysis according to Cornelius Castoriadis - Manuscript published at the *CNPq Academic Journal*, 11/94; p. G-400.

Menezes, E. (1993). The influence of exploiting tourism in the increase of children abuse in Northeast Brazil. Research published at the *CNPq Academic Journal*, 11/93; p. G-35.

## EDUCATION

**Doctorate in Developmental Psychology, concentration on Child Development**  
 Clark University, Worcester, MA - October 2004.

**Master of Arts in Cognitive Psychology, concentration on Child Development.**

UFPE, Brazil - June 1998.

**Bachelor of Arts in Psychology, concentration on Child Psychology.**  
UFC, Brazil. March - June 1995.

*B.A. and M.A. foreign degree evaluation reports provided upon request*

**APPLICATION FOR MEMBERSHIP**

Name: Stacie Cooper-Roundtree  
 Home Address: Antioch Zip: 94531  
 Business/Agency/Affiliation: Training Children Childcare & Learning Center  
 Address: 4716 Parkland Ct. City: Antioch Zip: 94531  
 Type of Organization: FAMILY Childcare Position: Owner and Lead Teacher  
 Day Phone: \_\_\_\_\_ FAX: (925) 757-1216 Email: \_\_\_\_\_

**A. CATEGORIES FOR APPOINTMENT**

The County Board of Supervisors and the Superintendent of Schools make appointments to the Early Care and Education Planning Council. Members must live or work in Contra Costa County. Twenty percent of the Planning Council members are to be drawn from each of the following categories described below: Child Care Consumer, Child Care Provider, Community Representative, Public Agency Representative, and All Other. Please indicate which categories you could represent.

- 1. Consumer of Child Care Services** - using childcare or have used it within the past 36 months.  
 Are you currently utilizing Child Care?  Yes  No      Date you last used it: \_\_\_\_\_  
 Type of Care: \_\_\_\_\_      Location: \_\_\_\_\_  
 Length of Time as a Consumer: \_\_\_\_\_
  
- 2. Child Care Provider**- please check the types of care you provide and note the number of children:  

<input checked="" type="checkbox"/> Licensed family care provider	# of children licensed for <u>14</u>
_____ Licensed & publicly funded child care center	# of children licensed for _____
_____ Licensed, private for profit, or private non-profit child care center	# of children licensed for _____
_____ Subsidized Child Care Program	# of children licensed for _____
_____ License exempt child care provider	# of children cared for _____

  
 Location of your facility: \_\_\_\_\_      Program/Center Name: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
- 3. Community Representative:** Includes civic or community based agencies or business that advocate for child care but do NOT provide child care or contract with the California Department of Education to provide child care and developmental services.  
  
 Organization: \_\_\_\_\_      Service Provided: \_\_\_\_\_  
 \_\_\_\_\_  
 Location: \_\_\_\_\_      Service Area: \_\_\_\_\_
  
- 4. Public Agency Representative** - Including city, county and local education agencies.  
 Agency: \_\_\_\_\_      Service Area: \_\_\_\_\_
  
- 5. All Other-** Please describe:  
 \_\_\_\_\_  
 \_\_\_\_\_

**B. GEOGRAPHIC, ETHNIC, AND CULTURAL DIVERSITY REPRESENTATION**

CalWORKS legislation AB 1542 (Education Code 8499.3 d) states, "Every effort shall be made to ensure that the ethnic racial, and geographic composition of the local planning council is reflective of the ethnic, racial, and geographic distribution of the population of the county"

Please indicate your ethnic origin:

Which region of the County would you represent: Contra Costa

- White (non-Hispanic)
- Black (Includes African, Jamaican, Trinidad and West Indian)
- Hispanic (includes Mexican, Puerto Rican Cuban, Latin American or Spanish)
- Asian or Pacific Islander (includes Pakistani, East Indian, Japanese, Tongan, Filipino, Laotian, or Vietnamese)
- American Indian or Alaskan Native (includes persons who identify themselves or are known as such by virtue or tribal association)
- Other \_\_\_\_\_

**C. CURRENT COUNCIL INVOLVEMENT:**

Are you currently an active participant on a Council Committee?  No  Yes  
Which Committee: \_\_\_\_\_ What is your participation? \_\_\_\_\_

**D. INTERESTS:** Personal/Professional areas of interest/experience/skills that could benefit the Council:

Family engagement, Provider mentoring, public speaking, with a "can do attitude," self-started, excellent work ethic, professionalism, and motivator of others. "Leadership Skills."  
I am interested in becoming a Council representative because: I am interested in becoming a Council representative because I would like to advocate for families and providers in our community.

**E. MEMBER RESPONSIBILITIES:** Members are expected to attend regular meetings on the fourth Monday of July, September, November, January, March, and May from 3:00 p.m. to 5:00 p.m. and participate in at least one committee. Additional meetings may be scheduled for training and council business.

Are you able to commit to regular participation, given this schedule:  Yes  No

If needed, do you have the support of your agency/employer to be an active member of the Council?  
 Yes  No

**F. How did you hear about the Planning Council?**

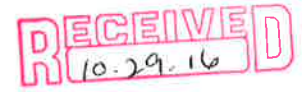
I previously sat on the LPC years ago, but got ill and had to step down (due to illness). Ruth Fernandez has been my mentor in reinstatement.

Please attach your resume and a letter of interest with this application. Mail completed application, resume and letter of interest to the Contra Costa County Local Planning and Advisory Council (LPC) Coordinator at the Contra Costa County Office of Education, 77 Santa Barbara Road, Pleasant Hill, CA 94523.

For more information please call the LPC Coordinator at (925) 942-3413.

Signature: \_\_\_\_\_ Date: 10-19-10





**EXPERIENCE:**

Los Medanos College

**Professional Growth Advisor: 09/2006 to 6/2016**

- Mentor other students CLASS Seminars
- QRIS Workshops Facilitator
- Reflective Practice Seminar Facilitator
- Family Child Care Provider Mentor

TRAINING CHILDREN CHILD CARE & LEARNING CENTER:

**Owner and Lead Teacher of Family ChildCare: 11/98 to Present**

- Mentor and Supervisor of employees.
- Coordinated curriculum, craft and learning projects.
- Excellent communication skill.
- Strong emphasis in program diversity.
- Assist children in problem solving
- Compiled monthly calendar, updated children and worker's roster, type memos when needed.
- Formed and insure implementation of Training Children Master Plan by having a working knowledge of all policies, procedures and job descriptions for all teachers.
- Plans monthly staff meetings, parent-teacher conferences.
- Order and maintained a supply.

FORTRESS CHRISTIAN CENTER:

**Director/ Administration, 11/94 to 6/97**

- Supervised and coordinated curriculum for over 200 children.
- Compiled monthly ministry reports for Pastors, updated children and worker's roster.
- Formed and insure implementation of the Children's Ministry Master Plan by having a working knowledge of all policies, procedures and job descriptions for over 20 teachers.
- Planned monthly workers meeting, parent-teacher conferences and CPR classes.
- Administered all facets of programs and developed annual budgets to fulfill several areas of the children's ministry.
- Ordered and maintained a supply of Children's Ministry Greeting Packet as well as teaching and other supplies.

EAST BAY FAITH CENTER:

**Program Development & Personnel Training, 2/89 to 6/96**

- Assisted with coordinating classroom structures and assisting with the vision of the ministry. Implemented the concepts of sectioned classrooms, coordinated parent-participation and parent-rotation.
- Scheduled workers, planned special events, updated ministry roster and coordinated the production and reproduction of literature.
- Promoted an ongoing Bible Memorization Contest to develop children bible skills as well as reading skills.
- Designed a Bible Book Store where children may shop for toys, books, video and other fun items.
- Attended monthly staff meeting and mandatory functions.
- Interviewed, selected and evaluated 20 or more teachers.
- Provided leadership, mentoring and hands-on-training to the Children's Ministry.
- Research information on sexual abuse and special needs children.
- Responsible for fund-raisers.

#### **EDUCATION:**

- Bachelor of Science Human Development, California State University – East Bay, Hayward CA. (Currently Enrolled)
- Associate of Science Child Development, Los Medanos College, Pittsburg, CA. May, 2012
- Area of Study Business Administration, Laney College, Oakland, CA.
- Area of Study Business Administration/Psychology, Malone Christian College, Canton, Ohio
- Area of Study Child Development and Children's Ministry, Phoenix First Assembly, Phoenix Arizona
- Professional Development Program (PDP) Alliance Member
- **Provisional Certifications:**
  - California Child Development Site Supervisor Permit. 2015
  - CPR Certification. 2015, First Aid Certification. 2015
  - My Teaching Partner (MTP) Certificate, 2013
  - Ages and Stages Questionnaire (ASQ-3) and (ASQ-SE), 2013
  - QRIS Technical Assistance (T.A.) Provider Network Seminar, 2013
  - Classroom Assessment Scoring System (CLASS) Certificate. 2012
  - Child Development Certificate, Los Medanos College, Pittsburg, CA. May, 2002
- **Skills Certificates**
  - Child Development Specialization Administration: Director of Private Preschools, 2010
  - Child Development Specialization Special Needs Care & Education, 2014

**REFERENCE:** Available upon request



Contra  
Costa  
County

**For Office Use Only**  
Date Received:  
10.29.16

**For Reviewers Use Only:**  
Accepted Rejected

**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

MAIL OR DELIVER TO:  
Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292  
**PLEASE TYPE OR PRINT IN INK**  
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Local Planning Council (LPC)  
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

Child Care Provider 4-East  
PRINT EXACT SEAT NAME (if applicable)

1. Name: Cooper-Roundtree, Stacie  
(Last Name) (First Name) (Middle Name)

2. Address: [Redacted] Antioch CA 94531  
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: [Redacted]  
(Home No.) (Work No.) (Cell No.)

4. Email Address: [Redacted]

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma  G.E.D. Certificate  California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved AS Degree, Child Development

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Malone University	Business	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
B) Los Medanos College	Child Development	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			AS	2012
C) CALIFORNIA STATE	Human Dev	Yes <input type="checkbox"/> No <input type="checkbox"/>		2		
D) Other schools / training completed: Los Medanos College	Course Studied Child Development	Hours Completed	Certificate Awarded: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

\* See attached certificate

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)          From <u>1998</u> To <u>Present</u>          Total: Yrs. <u>18</u> Mos. <u>10</u>          Hrs. per week <u>70</u> . Volunteer <input type="checkbox"/></p>	<p>Title  <u>Owner/Lead Teacher</u>          Employer's Name and Address  <u>Stack Roundtree</u>  <u>4716 Parkland Ct</u>  <u>Antioch CA 94531</u>  <u>Child Care Provider</u></p>	<p>Duties Performed  <u>See attached</u>  <u>Resume for</u>  <u>description of</u>  <u>duties</u></p>
<p>B) Dates (Month, Day, Year)          From <input type="text"/> To <input type="text"/>          Total: Yrs. <input type="text"/> Mos. <input type="text"/>          Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title  <input type="text"/>          Employer's Name and Address  <input type="text"/></p>	<p>Duties Performed  <input type="text"/></p>
<p>C) Dates (Month, Day, Year)          From <input type="text"/> To <input type="text"/>          Total: Yrs. <input type="text"/> Mos. <input type="text"/>          Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title  <input type="text"/>          Employer's Name and Address  <input type="text"/></p>	<p>Duties Performed  <input type="text"/></p>
<p>D) Dates (Month, Day, Year)          From <input type="text"/> To <input type="text"/>          Total: Yrs. <input type="text"/> Mos. <input type="text"/>          Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title  <input type="text"/>          Employer's Name and Address  <input type="text"/></p>	<p>Duties Performed  <input type="text"/></p>

7. How did you learn about this vacancy?

CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other Mrs. Ruth

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No  Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No  Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name \_\_\_\_\_ Date: 10-19-16

**Important Information**

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

	Terms of Office								
Seat Title	Expires	Name	Business/Affiliation Address	Home Address	Email	Work #	Home #	Fax #	Cell or Alternate #
Consumer 1 West County	4/30/2019	Dr. Crystal McClendon-Gourdine	Baby Love Child Development Services 845 Meadow View Drive Richmond, CA 94806			510-799-9003		510-799-9013	
Consumer 2 Central/South County	4/30/2019	Vacant							
Consumer 3 Central/South County	4/30/2017	Vacant							
Consumer 4 East County	4/30/2018	Deena Jones	Genentech Inc. 1 DNA Way South San Francisco, CA						
Child Care Provider 1 West County	4/30/2019	Silvana Mosca-Carreon (Second Vice-chair)	ICRI-EI Nuevo Mundo Children's Center Director 1707 Pennsylvania Ave Richmond, CA 94801			510-233-2329		510-965-1771	
Child Care Provider 2 Central/South County	4/30/2019	Brenda Brown	Concord Child Care Center, Inc. 1360 Detroit Ave Concord, CA 94520			925-689-5151 x201			
Child Care Provider 3 Central/South County	4/30/2019	Luis Arenas	The Unity Council - Cesar Chavez Center Deputy Director 1187 Meadow Lane Concord, CA 94520			925-798-1011		925-798-1005	
Child Care Provider 4 East County	4/30/2017	Vacant							
Public Agency 1 West County	4/30/2018	Carolyn Johnson	Contra Costa County Community Services Bureau 3068 Grant Street Concord, CA 94520			925-646-5797		925-646-5815	
Public Agency 2 Central/South County	4/30/2018	Vacant							
Public Agency 3 Central/South County	4/30/2019	Joan Means	Diablo Valley College Adjunct Faculty Early Childhood Education 321 Golf Club Road Pleasant Hill, CA 94523			925-685-1230 ext. 1870			
Public Agency 4 East County	4/30/2018	Doug Rowe (First Vice-chair)	Los Medanos College 2700 E Leland Rd Pittsburg, CA 94565						
Community 1 West County	4/30/2019	Eric Peterson	Contra Costa Child Care Council Area Director 1035 Detroit Avenue, #200 Concord, CA 94518			(925) 676-6610		925-265-6510	
Community 2 Central/South County	4/30/2019	Dr. Deborah Penry	CARE Parent Network Early Education Coordinator 1340 Arnold Drive, #115 Martinez, CA 94553			(925)313-0999 ext. 107		925-370-8651	
Community 3 Central/South County	4/30/2018	Vacant							
Community 4 East County	4/30/2019	Janeen Rockwell-Owens	3209 G Street Antioch, CA 94509			925-754-2518			
Discretionary 1 East County	4/30/2018	Eran Perera							
Discretionary 2 Central/South County	4/30/2018	Daniel Safran							
Discretionary 3 Central/South County	4/30/2018	Cathy Roof (Chair)	Martinez Early Childhood Center 615 Arch Street Martinez, CA 94553			925-229-2000		925-229-2088	
Discretionary 4 West County	4/30/2019	Aurora Ruth							
LPC Coordinator		Ruth Fernández	77 Santa Barbara Road Pleasant Hill, CA 94523			925-942-3413		925-942-3480	
Administrative Assistant		Melody Yee	77 Santa Barbara Road Pleasant Hill, CA 94523			925-942-5313		925-942-3480	
CCCOE Deputy Superintendent of Schools		Dr. Pamela Comfort	77 Santa Barbara Road Pleasant Hill, CA 94523			925-942-3358		925-942-5319	