

Application Form

Profile

Cathy J Roof
First Name Middle Initial Last Name

[Redacted] Suite or Apt
Home Address
[Redacted] CA [Redacted]
City State Postal Code

[Redacted]
Primary Phone

[Redacted]
Email Address

District Locator Tool

Resident of Supervisorial District:

☒ District 5

Martinez Early Childhood Center, Inc. Chief Financial Officer
Employer Job Title

Length of Employment

49 years

Do you work in Contra Costa County?

☒ Yes ☐ No

If Yes, in which District do you work?

District 5

How long have you lived or worked in Contra Costa County?

Native Born

Are you a veteran of the U.S. Armed Forces?

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

Local Planning and Advisory Council for Early Care and Education (LPC): Submitted

Seat Name

Discretionary 3 Central/South

Have you ever attended a meeting of the advisory board for which you are applying?

☒ Yes ☐ No

If Yes, how many meetings have you attended?

Member since 1991

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

Hayward University

Degree Type / Course of Study / Major

Education, Early Childhood Option

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

Hayward University

Degree Type / Course of Study / Major

MA Educational Leadership

Degree Awarded?

☒ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses**Other Training A**

Non-Profit Management, Berkeley Univ

Certificate Awarded for Training?

☒ Yes ☐ No

Other Training B

Multiple Trainings

Certificate Awarded for Training?

☐ Yes ☐ No

Occupational Licenses Completed:

Life Permit Child Development Director

Qualifications and Volunteer Experience**Please explain why you would like to serve on this particular board, committee, or commission.**

I have been a member of this Council since its inception. I have worked for the Martinez Early Childhood Center, Inc. (MECC) for 49 years and was the Executive Director for 35 of those years. I retired from the executive director position to be the financial officer part time. MECC is funded by California State Department of Education. It is a State Preschool and Early Care program serving low income families. Over the years I have been an active advocate for children, families, and teachers, attending many legislative hearings. I bring history and experience to the council.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Resume uploaded.

[Upload a Resume](#)

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

☐ Yes ☒ No

Do you have any obligations that might affect your attendance at scheduled meetings?

☐ Yes ☒ No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

☒ Yes ☐ No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

Local Planning Council for Early Care and Education

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

Advisory Board for We Care Treatment Center 10 years Board Member for EveryChild California

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

☒ Yes ☐ No

If Yes, please identify the nature of the relationship:

Martinez Early Childhood Center, Inc. has a small Maintenance of Effort grant awarded from the State buy out of County Child Care in 1974, and is ongoing.

Please Agree with the Following Statement

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 publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

☒ I Agree

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain 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.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

J. Catherine Roof

Professional Objective

To use my skills as an administrator in the field of child development.

Education/Credential

Master of Science Degree	Education, Educational Leadership Option California State University, Hayward
Baccalaureate Degree	Teachers Education, Early Childhood Studies Option California State University, Hayward
Associate Degree	Diablo Valley College Early Childhood Education
Credential	Life Children's Center Supervision Permit

Qualifications

- * Have administered every aspect of a child development center from building a facility, writing operation policies, training staff, parent education, to menu writing.
- * Able to motivate others, parents, children, staff, other professionals in the field.
- * Able to communicate successfully with peers, staff, children, and families.
- * Ability to run successful meetings and act as mediator.
- * Have successfully managed eighteen to twenty-five staff.
- * Have successfully run a State-funded child care and development program for the past nineteen years, receiving high scores and commendations in program quality. The program is recognized as a model program for Northern California.
- * Am a successful grant writer and fund-raiser.
- * Have been a hard working advocate for issues that effect low-income, disadvantaged children. Have worked on licensing regulatory changes, education code changes, worthy wage campaign, and teacher-child ratios.
- * Have been a life-long learner, eager to gain more knowledge.

Professional Experience

Instructor	Los Medanos College Teach CHDEV 95 & 96, Supervision and Administration for Programs of Young Children	1996 to Dec 98
Executive Director	Martinez Early Childhood Center, Inc. State/Federally Funded Child Care and Development	1976 to Present 2009
Office Manager	Martinez Early Childhood Center, Inc.	1974 - 1976
Teacher	Patchins Schools Taught Preschool, Kindergarten, and Grammar School Science	1971 - 1974

Professional Organizations

Member, Sub-Committee Chair Contra Costa County Child Care Task Force
Appointed by the Board of Supervisors. This task force advises the
Board of Supervisors on child care issues.

Current Chair, Past Chair of 10 Years Contra Costa County Directors Association
Made up of State/Federally funded child development programs.

Committee Chair, California Child Care Administrators Association
Made up of State/Federally funded programs throughout the state of
California. Have held the office of Legislative Liaison, Secretary, Member-
at-Large, State Board Member for two years, Committee Chair for five
years. Participated in California Care Conference 4/17/95 - sponsored by
the State Department of Education. The department is looking at
solutions for change in the reimbursement system to the diverse and
complicated subsidized programs.

Sue Brock Fellowship, California Child Care Administrators Association
Was chosen for advocacy training to carry on the advocacy work for
disadvantaged children, fully paid for by the association.

Advisory Board We Care Treatment Center
Advisory capacity to the Director and Board of Directors.

Member National Association for the Education of Young Children

Member Association for Childhood Education International

Active Citizen
Take an active part in issues that effect the community, state, and children.

Awards

Advocacy Award	California Child Development Administrators Association	1994
Kiddie Award - Hall of Fame	Contra Costa Child Care Council	1993