



MEMORANDUM

DATE: November 14, 2011

TO: Family and Human Services Committee
Supervisor Gayle B. Uilkema, District II, Chair
Supervisor Federal D. Glover, District V, Vice Chair

Contra Costa County Office of Education
Dr. Joseph A. Ovick, Contra Costa County Superintendent of Schools
Dr. Pamela Comfort, Associate Superintendent, Educational Services

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

SUBJECT: Local Planning Council for Child Care and Development – Referral #81
Council Activities and LPC Agency Annual Report and Self Evaluation

RECOMMENDATION(S):

ACCEPT the below written summary of key accomplishments, challenges, activities, and Summary of Findings Self-Evaluation report. The attached table of activities correlates with strategies identified in the Comprehensive Countywide Child Care Plan 2008-2011 in the following goal areas: 1) Promoting access to quality child care, 2) Develop and nurture a trained workforce, 3) Foster and promote coordination and collaboration with the community, 4) Advise sponsoring entities on local issues and priorities in child care and development.

KEY PLANNING COUNCIL ACCOMPLISHMENTS:

- Planned and coordinated the 7th Annual Young Children's Issues Forum on March 19th, 2011 at Los Medanos College. Event had over 185 people in attendance. A panel of 8 local and state legislators and elected officials participated as guest presenters. In total, 110 constituent input cards were collected from attendees. Copies of cards were delivered to each legislator who attended the Forum.
- On March 2011, the Contra Costa LPC received recognition from the California Child Development Administrators' Association (CCDAA) for outstanding accomplishments in the area of legislation in support of Child Development. The award recognizes the LPC's leadership role in developing a framework for "community advocacy development" through the implementation of the Annual Young Children's Issues Forum, a model now replicated across the State by other LPCs and community groups.
- 10 parent workshops conducted throughout the County to pilot the use and implementation of *A Road Map to Kindergarten*®, a parent guide to help promote successful transitions to Kindergarten. Pilot presentations were delivered to English and Spanish speaking families, preschool and K teachers, school administrators, preschool directors, community advocates, and family child care providers. Input collected from these presentations was instrumental for the development of the first Trainer-of-Trainers Workshop for *A Road Map to Kindergarten*® in June, 2011.
- *A Road Map to Kindergarten*® received the Award of Excellence from the California School Public Relations Association (CalSPRA), in the Special Purpose Publication category.

CHALLENGES:

- 50% reduction in annual state funding allocation for the Local Planning Council.
- 32% reduction in annual state funding allocation for the AB212 Professional Development Program Staff Retention activities.
- Reduction of staffing infrastructure for the implementation of LPC projects and activities.
- Unfilled LPC membership categories.

2011-2012 LPC MANDATES:

(See *Education Code*, Chapter 2.3, Article 1, Section 8499 and Article 2, Sections 8499.3, 8499.5, and 8499.)

Activity	Deadline
LPC Agency Annual Report & Summary of Self Evaluation Findings	November 15, 2011
LPC Local Funding Priority Areas for General Child Care and Development Programs and State Preschool Programs	May 30, 2012
County Child Care Needs Assessment	June 30, 2012
Comprehensive Countywide Child Care Plan	July 30, 2012
Certification Statement Regarding Composition of LPC Membership	January 15, 2011
Annual Summary of Activities Report	July 20, 2012
Changes to: <ul style="list-style-type: none">• bylaws• previously submitted needs assessments• comprehensive countywide child care plan	Within 4 weeks after approval
Attend periodic Technical Support Meetings (LPC Coordinator Meetings)	October 2011 February 2012 May 2012

BACKGROUND/REASON(S) FOR RECOMMENDATION(S):

California *Education Code (EC)* Section 8231 requires that LPCs prepare a comprehensive countywide child care plan designed to mobilize public and private resources to address identified needs.

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. Membership consists of the following:

- Five consumer representatives - a parent or person who receives or has received child care services in the past 36 months;
- Five child care providers - a person who provides child care services or represents persons who provide child care services;
- Five public agency representatives - a person who represents a city, county, city and county, or local education agency;
- Five 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;
- Five discretionary appointees - a person appointed from any of the above four categories or outside of those categories at the discretion of the appointing agencies.

**Mail this form to the LPC Consultant by
 November 15 of each year to:**
 Child Development Division
 California Department of Education
 1430 N Street, Suite 3410
 Sacramento, CA 95814-5901

**LOCAL CHILD CARE AND DEVELOPMENT PLANNING COUNCIL PROGRAMS
 SUMMARY OF SELF EVALUATION FINDINGS**

Agency: Contra Costa County Office of Education Vendor Number: 1007

Agency Representative: Ruth Fernandez Title: LPC Coordinator

Telephone Number: (925) 942-3413 Dates Reviewed: 10/27/2011

Compliance Items	KEY DIMENSIONS FROM CALIFORNIA <i>Education Code (EC)</i>	Compliant	Non compliant
1. <i>EC</i> Section 8279.3 and 8499.5(b)	Involvement in Local Priority Setting Process Parents, staff, Board of Supervisors, County Superintendent of Schools, LPC members, and the public at large participate in reviewing and evaluating core data elements and determine local priority areas of unmet child care and development services for all children.	√	
2. <i>EC</i> Section 8499.5	Governance and Administration Policies, needs assessments, comprehensive child care and development plans, and administration of LPC categorical programs meet statutory requirements.	√	
3. <i>EC</i> Section 8499.5	Funding Allocation and use of funds meet statutory requirements for allowable expenditures.	√	
4. <i>EC</i> Section 8499.3	Standards, Assessment, and Accountability Categorical LPC programs meet state standards for membership certification.	√	
5. <i>EC</i> Section 8499.3(f),(g)	Staffing and Professional Development Staff members and LPC members are recruited, trained, assigned tasks, and assisted to ensure the effectiveness of the program.	√	

KEY DIMENSIONS FROM CALIFORNIA EC

(Attach additional pages as necessary to note all noncompliance findings)

[illegible]

CONTRA COSTA LOCAL PLANNING COUNCIL
TABLE OF ACTIVITIES IDENTIFIED FOR REPORTING PERIOD
(July 2011 – June 2012)

GOAL 1: PROMOTE ACCESS TO QUALITY CHILD CARE		
Strategies	Activities	Objectives
Identify child care needs for families with children 0-12 years of age	Countywide Child Care Needs Assessment	<ul style="list-style-type: none"> • Conduct an assessment of child care needs in the county • Develop document that can be used by local community stakeholders and decision makers
Cross-agency collaboration & partnerships	Convene quarterly county-wide State-funded Program Administrators Meetings. Meetings are held quarterly at the County Office of Education from 2-4 p.m.	<ul style="list-style-type: none"> • Promote cross-agency conversations that will promote: collective problem solving, resource development and sharing, and identification of best practices. • Leverage existing resources to explore new partnerships and collaboration opportunities. • Provide a forum for collective discussion and data gathering regarding: program needs, funding, fiscal management, and resource identification for Title V programs. • Foster new relationships and partnerships among child care and education agencies.
	Participate in cross agency collaborative for First Five's Preschool Makes a Difference Program (PMD)	<ul style="list-style-type: none"> • Serve as a liaison for the development of new relationships between school districts and other community agencies. • Support the implementation of quality standards identified by PMD and best practices for professional development, curriculum and instruction in child development programs including family child care, state-funded programs, federally funded programs, private, and exempt providers.
	LPC Coordinator participates in Healthy and Active Before Five Leadership Council Meetings, events, and activities.	Promote the implementation and enforcement of healthy food and beverage policies in child care programs and LPC meetings and events.
	On-going collaborative meetings with Head Start programs and the Community Services Bureau	<ul style="list-style-type: none"> • Leverage existing resources for staff professional development and growth. • Coordinate efforts to support the early care and education workforce to achieve the completion of degrees within the established federal timeline (AA, BA, MA) • Share resources and pilot new initiatives that promote innovation and creativity
Implement new regulations from the California Department of Education (CDE)	Voluntary Temporary Transfer of Funds (VTTF)	<ul style="list-style-type: none"> • Continue to monitor the process established by the California Education Code (<i>EC</i>) Section 8275.5 known as the Voluntary, Temporary Transfer of Funds. • Ensure all child care and development funds appropriated by CDE are utilized within the fiscal year (<i>FY</i>). • Assist and facilitate the local process in the voluntary transfer of Child Development Division (<i>CDD</i>) contract funds between CDD funded agencies in Contra Costa County. • The LPC Coordinator continues to inform Contra Costa CDD funded agencies about resources and information released by the state's Child Development Division. As defined by the state CDD contractors will have an opportunity to request transfer of funds for FY 2009-10 from November 1-15 and May 1-15. Requests must be submitted to the LPC during these periods.

GOAL 1: PROMOTE ACCESS TO QUALITY CHILD CARE		
	Conduct local forums to encourage public input in the development of local priorities for new state child care and preschool funds	Priorities are determined and approved by the Local Planning Council, Board of Supervisors and County Superintendent of Schools and are submitted to the CDD by May 30th of each calendar year.
	Complete LPC Agency Annual Report and Self Evaluation	Determine if LPC mandates and regulations are met according to CA law (See <i>Education Code</i> , Chapter 2.3, Article 1, Section 8499 and Article 2, Sections 8499.3, 8499.5, and 8499.)
GOAL 2: DEVELOP AND NURTURE A TRAINED WORKFORCE		
AB 212 Professional Development Program (PDP)	Provide advising and professional growth counseling services	<ul style="list-style-type: none"> • Coach and mentor staff members at state-funded child development programs for continued professional development and educational achievement. • Connect staff members with local, regional, and state-wide educational and professional development resources such as conferences, seminars, trainings, certificate programs, and higher education degree programs and institutions.
	Provide stipends as incentives for continued professional growth and educational advancement	<ul style="list-style-type: none"> • Participants are required to complete a minimum of 3 college units for degree or child development permit applicable courses. • Develop program/classroom professional development plan for quality improvement based on observation and assessment tools required by CDE such as Desired Results Developmental Profile and Environmental Rating Scale. • Implement professional development activities identified in approved plan and submit reflective narrative of lessons learned. • Promote the retention of qualified staff at State-funded Child Development Programs
	Increase the teacher's knowledge, skills, and strategies for achieving better outcomes for children, while continuing education and professional development.	<ul style="list-style-type: none"> • Promote teacher's reflective practices in the classroom • Foster peer coaching and classroom observation • Support the use of self-assessment tools and inter reliable quality evaluation tools
AB212 Center-Based Team Professional Development Grants	Identify eligible and interested state funded programs to successfully implement a team professional development plan (grants up to \$5,000)	Foster on-going professional development opportunities that enhance classroom practices, promote a culture of collaboration, and in turn nurture and develop high functioning teams.
GOAL 3: FOSTER & PROMOTE COLLABORATION AND COORDINATION WITH THE CHILD CARE COMMUNITY		
Parent Education Campaign	Provide A Road Map to Kindergarten workshops for parents of children 0-5 years old.	Provide families with a navigation tool that will guide them to better prepare their children to enter Kindergarten by reinforcing key school readiness skills children need to successfully transition into a more structured academic learning environment. A Road Map to Kindergarten also includes relevant information about kindergarten information requirements and tips for parents to become partners with their child's teacher and school.

GOAL 4:**ADVISE SPONSORING ENTITIES ON LOCAL ISSUES AND PRIORITIES IN CHILD CARE AND DEVELOPMENT**

Build rapport with LPC appointing bodies and other local government officials	Develop a Comprehensive Countywide Child Care plan for Contra Costa County (To be completed in 2012).	<ul style="list-style-type: none">• Provide bi-annual reports to the Family and Human Services Committee of the Board of Supervisors pertaining to LPC activities, challenges, and strategic planning.• Mobilize public and private resources to address identified local child care needs
	Plan, organize and implement the 8th Annual Young Children's Issues Forum	Provide a forum for open dialogue and information sharing between legislators, local officials and the community regarding current children's issues.