

MEMORANDUM

DATE: July 31, 2017

TO: Supervisor Candace Andersen, District II, Vice Chair
Supervisor John Gioia, District I, Chair

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

SUBJECT: Local Planning and Advisory Council for Early Care and Education (LPC)
Council Activities-Referral #92

CC: Karen Sakata, Contra Costa County Superintendent of Schools
Dr. Pamela Comfort, Deputy Superintendent of Schools
LPC Chair and Vice Chairs

RECOMMENDATION(S):

1) **ACCEPT** the activities report and key accomplishments during fiscal year 2016-2017 for the LPC as they relate to Education Code - *Section 8499.3 – 8499.7* and the implementation of the multi-year Comprehensive Countywide Plan for Early Care and Education 2014 through 2017.

REASON/S FOR RECOMMENDATION:

California Education Code (EC) Section 8231 requires that Local Planning Councils prepare a comprehensive countywide child care plan designed to mobilize public and private resources to address identified needs. Projects and activities of the Contra Costa LPC align with legislative intent for Local Planning Councils to *serve as a forum to address the child care needs of all families and all child care programs, both subsidized and non-subsidized in Contra Costa County* (Ed code Sections 8499.3 and 8499.5).

BACKGROUND:

The Contra Costa County Local Planning and Advisory Council for Early Care and Education (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.

I. SUMMARY OF ACTIVITIES

- a. **Hosted the 13th Annual Young Children's Issues Forum – *Speak Out for Children: Educate and Advocate on Saturday, March 18, 2017.*** Over 265 teachers, school administrators, college faculty, community advocates, local government officials, parents, business leaders, and state legislators attended the Forum held at the Pleasant Hill Community Center, in Pleasant Hill, CA. The topic of focus for this year's forum is ***Together As One Community For All Children*** which strived to highlight the importance of active engagement of all of members of the community – parents, families, caregivers, teachers, business owners, organizations of faith, policy makers, community leaders and more – to identify what is needed for children, what needs to be changed in order to meet their needs, what we cannot lose, and what we must gain to insure equity of opportunities for all of our children. This event continues to be a catalyst to ongoing and active community engagement and advocacy in the early care and education community. Forum attendees received an “advocacy toolkit” which included local, regional and state resources for families, “how-to” tip sheets and guidelines to encourage civic engagement and general information about the state legislative cycle.

- b. **Initiated the 2017 - 2020 Countywide Child Care Needs Assessment and Child Care Facility Development Study for Contra Costa County.**

The LPC is currently coordinating their 2017 Needs Assessment and Child Care Facility Study. The child care needs assessment is conducted every five years and aims to determine the child care needs as mandated by California Education Code for all LPCs across the State. Based on recommendations made by the LPC's Ad Hoc Child Care Facilities Committee the LPC commissioned a comprehensive countywide needs assessment study for child care for children ages 0 to 12 that includes current conditions of existing facilities, interest in expansion from current providers, potential financing models, and roles for various stakeholders.

The study will be conducted by Brion Economics, Inc. and will be modelled after the study being conducted in San Mateo County by Brion Economics, Inc. (BEI) with Davis Consultant Network, Nilsson Consulting, and other sub-consultants. The study will be conducted in phases, partly due to funding constraints, but also due to the nature of the work that builds on each phase.

Brion Economics, Inc. will update the prior Needs Assessment for 2017, and will provide key analysis and data on an implementation effort to increase the supply of child care facilities in the County. The overall study proposal is divided in five phases overall. However, the current project will only address Phases 1 and 2. Financial sponsorship for the study is provided by the Contra Costa County Office of Education and the LPC; First 5 Contra Costa and the Contra Costa County Department of Conservation and Development (DCD).

- **Phase 1:** Countywide Child Care Needs Assessment - 2017 (NA) by City and community area and countywide, as of 2017 and 2027.
- **Phase 2:** Online Surveys & Analysis of Existing Child Care Providers and Stakeholders in County
- **Phase 3:** Prepare Child Care Capital Improvement Plan
- **Phase 4:** Identify 10 possible ELF sites and conduct site assessments
- **Phase 5:** Child Care CIP Financing Strategy for ELF site development

The lack of child care facilities is an ongoing issue in our county and budgets require we address the issue in the most efficient and focused manner. Currently, our county is unprepared for the expansion of state preschool slots due, in great part, to the absence of adequate facilities. The LPC envisions this study as an effort to operationalize the goal of increasing the supply of child care facilities and program expansion in areas of need. Thus, this study presents an opportunity to further partner with DCD and First 5 Contra Costa for long-term systemic efficiencies and expansion of child care services in our community. The LPC acknowledges the essential role of our local partners and co-sponsors of this study in the local system working to ensure Contra Costa County residents have access to healthy and safe living and working environments.

- c. **Coordinated and Facilitated Quarterly State Funded Program Administrators Network (SFPAN) meetings held at the CCCOE and facilitated by the LPC Coordinator.** The State Funded Administrators Network (SFPAN) convenes 14 agencies that contract with the California Department of Education to provide General Child Care Services for children ages 0-12 and State Preschool services for high need families and children throughout Contra Costa. The SFPAN includes the county's Head Start and Early Head Start providers and the CalWorks child care voucher program known as the Alternative Payment Program which includes stage 1, stage 2 and stage 3 families.

- d. **Support and Fiscal Consultation/Coaching Services for Administrators of State Funded Programs** - Title 5 contractors with the California Department of Education, Early Education and Support Division (CDE-EESD) continue to struggle to fully earn their contract allocation due to low state reimbursement rates, unrealistic family income eligibility guidelines and staff turn-over. Providers cannot cover their operational costs, and therefore, are unable to utilize their full allocation of state and federal child care and child development funds. Over the past four years, the amount of unearned state child care and development funds in Contra Costa County has steadily increased. The LPC also gathered local data from state-funded program administrators that indicated a need for additional training, coaching and technical assistance (TA) for Program Administrators and Directors.
 During 2016 – 2017, the LPC decided to allocate AB 212 funds to “pilot” consultations services to administrators with the goal of improving efficient contract management for full earning of allocation. Over the past two years, three Title 5 programs experienced changes in administration and leadership which impacted the stability of the programs greatly. Other local challenges among Title 5 contractors include: lack of available child care facilities and low enrollment.

- e. **LPC Coordinator is CCCOE's administrator for the California State Preschool Program QRIS Block Grant and Infant and Toddler QRIS Block Grant contracts for Contra Costa County.** The LPC is actively involved in the local planning, coordination and implementation of quality improvement services, professional development and growth activities and incentives, and countywide efforts to increase public awareness of “quality indicators” through the *Contra Costa Quality Matters* program.

II. ACCOMPLISHMENTS

Nurture and Retain a Qualified Early Care and Education Workforce

As in previous years, the LPC has offered multiple professional growth and development services and incentives in Contra Costa County. The LPC was approved by the California Department of Education (CDE) in 2016 -2017 to support teaching staff and the leadership (Site Supervisors and Directors) at state-funded Early Care and Education (ECE) programs by providing stipends for participation at various levels and through multiple commitments to participation paid with AB212 funds. Total stipends issued from AB212 of \$76,173.79 were paid to 81 AB212 eligible staff. The LPC chose to implement the following activities under the sponsorship of AB212 funding:

- **Professional Development Program (PDP) Services and Incentives:** During fiscal year (FY) 2016-2017, the Contra Costa LPC continued the partnership with First 5 Contra Costa for Professional Development Program funding. During the application period, 112 applications were received from AB212 educators. After completing approved PDP activities, a total of 76 AB212 staff received incentives in one or more components or incentive categories.
- **Site Supervisor and Director Professional Learning Communities (PLC) Project-** The LPC received eight applications from participants to the 2016-2017 with one applicant withdrawing before initiating any activities in the PLC. During the project, the leaders participated in activities with seven Site Supervisor/Directors completing all activities in the Professional Learning Community (PLC) and were deemed eligible to receive stipends of \$1000 each for a total of \$7000.
- **Foreign Transcript Evaluation Services continued to be funded and provided through AB212 allocations and were offered in PDP -** Two evaluations were completed for PDP participants by an evaluation service to assist AB212 individuals with education from outside the United States with applying for or advancing on the Child Development Permit or degree completion - \$650.
- **Community Hot Topics Seminar:** 13th Annual Young Children's Issues Forum 2016 Speak Out for Children– On Saturday, March 18, 2017, over 265 teachers, school administrators, college faculty, community advocates, local government officials, parents, business leaders, and state legislators attended the 13th Annual Young Children's Issues Forum "Speak Out For Children: Educate and Advocate" held at the Pleasant Hill Community Center, in Pleasant Hill, CA. Certificates of Professional Growth Hours were issued – AB212 funds partially supported the implementation of the Forum.
- **Additional AB212 Support Services:** 112 applications were received from AB212 educators for participation in the Professional Development Program by advisors at each of the three colleges in the Contra Costa Community College District or by AB212 Staff. The college advisors provided Information Sessions, education advising towards degrees, regular individual advising sessions, and documentation acceptance from July 2016 through January 2017. AB212 staff continued to provide the same services at state-funded employment sites, through advising appointments, Child Development Permit application processing and related professional growth advising sessions, and

training, as needed, for understanding of renewal requirements for the Child Development Permit and for successful participation in PDP. PDP stipend details follow in Table 1- the number of participants completing each type of professional development and the stipend amounts by category is represented in the next page.

- Permit Applications:** AB212 staff continued to assist early childhood educators to apply for new, renewal and upgrade Child Development Permit applications. A total of 157 permit applications were processed to date with 11 from AB212 Professional Development Program (PDP) participants who submitted Permit applications. In the past several years, AB212 staff have seen an increase in online renewals by Contra Costa County early childhood professionals. There seems to be a better understanding of the process for online renewals and many have become more aware of the services which can be provided online. Recent history has shown that fewer individuals are needing assistance with accessing their Permit information online and may contact AB212 staff for guidance in making payment, submitting the application for renewal, or editing personal information due to marital status, address changes, or incorrect information. Professional Growth Advising and the development of awareness of that may have also increased this online engagement with the Commission on Teacher Credentialing (CTC).

2016-2017 Professional Development Program (PDP)
Incentive Summary - Table 1

Stipend Type and amount	Number per Stipend Type	Total per Stipend Type
Course Completion Stipend = \$400 for 6 units completed	59	\$23,600
Professional Training Hours = \$150 (for completion of 12 hours or \$300 for completion of 24 hours	11	\$3,150
Professional Training Receipts Based on receipts submitted = MAX \$100	4	\$273.79
Coursework Bonus for completing additional units after first 6 units. \$100 per unit with MAX \$800	44	\$22,100
Reflective Practice Seminar = \$300 required concurrent enrollment in one three-unit course.	26	\$7,800
Education Milestone M1 - completion of 24 ECE/CD and 16 GE for Teacher Permit = \$500, M2 - completion of AA/AS degree = \$500 M3 -completion of BA/BS =\$500	17 M1 = 8 M2 = 6 M3 = 3	M1 = \$4,000 M2 = \$3,000 M3 =\$1,500
Lost Wages - Completion of lab or community-based supervised field experience which required absence from employment, based on hours completed	3	\$3,750
PLC - Site Supervisor and Director Professional Learning Community = \$1000	7	\$7,000
Total stipend types paid to 76 approved and eligible participants	171	\$76,173.79

Permit Applications Processed During 2016 - 2017 for State-Funded Programs

Permit Level by Job Title								
Job Title	No Permit Yet	Assistant	Associate Teacher	Teacher	Master Teacher	Site Supervisor	Program Director	Total
TAT or Assistant	8	1	3	-	-	-	-	12
Associate Teacher	-	-	19	3	1	2	-	25
Teacher	2	-	3	9	2	2	-	18
Master/Lead Teacher	-	-	1	2	3	5	1	12
Site Supervisor	-	-	-	-	-	6	2	8
Program Director	-	-	-	-	-	-	1	1
Total	10	1	26	14	6	15	4	76

Retention by Job Title

Job Title and Years of Employment						
Years of Employment						Totals
Job Titles	Not provided	< 3 years	3-5 years	5-10 years	More than 10 years	
Assistant	1	8	3	-	1	13
Associate Teacher	2	9	1	7	5	24
Teacher	2	6	2	3	6	19
Master Teacher	-	2	2	-	7	11
Site Supervisor	-	-	1	1	6	8
Program Director	1	-	-	-	-	1
Total - Central	6	25	9	11	25	76

III. PROPOSED WORK PLAN/OBJECTIVES FOR 2017 - 2018

The LPC will continue to oversee the design and implementation of the following projects and priority activities:

- **Plan, Coordinate and Host the 14th Annual Young Children's Issues Forum – Speak Out for Children: Educate and Advocate** scheduled for Saturday, March 17th, 2018 (See Save the Date Flyer Attached).
- **Complete the new Countywide Child Care Needs Assessment and Facility Development Study 2017-2020**
The Early Learning Facilities Needs Assessment would update the prior Child Care Needs Assessment for 2017 (a statutory mandate for the LPC), and would provide key analysis and data on an implementation effort to increase the supply of child care facilities in the County. The study is expected to be completed by April 2018.
- **Convene Annual LPC Member Retreat** on December 1, 2017 to begin strategic planning process for Contra Costa County Comprehensive Countywide Early Care and Education Plan 2017-2020.
- **Participate, support and align funding** goals to support countywide efforts to improve the quality of all Early Care and Education programs through the *Quality Matters (QRIS) Project*.
- **Co-sponsor teacher incentives and professional development services** offered through Contra Costa County PDP utilizing AB212 funding and in partnership with First 5 Contra Costa.
- **Continue implementation** of the California Transitional Kindergarten Stipend Project (CTKS) by continuing to build and maintain relationships with TK Coordinators, State Preschool (CSPP) Administrators and TK/CSPP teachers in Contra Costa County.