

## MEMORANDUM

DATE: July 23, 2018

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

FROM: Susan K. Jeong, LPC Coordinator/Manager, Educational Services

SUBJECT: Local Planning and Advisory Council for Early Care and Education (LPC) **Council Activities-Referral #81**

CC: Karen Sakata, Contra Costa County Superintendent of Schools  
Lynn Mackey, Deputy Superintendent of Schools  
LPC Chair and Vice Chairs

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### 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*.

### REASON/S FOR RECOMMENDATION:

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. **New LPC Coordinator.** A new LPC Coordinator was hired in January 2018.
- b. **Hosted the 14th Annual Young Children's Issues Forum – *Speak Out for Children: Educate and Advocate* on Saturday, March 17, 2018.** Over 150 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. This event continues to be a catalyst to ongoing and active community engagement and advocacy in the early care and education community.
- c. **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 is expected for public release in September/October 2018. Early data shared at the First 5 Contra Costa Coffee & Kids event held in May 2018 indicated a shortage of child care for children in Contra Costa. There is a shortage of nearly 10,000 infant/toddler spaces and 2,700 spaces for preschool-aged children.
- d. **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 years 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.
- e. **Coordinated planning for the Contra Costa County Child Care Subsidy Pilot Plan.** In October 2017, Governor Brown approved AB 435, authorizing an individualized child care subsidy plan for the County of Contra Costa. Authored by Assemblymember Tony Thurmond, the legislation allows Contra Costa County to develop and implement a plan through January 1, 2023. Upon approval of the Contra Costa County Plan (to be sent to the California State Department of Education in July 2018) by the state, the planning for implementation will begin. To date nine state-funded contractors have signed on to participate in the Pilot.
- f. **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.

g. **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 2017 -2018 to support teaching staff by providing stipends for participation at various levels and through multiple commitments to participation paid with AB 212 funds. Total stipends issued from AB 212 of \$91,200.00 were paid to 84 AB 212 eligible staff. The LPC chose to implement the following activities under the sponsorship of AB 212 funding:

- **Professional Development Program (PDP) Services and Incentives:** During fiscal year (FY) 2017-2018, the Contra Costa LPC continued the partnership with First 5 Contra Costa for Professional Development Program funding. During the application period, 123 applications were received from AB 212 educators. After completing approved PDP activities, a total of 84 AB 212 staff received incentives in one or more components or incentive categories, including 12 participants who exceeded the maximum number of college units approved in PDP, but were able to be awarded additionally through remaining AB 212 funds.
- **Foreign Transcript Evaluation Services continued to be funded and provided through AB 212 allocations and were offered in PDP –** Assistance was provided by AB 212 staff to one (1) PDP participant who was not funded for a stipend through AB 212 but who required the staff assistance to meet PDP program requirements and to meet agreements in the MOU with partners in the 2017-2018. Education completed from higher education institutions from outside the United States supports PDP participants with applying for or advancing on the Child Development Permit or degree completion. Contracted services with Educational Records and Evaluation Services has been provided by the LPC for over ten years.
- **Additional AB 212 Support Services:** 112 applications were received from AB 212 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 AB 212 Staff. The college advisors provided Information Sessions, education advising towards degrees, regular individual advising sessions, and documentation acceptance from July 2016 through January 2017. AB 212 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:** AB 212 staff continued to assist early childhood educators to apply for new, renewal and upgrade Child Development Permit applications. A total of 101 permit applications were processed to date with 19 from AB 212 Professional Development Program (PDP) participants who submitted Permit applications. In the past several years, AB 212 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 AB 212 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).

**2017-2018 Professional Development Program (PDP) Incentive  
Summary - Table 1**

Stipend Type and amount	Number per Stipend Type	Total per Stipend Type
Course Completion Stipend = \$600 for 6 units completed	80	\$48,000
Professional Training Hours = \$150 (for completion of 12 or more hours	2	\$ 300
Coursework Bonus for completing additional units after first 6 units. \$100 per unit with MAX \$1200	56	\$23,900
Reflective Practice Seminar = \$300 required concurrent enrollment in one three-unit course.	28	\$8,400
Education Milestone M1 - completion of 24 ECE/CD and 16 GE for Teacher Permit = \$300, M2 - completion of AA/AS degree = \$300 M3 -completion of BA/BS =\$300	10 M1 = 7 M2 = 3 M3 = 0	M1 = \$2,100 M2 = \$ 900 M3 =\$0
Lost Wages - Completion of lab or community-based supervised field experience which required absence from employment, based on hours completed MAXIMUM \$1250	2	\$2,500
Additional Course Completion Stipend for exceeding the 12 units max in PDP	10	\$5,100.00
Total stipend types paid to 79 approved and eligible participants	188	\$91,200

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

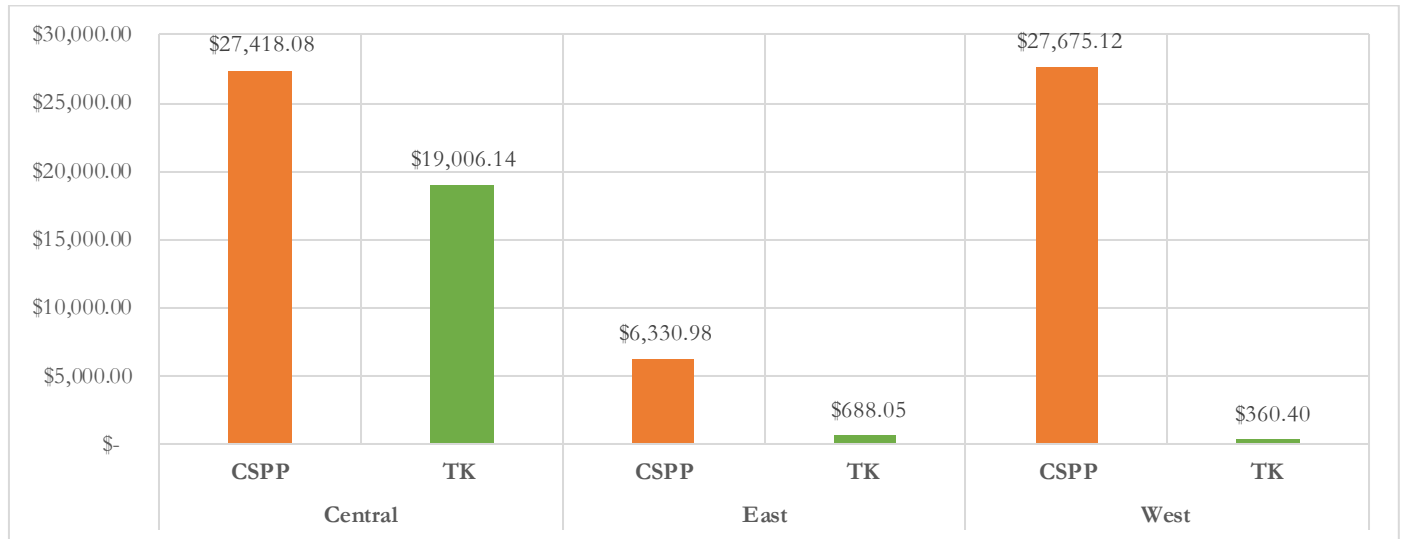
Permit Level by Job Title								
Job Title	No Permit Yet	Assistant	Associate Teacher	Teacher	Master Teacher	Site Supervisor	Program Director	Total
TAT or Assistant	31	1	3	-	-	-	-	35
Associate Teacher	10	-	16	2			-	28
Teacher	2	-	2	5	1	1	-	11
Master/Lead Teacher	1	-	1	1	1	2	1	7
Site Supervisor	-1	-	-	-	-			1
Program Director	-1	-	-	-	-	-	1	2
Total	46	1	22	8	2	3	2	84

## 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	4	23	4	2	2	35
Associate Teacher	2	13	6	3	4	28
Teacher	2	2	3	1	3	11
Master Teacher	-	2	1		5	8
Site Supervisor	-	-			1	1
Program Director		-	-	-	1	1
Total - Central	8	40	14	6	16	84

In addition to the AB 212 funds, the LPC's oversight and implementation of the state funded California Transitional Kindergarten Stipend (CTKS) program continues to support the professional development of transitional kindergarten and California State Preschool Program (CSPP) teachers. The program functions as a reimbursement program – reimbursing teachers for the cost of tuition and other education-related expenses, for higher education and training in early care and education/child development coursework and training. Below is a chart that shows the total amounts reimbursed by site type and county regions.

### 2017-2018 CTKS Reimbursements Amount Summary by County and Program Type



### III. PROPOSED WORK PLAN/OBJECTIVES FOR 2018 - 2019

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

- **Plan, Coordinate and Host the 15<sup>th</sup> Annual Young Children's Issues Forum** – Speak Out for Children: Educate and Advocate scheduled for Saturday, March 16<sup>th</sup>, 2019.
- **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 September/October 2018.
- **Convene Annual LPC Member Retreat** in October/November 2018 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 AB 212 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.
- **Quality Matters Site Supervisor and Director Professional Learning Communities (PLC) /Community of Practice (COP)** – The LPC in partnership with Quality Matters will pilot a leadership cohort of state-funded Quality Matters participating site program directors and/or site supervisors for one program year beginning August 2018. The goals of the pilot are to build leadership and coaching capacity of state-funded sites that have reached top Tier ratings.