September 17, 2014

TO: Santa Clara County Board of Education

FROM: Mary Ann Dewan, Ph.D., Chief Schools Officer
Student Services Branch

Lisa Kaufman, Ph.D., Director
Early Learning Services Department

Janice Battaglia, Manager
Inclusion Collaborative

VIA: Jon R. Gundry
County Superintendent of Schools

SUBJECT: Adoption of Resolution for Signature Authorizations on the Contract with the California Department of Education

Associated Goals
Goal 1: Improve student equity and reduce access discrepancies to high quality education
Goal 2: Provide support to districts, communities, schools and students

Background
The attached ongoing contract, CREP-4040, with the California Department of Education (CDE) and the Santa Clara County Office of Education (SCCOE), Local Planning Council, must be signed and returned to the Department of Education for the funds to be released from the CDE to the SCCOE.

In order to continue receiving funds, the CDE requires a resolution by the Governing Board on an annual basis authorizing designated personnel to sign contracts.

Fiscal Implications
The Santa Clara County Office of Education will receive $379,754.00. This contract is effective from July 1, 2014, through June 30, 2015.

Requested Action
Adopt resolution for signature authorizations on the contract with the California Department of Education

County Board of Education: Leon F. Beauchman, Michael Chang, Joseph Di Salvo, Darcie Green, Julia Hover-Smoot, Grace H. Mah, Anna Song
1290 Ridder Park Drive, San Jose, CA 95131-2304 (408) 453-6500 www.sccoe.org
Committed to serving, inspiring and promoting student and public school success
RESOLUTION

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2014–15.

BE IT RESOLVED that the Governing Board of
The Santa Clara County Office of Education

authorizes entering into local agreement number/s, CRET - 4040 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jon R. Gundry</td>
<td>County Superintendent</td>
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<tr>
<td>Mary Ann Dewan, Ph.D.</td>
<td>Chief Schools Officer</td>
<td></td>
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<tr>
<td>Lisa Kaufman, Ph.D.</td>
<td>Director, Early Learning Svcs. Dept.</td>
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</tr>
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</table>

PASSED AND ADOPTED THIS 17th day of September 2014, by the Governing Board of the Santa Clara County Office of Education of Santa Clara County, California.

I, Jon R. Gundry, Clerk of the Governing Board of the Santa Clara County Office of Ed., of Santa Clara County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular board meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's signature) (Date)
August 28, 2014

Contracts, Purchasing, and Conference Services
California Department of Education
1430 N Street, Suite 1802
Sacramento, CA 95814

RE: Contract Number CRET – 4040, Pending Board Resolution

Per the contract package instructions, the purpose of this letter is to state the date of the next Santa Clara County Board of Education Meeting when the requested resolution will be reviewed. The next Board meeting will take place on September 17, 2014. The LPC will request that the resolution be placed on the Board agenda for review and approval. Pending approval, the LPC will mail the fully signed resolution back to the California Department of Education/Contracts, Purchasing and Conference Services Department as soon as possible.

Please let me know how the LPC may be of further assistance. I can be contacted at (408) 453-6649 or michael_garcia@sccoe.org.

Sincerely,

Michael Garcia
Staff Coordinator
Local Early Education Planning Council
Santa Clara County
LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACTOR'S NAME: SANTA CLARA COUNTY SUPERINTENDENT OF SCHOOLS

By signing this contract and returning it to the State, the contractor is agreeing to provide services in accordance with the PROGRAM REQUIREMENTS FOR CHILD CARE SALARY/RETENTION INCENTIVE PROGRAM (Exhibit B), the GENERAL TERMS AND CONDITIONS (GTC-610) (both available online at http://www.cde.ca.gov/fg/aa/cd/), and the attached APPLICATION/APPROVED COUNTY PLAN (Exhibit C) which are by this reference incorporated into this contract. The contractor's signature certifies compliance with the Program Requirements for Child Care Salary/Retention Incentive Program, the attached Application/Approved County Plan and the General Terms and Conditions.

Funding of this contract is contingent upon appropriation and availability of funds. This contract may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this contract. The period of performance for this contract is July 01, 2014 through June 30, 2015. These funds shall not be used for any purpose considered nonreimbursable pursuant to the current Funding Terms and Conditions (FT&C), the Guidelines for Child Care Salary/Retention Incentive Program and Title 5, California Code of Regulations. The total amount payable pursuant to this agreement shall not exceed $379,754.00.

Expenditure of these funds shall be reported quarterly to Child Development Fiscal Services (CDFS) on Form CDFS-9529 with fiscal quarters ending September 30, December 31, March 31 and June 30. Quarterly reporting must be submitted for reimbursement of expenditures. For non-educational agencies, expenditures made for the period July 1, 2014 through June 30, 2015 shall be included in their 2014-15 audit due by the 15th day of the fifth month following the end of the contractor's fiscal year or earlier if specified by the CDE. The audits for School Districts and County Offices shall be submitted in accordance with Education Code Section 41020.

Any provision of this contract found to be in violation of Federal or State statute or regulation shall be invalid but such a finding shall not affect the remaining provisions of this contract.
<table>
<thead>
<tr>
<th>AMOUNT ENCUMBERED BY THIS DOCUMENT</th>
<th>PROGRAM/CATEGORY (CODE AND TITLE)</th>
<th>FUND TITLE</th>
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</thead>
<tbody>
<tr>
<td>$24,238</td>
<td>Child Development Programs</td>
<td>Federal</td>
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</table>

PRIOR AMOUNT ENCUMBERED

| $0 |

TOTAL AMOUNT ENCUMBERED TO DATE

| $24,238 |

OBJECT OF EXPENDITURE (CODE AND TITLE)

| 702 | SACS: Res-5035 Rev-8290 |

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<tr>
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<tbody>
<tr>
<td>$230,661</td>
<td>Child Development Programs</td>
<td>Federal</td>
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PRIOR AMOUNT ENCUMBERED

| $0 |

TOTAL AMOUNT ENCUMBERED TO DATE

| $230,661 |

OBJECT OF EXPENDITURE (CODE AND TITLE)

| 702 | SACS: Res-5035 Rev-8290 |

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<tbody>
<tr>
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<td>Child Development Programs</td>
<td>Federal</td>
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</table>

PRIOR AMOUNT ENCUMBERED

| $0 |

TOTAL AMOUNT ENCUMBERED TO DATE

| $81,454 |

OBJECT OF EXPENDITURE (CODE AND TITLE)

| 702 | SACS: Res-5035 Rev-8290 |

<table>
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<tbody>
<tr>
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<td>Child Development Programs</td>
<td>General</td>
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</table>

PRIOR AMOUNT ENCUMBERED

| $0 |

TOTAL AMOUNT ENCUMBERED TO DATE

| $43,401 |

OBJECT OF EXPENDITURE (CODE AND TITLE)

| 702 | SACS: Res-5035 Rev-8590 |

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.

SIGNATURE OF ACCOUNTING OFFICER

T.B.A. NO. B.R. NO. DATE
Staff Retention Plan for State-Subsidized Center-Based Programs (AB 212)

Description:
The staff retention program was developed to assist counties in improving the retention of qualified employees who work directly with children who receive state subsidized child care services.

Return To: Linda M. Parfitt, Consultant
Child Development Division, PPLD
California Department of Education
AB 212 Staff Retention Plan
1430 N Street, Suite 3410
Sacramento, CA 95814-5901

May 2, 2014

APPLICANT ORGANIZATION INFORMATION

County: Santa Clara County

Legal Entity for this County's Local Planning Council:
Santa Clara County Office of Education

Agency Contact: Michael Garcia

Title: Staff LPC Coordinator

Address: 1290 Ridder Park Drive, Mail Code 227
City: San Jose
Zip: 95131-2304

Phone: (408) 453-6649
Fax: (408) 453-6596

CERTIFICATION

The funding requested herein is to supplement, not supplant, existing efforts and investments to retain qualified child care staff at the local level. The funding associated with this request shall be allocated to retain qualified child care employees who work directly with children who receive subsidized care in state-subsidized, center-based programs.

I certify under penalty of perjury that: I am the Local Planning Coordinator or other authorized representative for this county; I have read the full content of the Guidelines for this funding; and to the best of my knowledge and belief, the information in this application and in any attachments hereto are true and correct.

Michael Garcia, Staff LPC Coordinator

Typed Name and Title

Signature, LPC Coordinator (or authorized representative) 4/18/14

Date
<table>
<thead>
<tr>
<th>Application meets AB 212 Guideline Requirements</th>
<th>YES</th>
<th>NO</th>
</tr>
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LMP
Staff Retention Plan

In 2009, the Santa Clara County embarked on an Early Learning Master Plan, which was facilitated by the Karen Hill-Scott Company. The purpose of the Plan was to create a county wide plan for preschool, and the work was broken down into several workgroups. The Workforce Development workgroup developed a vision statement for the county, which stated that every early educator in Santa Clara County will have the education and ability to provide the optimum learning experience for children and support for families. Moreover, the Strategic Mission of the Workforce Development workgroup is to enhance the quality of the ECE workforce through: Educational Mandates, Community Coordination, Program Development, Individualized Support, Alignment and Articulation with curriculum competencies, and systemic change. Finally, major program dimensions in improving the quality of the ECE workforce will be achieved through: Fund Development, Implementing high academic standards, improving access for students, enhancing and expanding individual advising services, and improving basic skills.

In order to plan for 2014-2015, the LPC led by the Joint Workforce Development Committee, held a planning meeting to develop the AB 212 Plan, seek approval at the March LPC Meeting, and forward to the California Department of Education/Early Education Support Services Division by March 30th.

CARES Plus
Administered by West Ed – E3 Institute and funded both by AB 212 through the LPC and FIRST 5 Santa Clara County, CARES Plus is an extension of the CARES 2.0 program (administered from 2009-2011) which was an innovation program designed to support early educations pursuing a college degree by providing individualized educational planning services. Stipends were offered to participants who complete coursework identified in their Professional Development and Education Plan (PDEP), as long as funding is available. Whereas CARES 2.0 provided stipends to support coursework, CARES Plus allows the CARES program to expand the types of professional development activities that are eligible for a stipend. All participants in the revised program will need to complete online training on the Classroom Assessment Scoring System (CLASS) and a 2 hour online training on the dangers of second hand smoke (in accordance with FIRST 5 requirements). These activities are known as the CORE requirements and participants will receive a stipend if completed. Additionally, participants may choose to take college courses or certain very specific training to receive an additional stipend. More information is noted in the attached CARES Plus proposal and supporting documents.

In order to support the roll out of CARES Plus, the LPC Staff Coordinator will work with WestEd – E3 Institute in promotion and outreach to the Title 5 State Subsidized Child Care workforce. Roles and responsibilities will be outlined in a Memorandum of Understanding between the SCCOE (fiscal agent to the LPC) and WestEd – E3 Institute, include:

- Deliver presentations to the Title 5 State Subsidized Providers in Santa Clara County regarding CARES Plus
- Serve as the point of contact to Title 5 State Subsidized Providers regarding CARES Plus enrollment.
- Serve as technical assistance to the Title 5 State Subsidized Providers regarding the CARES Plus program.

Funding
It is anticipated that the Santa Clara County LPC will receive $379,754.00 from the CDE/EESSD per the letter received on March 14, 2014 & upon the signing and approval of the California State Budget by the Governor. With that in mind, the LPC proposes the following approximate allocations (based on percentages):

The following percentages include in-direct of no more than 8%, as mandated by the CDE/ELSSD.

22% – 0.5 FTE of the LPC Staff Coordinator & Expense Account and other identified supports as needed. Because of this role in supporting CARES Plus, a portion of the AB 212 funding (0.5 FTE), will go to support the Salary and Benefits of the LPC Staff Coordinator and provide for an expense account (training materials for discretionary LPC Professional Development, mileage, materials/supplies, & travel costs).

74% – CARES Plus Program, the SCCOE to contract with WestEd – E3 Institute to deliver the CARES Plus Program.

4% – Discretionary funds for LPC Sponsored Professional Development. Based on CARES Plus enrollment, the outcomes of the Santa Clara County Race to the Top Early Learning implementation process, and the work of the Early Learning Master Plan, the LPC plans to allocate this portion as necessary. The LPC will coordinate with the Early Learning Master Plan and Race to the Top Santa Clara County Consortium to ensure that training resources are leveraged and available to AB 212 eligible child care providers. At the first LPC meeting of the year, Council will review CARES Plus enrollment and determine allocation for discretionary funding.

NOTE: PROGRAM IS CONTINGENT ON ACTUAL 2014-2015 FUNDING RECEIVED BY THE CA DEPARTMENT OF EDUCATION, EARLY EDUCATION & SUPPORT SERVICES DIVISION.
Section II – Current Needs and Resources

Low salaries and high turnover are barriers to developing a highly qualified child care workforce. To improve training and retention, CARES Plus is a program designed to support early educations pursuing a college degree. Data collected by the National Economic Development and Law Center show that Santa Clara County’s licensed child care industry supports 6,614 full-time equivalent local jobs and generates approximately $331 million per year in gross receipts. The licensed child care industry is a significant job-generating, job-creating, and industry sector. It is vital to support the child care industry from an economic standpoint as it fuels Santa Clara County’s economy.

Section III – Priorities

CARES Plus applicants who receive AB 212 funds are required to work directly with children in Title 5 state-subsidized center-based programs in Santa Clara County.
Section IV – Measurable Outcomes

The desired outcomes of Santa Clara County's AB 212 plan are to:

Increase the number of staff members in state-subsidized programs participating in the CARES Plus program. Since continuing eligibility requirements are linked to continued employment with the same employer, continued participation in the CARES program will be linked to retention.

Increase the number of staff members in state-subsidized programs participating in the CARES Plus program in order to ensure they are on a degree path, thereby increasing the quality of the care delivered to children in Santa Clara County.

Develop comparative data on the early childhood workforce in Santa Clara County to assist planners and policy makers in designing strategies that best meet the needs of the workforce and that contribute to quality care for all children.

Creation of a satisfaction survey for all training supported by the balance of fund will be a contracted requirement.
**Section V – Fiscal Plan**

**Part 1: Agency Information**

**Name of Legal Entity:** Santa Clara County Office of Education & WestEd - E3 Institute

**County of Service:** Santa Clara  
**Funding Allocation:** $416,245.00  
**Budget:** $379,754.00

**Part 2: Budget Information**

**Planned Expenditures:**

- **Cost of Planning:** $4,162.45  
  **Corrected Budget:** $3,798.00
- **Administrative Cost:** $58,274.30  
  **Budget:** $53,160.00
- **Retention Activities:** $353,808.25  
  **Budget:** $322,790.00

**Instructions for this section**

**Part 1:**
- **Legal Entity/Agency:** Enter the name of the agency that is the legal entity for Local Planning contract.
- **County of Service:** Enter the name of the county in which services are being provided.
- **Funding Allocation:** Enter the amount for county being served as shown on attached funding allocation chart.

**Part 2:**
- **Cost of Planning:** Enter the amount to be used for planning purposes. The amount shall not exceed 1% of total county funding allocation.
- **Administrative Cost:** Enter the amount needed to cover non-retention activities expenses. This amount, together with any amount shown in "Cost of Planning," shall not exceed 15% of total county funding allocation.
- **Retention Activities:** Enter the amount to be expended on retention activities.

**NOTE:** If rounding, please drop at decimal, DO NOT ROUND UP. The Cost of Planning, Administrative Cost and Retention Activity amounts should equal the Funding Allocation amount.
Before completing this application, please review the information provided in the AB 212 Guidelines. The information provided should describe the county's plan for a staff retention program for qualified employees who work directly with children in state-subsidized, center-based programs.

You may provide responses on these forms or on separate pages, but please submit no more than a total of 4 single sided, 8 ½ by 11” pages. The top, bottom, left, and right margins of the page must be at least one-half inch. Use a 12-point font that does not exceed six lines per inch. Do not use a compressed, narrow, or script font.

If submitting response on separate page, please include the following information in the upper right hand corner of each page: County, and page number. In the title of each section of the response, identify the section by number and title, and underline it (e.g., I. Introduction, etc.).

<table>
<thead>
<tr>
<th>Section</th>
<th>Information Requested</th>
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</thead>
<tbody>
<tr>
<td>I. Introduction</td>
<td>In this section develop a brief and succinct description of the program you will provide through this contract in accordance with the guidelines included in this package.</td>
</tr>
<tr>
<td>II. Current Needs and Resources</td>
<td>Describe the current data about needs and resources obtained relative to this initiative, including but not limited to any data about staff turnover and retention rates, AND explain how awarded funds will be allocated in accordance with those data. The data provided must support the identified priorities in your plan.</td>
</tr>
<tr>
<td>III. Priorities</td>
<td>Identify and prioritize the types or categories of child care employees who will qualify for participation in this staff retention plan. The identified priorities must be supported by the data provided in Section II. Provide a brief explanation of how the plan addresses the identified needs.</td>
</tr>
<tr>
<td>IV. Measurable Outcomes</td>
<td>Describe measurable outcomes and how they will be used to assess and document the effectiveness of this funding award in retaining qualified child care employees.</td>
</tr>
<tr>
<td>V. Fiscal Plan</td>
<td>Complete per instructions provided with this section.</td>
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</tbody>
</table>