



County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

12860 CROSSROADS PARKWAY SOUTH • CITY OF INDUSTRY, CALIFORNIA 91746
 Tel (562) 908-8400 • Fax (562) 908-0459



PHILIP L. BROWNING
 Director

SHERYL L. SPILLER
 Chief Deputy

September 13, 2011

Board of Supervisors

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ADOPTED

BOARD OF SUPERVISORS
 COUNTY OF LOS ANGELES

The Honorable Board of Supervisors
 County of Los Angeles
 383 Kenneth Hahn Hall of Administration
 500 West Temple Street
 Los Angeles, California 90012

#18 SEPTEMBER 20, 2011

Sachi A. Hamai
 SACHI A. HAMAI
 EXECUTIVE OFFICER

Dear Supervisors:

**RECOMMENDATIONS TO APPROVE UP TO TWO SIX-MONTH CONTRACT EXTENSIONS WITH
 K-STEP MONTESSORI, INC., TO PROVIDE CHILD CARE SERVICES AT THE EL MONTE-
 ANNEX, EL MONTE-TELSTAR AND CROSSROADS CHILD CARE CENTERS
 (ALL DISTRICTS - 3 VOTES)**

SUBJECT

Board approval is requested to delegate authority to the Acting Director of the Department of Public Social Services (DPSS) or his designee to prepare and execute Amendments to the current Agreements with K-Step Montessori, Inc., to provide child care services at DPSS' El Monte-Annex, El Monte-Telstar, and Crossroads Child Care Centers. Approval of the Amendments will continue to have a positive impact on the County by providing quality on-site child care for County employees, CalWORKs families, and the community.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Delegate authority to the Acting Director of DPSS or his designee to prepare and execute an Amendment, substantially similar to the enclosed Amendment, (Enclosure A), with K-Step Montessori, Inc., to continue to provide child care services at DPSS' El Monte-Annex Child Care Center located at 3400 Aerojet Avenue, El Monte, California 91731, and at the El Monte-Telstar Child Care Center located at 9320 Telstar Avenue, El Monte, California 91731. The Amendment will extend the current Agreement for up to two (2) six-month periods beginning October 1, 2011.
2. Delegate authority to the Acting Director of DPSS or his designee to prepare and execute an Amendment, substantially similar to the enclosed Amendment, (Enclosure B), with K-Step Montessori, Inc., to continue to provide child care services at DPSS' Crossroads Child Care Center located at 12900 Crossroads Parkway South, City of Industry, California 91746. The Amendment will extend the current Agreement for up to two (2) six-month periods, beginning December 1, 2011.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended actions are needed to extend the current Agreements with K-Step Montessori, Inc. to continue providing quality child care services at DPSS' El Monte-Annex, El Monte-Telstar and Crossroads Child Care Centers to County employees, CalWORKs families, and community children for up to two (2) six-month periods. These extensions are requested to allow DPSS sufficient time to perform a contract solicitation to continue these services. Typically, this process may take approximately three to six months to complete. As such, these extensions are being requested to ensure that potential child care center operators have sufficient time and opportunity to submit their responses.

K-Step Montessori, Inc., has been providing quality child care services at the El Monte-Annex Child Care Center since December 2003. The Center provides child care services to children of employees from the Board of Supervisors, DPSS, Department of Public Health (DPH), and CalWORKs families. This Center has the capacity to accommodate up to 47 children (10 infants and 37 preschoolers) and continues to do extremely well with its enrollment which is near capacity level year-round.

K-Step Montessori, Inc., has been providing quality child care services at the El Monte-Telstar Child Care Center since January 2005. This Center has the capacity to accommodate up to 75 children (15 infants, 40 preschoolers, and 20 school age children). The Center provides child care services to children of employees from DPSS, DPH, the Department of Children and Family Services (DCFS), and CalWORKs families. In addition, as a result of low enrollment and to ensure the Center's fiscal viability, in June 2010, an Amendment was developed and executed to permit DPSS to collect space costs from K-Step Montessori, Inc., to enroll a designated number of community children at the El Monte-Telstar Child Care Center.

K-Step Montessori, Inc., has been providing quality child care services at the Crossroads Child Care Center, since December 26, 2006. This Center has the capacity to accommodate 62 children (20 infants and 42 preschoolers). The Center provides child care services to children of DPSS and CalWORKs families. In addition, as a result of low enrollment and to ensure the Center's fiscal viability, in June 2010, an Amendment was developed and executed to permit DPSS to collect space costs from K-Step Montessori, Inc., to enroll a designated number of community children at the Crossroads Child Care Center.

K-Step Montessori, Inc., currently receives funding from the Los Angeles Universal Preschool (LAUP) for the El Monte-Annex, El Monte-Telstar and Crossroads Child Care Centers. LAUP is a program for four-year old children that does not consider parents' financial eligibility. As such, all four-year old children at all three Centers are eligible for this program. In addition, parents who require extended child care services beyond the LAUP timeframe receive those services at a discounted rate. Continuation of these Agreements with K-Step Montessori, Inc., will allow continued LAUP funding and services at these Centers since LAUP funding is tied to the contracted operator, not the Centers.

Implementation of Strategic Plan Goals

The Agreement is consistent with the principles of the Countywide Strategic Plan Goal #1 Operational Effectiveness: To maximize the effectiveness of the County's process, structure, and operations to support timely delivery of customer-oriented and efficient public service; and Strategic Plan Goal #2 Children, Family and Adult Well-Being: To enrich lives through integrated, cost-

effective and client-centered supportive services.

FISCAL IMPACT/FINANCING

The recommended actions will have no fiscal impact on net County cost. In June 2010, the Agreements with K-Step Montessori, Inc., were amended to allow DPSS to collect space costs and to enroll a designated number of community children at the El Monte-Telstar and Crossroads Child Care Centers. Child care fees will continue to be paid directly to K-Step Montessori, Inc., by parents whose children are receiving child care services at the Centers.

Currently, State claiming rules limit the reimbursement of DPSS child care center expenditures to only costs incurred for children of CalWORKs families and children of County employees housed at the facility.

At the El Monte-Telstar Child Care Center, this includes children of employees from DPSS, DPH, and DCFS. At the Crossroads Child Care Center, this includes children of CalWORKs families and DPSS employees.

In light of this claiming rule, K-Step Montessori, Inc., is agreeable to continue to pay DPSS the calculated space costs per child, per month, for community children who would otherwise be ineligible to utilize the El Monte-Telstar and Crossroads Child Care Centers, to fill vacant child care slots to ensure that these Centers remain financially viable. Since the implementation of the Amendments, enrollment at these Centers has substantially increased.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The recommended actions will extend the current Agreements with K-Step Montessori, Inc. for up to two (2) six-month periods. The Amendment for the El Monte-Annex and El Monte-Telstar Child Care Centers will be effective October 1, 2011. The Amendment for the Crossroads Child Care Center will be effective December 1, 2011.

National Association for the Education of Young Children Accreditation Process Pending Completion

In December 2009, K-Step Montessori, Inc., applied for accreditation from the National Association for the Education of Young Children (NAEYC) for the El Monte-Annex and the El Monte-Telstar Child Care Centers. The NAEYC accreditation process typically takes approximately 18-24 months to complete. If NAEYC determines that both Centers have fully met their requirements, they will be accredited. This decision is expected by December 2011.

NAEYC is the largest nonprofit professional association in the United States, representing early childhood education and is dedicated to improving the well-being of all young children. NAEYC sets and monitors standards for high-quality programs and accredits programs meeting these standards. Child care centers accredited by NAEYC receive a wide variety of benefits, all designed to support the work of early childhood professionals. Some of these benefits include:

- Small class sizes and child-to-staff ratio
- Curricula and instruction that engage children as active learners
- Well-trained teachers and ongoing staff supervision and training
- Substantial outreach to parents through group meetings and classroom participation
- An environment that is child-centered and designed to promote learning

- Assistance to build a stronger team of teachers, administrators, and families working together to improve quality for children
- Improved standards for the overall program

The Chief Executive Office (CEO) has reviewed this Board Letter and County Counsel has reviewed and approved this Board Letter and the attached Amendments as to form.

The approval of the CEO and County Counsel will be obtained prior to executing such Amendments, and the Acting Director will notify the Board and the CEO in writing within ten business days after execution.

CONTRACTING PROCESS

No contract solicitation process is needed for these Amendments.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The recommended actions will permit uninterrupted child care services to County employees, CalWORKs families, and community children. In addition, these recommendations will continue to have a significant positive impact on the County by: (1) Ensuring that children enrolled at the El Monte-Annex, El Monte-Telstar and Crossroads Child Care Centers are not displaced; (2) Ensuring that quality on-site child care remains available so that children of County employees housed at these facilities, CalWORKs families, and community children at the El Monte-Telstar and Crossroads Child Care Centers, may continue to have child care readily accessible; and (3) Increasing quality child care opportunities for the community.

CONCLUSION

The Executive Officer, Board of Supervisors, is requested to return one adopted, stamped Board Letter to the Acting Director of DPSS.

The Honorable Board of Supervisors
9/13/2011
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Respectfully submitted,

A handwritten signature in cursive script that reads "Sheryl L. Spiller".

SHERYL L. SPILLER
Acting Director

SLS:nv

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors
Deputy Chief Executive Officer

AMENDMENT NUMBER THREE
CHILD CARE CENTER
OPERATOR SERVICES CONTRACT



By and Between

COUNTY OF LOS ANGELES
AND
K-STEP MONTESSORI, INC.

Prepared by
Department of Public Social Services
Child Care Program Section
12820 Crossroads Parkway South
City of Industry, California 91746-3411

September 2011

**AMENDMENT NUMBER THREE
TO THE CHILD CARE SERVICES CONTRACT BETWEEN
COUNTY OF LOS ANGELES AND K-STEP MONTESSORI, INC.**

Reference is being made to the document entitled, "Child Care Center Operator Services Contract" By and Between K-Step Montessori, Inc., and the County of Los Angeles Department of Public Social Services, dated September 21, 2006, and Amendment Number One dated March 2, 2009, and Amendment Number Two dated September 1, 2010, and further identified as County Contract Number BPP-SSS-01 (hereinafter referred to as "Contract").

This Amendment shall be effective October 1, 2011, or upon the execution by the Acting Director, Department of Public Social Services (DPSS), whichever is later.

This Contract is amended as follows:

1. **Section II. TERM OF CONTRACT** is hereby deleted in its entirety and replaced as follows:

This contract shall be extended for up to two six-month periods beginning October 1, 2011 and expire no later than September 30, 2012. The Contractor shall be notified of contract extension by DPSS.

Contractor shall provide child care services for children enrolled at the El Monte-Annex Child Care Center located at 3400 Aerojet Avenue, El Monte, California 91731, and at the El Monte-Telstar Child Care Center located at 9320 Telstar Avenue, El Monte, California 91731, beginning October 1, 2011, or as agreed to by DPSS and Contractor.

Contractor shall be prepared to care for the maximum capacity of children allowed at the El Monte-Annex and El Monte-Telstar Child Care Center sites beginning October 1, 2011. The California Department of Social Services (CDSS), Community Care Licensing Division previously determined that the maximum child capacity at the El Monte-Annex Child Care Center is 47 and the maximum child capacity at the El Monte-Telstar Child Care is 75.

All other terms and conditions in this contract remain in full force and in effect.

XX

The parties have caused this Amendment Number Three to be executed on the

_____ day of _____, 2011.

COUNTY OF LOS ANGELES

By _____
SHERYL L. SPILLER, Acting Director
Department of Public Social Services
_____ Date

K-STEP MONTESSORI, INC.

By _____
ZAFIRA FIRDOSY, Executive Director
K-Step Montessori, Inc.
_____ Date

APPROVED AS TO FORM:

ANDREA SHERIDAN ORDIN
County Counsel

By _____
Deputy County Counsel
_____ Date

AMENDMENT NUMBER THREE
CHILD CARE CENTER
OPERATOR SERVICES
CONTRACT



By and Between

COUNTY OF LOS ANGELES
AND
K-STEP MONTESSORI, INC.

Prepared by
Department of Public Social Services
Child Care Program Section
12820 Crossroads Parkway South
City of Industry, California 91746-3411

September 2011

**AMENDMENT NUMBER THREE
TO THE CHILD CARE CENTER OPERATOR SERVICES CONTRACT BETWEEN
COUNTY OF LOS ANGELES AND K-STEP MONTESSORI, INC.**

Reference is being made to the document entitled, "Child Care Center Operator Services Contract By and Between County of Los Angeles and K-Step Montessori, Inc.," dated October 1, 2006, and Amendment Number One dated March 2, 2009, and Amendment Number Two dated September 1, 2010, and further identified as County Contract Number BPP-SSS-02 (hereinafter referred to as "Contract").

Effective December 1, 2011, or upon execution by the Acting Director, Department of Public Social Services (DPSS), whichever is later.

1. **SECTION II. TERM OF CONTRACT**, is hereby deleted in its entirety and replaced as follows:

The Contract shall be extended for up to two six-month periods beginning December 1, 2011 and expire November 30, 2012. The Contractor shall be notified of contract extension by DPSS.

Contractor shall provide child care services for children enrolled at the Crossroads Child Care Center located at 12900 Crossroads Parkway South, City of Industry, CA 91746, beginning December 1, 2011, or as agreed to by DPSS and Contractor.

Contractor shall be prepared to care for the maximum number of children allowed at the Crossroads Child Care Center site, beginning December 1, 2011. The California Department of Social Services (CDSS), Community Care Licensing Division previously determined that the maximum child care capacity is 62.

All other terms and conditions in this contract remain in full force and effect.

XX

The parties have caused this Amendment Number Three to be executed on the

_____ day of _____, 2011

COUNTY OF LOS ANGELES

By _____
Sheryl L. Spiller, Acting Director
Department of Public Social Services

Date

K-STEP MONTESSORI, INC.

By _____
Zafira Firdosy
K-Step Montessori, Inc.

Date

APPROVED AS TO FORM

ANDREA SHERIDAN ORDIN
County Counsel

By _____
Deputy County Counsel

Date