

CAMBRIDGE PUBLIC SCHOOLS

159 THORNDIKE STREET, CAMBRIDGE, MASSACHUSETTS 02141

14-194



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September 16, 2014

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT AWARD: Professional Development

RECOMMENDATION: That the School Committee provide 50% of funding for a contract to the following vendor for Professional Development; funding to be provided from the Grant Fund. Procurement procedures for this contract have complied with Chapter 30B of the laws of the Commonwealth of Massachusetts.

<u>Contractor</u>	<u>Period of Contract</u>	<u>Amount</u>
Early Childhood Associates P.O. Box 3299 Saxonville Station Framingham, MA 01705	9/17/14 -6/30/15	\$50,000*

DESCRIPTION: This contract will provide professional development for members of the Task Force on Early Childhood Services.

*The full value of the contract is \$100,000. The City Manager will provide \$50,000 to support this contract.

SUPPORTING DATA: RULES OF THE SCHOOL COMMITTEE: Chapter III, Section 12..."motions calling for the appropriation or expenditure of money shall require the affirmative vote of four members."

BUDGET REFERENCES:

ACCOUNT:	53101	Professional & Tech Services
FUND:	25000	Grant Fund
ORG:	869660	Asst Superintendent/Prof Dev
PROJ:	SC15117	Birth to Grade 3 Early Childhood Education Grant

Respectfully Submitted,

cs Jeffrey M. Young, Ed.D.
Superintendent of Schools



TASK FORCE ON EARLY CHILDHOOD SERVICES

The charge to the Task Force is to identify a range of possible options for expansion of early childhood services and to explore the benefits and challenges of each option.

In September 2013, the City Council held a roundtable meeting with the School Committee to discuss early education services for four year olds in Cambridge. City and School staff jointly presented information about current services to 4 year olds and City Councilors and School Committee members engaged in thoughtful discussion with each other and with staff. The City Council requested that the City Manager appoint a Task Force to further explore the issues raised.

The issue of services to Cambridge 4 year olds is one of the key questions to be addressed by the Task Force, but the issue needs to be examined within the context of early education services more generally. The Task Force will present its findings and recommendations by June 2015. We will also provide an interim report later this year.

The Task Force will meet with a variety of stakeholders. We are fortunate to have within this community many early childhood experts, and we expect to draw upon their expertise. We anticipate working with the City's 0 to 8 Council, with providers, and with early childhood experts affiliated with our local universities. We will also provide opportunity for parents and other members of the public to provide input to the Task Force. Among the issues that the Task Force will be examining are:

- How to ensure that that all children enter Kindergarten optimally ready to succeed in school;
- How to ensure equity of access for four year olds in the City;
- How to ensure that children who are most in need of early childhood services are served;
- How to ensure that children 0-4 and their families access services most likely to enhance children's educational success;
- How to ensure that families are able to access early childhood programs that meet their needs;
- How expanding access for 4 year olds will impact outcomes for children in CPS.

The members of the Task Force are:

- Richard C. Rossi, City Manager
- Jeffrey Young, Superintendent of Schools
- Donna Cabral, Director Somerville Cambridge Head Start Program
- Tina Christodouleas, Cambridge Public School Parent
- Laura Clarke, Cambridge Family Childcare Provider
- Louis DePasquale, Assistant City Manager, Finance
- Katy Donovan, Director, Peabody Terrace Children's Center
- Fouzia Elhajli, Cambridge Family Childcare Provider

Lei-Anne Ellis, Human Services Division Head for ChildCare and Family Support Services
Jeana Franconi, City Budget Director
Mary Frawley, Tobin School Family Liaison
Mary Grassi, Coordinator of CPS Title One Program
Robin Harris, Fletcher Maynard Academy Principal
Lori Likis, Chief Planning Officer, School Department
MaryAnn MacDonald, Assistant Superintendent for Elementary Education
Lisa Peterson, Deputy City Manager
Megan Postal, Project Coordinator, Early Years Project, Guidance Center/Riverside
Zuleka Queen-Postell, Cambridge Public School Parent
Ellen Semonoff, Assistant City Manager, Human Services
Claire Spinner, Chief Financial Officer, School Department
Nancy Tauber, Executive Director, Kids' Council
Carolyn Turk, Deputy Superintendent of Schools
Jessie Wenning, Kindergarten Staff Developer

Scope of Services
Training and Meeting Facilitation Services for Task Force on Early Childhood Services
City of Cambridge and Cambridge Public Schools
Cambridge, Massachusetts

I. Introduction/Overview

Purpose

The City of Cambridge/Cambridge Public Schools is seeking services from a vendor to provide training, workshop facilitation and coaching to members of the Cambridge Task Force on Early Childhood Services. Services requested include training on best practices in early childhood services; identification of and training about regional and/or national models of successful comprehensive programs with proven results; facilitation of workshops to identify gaps in service that exist in Cambridge; and guidance/facilitation of the task force's development of recommendations to improve and align early childhood programs and services in Cambridge.

Project Background

Recognizing the importance of high quality early childhood services and education and the need for all children in Cambridge to have access to these services, the City Manager established a task force to study how to ensure that children arrive at kindergarten optimally prepared to succeed. The members of the task force include the City Manager, the Superintendent of Schools, city and school administrators and educational leaders, community preschool and childcare providers, and public school parents. The charge to the task force is to identify a range of possible options for expansion of early childhood services and to explore the benefits and challenges of each option. Recommendations from the task force will become the basis of the City of Cambridge/Cambridge Public Schools' strategic plan for creating an aligned, comprehensive community-wide network of high quality early childhood resources, services and education programs that may be accessed by all children and their families.

The City of Cambridge, Massachusetts, located in the Boston metropolitan area, has a population of approximately 106,000. The population is ethnically diverse: 67% of all residents are white, 12% are black, 15% are Asian, and 6% are other races. The Cambridge Public School enrolls approximately 6,500 students in junior kindergarten through 12th grade. Forty five percent of the students qualify for the Federal Free/Reduced Nutrition Program. The student population is ethnically diverse: 36% of all students are white, 35% are black, 11% are Asian, and 14% are Hispanic. Thirty percent of the students speak a home language other than English.

II. Specifications

The following services shall be provided:

1. Develop training materials and lead training sessions for task force members about current research and best practices for high quality, community-based resources, services and early education programs that lead to children entering kindergarten ready to succeed, including data that clearly demonstrates measurable outcomes.
2. Develop training materials and lead training sessions for task force members about regional and/or national models of successful comprehensive systems with proven results, and the various financing mechanisms that are used to support these systems

3. Provide training to task force members in facilitation of focus group meetings including use of data collection instruments.
4. Facilitate workshops for task force members to review current programs in order to identify gaps in resources, services and early childhood education or gaps in access to high quality programs that exist in Cambridge today.
5. Facilitate workshops with task force members to develop recommendations and establish criteria for evaluating and prioritizing potential options for expansion of early childhood services.
6. Coach task force leadership team.
7. Provide documentation of outcomes and processes.

Training and workshop sessions will occur during task force meetings and additional subcommittee meetings that may be scheduled. The task force will meet from 6:30 p.m. to 8:30 p.m. approximately once per month between September 2014 and June 2015. The work of the task force must be completed prior to June 2015. The vendor must meet the timeline detailed in section III "Deliverables and Timeline." The vendor will be required to provide any written materials in an electronic format.

III. Deliverables and Timeline

Deliverable	Due Date
Training: Current Research/Best Practices	September 2014
Training: National/Regional Models	October /November 2014
Workshops: Gap Analysis of Current Services	December 2014/January 2015
Workshops: Options for Expansion and Evaluation/Prioritizing Recommendations	February-April 2015
Final Report of Outcomes and Processes	June 2015

IV. Vendor Proposal Requirements

1. Please submit a written proposal, which states the approach, timeline, and total costs including any travel expenses for the services described in the Specifications.
2. Please submit a resume for every person who will be involved with the project. Each resume must demonstrate expertise in/knowledge of early childhood services and education and elementary education, particularly kindergarten through 3rd grade, and include evidence of experience providing similar services described in the Specifications.