

Virtual North Carolina Pre-Kindergarten Planning Committee Meeting

Agenda

Quorum is 12 = 50% + 1 (Total Board Members = 22)

Thursday, November 18, 2021

12:00 pm – 12:30 pm

Zoom Meeting

Be the Driving Force to meet our roles and responsibilities as a non-profit Board by:

➤ *Providing Oversight* ➤ *Ensuring Adequate Resources* ➤ *Establishing a Strategic Direction*

I. Determination of Quorum & Call to Order – Alana Hix

II. Minutes*

A. Thursday, September 30, 2021

III. Action Items for SFY 2021-2022*

A. Approval of Annual Family Engagement Plan Plans!

B. 2022-2024 NC Pre-K Site Selection (review materials, timeline, and expectations for process and Non-Conflicted Site Selection Sub-Committee roles and functions)

- Approval to open 2022-2024 NC Pre-K Site Selection to Temporary Licensed Centers!
- Approval to exempt existing NC Pre-K sites that are maintaining NC Pre-K standards from reapplying for site selection!
- Determine the context for what criteria constitutes a high, mid, and low-level area of need!
- Decide if the optional Locally Determined Indicators will be used as part of the Rubric score and, if used, specify the criteria for up to 8 additional points!
- Select a minimum of three Non-Conflicted Pre-K Site Selection Sub-Committee members. (review the NC Pre-K Site Selection Sub-Committee Conflict of Interest Statement)!

IV. Fiscal Update ^Δ

V. Information ^Δ

A. 2021-2022 NC Pre-K Child Placement

B. 2021-2022 Program Recruitment

- C. The Cumberland County School's 2020-2021 allocation approved to increase to 334, CCS originally 2021-2022 NC Pre-K Allocation was 320.
- D. DCDEE will continue to provide classroom-based payments through the remainder of the 2021-2022 program year.
- E. Pre-K Application Project

VI. Adjournment – Alana Hix

* Needs Action ^Δ Information Only [°] Electronic Copy (Hard copies are available upon request) [!] Possible
Conflict of Interest (Recusals)



Partnership for Children of Cumberland County, Inc.
Virtual North Carolina Pre-Kindergarten Planning Committee Meeting Minutes
September 30, 2021 (12:08 pm to 12:32 pm)
Be the Driving Force



MEMBERS PRESENT: Dr. Pamela Adams-Watkins, Robin Deaver, Terrasine Gardner, Sandee Gronowski, Dr. Meredith Gronski, Alana Hix, Haja Jallow-Konrat, Brian Jones, Mary Mathis, Andrea McGillivray, Jami McLaughlin, Ayesha Neal, Tawnya Rayman, Steve Terry (joined at 12:19 pm) and Wanda Wesley
MEMBERS ABSENT: Lonnie Ballard, Shona Bannister (D), Shanay Eason, Cotina Jones, Karen McDonald, Brenda Jackson, Tre'vone McNeill, Dr. Anthony Wade and Ebone Williams
NON-VOTING ATTENDEES: Dr. Marvin Connelly, Jr., Dorothy Adams, Ar-Nita Davis, Pamela Federline, Belinda Gainey, Anna Hall, Michelle Hearon, Julanda Jett, Marie Lilly, Carole Mangum, Sharon Moyer, Anthony Ramos, Mary Sonnenberg and Mike Yeager
GUEST: Scottie Seawell

AGENDA ITEM	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
<i>This meeting was held via Zoom due to COVID-19 and the PFC building being closed to the public.</i>			
I. Determination of NC Pre-K Quorum & Call to Order – Alana Hix, Co-Chair	The meeting of the North Carolina Pre-Kindergarten (NC Pre-K) Planning Committee was held via Zoom on September 30, 2021, beginning at 12:08 pm pursuant to prior written notice to each Committee member. Alana Hix, Co-Chair, chaired the meeting, determined that a quorum was present and called the meeting to order. Belinda Gainey, Executive Specialist, was Secretary for the meeting and recorded the minutes.	None	None
II. Minutes A. Thursday, July 29, 2021 B. Thursday, August 26, 2021	<p>A. The minutes of the July 29, 2021 meeting were previously distributed and reviewed by the Committee. Terrasine Gardner moved to approve North Carolina Pre-Kindergarten (NC Pre-K) Planning Committee Minutes from July 29, 2021, as presented. Sandee Gronowski seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. There were no abstentions. The motion carried.</p> <p>B. The minutes of the August 26, 2021 meeting were previously distributed and reviewed by the Committee. Terrasine Gardner moved to approve North Carolina Pre-Kindergarten (NC Pre-K) Planning Committee Minutes from August 26, 2021, as presented. Sandee Gronowski seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. There were no abstentions. The motion carried.</p>	<p>Motion Carried</p> <p>Motion Carried</p>	<p>None</p> <p>None</p>
III. Action Items for SFY 2021-2022* A. Recommend the following facilities remain approved NC Pre-K sites under	<p>A. Alana Hix reported that approval is recommended for the following sites which are changing ownership to remain as approved NC Pre-K sites for the 2021-2022 school year:</p> <ul style="list-style-type: none"> Building Blocks Early Education Centers-Millstone (due to the sale of the Building Blocks 		



<p>new ownership:</p> <ol style="list-style-type: none"> 1. Building Blocks Early Education Centers-Millstone 2. Mommy's Moment Day Care, LLC 3. Sandy Ridge Child Care Center, Inc. II <p>B. Teacher Rate – Updated Approval</p>	<ul style="list-style-type: none"> Mommy's Moment Day Care, LLC (due to death of owner) Sandy Ridge Child Care Center, Inc. II (due to death of owner) <p>Sandee Gronowski moved to accept these three sites remain as NC Pre-K sites for FY 2021-2022 as presented. Terrasine Gardner seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. The motion carried. Recusals: Andrea McGillivray</p>	Motion Carried	None
	<p>B. Mary Sonnenberg reported that the committee had previously approved, based upon funding, that PFC give qualified Long-Term Substitute child care teachers \$600. Since then, DCDEE provided additional guidance that PFC can go to the \$650 rate to support the NC Pre-K program. Based on the budgets, PFC can pay the \$650 rate. Approval is requested to leave the rate at \$600 or change to \$650 as long as teacher qualifications are met for this year.</p> <p>Tawnya Rayman moved to increase the rate to \$650 for qualified Long-Term Substitutes for this fiscal year as presented. Brian Jones seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. The motion carried. Recusals: Dr. Pamela Adams-Watkins, Dr. Marvin Connelly, Jr., Alana Hix, Mary Mathis, Andrea McGillivray and Wanda Wesley</p>	Motion Carried	None
IV. Fiscal Update ^e	A. Carole Mangum reported that PFC has received a request to apply for \$178,462 from DCDEE in additional NC Pre-K Administrative funds. This is a repeat of the capacity building funds that have been received every year; these are carryover funds. These funds will be used primarily for personnel costs, which will include an additional caseworker position.	None	None
V. Staffing ^Δ	A. Funding listed in Item IV. will be used to add an additional caseworker designated to the NC Pre-K Program.	None	None
VI. Information ^Δ	<p>A. Alana suggested all committee members review the NC Pre-K Program Requirements which detail the requirements of the NC Pre-K program.</p> <p>B. Members are still needed for the 2022-2024 Site Selection Sub-Committee. At least three non-conflicted members are needed. Ayesha Neal and Tre'vone McNeill previously joined the committee. A meeting took place on 9/29/21 discussing the site selection processes. The next committee meeting will take place in November 2021. Guidelines are posted on the PFC website and the state website.</p> <p>C.-D. As of today, 802 children have been placed into the NC Pre-K program. Recruitment is still taking place for FY 2021-2022.</p> <p>E. Meetings are taking place with the Universal Application Team; they have met with SchoolMint. Hoping to begin using Universal Application before the next school year begins.</p> <p>F. A NC Pre-K Administrators Zoom meeting was held on September 16, 2021.</p> <p>G. 2021 NC Pre-K One Day Training "Change Agents ... Be the Change You Want to See!" took place on Saturday, September 18, 2021</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>



Partnership for Children of Cumberland County, Inc.
Virtual North Carolina Pre-Kindergarten Planning Committee Meeting Minutes
September 30, 2021 (12:08 pm to 12:32 pm)
Be the Driving Force



September 16, 2021 G. 2021 NC Pre-K One Day Training "Change Agents ... Be the Change You Want to See!" Saturday, September 18, 2021			
VII. Adjournment	As there was no further business; the chair announced the meeting adjourned. The meeting was adjourned at 12:32 pm.	Adjourned	None

Submittal: The minutes of the above stated meeting are submitted for approval.

Secretary of Meeting

Date

Approval: Based on Committee consensus, the minutes of the above stated meeting are hereby approved as presented and/or corrected.

Committee Chair

Date

NC Pre-K Family Engagement Plan SY: 2021-2022

Name of Site: _____

NC Pre-K sites/classrooms shall provide meaningful opportunities for families to engage in their child's education by implementing strategies that develop partnerships with families and build reciprocal relationships that promote shared decision making.

NC Pre-K sites must implement the following strategies:

1. Provide an orientation or open house for families at the start of the school year;
2. Conduct at least one formal parent/teacher conference throughout the school year, and allow opportunities for informal parent/teacher conferences as needed. During the conferences, teachers share their observations and ongoing assessment results to inform families of their child's development to include strengths and opportunities for growth;
3. Extend an open invitation for family members to visit the classroom and opportunities to participate in classroom activities;
4. Engage and include families when making decisions about their child and changes to the program;
5. Provide at least one opportunity to engage families outside of the regular service day to meet the needs of working families (e.g., family spaghetti night, weekend family fun day or take-home play-based activities that enhance learning);
6. Provide information on community resources to support the various needs of families with a focus on resources that address causes of stress; and
7. Provide opportunities to collect feedback about the program from families through surveys and/or other methods.
8. NC Pre-K programs are required to enroll all NC Pre-K families in the ReadyRosie solution and must incorporate ReadyRosie resources into their existing family engagement plans.

Optional strategies (choose at least one):

- ☐ Allow Pre-K teachers the opportunity for home visits at the beginning and throughout the school year to gather information from the family about their child and to share information about the NC Pre-K program with the family;
- ☐ Provide opportunities for parent education in the form of trainings or workshops;
- ☐ Publish newsletters (include a copy of each newsletter in your file);
- ☐ Provide opportunities for family members to share special talents or aspects of their culture;
- ☐ Provide opportunities for family members to participate in advisory groups (e.g., Family Advisory Councils and Policy Councils).
- ☐ Other: _____

A log of all activities, opportunities or communications related to the NC Pre-K Family Engagement Plan must be documented and kept on file at the NC Pre-K site. For events/meetings, include sign-in sheets that describe the event/meeting, list date and time, and signatures of the participants.

Documentation for the NC Pre-K Family Engagement Plan will be reviewed and verified at the site-monitoring visit.

Print Site Admin/Designee Name

Signature

Date

NC Pre-K Site Selection Roles/Responsibilities

	Local NC Pre-K Contracting Agency (Supports the Process)	Local NC Pre-K Committee (Oversees the Process)	Non-Conflicted Site Selection Sub-Committee (Conducts the Process)
Topic	<ul style="list-style-type: none"> ➤ Informs and updates Local NC Pre-K Committee about Site Selection Process ➤ Conducts an orientation/training session for the non-conflicted site selection sub-committee (refer to NC Pre-K site selection training power point) including the Additional Locally Determined Indicators, if applicable. Practice scoring the rubric with the application and documents. 	<ul style="list-style-type: none"> ➤ Review and follow NC Open Meetings and Public Records Laws ➤ Reviews materials, policy and procedures, time line and expectations for process and Non-Conflicted Site Selection Sub-Committee roles and functions ➤ Determines the context for what criteria constitutes a high, mid, and low level area of need. ➤ Decides if the optional Locally Determined Indicators will be used as part of the Rubric score and, if used, specify the criteria for up to 8 additional points. ➤ Clarifies how Local NC Pre-K Committee and NC Pre-K Contracting Agency staff will support the process ➤ Selects members for Non-Conflicted Pre-K Site Selection Sub-Committee (min. 3; may include local NC Pre-K Committee members and/or community members, if non-conflicted). 	<ul style="list-style-type: none"> ➤ Completes orientation/training session (provided by local Contracting Agency) ➤ Selects chair ➤ Sets review dates
Topic	<ul style="list-style-type: none"> ➤ Prepares materials for local NC Pre-K Committee and the Site Selection Sub-Committee: Application, Decision Tree, Instructions, Rubric, supporting documentation (monitoring 	<ul style="list-style-type: none"> ➤ Reviews the NC Pre-K Site Selection sub-committee Conflict of Interest Statements to ensure members selected do not have any conflict of interest or 	<ul style="list-style-type: none"> ➤ Chair convenes the sub-committee ➤ Score Rubrics using Applications, supporting documents, Rubric, Teacher-

	Local NC Pre-K Contracting Agency (Supports the Process)	Local NC Pre-K Committee (Oversees the Process)	Non-Conflicted Site Selection Sub-Committee (Conducts the Process)
	<p>results), Pre-K Program Requirements (Summary Docs)</p> <ul style="list-style-type: none"> ➤ Provide materials to the local NC Pre-K Committee: link to the NC Child Care Rules, contract and budget information, reimbursement requirements ➤ Provides any knowledge of existing sites as issues arise throughout the school year to help the Local NC Pre-K Committee make informed decisions 	<p>perceived conflict of interest The local NC Pre-K Committee may choose to develop a more restrictive Conflict of Interest statement.</p> <ul style="list-style-type: none"> ➤ Arranges to have Conflict of Interest Statements signed by all Site Selection sub-committee members 	<p>Teacher Assistant Worksheet, Decision Tree, Instructions</p> <ul style="list-style-type: none"> ➤ Two or more committee members should complete the Rubric for each site application to reach consensus.
Topic	<ul style="list-style-type: none"> ➤ Prepares public notices and invite all 4- and 5- star rated and temporary license programs to information/application session 	<ul style="list-style-type: none"> ➤ Convenes the NC Pre-K committee to vote on the recommendations presented by the site selection sub Committee ➤ Ensures final site selection decisions are noted in the committee meeting minutes ➤ Determines funding/slot placement 	<ul style="list-style-type: none"> ➤ <i>Refers to Decision Tree and Instructions for step-by-step procedures.</i>
Topic	<ul style="list-style-type: none"> ➤ Conducts information session for eligible public and private 4- and 5-star rated and temporary license programs: include NC Child Care Rules and NC Pre-K Program Requirements, review Application Packets, Rubric criteria, including the Locally Determined Indicators, required documentation, Time Line, Review and Notification Process, Funding expectations, Public Records Law 	<ul style="list-style-type: none"> ➤ Works with the contracting agency to review child enrollment, assign children to sites and adjusting slot placements, including preparation for future budget/slot adjustments to new or existing sites 	<ul style="list-style-type: none"> ➤ Prepares final recommendations, rationale and rankings in writing to present to the local NC Pre-K Committee ➤ Additional factors to assist in determining recommendations may include site visits to verify classroom, additional reports from staff about monitoring findings, DCDEE visit summaries, teacher

	Local NC Pre-K Contracting Agency (Supports the Process)	Local NC Pre-K Committee (Oversees the Process)	Non-Conflicted Site Selection Sub-Committee (Conducts the Process)
			education/licensure process, geographic need, other contract/fiscal compliance findings.
Topic	➤ Collects site application materials from eligible sites/schools	➤ Determines need for the Site Selection Process in collaboration with contracting agency	
Topic	➤ Screens submitted Site Applications for completeness, required documentation is accurate and valid, monitoring results, teacher education progress, other documentation ➤ Prepares packets for Site Selection Sub-Committee review		
Topic	➤ Conduct review of all final materials completed by the NC Pre-K Site Selection Sub-Committee (See <i>NC Pre-K Site Application Submission Checklist on last page of application.</i> Ensure total points assigned by the sub-committee reflect documentation submitted with the application.)		
Topic	➤ Supports Non-Conflicted Site Selection Sub-Committee as requested		

- ❖ Site Selection process **must be opened at least every two years but can be opened annually.**
- ❖ Although a local NC Pre-K Committee may set the minimum standard at the 5-star level for sites, local NC Pre-K Committees are **advised to open this process for all eligible sites including 4-star and temporary licensed sites.**
- ❖ The local NC Pre-K Committee **may decide** that existing NC Pre-K **sites that are maintaining all NC Pre-K standards do not have to reapply during the site selection process.**

- ❖ Your local NC Pre-K Committee may reopen the site selection process annually based on the following reasons:
 - Currently funded programs decide to stop providing NC Pre-K services, elect to close or DCDEE revokes the site's license, etc. Your committee will need to have a process in place to reallocate slots equitably.
 - Existing NC Pre-K site closures (voluntary or otherwise) due to lack of additional resources to help sustain quality (lead teacher and teacher assistant salaries, benefits, high staff turnover, materials, etc.).
 - New sites who expressed interest in applying to be an NC Pre-K site.
 - Removal of existing NC Pre-K sites from the NC Pre-K program due to non-compliance with NC Pre-K Standards (repeated violations of non-compliance with any of the NC Child Care Rules, including the NC Pre-K Section .3000 or substantiation of child maltreatment).
 - Previous NC Pre-K sites that want to be reconsidered for participation in NC Pre-K.
 - Expansion and/or Reduction in local and state funding or other resources.
 - Changes in your community's needs (increase in homeless population, high poverty areas, change in other aspects of the economy, laws and rules, increase or decrease in the number of eligible children, community needs shift to different geographic areas of the county/region).
- ❖ Below are examples for determining high, mid and low level areas of need.
 1. The level of poverty by zip codes
 2. The location by zip code of current year's applications for families earning less than 75% SMI
 3. Review the current year's applications and rank sites by family choice.
 4. Review input from public schools and private sites, surveys, census data, DSS files, Child Care Resource and Referral staff and databases.

NC Pre-K Standardized Site Selection Rubric

Support for Extended/Wrap-Around Care (<i>check ALL that apply</i>)		Points
<input type="checkbox"/> Site provides extended care before AND after the NC Pre-K day AND care on teacher work days/holidays and/or summer	5 pts	
<input type="checkbox"/> Site accepts subsidy vouchers for extended/wrap around care	4 pts	
<input type="checkbox"/> Site provides extended care before AND after the NC Pre-K day	3 pts	
<input type="checkbox"/> Site provides extended care before OR after the NC Pre-K day	1 pt	
Nutrition (<i>check one</i>)		
<input type="checkbox"/> Site provides free meals AND snack for all NC Pre-K children	4 pts	
<input type="checkbox"/> Site provides free meals for all NC Pre-K children	2 pts	
Transportation (<i>check one</i>)		
<input type="checkbox"/> Site provides transportation services at no cost	5 pts	
<input type="checkbox"/> Site provides transportation services at a low cost	3 pts	
Location (<i>check one</i>) See Rubric Instructions Sheet, item 3.		
The site is located in a HIGH NEED area	5 pts	
The site is located in a MID NEED area	3 pts	
The site is located in a LOW NEED area	1 pt	
	Subtotal:	
4. Classroom and Family Support (27 Points)		
Curriculum and Instructional Assessment (<i>check ALL that apply</i>) See Rubric Instructions		Points
<input type="checkbox"/> Classroom staff align lesson plans and child learning experiences to <i>the NC Foundations for Early Learning and Development</i>	3 pts	
<input type="checkbox"/> Classroom staff align approved curriculum with <i>NC Foundations for Early Learning and Development</i>	3 pts	
<input type="checkbox"/> Classroom staff conduct approved, ongoing formative assessments to gather data to inform instruction and share with families	3 pts	
Required Local Plans (<i>check ALL that apply</i>)		
<input type="checkbox"/> Site has a plan in place for communicating with children and families with limited English proficiency	2 pts	
<input type="checkbox"/> Site has a plan to prevent suspension/expulsion of children	2 pts	
<input type="checkbox"/> Site has a plan for transition to NC Pre-K and Kindergarten	2 pts	
Family Engagement (<i>check one</i>)		
<input type="checkbox"/> Site-provides 4 or more recommended family engagement activities	3 pts	
<input type="checkbox"/> Site provides 1 to 3 recommended family engagement activities	1 pt.	
Staff Compensation and Benefits (<i>check one</i>)		
<input type="checkbox"/> Site meets NC Public School Salary Schedules AND provides benefits (see Section 6)	9 pts	
<input type="checkbox"/> Site meets NC Public School Salary Schedules but does not provide benefits (see Section 6)	6 pts	
<input type="checkbox"/> Site meets NC Pre-K Program Requirements for salary AND provides at least 4 benefit choices (see Section 6)	5 pts	
<input type="checkbox"/> Site meets NC Pre-K Program Requirements for salary AND provides 1-3 benefit choices (see Section 6)	3 pts	
<input type="checkbox"/> Site meets NC Pre-K Program Requirements for salary ONLY , no benefits (see Section 6)	1 pt.	



NC Pre-K Standardized Site Selection Rubric

Site Name:	Facility License #	Site Status: <input type="checkbox"/> New Site <input type="checkbox"/> Existing Site <input type="checkbox"/> Previous NC Pre-K Site	
# of Pre-K Classrooms Requested:	# of Slots Requested:	Contract Year:	Rubric Total:

1. Program Standards (15 Points)

Site Information (check ALL that apply)	Points
Star Rated License: (See Sec. 4. A. NC Pre-K Program Requirements)	
<input type="checkbox"/> Five-Star	5 pts
<input type="checkbox"/> Four-Star	3 pts
<input type="checkbox"/> Temporary License (change of ownership/location, etc.)	1 pt.
<input type="checkbox"/> New site or existing sites with last ECERS-R rating above 5.0	3 pts
<input type="checkbox"/> Site has had no substantiated Child Maltreatment Report in the last 18 months	3 pts
<input type="checkbox"/> Site has had no substantiated Facility Licensing Complaint Report in the last 18 months	2 pts
<input type="checkbox"/> Site has had no Administrative Action in the last 18 months	2 pts
Subtotal:	

2. Education Standards (15 Points)

Site Administrator (check one)	Points
<input type="checkbox"/> Administrator meets Level III Administrator qualification or Principal License with 5+ years of experience	5 pts
<input type="checkbox"/> Administrator meets Level III Administrator qualification or Principal License with 3-4 years of experience	4 pts
<input type="checkbox"/> Administrator meets Level III Administrator qualification or Principal License with 1-2 years of experience	3 pts
<input type="checkbox"/> Administrator meets Level II Administrator qualification (excludes existing NC Pre-K sites operating for more than 4 years)	2 pts
<input type="checkbox"/> Administrator meets Level I Administrator qualification (excludes existing NC Pre-K sites operating for more than 4 years)	1 pt.
LEAD TEACHER(S): For multi-classroom sites, use the Teacher Education Worksheet to rate each lead teacher's education, licensure level, and experience.	
Transfer average total score here →	
TEACHER ASSISTANT(S): For multi-classroom sites, use the Teacher Education Worksheet to rate each assistant teacher's education, licensure level, and experience.	
Transfer average total score here →	
Subtotal:	

3. Geographic, Accessibility and Affordability (35 Points)

Screenings (check ALL that apply)	Points
<input type="checkbox"/> Existing or new site provides free developmental screenings for preschool children	3 pts
<input type="checkbox"/> Existing or new site provides free hearing screening for preschool children	2 pts
<input type="checkbox"/> Existing or new site provides free dental screening for preschool children	2 pts
<input type="checkbox"/> Existing or new site provides free vision screening for preschool children	2 pts



NC Pre-K Standardized Site Selection Rubric

	<i>Subtotal:</i>	
5. OPTIONAL-Locally Determined Indicators (up to 8 pts) *Same criteria must be applied across all sites for consistency		Points
	<i>Subtotal:</i>	

Subtotals from each section		
	Maximum Points	Points
1. Program Standards	(15 Points)	
2. Education Standards	(15 Points)	
3. Geographic, Accessibility and Affordability	(35 Points)	
4. Classroom and Family Support	(27 Points)	
5. OPTIONAL-Locally Determined Indicators	(up to 8 pts)	
TOTAL POINTS		

Rubric Completed by: _____
Print Name

Date: _____

Instructions for Using the NC Pre-K Site Selection Rubric

Purpose and Use of the NC Pre-K Site Selection Rubric

Prior to scoring the **NC Pre-K Site Selection Rubric**, the Site Selection Sub-Committee must review and use the **NC Pre-K Site Selection Process Decision Tree** to guide the process.

The **NC Pre-K Site Selection Rubric** is designed to be used by the NC Pre-K Site Selection Sub-Committee as a comparative tool to help standardize the site selection process in each county or region across the state. These standards and indicators are designed to guide the Site Selection Sub-Committee's decisions in recommending sites for participation in the NC Pre-K program.

The Site Selection Sub-Committee is required to complete a Rubric for each eligible site applicant, using information from the **NC Pre-K Site Application** and supporting documentation submitted by applicants. The Rubric is divided into five sections with a possible scoring of 100 points, including up to eight (8) points for **Additional Locally Determined Indicators**. The local NC Pre-K Committee is responsible for determining if the **Additional Locally Determined Indicators** will be used and the criteria.

All applicants within a county must be compared using the same Additional Locally Determined Indicators to ensure fairness across the site selection process.

Once a **NC Pre-K Site Selection Rubric** has been completed for each applicant, the Site Selection Sub-Committee will refer to the **NC Pre-K Site Selection Process Decision Tree** for next steps.

Overview of the NC Pre-K Site Selection Rubric Sections

The rubric is divided into five sections:

1. Program Standards
2. Education Standards
3. Geographic, Accessibility & Affordability Indicators
4. Classroom & Family Support Indicators
5. Additional Locally Determined Indicators – Optional

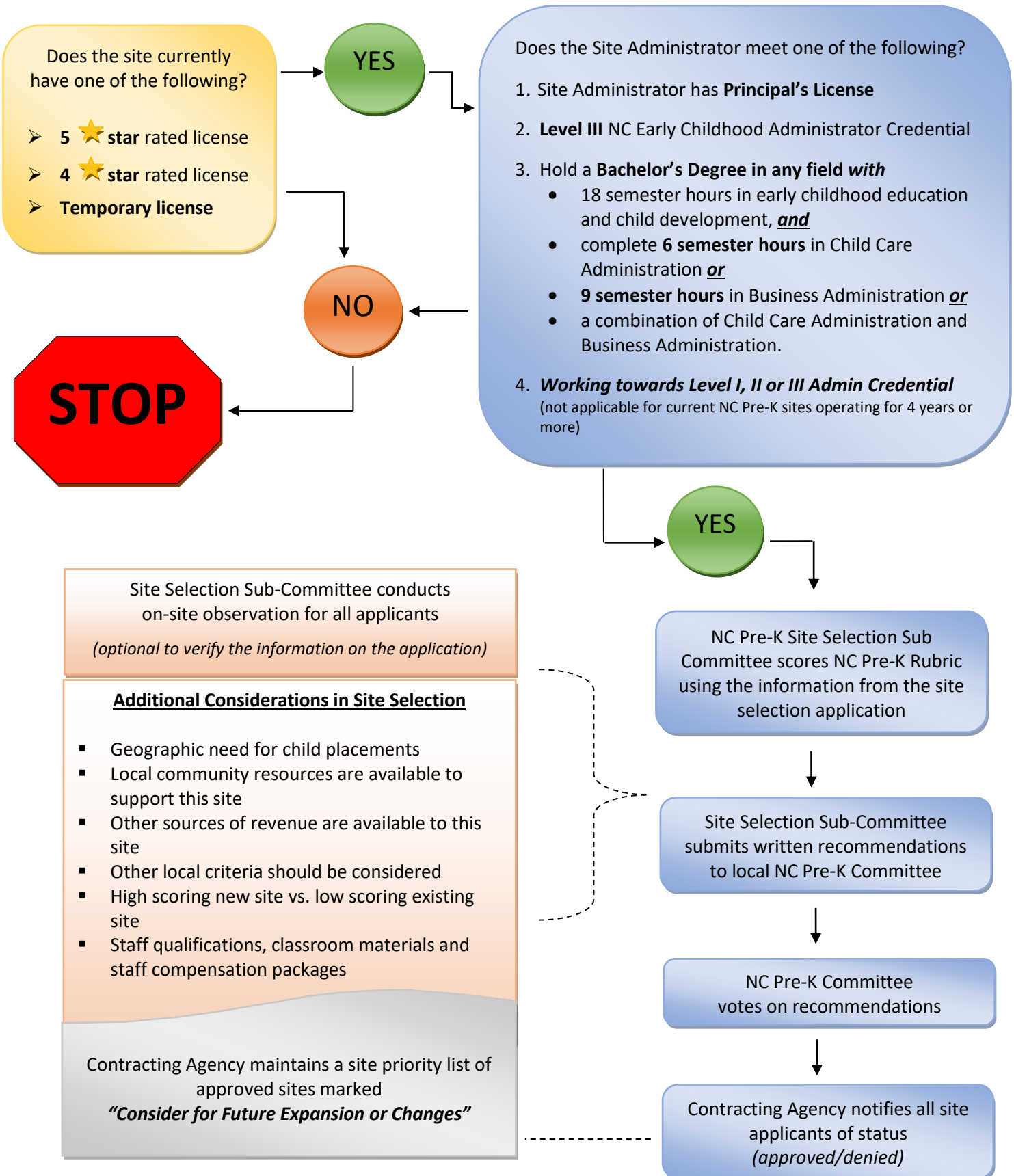
Section Name and Details	Points Assigned
1. Program Standards <ul style="list-style-type: none">• The site must hold a 4/5 star license or a temporary license in order to participate in the Site Selection process. A copy of the license must be included with the application in order for points to be awarded.• In this section enter the most recent Early Childhood Environment Rating Scale (ECERS-R) score. (Note: NC Pre-K classrooms are required to score a 5.0 or higher on each ECERS-R completed.) A copy of the ECERS-R assessment must be included with the application in order for points to be awarded.• In the Complaints and Administrative Actions topic area, more points received would indicate higher quality.	Total Points Available 15

Instructions for Using the NC Pre-K Site Selection Rubric

<p>2. Education Standards</p> <ul style="list-style-type: none"> In this section the Administrator, Lead Teacher(s) and Teacher Assistant(s) information is collected in three subsections (documentation must be submitted with the site application in order for points to be awarded). The minimum education requirement for each position is listed with each section. If education standards are not fully met at the time of the application, no points would be awarded for the relevant subsection. The points for the Lead Teacher(s) and Teacher Assistant(s) subsections will be calculated using the worksheet under Education Standards within the Site Selection Application and then transferred to the Rubric. 	<p>Total Points Available 15</p>
<p>3. Geographic, Accessibility & Affordability Indicators</p> <ul style="list-style-type: none"> This section is divided into subsections (<i>Screenings, Support for Extended Care/Wrap-Around Services, Nutrition, and Transportation</i>). Under the Location subsection on the Rubric, the NC Pre-K Committee must determine the context for what criteria constitutes a high, mid, and low level area of need. Below are examples for determining high, mid and low level areas of need. <ol style="list-style-type: none"> The level of poverty by zip codes The location by zip code of current year's applications for families earning less than 75% SMI Review the current year's applications and rank sites by family choice. Review input from public schools and private sites, surveys, census data, DSS files, Child Care Resource and Referral staff and databases. 	<p>Total Points Available 35</p>
<p>4. Classroom and Family Support Indicators</p> <ul style="list-style-type: none"> This section is divided into 3 subsections (<i>Curriculum and Instructional Assessment, Plans (if applicable), and Staff Compensation</i>). Curriculum and assessment tools must be approved by the NC Child Care Rules Under Staff Compensation (salary) and Benefits, the top indicators reflect the recommended compensation policies for NC Pre-K classroom instructional staff employed in public schools, while the bottom indicator addresses nonpublic school salary schedules. 	<p>Total Points Available 27</p>
<p>5. Additional Locally Determined Indicators - <u>Optional</u></p> <ul style="list-style-type: none"> This section allows the local NC Pre-K Committee to insert Additional Locally Determined Indicators that are relevant to their county/region. <u>Indicators listed below are only examples and may/may not apply.</u> <ol style="list-style-type: none"> Other resources and benefits that are offered by each individual site (TEACH, WAGES, Retirement Plan, Health Insurance, Cafeteria Benefits, etc.) The site offers additional trainings to staff beyond those required by NC Child Care Rules. Potential NC Pre-K Lead Teacher and/or Teacher Assistant education exceeds the maximum level on the Teacher Education Worksheet. 	<p>Total Points Available 8</p>
<p>6. Subtotals from each section</p> <ul style="list-style-type: none"> Enter the points for each subsection to determine the grand total. 	

NC Pre-K Site Selection Process Decision Tree

Purpose: The Decision Tree is a guide for the process of recommending sites to the NC Pre-K Committee





Site Selection Sub-Committee Conflict of Interest Statement

The goal of using a non-conflicted NC Pre-K Site Selection Sub-Committee is to:

- (1) **recommend** eligible sites for child placements to participate in the NC Pre-K Program, and
- (2) **advise** the local NC Pre-K Committee as they work with the NC Pre-K Contracting Agency to fulfill contractual site selection obligations.

The slate of choices that are recommended by the Site Selection Sub-Committee should reflect geographic and demographic diversity provided in public and private early education settings. The final selection of sites is determined by the local NC Pre-K Committee.

The local Site Selection Sub-Committee must consist of three or more members and may be a “Non-Conflicted” subset of the current NC Pre-K Committee. As NC Pre-K Committees make decisions about appropriate membership of the local Site Selection Sub-Committee, the following principles (1-6 below) should be used to guide decisions.

1. It is the duty of every Site Selection Sub-Committee member to **avoid both conflicts of interest and appearances of conflict of interest**. As part of the selection process for membership on the Site Selection Sub-Committee, potential members should be asked to disclose any conflicts of interest.
2. Each member must **sign a statement** attesting to the level and degree of a potential conflict of interest or perception of a conflict of interest. Statements must be maintained as part of the NC Pre-K Committee meeting minutes.
3. Meetings may begin with the following question: Does any Sub-Committee member have any known conflict of interest or appearance of conflict with respect to any matters coming before the NC Pre-K Committee today? If so, please **identify the conflict or appearance of conflict and refrain from serving** on the Site Selection Sub-Committee. Minutes must reflect any identified conflict of interest.
4. Members should **not solicit or accept gifts, entertainment or favors of monetary value** from anyone representing an NC Pre-K program site or site applicant. This includes any employment, contractual or professional interest that I or an immediate member of my family have in any business, firm or corporation of whatever nature that may attempt to secure funding or a contract from the local NC Pre-K Contracting Agency and/or NC Pre-K Committee.
5. Members should **not use their position** on the Sub-Committee, the NC Pre-K program name, or any property belonging to the NC Pre-K program for private profit or benefit.
6. **Members may not include** current or applying providers (*public or private*) or their representatives.

I have reviewed the Conflict of Interest Statement above and I agree to adhere to all the items listed.

NC Pre-K Site Selection Sub-Committee Member (**print and sign**)

Date