

West Virginia Universal Pre-K Partnerships

Collaborating with Community Partners



Creating linkages and embedding WV Pre-k into community programs is critical to supporting working families and improving children's school readiness. Additionally, use of available early care and education resources in a community is more efficient in times of shrinking resources. Constructing mutually respectful partnerships between community-based early care and education programs and public schools can result in programs that provide quality early education as well as insure that communities can continue to support working families.

As these partnerships have developed over the past several years, it is important that the process for developing contracts and budgets to support the collaborations and partnerships continually be reviewed and reflected to ensure the highest possible quality and efficiency in terms of maximization of resources. As budgets are of primary concern to all partners, careful considerations must be made to ensuring resources are maximized.

County Collaborative Early Childhood Collaborative have several items to consider in program design prior to contracts and budgets, including

- 4.3.a. **Joint decisions** are made about the location of WV Pre-K classrooms including Preschool Special Education classes;
- 4.3.b. **Joint decisions** are made about responsibilities for sharing resources and information for each classroom, including but not limited to staffing, facilities, food service and transportation;
- 4.3.c. **Joint decisions** are made concerning program availability, including hours of instruction per day, days of operation per week and school calendars. Each classroom must operate a minimum of 12 hours per week during the school year calendar. Beginning 2013-14, each preschool classroom must operate a minimum of 14 hours per week during the school year calendar. Each preschool classroom must be offered no less than 128 instructional days per school year. Up to six of those 128 days may be used for home visits/parent conferences;

- 4.3.d. **Joint decisions** are made to establish a county wide universal enrollment process and attendance guidelines;
- 4.3.e. Services for children with identified special needs are provided in a least restrictive environment according to the requirements of that child's Individualized Education Program (hereinafter IEP);
- 4.3.f. **Joint decisions** are made concerning adoption and implementation of a WV Approved Pre-K Curricular Framework and, if applicable, selection and use of supplemental materials/curricula enhancement;
- 4.3.g. **Joint decisions** are made to design and implement a plan for school readiness and transitions;
- 4.3.h. **Joint decisions** are made to establish a program monitoring system and complete a continuous quality improvement plan; and
- 4.3.i. All approved participating programs are included or represented.

As County Collaborative Early Childhood Teams annually assess these major decisions concerning program design, the timeline utilized to develop contracts and budgets must be considered. A good place to start is with the end in mind:

County boards of education are required to submit annually by **August 1st**:

- 18.2.a. a comprehensive universal pre-k fiscal report;
- 18.2.b. verification of the annual collaborative contracts and budgets signed and filed at the local county board of education, noting collaborative universal pre-k classrooms for the upcoming school year to continue to document maximization of resources through the collaborative model;

The development of the contract or formal agreement and budget between county school systems and community partners is a joint effort that results in the maximization of resources and high quality programming for all WV Pre-k System children. Contracting within the context of the WV Pre-k System sets an expectation that each partner will bring to the table available resources to meet or exceed the requirements of West Virginia Board of Education (WVBE) Policy 2525.

Joint Decisions for Maximization of Resources

Contracts

- Is it signed by both partners?
- Is a copy on file at the local board of education?
- Does the partner have a copy of the official filed contract?

Joint Decisions for Maximization of Resources

Resources:

WV Universal Pre-K Partnerships: Collaborating with Community Programs

http://static.k12.wv.us/oel/docs/WV_Pre-K_Partnerships_Collaborating_with_Community_Partnerships_2012.pdf

Classroom Budget Template

<http://wvde.state.wv.us/oel/county-resources.php>

Colleagues and Peers

Joint Decisions for Maximization of Resources

[Classroom Budget Template](#)

Must be able to ensure each classroom is appropriately funded to meet WVBE Policy 2525, while ensuring maximization of resources.

Joint Decisions for Maximization of Resources

[Classroom Budget Template](#)

What's included?

Is it signed and included with contract for each classroom that is a collaborative?

Are all areas of the contract addressed in program/design?

Page 9 of the Partnership Guidance document can assist in budget categories and discussion.

Joint Decisions for Maximization of Resources

Funding

This contracting process is not meant to supplant existing resources or place an undue burden on either partner. It is designed to reflect as accurately as possible a set of costs related to the WV Pre-k classroom. School systems that include the children being served in community settings in their West Virginia Education Information System (WVEIS) and thus receive state aid funding formula monies for the students' enrollment are expected to reinvest resources into the WV Pre-k classrooms in their county to support quality for all pre-k children.

Joint Decisions for Maximization of Resources

Funding

- 19.2. Each LEA shall enroll pre-k children in community classrooms and generate funding through the school aid funding formula according to the process and criteria established in the May 28, 2008 WV State Superintendent's Guidance document. Funding generated through community classrooms should be invested in providing quality early education services and local infrastructure to support WV Pre-K classrooms.
- 19.3. The LEA shall provide sufficient assistance/funding to a collaborative community partner to enable the partner to offer services that meet this policy at no cost to parents and at no deficit to the program. In calculating costs and resources, the county collaborative team should consider a number of issues and costs, such as personnel, facilities, materials and equipment, curriculum, needed improvements, and professional development.

Joint Decisions for Maximization of Resources

Funding

- 19.4. WV Pre-K classrooms that provide services to eligible children who can be counted in the school aid funding formula, must provide those services at no cost to the parent/guardian of the children. Support for community programs to offer free public education shall be a part of the contract between the community partner and LEA.
- 19.4.a. In childcare, pre-k is an enhancement to the regular program during the designated pre-k hours. Since pre-k under this policy is part of a free public education, parents/guardians shall only be charged for those hours outside the pre-k designated time.
- 19.5. In addition to the resources provided to a pre-k collaborative program, community programs participating as partners shall continue using federal and state funding available for these services such as Head Start and Childcare Development Fund monies supporting eligible children.

Joint Decisions for Maximization of Resources **Funding**

State Aid Funding

CCDF Subsidy and Parent Tuition

Head Start Funding

How to braid and what to consider?

Joint Decisions for Maximization of Resources
Contracts and Budgets – FAQ

Can Child Care Center partners charge tuition?

Joint Decisions for Maximization of Resources
Contracts and Budgets – FAQ

Dollars vs. Resources with Head Start Partners?

How are dollars invested extending or expanding services
versus supplant issues?

Joint Decisions for Maximization of Resources
Contracts and Budgets – FAQ

Teacher Credentials and the impact on contracts?

<http://static.k12.wv.us/oel/docs/WV%20Pre-K%20Application%20and%20Credentialing%20update.pdf>

Joint Decisions for Maximization of Resources
Contracts and Budgets – FAQ

Beginning the school year without a contract – who is liable?

Joint Decisions for Maximization of Resources

Contracts and Budgets – Resources

http://static.k12.wv.us/oel/docs/WV_Pre-K_Partnerships_Collaborating_with_Community_Partnerships_2012.pdf

Appendix C – A Checklist for Developing a Partnership Agreement

Appendix B – WV Pre-K Partnership Sample Agreement

Joint Decisions for Maximization of Resources

Contracts and Budgets – Resources

<p>WVDE Office of Early Learning http://wvde.state.wv.us/oel/ Clayton Burch, Executive Director wburch@access.k12.wv.us 304.558.9994</p>	<p>WVDE Office of Special Programs http://wvde.state.wv.us/osp/ Ginger Huffman, Coordinator vhuffman@access.k12.wv.us 304.558.2696</p>
<p>WVDHHR Division of Early Care and Education http://www.wvdhhr.org/bcf/ece/ Melanie Clark, Program Manager Melanie.A.Clark@wv.gov 304.356.4600</p>	<p>WV Head Start State Collaboration Office http://www.wvheadstart.org/ Traci Dalton, Director Traci.L.Dalton@wv.gov 304.356.4604</p>
<p>WVDE Office of Early Learning http://wvde.state.wv.us/oel/ Janet Bock, Coordinator jbock@access.k12.wv.us 304.558.9994</p>	