



West Virginia DEPARTMENT OF
EDUCATION

Collaborative contracts, classroom budgets, and related updates

WV Universal Pre-K S.o.S. Webinar

March 8, 2019

Basics of Collaborative Contracts and Budgets

- WVBE Policy 2525 Section 4.4.b. A collaborative contract must be completed and signed annually by the local education agency and each collaborative partner to illustrate agreement of terms for pre-k program implementation. The collaborative contract between agencies must address how the collaborative partner will assure compliance with all applicable regulations and standards.
- 4.4.c. A budget and cost allocation worksheet must be completed for each collaborative pre-k classroom as part of the collaborative contract to illustrate specific costs and allocations of contracts.
- Guidance is included on the WV Universal Pre-K Website at: <https://wvde.us/early-and-elementary-learning/wv-universal-pre-k/universal-pre-k-collaborative-system/funding-collaborative-contracts-and-classroom-budgets/>.
- Guidance is also included in the WV Universal Pre-K Collaborative Guidebook on the *Collaborative Team Resources* page at: <https://wvde.us/early-and-elementary-learning/wv-universal-pre-k/collaborative-team-resources/>.

Basics of Collaborative Contracts and Budgets

- Legally binding documents that delineate roles, responsibilities, and requirements of each collaborative partner.
- Must be completed annually.
- One collaborative contract may include multiple classrooms; HOWEVER; a Collaborative Classroom Budget and Cost Allocation Worksheet must be completed for each collaborative classroom by the LEA and collaborating community partners.
- Classrooms should be consistently named in the contract, budget worksheet, and verified universal pre-k data.
- Each contract must be signed and dated by the authorized agency representatives from each program.

Considerations in preparing for development of upcoming collaborative contracts

The purpose of this webinar is to examine collaborative contracts, classroom budgets, and related updates.

- Review current contract for old verbiage
- Review topics to consider for 2019-2020 collaborative contracts (Most recent update to WVBE Policy 2525: July 2018; Head Start Performance Standards, child care licensing, or other policy or regulation changes)
- Review timelines for annual completion

Review current contract for old verbiage

- Many programs complete brief updates with school year changes, but do not update programs changes:
 - Annual plan vs. verified universal pre-k program data
 - Ensure that the correct school year is noted
 - Replace any verbiage addressing “senate bills” with appropriate code, policy, or regulation
 - Ensure current policy is referenced

Topics to consider for 2019-2020 collaborative contracts

- Impasse resolution among partners
- Eligibility and enrollment (age eligibility, enrollment process, out-of-county transfers)
- Transportation
- Pre-K School Calendar & NTID
- Personnel: Background Checks & Substitutes
- Budgets
- Verified universal pre-k data & Addenda

Impasse resolution among partners

- WVBE Policy 2525: §126-28-4.4.b. Each collaborative contract must include provisions for impasse resolution among partners.
 - Impasse procedures can be included in the collaborative contract or reference a separate process agreed upon by each partner.
 - Written procedures for resolving internal disputes between partners in a timely manner.
 - Consideration for external supports in decision-making during an impasse.

Eligibility and Enrollment

Enrollment process:

- WVBE Policy 2525 Section 5.3: A county wide universal enrollment process must be maintained that includes:
 - a universal application
 - a universal system for collection and review of universal applications; and
 - selection criteria and placement processes that are transparent and available to the public.

Eligibility and Enrollment

Age eligibility:

- §126-28-5. Eligibility and Enrollment: children must be age four prior to July 1, of the school year to be age eligible for WV Pre-K. (Exception for those three-year-olds with IEPs)
- Beginning with the 2019-2020 school year, children must be age five prior to July 1 of the school year to be eligible for kindergarten. (Exception could be in place for early entrance if a county has a policy and a child meets the criteria)
- 5.1.b-c. Children who are age eligible for kindergarten shall be enrolled in kindergarten, instead of WV Pre-K, unless assessment data can determine that kindergarten placement for that child is not in the child's best interest.
- Children should typically attend one year of pre-k.

Eligibility and Enrollment

Out-of-county transfers:

- §18-5-16. Student transfers; legislative findings; appeals; calculating net enrollment; fees for transfer. (b) Transfers between counties; legislative findings. --
- (1) Transfers of students from one county to another may be made by the county board of the county in which the student desiring to be transferred resides. The transfer shall be subject to the approval of both the board of the county in which the student resides and the board to which the student wishes to be transferred.

This applies to out-of-county transfers in pre-k, regardless of placement.

Transportation

§126-28-7. Transportation:

- 7.1.e. at each WV Pre-K site where bus transportation is provided, a designated person must follow-up **within the first hour of arrival time** with the family of any child who is not present or accounted for each day.
- Consider including this information in the county pre-k attendance policy.

Pre-K School Calendar

- 4.4.a. Each pre-k classroom, including preschool special needs classrooms, must provide at least fifteen hundred minutes of instruction per week and forty-eight thousand minutes of instruction annually. The pre-k instructional day is inclusive of all required elements of the daily schedule. Programs must operate no fewer than four days per week to meet annual and weekly operational requirements. Programs must ensure that federal regulations addressing classroom operations are met in collaborative classrooms. The pre-k school calendar must be approved by the county boards of education annually.

Non-traditional instructional day (NTID)

WVBE Policy 2334: School Calendar

- 4.7. Non-traditional instructional day (NTID). -- A period of instructional time or day when the instruction is delivered to students through alternative methods. A county board may develop a plan subject to approval by the state board for teachers to assign and grade work to be completed by students on days when students are away from the classroom or schools are closed due to inclement weather or other unforeseen circumstances. Instruction may be provided to students when students are not in the classroom or school for any reason. Educators may accomplish instruction with the utilization of technology or other methods to provide instruction remotely when students are away from the school facility.

Non-traditional instructional day (NTID)

NTID considerations:

- Have NTID been address in collaborative contracts?
- Has the **core team** developed packets that are appropriate for pre-k children and families?
- Has the program ensured that federal regulations addressing classroom operations are met in collaborative classrooms?
- How do some programs who include NTID days still meet 48,000 minutes of instruction? (examine verified classroom data)

Personnel

Background Checks:

- County teams must have a plan in place by September 30, 2019 to establish and maintain written policies and procedures for new and current employee selection and complete background check.
- Complete background checks must be completed every five years.
- Plans for establishing and maintaining comprehensive background checks for current and future employees should be addressed collaborative contracts.
- Plans must include all staff who have unsupervised access to children in all collaborative settings.

Personnel

Substitute Teachers:

- Collaborative contracts should address provisions for short and long-term substitute teachers in collaborative classrooms.
- A short-term substitute is a licensed educator who temporarily replaces, for 30 or fewer consecutive instructional days, the person assigned to that education position. (WVBE Policy 5202)
- A long-term substitute is a licensed educator who temporarily replaces, for more than 30 consecutive instructional days, the person assigned to an educator position. (WVBE Policy 5202)

Budgets

Budgets

- As part of the collaborative contract process, a Collaborative Classroom Budget and Cost Allocation Worksheet must be completed for each collaborative classroom by each LEA and collaborating community partners.
- The worksheet is designed to illustrate costs and resources provided by each partner and connect funding to the collaborative contract.
- The Collaborative Classroom Budget and Cost Allocation Worksheet is an estimate of the total cost of each collaborative classroom and is a tool to assist in annual fiscal reporting. Instructions are included on the [Funding, Collaborative Contracts, and Classroom Budgets](#) page of the website.

Verified universal pre-k data & Addenda

WVBE Policy 2525: Section 4.5:

- 4.5.b. Each county board of education must have on file at the West Virginia Department of Education (WVDE) verified universal pre-k program data, which has been approved by the Secretary of WVDHHR and WVBE that reflects meaningful involvement of the county collaborative early childhood team.
- Guidance and instructions are sent out to county Pre-K Coordinators to assist in annual data verification. Instructions can be accessed at https://wvk12-my.sharepoint.com/:b:/g/personal/jbockhager_k12_wv_us/ETxp12Veo0hEpEOCvRnc22ABG60atn67NNKuwL6qNfFfuw?e=S54W9b.

Verified universal pre-k data & Addenda

WVBE Policy 2525: Section 4.5:

- 4.5.c. All changes of substance to the verified universal pre-k program data must be submitted as an addendum to the WVDE with signatures of all the required county collaborative early childhood core team members for review and approval 30 days prior to the implementation of the changes. Changes of substance refer to program changes including, but not limited to classroom locations, operation, curriculum, staffing, and resources. Failure to do so may result in the non-approval of the change.
- There is not an official addendum form; however, a sample form, the WV Universal Pre-K Addendum Template, is available to assist county collaborative early childhood core teams in completing the process. A county collaborative early childhood core team may submit an [addendum](#) in any format as long as all required information is included.

Suggested timelines for annual completion of collaborative contracts and budgets

- Dec/Jan/Feb: Review and revise collaborative contracts for the upcoming school year. Make applicable changes as determined by each partner. Ensure that upcoming enrollment procedures are addressed and accurate in each collaborative contract.
- Feb/March/April: Both partners complete final review and submit updated collaborative contracts and budgets to agency representatives for final review.
- April/May/June: Ensure the collaborative contracts and classroom budgets are approved, signed, and dated by the appropriate agency representatives.
- July/Aug: Submit a letter of verification of contracts and classroom budgets to the WV Universal Pre-K Steering Team.

Q & A

Contacts:

Janet Bock-Hager
Coordinator

jbockhager@k12.wv.us

304.558.9994

WVDE Office of Early &
Elementary Learning

Patricia Haynes
Early Care and Education
Specialist

Patricia.L.Haynes@wv.gov

304.356.4603

WV Department of Health
and Human Resources

Ginger Huffman
Coordinator

vhuffman@k12.wv.us

304.558.9994

WVDE Office of Early &
Elementary Learning

Pam Myers
WV Head Start State
Collaboration Director

Pamela.S.Myers@wv.gov

304.993.5807

WV Department of Health
and Human Resources

