M E M O R A N D U M

TO:	County Collaborative Early Childhood Core Teams (scheduled for 2019-2020 Universal Pre-K Program Review)
FROM:	Janet Bock-Hager, Pre-K Coordinator, Office of Early & Elementary Learning, on behalf of the WV Universal Pre-K Steering Team
DATE:	July 26, 2019
RE:	2019-2020 WV Universal Pre-K Program Review Schedule

West Virginia Board of Education (WVBE) Policy 2525- West Virginia's Universal Access to a Quality Early Education, requires the West Virginia Department of Education, in collaboration with the West Virginia Department of Health and Human Services, and the Head Start State Collaboration Office, to conduct a WV Universal Pre-K Program Review a minimum of once every three years. Your county is scheduled for a triennial Universal Pre-K Program Review during the upcoming school year.

The WV Universal Pre-K Program Review process is designed to support counties with implementation of WVBE Policy 2525: West Virginia's Universal Access to a Quality Early Education and to provide ongoing individualized technical assistance to ensure high quality early childhood programs. This process includes feedback upon completion of the review. County collaborative early childhood teams are encouraged to include program review results as a data source in their ongoing continuous quality improvement process.

The WV Universal Pre-K Program Review process consists of a desktop audit, parent surveys, classroom observations, and a county collaborative early childhood core team interview. To prepare for the program review process, please note the following:

- The desk top audit will be completed in an **electronic format** (via OneDrive) prior to the onsite visit. The Universal Pre-K Program Review Schedule includes a desktop electronic upload due date. All pre-k program documents must be electronically submitted no later than close of business on the date noted on the 2019-2020 WV Universal Pre-K Program Review Schedule (attached).

- A webinar will be conducted on Friday, September 13, 2019 at 10:00 A.M. to provide an overview of the revised Pre-K Program Review process and instructions for electronic submission of program documentation. Once the webinar has been completed, each county collaborative early childhood team will be able to begin electronic submission of the required documentation. Registration information for the webinar will be sent out by e-mail to county collaborative early childhood team members.

- Each program review agenda will be completed with the County Pre-K Coordinator two weeks prior to the scheduled onsite visit date. The onsite visit will include classroom observations and the county collaborative early childhood core team interview.

We look forward to each upcoming visit. For any additional information or questions, please contact a member of the WV Pre-K Steering Team:

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Cc: Dr. Jan Barth, Assistant State Superintendent, Division of Teaching and Learning
    Monica DellaMea, Executive Director, Office of Early & Elementary Learning
    Lisa Ertl, Interim Director, WVDHHR Division of Early Care and Education
    County Superintendents (scheduled for 2019-2020 Universal Pre-K Program Review)

2019-2020 WV Universal Pre-K Program Review Schedule

County	Electronic Desktop Audit Upload Due Date	Onsite Visit Date (Classroom Observations & Core Team Interview)	Number of Classroom Observations
Pendleton	October 22, 2019	October 29, 2019	3
Webster	October 23, 2019	October 30, 2019	3
Cabell	November 6, 2019	November 13, 2019	10
Lincoln	November 26, 2019	December 3, 2019	3
Mingo	November 27, 2019	December 4, 2019	5
Morgan	December 10, 2019	December 17, 2019	3
Monongalia	December 11, 2019	December 18, 2019	10
Doddridge	December 12, 2019	December 19, 2019	4
Ohio	December 28, 2019	January 7, 2020	4
Marshall	December 28, 2019	January 8, 2020	3
Wetzel	December 28, 2019	January 9, 2020	3
Mason	January 22, 2020	January 29, 2020	4
Putnam	January 23, 2020	January 30, 2020	5
McDowell	February 4, 2020	February 11, 2020	5
Wyoming	February 5, 2020	February 12, 2020	4
Fayette	February 6, 2020	February 13, 2020	4
Pocahontas	February 25, 2020	March 3, 2020	4
Monroe	February 26, 2020	March 4, 2020	3
Summers	February 27, 2020	March 5, 2020	3