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MEMORANDUM

TO: County Collaborative Early Childhood Core Teams (scheduled for 2021-2022 Universal Pre-K Program Review)

FROM: Janet Bock-Hager, ^{JBH}Pre-K Coordinator, Early & Elementary Learning Services, on behalf of the WV Universal Pre-K Steering Team

DATE: August 27, 2021

RE: 2021-2022 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 includes a desktop audit, parent surveys, and a county collaborative early childhood core team interview. To prepare for the program review process, please note the following:

- The desktop audit will be completed in an **electronic format** (via OneDrive) prior to the core team interview. 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 Monday, November 15, 2021.** An e-mail will be sent to each county Pre-K Coordinator with access to OneDrive folders for uploading program documents in the coming weeks.
- A virtual meeting will be conducted on **Friday, September 10, 2021 at 10:00 A.M.** via Microsoft Teams to provide an overview of the Pre-K Program Review process and instructions for electronic submission of program documentation and dissemination of the parent survey. Information for joining the virtual meeting will be e-mailed to county collaborative early childhood core team members.
- The 2021-2022 Pre-K Program Review schedule and 2021-2024 Pre-K Program Review Triennial Schedule three-year review map are attached. The date of each county collaborative early childhood core team interview is included. The Pre-K Program Review Team hopes to conduct interviews onsite and will ensure that all local COVID-19 mitigation strategies and protocols are followed during core team member interviews;

however, if circumstances arise that prohibit in-person interviews, Microsoft Teams will be utilized to conduct the county collaborative early childhood core team interviews. The state Pre-K Coordinator will work with the county Pre-K Coordinator two weeks prior to the date of the scheduled county interview to finalize interview planning.

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

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Cc: Dr. Sonya White, Senior Officer for Teaching and Learning
Dr. Monica DellaMea, Director of Early & Elementary Learning
Lisa Ertl, Director, WVDHHR Division of Early Care and Education
County Superintendents (scheduled for 2021-2022 Universal Pre-K Program Review)

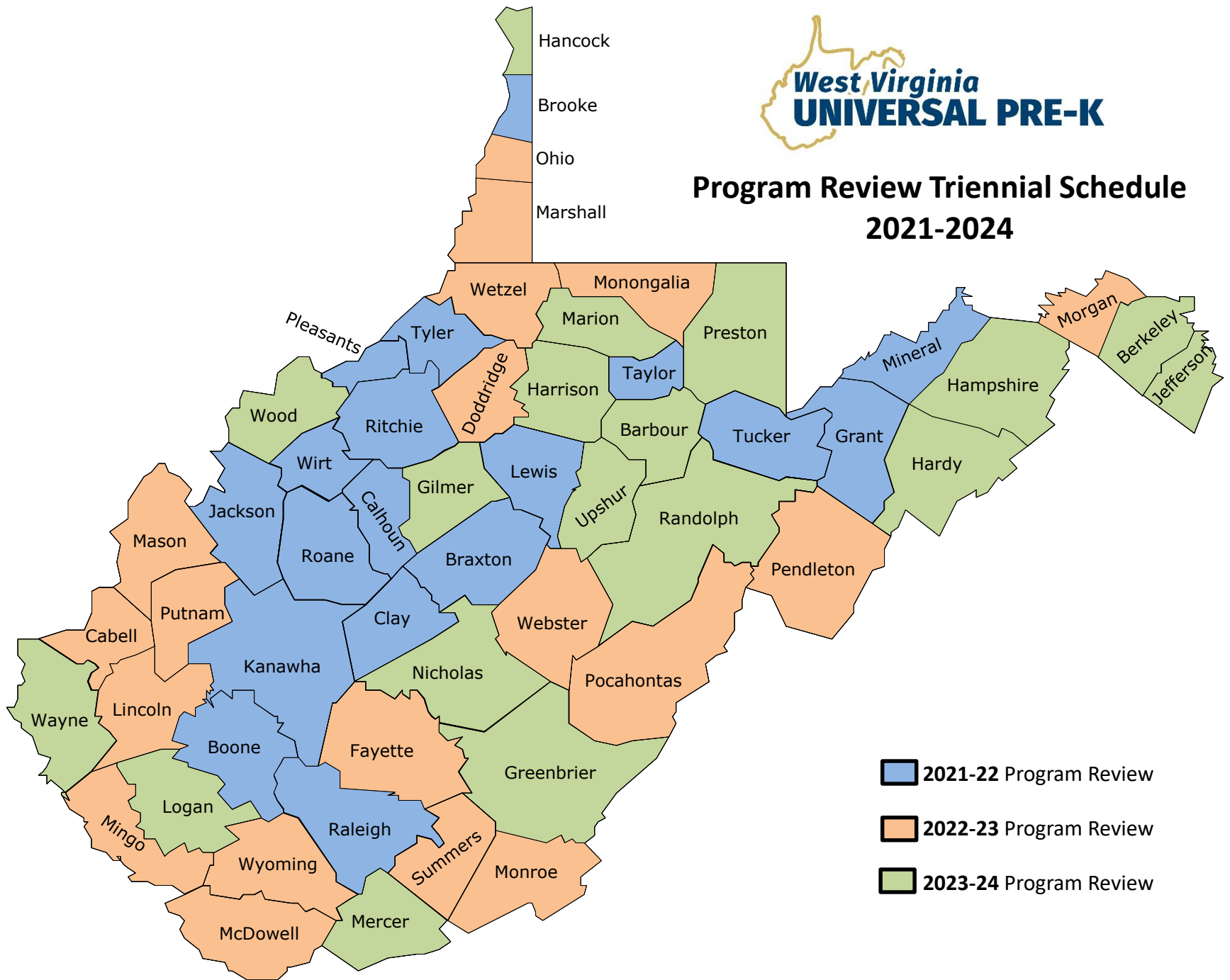





2021-2022 Pre-K Program Review Schedule

County	Electronic Desktop Audit Upload from the County Due Date	Time and date of Core Team Interview
Tucker	November 15, 2021	December 1, 2021 1:00- 3:00 p.m.
Taylor	November 15, 2021	December 2, 2021 10:00 a.m.- 12:00 p.m.
Roane	November 15, 2021	December 8, 2021 12:00 - 2:00 p.m.
Wirt	November 15, 2021	December 15, 2021 12:00 - 2:00 p.m.
Ritchie	November 15, 2021	January 5, 2022 1:00- 3:00 p.m.
Pleasants	November 15, 2021	January 6, 2022 10:00 a.m.- 12:00 p.m.
Raleigh	November 15, 2021	January 11, 2022 12:30 - 2:30 p.m.
Boone	November 15, 2021	January 25, 2022 12:00 - 2:00 p.m.
Lewis	November 15, 2021	February 1, 2022 12:30 - 2:30 p.m.
Calhoun	November 15, 2021	February 8, 2022 12:00 - 2:00 p.m.
Clay	November 15, 2021	February 15, 2022 12:00- 2:00 p.m.
Braxton	November 15, 2021	February 23, 2022 12:00- 2:0 p.m.
Mineral	November 15, 2021	March 2, 2022 1:30- 3:30 p.m.
Grant	November 15, 2021	March 3, 2022 10:00 a.m.- 12:00 p.m.
Kanawha	November 15, 2021	March 9, 2022 12:00 - 2:00 p.m.
Brooke	November 15, 2021	March 22, 2021 1:30- 3:30 p.m.
Tyler	November 15, 2021	March 23, 2021 10:30 a.m.- 12:30 p.m.
Jackson	November 15, 2021	April 12, 2021 12:30- 2:00 p.m.



Program Review Triennial Schedule 2021-2024



-  2021-22 Program Review
-  2022-23 Program Review
-  2023-24 Program Review

2021-2022	2022-2023	2023-2024
Boone	Cabell	Barbour
Braxton	Doddridge	Berkeley
Brooke	Fayette	Gilmer
Calhoun	Lincoln	Greenbrier
Clay	Marshall	Hampshire
Grant	Mason	Hancock
Jackson	McDowell	Hardy
Kanawha	Mingo	Harrison
Lewis	Monongalia	Jefferson
Mineral	Monroe	Logan
Pleasants	Morgan	Marion
Raleigh	Ohio	Mercer
Ritchie	Pendleton	Nicholas
Roane	Pocahontas	Preston
Taylor	Putnam	Randolph
Tucker	Summers	Upshur
Tyler	Webster	Wayne
Wirt	Wetzel	Wood
	Wyoming	