

West Virginia
UNIVERSAL PRE-K
LEADERSHIP INSTITUTE



September 11-12, 2012
Embassy Suites
Charleston, WV





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AGENDA

Tuesday, September 11, 2012

- 9 a.m. **Registration**
- 10 a.m. **Welcome from the West Virginia Pre-K Steering Team**
Ginger Huffman, Coordinator, *WVDE Office of Special Programs*
Traci Dalton, *Head Start State Collaboration Office*
Melanie Clark, Program Manager, *WVDHHR*
- Ready, Set, Go! WV: A Yearlong Celebration of Universal Pre-K**
W. Clayton Burch, Executive Director, *WVDE Office of Early Learning*
- 10:45 a.m. **Exploring the Roles of the County Collaborative Early Childhood Team – 2012 and Beyond**
Janet Bock, Coordinator, *WVDE Office of Early Learning*
WV Pre-K Steering Team Core Members
- County Collaborative Early Childhood Team Small Group Work**
facilitated by Janet Bock
- Noon LUNCH - provided in the atrium
- 1 p.m. **WV Pre-K Program Review: A Framework for Ongoing Support and Improvement**
Exploring Potential Pre-K Leadership System of Support Webinar Topics
Janet Bock
- 2 p.m. **WV Pre-K Child Assessment System and WV School Readiness Overview**
Monica Harless, Lead Coordinator, *WVDE Office of Early Learning*
- 2:30 p.m. BREAK
- 2:45 p.m. **A Panel Discussion Part 1**
Overview of WVBE Policy 2525 - Equity: Finances, Contracts and Budgets, Calendars and Enrollment
LaDonna Rosencrance, Pre-K Coordinator, *Randolph County Schools*
Lisa Ray, Pre-K/K Coordinator, *Harrison County Schools*
Joan Adkins, Pre-K Coordinator, *Cabell County Schools*
Janet Bock and W. Clayton Burch
- 4 p.m. **Closing Remarks**
Rhonda Crowley, Coordinator, *WVDE Office of Early Learning*

AGENDA

Wednesday, September 12, 2012

- 8 a.m. **Registration**
- 8:30 a.m. **Welcome from W. Clayton Burch**
- 8:45 a.m. **A Panel Discussion Part 2 - Overview of WVBE Policy 2525
Quality: Personnel, Credentials, Meals, WVEIS Attendance,
Health and Safety**
 Laura Kiser, *WVDE Office of Professional Preparation*
 Traci Dalton, *Head Start State Collaboration Office*
 Melanie Clark, *Program Manager, WVDHHR*
 Mollie Wood, *Assistant Director, WVDE Office of Child Nutrition*
 Monica Harless, *Coordinator, WVDE Office of Early Learning*
 Rebecca King, *Coordinator, WVDE Office of Healthy Schools*
 Richard Pullin, *Coordinator, WVDE Office of Information Systems*
- 10:45 a.m. BREAK
- 11 a.m. **Review and Recognition of the Ten Year WV Pre-K Journey**
 Jorea M. Marple, Ed.D., *State Superintendent of Schools*
- Keynote**
 Dr. W. Steven Barnett, *Director*
 National Institute for Early Education Research
- Presentation of the Champion of Pre-K Award to Lloyd G. Jackson II**
- 12:30 p.m. LUNCH - provided in the atrium
- 1:30 p.m. **Using the OEL Website for Resources: A Scavenger Hunt**
 WVDE Office of Early Learning
- 2:15 p.m. **The PreK-5 Landscape in West Virginia - Councils and Committees**
 Gretchen Frakenberry, *Project Manager*
 Early Childhood Advisory Council of WV
 Janet Bock, *Chair*
 WV Pre-K Continuous Quality Improvement Advisory Council
 WV Pre-K Steering Team and W. Clayton Burch
- 3 p.m. BREAK
- 3:15 p.m. **Support for Universal Pre-K Implementation:
Partnering with RESA Special Education Directors**
 Lesa Hines, *RESA 7 Special Education Director*
 Greg Bartlett, *RESA 1 Special Education Director*
 Deena Swain, *RESA 5 Special Education Director*
- 4 p.m. **Closing Remarks**
 W. Clayton Burch

Keynote Speaker

Dr. W. Steven Barnett, Executive Director
National Institute for Early Education Research



W. Steven Barnett is a Board of Governors Professor and Director of the National Institute for Early Education Research (NIEER) at Rutgers University. His research includes studies of the economics of early care and education including costs and benefits, the long-term effects of preschool programs on children's learning and development, and the distribution of educational opportunities. Dr. Barnett earned his Ph.D. in economics at the University of Michigan. He has authored or co-authored over 180 publications. Research interests include the economics of human development and practical policies for translating research findings into effective public investments. His best known works include: reviews of the research on long-term effects; benefit-cost analyses of the Perry Preschool and Abecedarian programs; randomized trials comparing alternative approaches to educating children including length of day, monolingual versus dual-language immersion, the Tools of the Mind curriculum; and, the series of State Preschool Yearbooks providing annual state-by-state analyses of progress in public pre-K.

Champion of Pre-K Award

Lloyd G. Jackson II



Lloyd Jackson was named to the West Virginia Board of Education in 2011 for a term ending in 2020.

Jackson, a native and resident of Hamlin, is an attorney and businessman. He operates his family's natural gas production business, an industry in which his family has made their livings for more than 100 years.

Jackson was educated in the public schools of West Virginia and graduated Phi Beta Kappa from West Virginia University with a degree in political science. He graduated Order of the Coif from the West Virginia University College of Law where he served as editor-in-chief of the Law Review.

Jackson, who served as a state senator for 12 years, was the lead sponsor of the Promise scholarship legislation and comprehensive early childhood legislation during his tenure as state Senate Education chairman. He also served as prosecuting attorney of Lincoln County for six years.

He currently serves as a trustee of the Claude Worthington Benedum Foundation, as chairman of the Board of Trustees of West Virginia Wesleyan College, as chairman of the National Assessment of Educational Progress (NAEP) Business Policy Task Force, as a director of the West Virginia Oil and Natural Gas Association, as president of Energize West Virginia, as a director of the Discover the Real West Virginia Foundation, Vision Shared West Virginia, and as vice chairman of the Clay Center for the Arts and Sciences.

Jackson and his wife Trina have two sons, Lloyd III (L.G.) and Ryan.



Ready Set Go!

West Virginia School Readiness

Celebrate the 10 year journey of implementing a statewide, free universal pre-k system for all 4 year old children.

Visit www.readysetgowv.com

Key Events:

September 12, 2012
Celebrating the Leader
WV Universal Pre-K Institute
<http://wvde.state.wv.us/oel/resa-leadership.php>

February, 2013
Celebrating the Educator
Celebrating Connections 2013
(more info to come)

April, 2013
Celebrating the Child
Arts Alive 2013
(more info to come)

MEMORANDUM

TO: County Collaborative Early Childhood Core Team Members

FROM: W. Clayton Burch, Assistant Director
Office of School Readiness

RE: WV Universal Pre-K Leadership Institute and System of Support

DATE: May 25, 2012

The West Virginia Department of Education's (WVDE) Office of School Readiness, in collaboration with WVDE Office of Special Programs, Regional Education Service Agencies (RESAs), WV Department of Health and Human Resources (WVDHHR), and the Head Start State Collaboration Office, is hosting the fifth annual WV Universal Pre-K Leadership Institute September 11-12, 2012 at the Embassy Suites in Charleston, WV.

As in past years, the annual WV Universal Pre-K Leadership Institute is designed to support county collaborative early childhood teams, which are responsible for implementation of WV Universal Pre-K in each district. The continual success of WV Universal Pre-K is a direct result of the dedication of individuals in leadership roles who strive to focus on high quality early learning experiences and programming for all of West Virginia's children. The county collaborative early childhood core team members exemplify this type of leadership necessary for WV to remain a leader in early childhood education.

The 2012 Leadership Institute will be part of a larger support system launching in 2012-13 entitled WV Universal Pre-K Leadership System of Support. This system of support will expand upon the current annual leadership institute design by creating an ongoing, sustained system of support throughout the year that is efficient, timely and differentiated to meet the various needs of each county collaborative team. The WV Universal Pre-K Leadership System of Support will include four key components:

1. Introductory Workshop for New County Collaborative Early Childhood Core Team Members
 - This workshop is a one day event to be held July 11th and repeated August 3rd for administrators who are new to the County Collaborative Early Childhood Core Team. Seating is limited to 30 participants each session. Administrators with two or fewer years of experience will be considered for the workshop. The workshop will be held at the Marshall University Graduate College. There will not be an online registration for this event. Interested team members can email wburch@access.k12.wv.us to inquire about registration.

2. WV Universal Pre-K Leadership Institute

- A registration announcement for the September 11th -12th Leadership Institute will be sent out to each County Collaborative Early Childhood Team during the summer. It will include the tentative agenda as well as the online registration link for the Leadership Institute. As in the past, the Leadership Institute has limited seating and each county team will have four reserved spaces, one for each of the core team members or representatives. The meeting will begin at approximately 10:00 am on the 11th and conclude at 4:00 pm on the 12th. Lunch and snacks will be provided throughout the event; however participants are responsible for lodging. The Charleston Embassy Suites has blocked rooms for the event and the conference code is SLI. Reservations must be made by August 20th to receive the rates secured. To make reservations contact the Embassy Suites at 304.347.8700 or 1.800.EMBASSY.

3. Webinar Series for County Collaborative Early Childhood Teams

- A webinar series for County Collaborative Early Childhood Teams will launch after the Leadership Institute. Topics for the webinars will be posted at the Leadership Institute. The goal of the webinar series is to provide an ongoing mechanism for county teams to receive information related to the WV Pre-K System and revised WVBE Policy 2525, with particular emphasis placed on information and resources to assist county collaborative teams. Each webinar will be limited to 60-90 minutes and scheduled the second Friday of each month (see attached schedule). It is the intent that county teams will take advantage of these opportunities and schedule their own monthly meetings to coordinate with the webinar series. The webinars will be recorded and posted so county teams can utilize them at their convenience.

4. RESA – WV Pre-K Leadership Team Meeting

- At the close of the yearlong System of Support, the goal is to have each RESA host an end-of-the-year meeting for the County Collaborative Early Childhood Core Team members who attended the September Leadership Institute. This meeting would provide a framework for core team members and their RESA counterparts to reflect on the System of Support and prepare for the following year.

A schedule of events and timeline are included with this memorandum for your reference.

Each County Collaborative Early Childhood Team has worked so hard over the past ten years to implement a universal pre-k system. County teams should take some time to reflect on this accomplishment, while considering the ongoing work necessary to ensure the continuation of WV's success and efforts necessary to positively impact the entire early childhood system. The WVDE Office of School Readiness and its collaborative partners look forward to working with each of you over the next year and anticipate the WV Universal Pre-K Leadership System of Support will benefit your collaborative efforts.

If you have any questions or require assistance contact the Office of School Readiness at 304.558.5325 or email wburch@access.k12.wv.us . Please be sure to forward this memorandum to each county collaborative early childhood core team member.

Cc: Jorea M. Marple, Ed.D. State Superintendent of Schools
Robert Hull, Associate Superintendent of Schools
Carla Williamson, Executive Director Office of Instruction
Pat Homberg, Executive Director Office of Special Programs
Traci Dalton, WV Head Start Collaboration Director
Kim Hawkins, WVDHHR Director Division of Early Care and Education
County Superintendents
RESA Executive Directors

Office of School Readiness
WV Universal Pre-K –Leadership System of Support Timeline

Date	Event
July 11, 2012	New Administrator System of Support for new County Core Team Members Marshall University Graduate College AC 105 (July 11) AC 204 (August 3)
August 3, 2012 (repeat of July 11)	
August 10, 2012	Overview of WVBE Policy 2525 Revisions for 2012 10:00 am Webinar Overview of New Universal Pre-K Program Review Guidelines 1:00 pm Webinar
September 11-12, 2012	WV Pre-K Leadership Institute Embassy Suites, Charleston WV
October 12, 2012	WV Pre-K Leadership – System of Support Webinar 10:00 am (60-90 minutes) Topic - TBA
November 9, 2012	
December 14, 2012	
January 11, 2013	
March 8, 2013	
April/May 2013	RESA – WV Pre-K Leadership Team Meeting TBA

West Virginia Early Childhood Collaborative Teams

2013 and Beyond A Coordinated Early Childhood System

Curriculum, Instruction and Child Assessment

- *Comprehensive Curricular Frameworks*
- *Supplemental Materials/ Enhancements*
- *Professional Development for Educators*
- *WV Early Learning Standards Framework*
- *WV Pre-K Child Assessment System*
- *Administrator Support*
- *Family Engagement*

Universal Pre-K Access

- *Classrooms, Collaborations and Resources*
- *Least Restrictive Environments as appropriate for children with disabilities*
- *Universal Applications to Assist with Eligibility, Services and Family Needs*
- *HealthCheck and Child Find*
- *Universal Enrollment and Placement Processes*
 - *WVEIS Enrollment for Pre-K*

County Early Childhood Collaborative Team

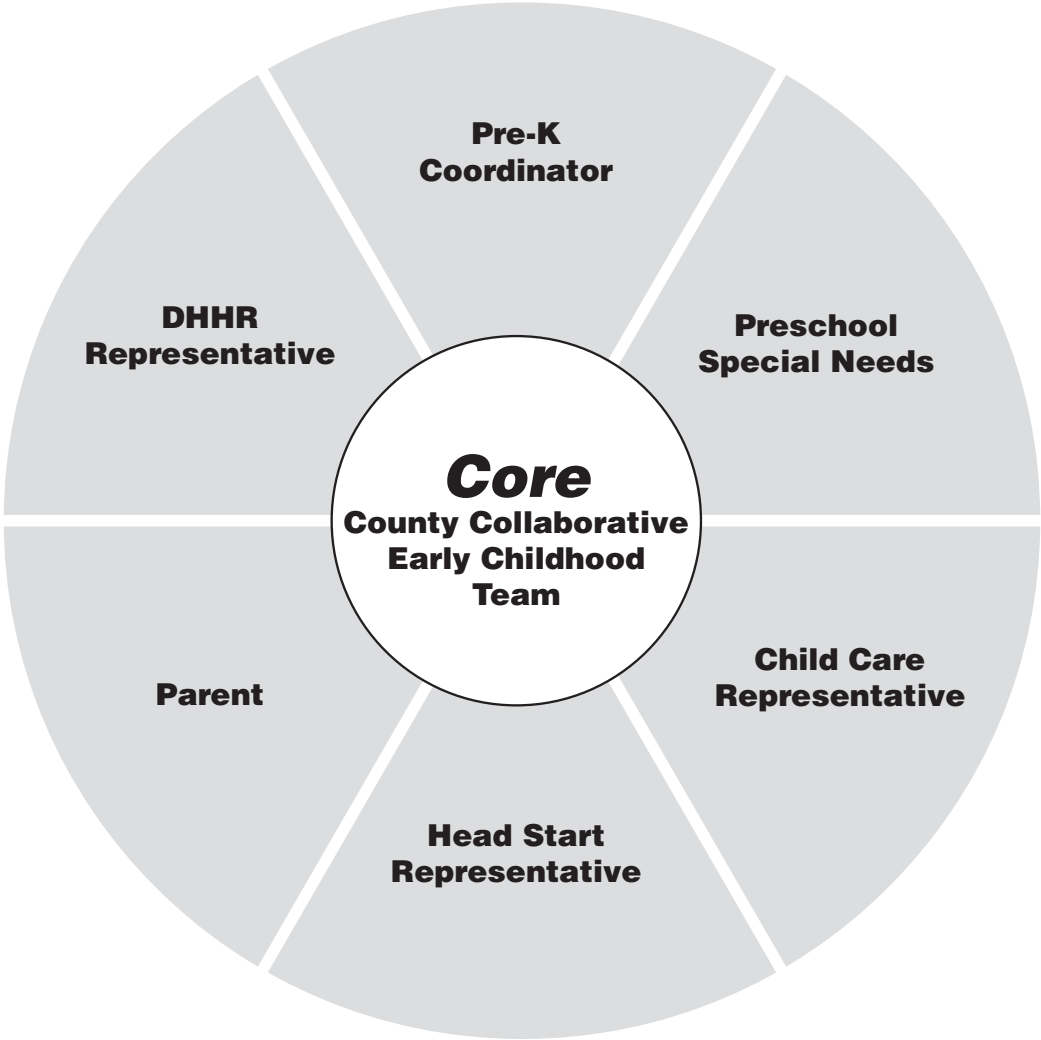
Transitions and School Readiness

- *Transitions from Birth-3 to Preschool*
- *Transitions to Kindergarten*
- *Kindergarten Readiness*
- *Community and School-wide Engagement*
- *Comprehensive Model and Support for Ready Schools, Communities and Families*

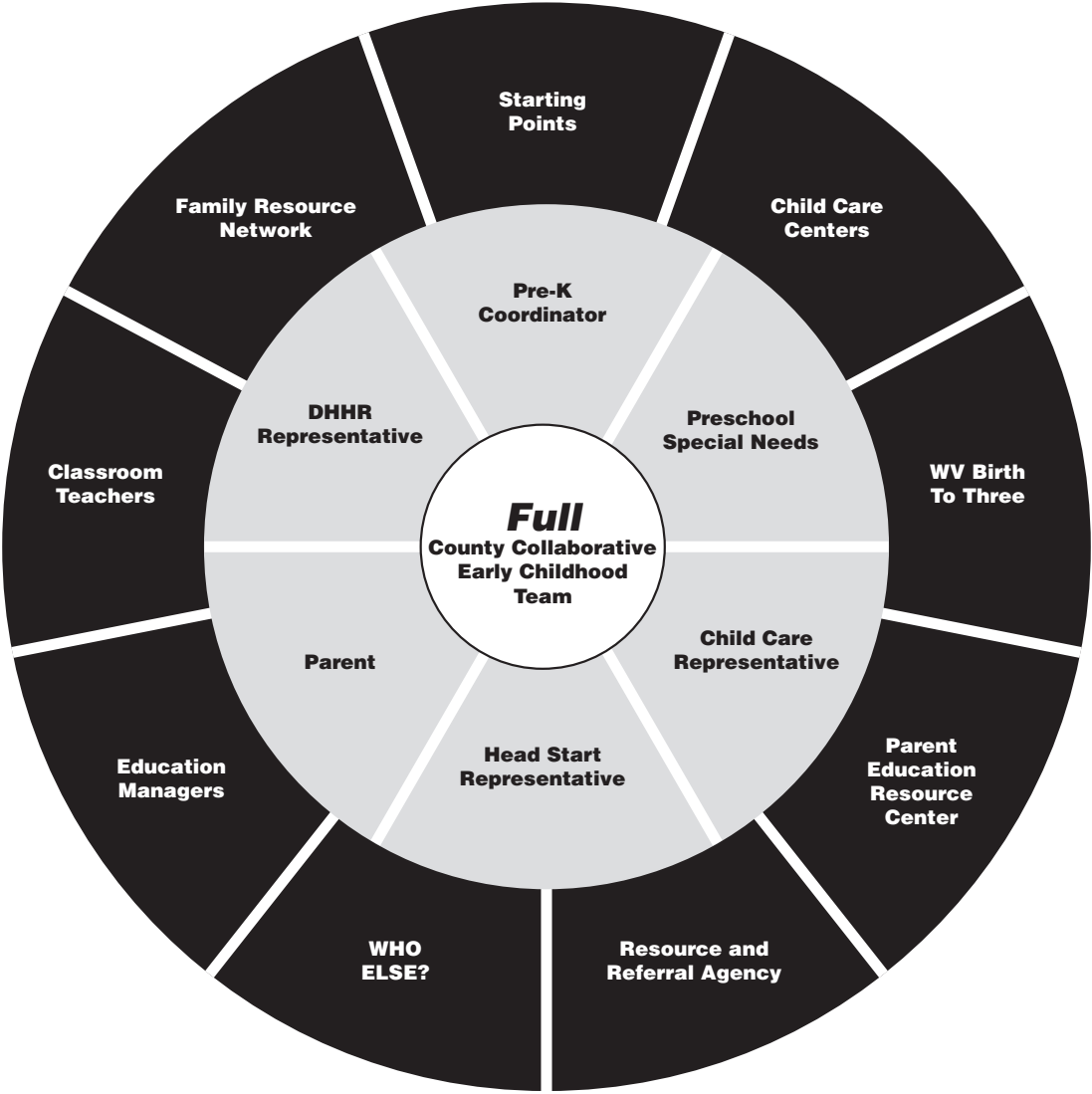
Ongoing Program Assessment and Improvement

- *ECERS-R*
- *On-going Monitoring System*
- *Curriculum Implementation Checklist*
- *Health and Safety Standards*
- *Pre-K and School Improvement*
- *Universal Pre-K Audits*

West Virginia Early Childhood Collaborative Teams



West Virginia Early Childhood Collaborative Teams

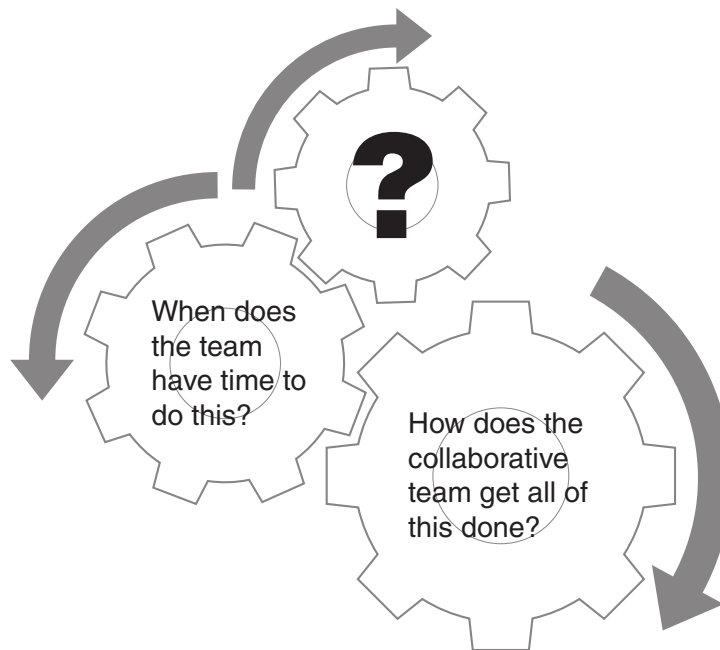


West Virginia Early Childhood Collaborative Teams

Team Outcomes	Examples/Tools	Timelines
Location of classrooms	County plan, addendums, Pre-K data profile	Submitted upon completion of core team decision Due annually by August 1st
Resource Sharing	Contracts and budgets, staffing, facilities, food service, transportation	Begin process annually in February Due annually by August 1st
Program Availability	Pre-K data profile, hours of instruction, calendar, days of operation	Due annually by August 1st
Enrollment and Attendance	Application, enrollment process, placement committee, WVEIS data entry	Ongoing process completed annually
Special Needs Service	Requirements from IEP, inclusive settings	Ongoing according to Policy 2419
Approved Curricular Framework	Contracts, curriculum review, supplemental curriculum	Assessment of implementation through ongoing monitoring timelines

West Virginia Early Childhood Collaborative Teams

Team Outcomes	Examples/Tools		Timelines
School Readiness and Transition Plan	WV Pre-K Child Assessment System, family engagement and communication, WV Early Learning Standards Framework		Timelines established in county School Readiness and Transition Plan
Program Monitoring/ CQI	ECERS-R, CQI Plan, county strategic plan, health and safety, fiscal reports	ECERS-R scores - May, county timelines established	CQI Summary Due annually by August 1st



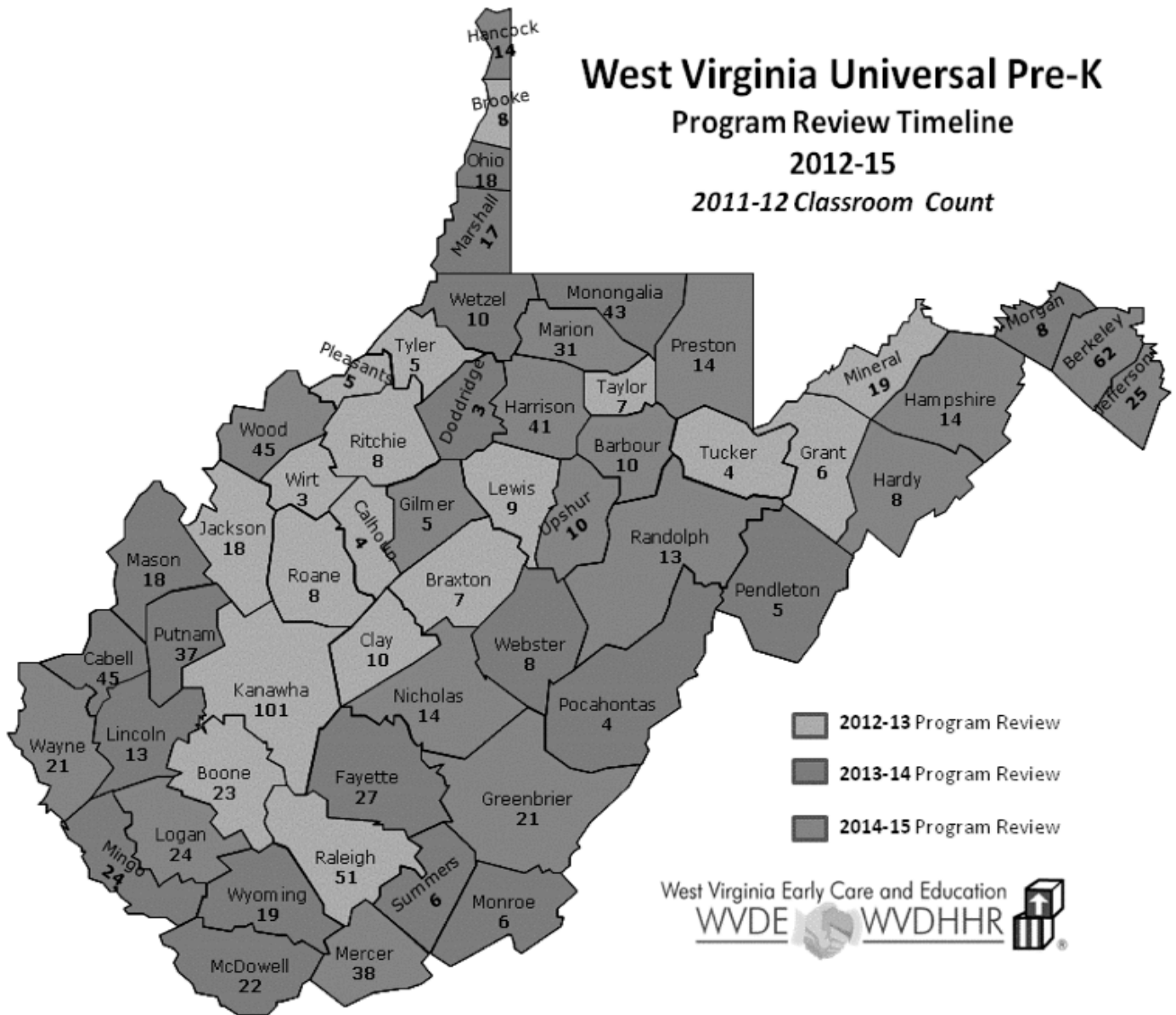
§126-28-4.3. Each county early childhood collaborative team shall meet regularly throughout the year to ensure that the required outcomes are met.

- ~ How does your team work to ensure that outcomes are met?
- ~ What would you change to make your gears work better?

West Virginia Universal Pre-K 2012-2013 Timeline

Month	Day	Event
July		STU.380 initial maintenance for WV Pre-K Child Assessment System (ongoing throughout year - recommendation to update monthly at a minimum)
August	1	Addendums to county Pre-K plans due to wburch@access.k12.wv.us
		Comprehensive Pre-K Funding and Resources (Fiscal reports) due to wburch@access.k12.wv.us
		Verification of signed contracts/budgets due to wburch@access.k12.wv.us
		CQI Plan Summaries due to jbock@access.k12.wv.us *
	3	New Administrator System of Support – for new County Core Team Members Marshall University Graduate College AC 204 (August 3)
	10	Overview of WVBE Policy 2525 Revisions for 2012 - 10:00 am Webinar
Overview of New Universal Pre-K Program Review Guideline - 1:00 pm Webinar		
September	11-12	WV Pre-K Leadership Institute - Embassy Suites, Charleston WV
October	1-31	WV Pre-K Child Assessment System Reporting Window Open for Data Entry
	12	WV Pre-K Leadership – System of Support Webinar 10:00 am (60-90 minutes) Topic - TBA
November	9	WV Pre-K Leadership – System of Support Webinar 10:00 am (60-90 minutes) Topic - TBA
December	14	WV Pre-K Leadership – System of Support Webinar 10:00 am (60-90 minutes) Topic - TBA
January	11	WV Pre-K Leadership – System of Support Webinar 10:00 am (60-90 minutes) Topic - TBA
February	1-28	WV Pre-K Child Assessment System Reporting Window Open for Data Entry
March	8	WV Pre-K Leadership – System of Support Webinar 10:00 am (60-90 minutes) Topic - TBA
May	1	ECERS-R Data Entered into the WV Pre-K Program Assessment Database Deadline
	1-31	WV Pre-K Child Assessment System Reporting Window Open for Data Entry

2012-2015 Program Review Timeline



To access the WV Pre-K Program Review Process <http://wvde.state.wv.us/oel/program-assessment.php>

West Virginia Universal Pre-K Program Review

Curriculum, Instruction and Child Assessment

- §126-28-8. *Inclusive Settings*
- §126-28-9. *Family Engagement*
- §126-28-13. *Environmental Design*
- §126-28-14. *Child Guidance*
- §126-28-15. *Curriculum and Assessment*

Universal Pre-K Access

- §126-28-5. *Eligibility and Enrollment*
- §126-28-6. *Attendance*
- §126-28-3. *School Readiness*
- §126-28-10. *Transitions*

WV Universal Pre-K Program Review

County Collaborative Early Childhood Team

- §126-28-4. *Collaborative Early Childhood Team*
- §126-28-7. *Transportation*
- §126-28-11. *Meals*
- §126-28-16. *Personnel*
- §126-28-19. *Finance*

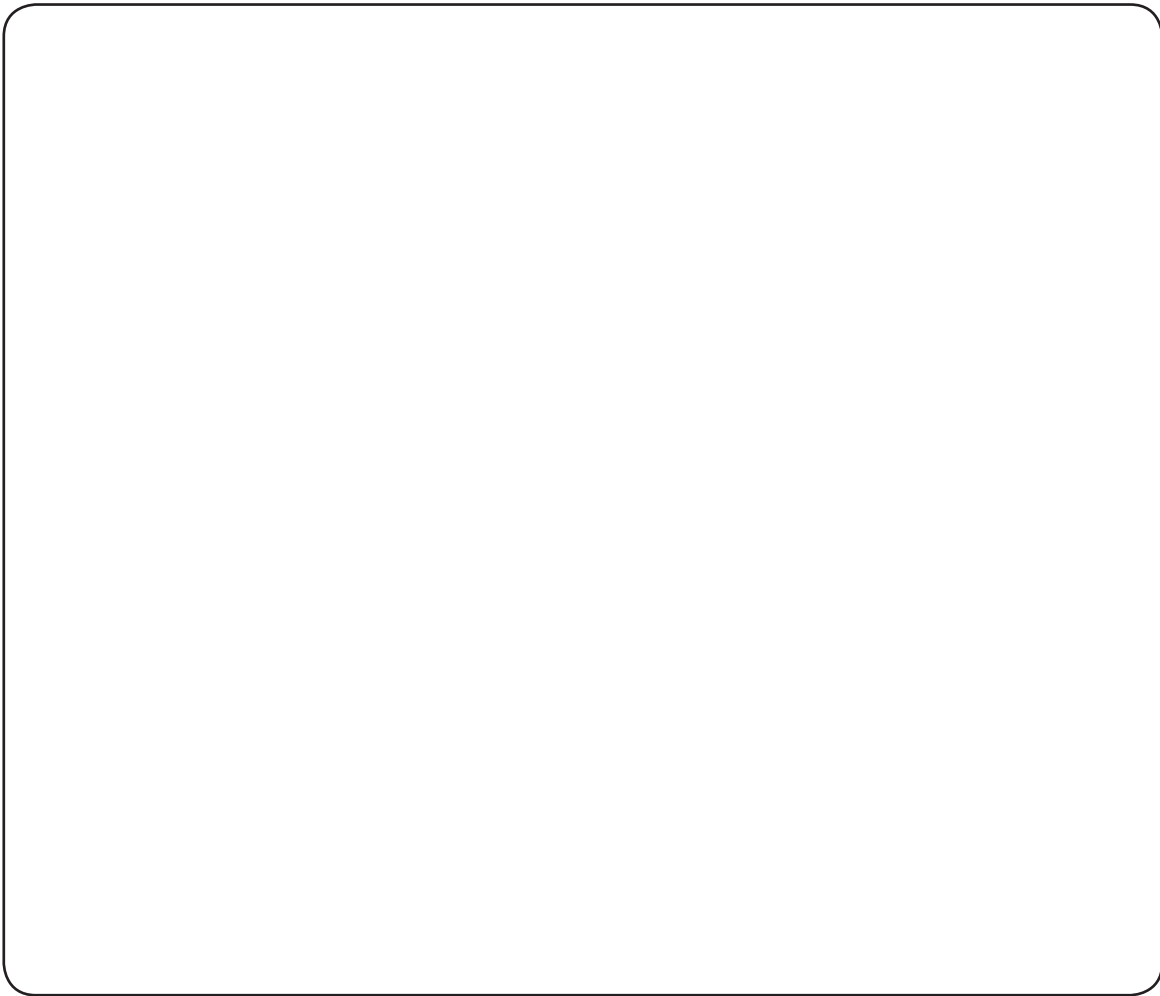
Ongoing Program Assessment and Improvement

- §126-28-12. *Health and Safety*
- §126-28-17. *Staff Training*
- §126-28-18. *Program Assessment and Continuous Quality Improvement*
- §126-28-20. *Program Oversight*

Brainstorming Potential Webinar Topics

As you continue through the 2012 WV Pre-K Leadership Institute, please use this page to identify potential topics you would like to see featured as part of the 2012-2013 WV Pre-K Leadership System of Support Webinar Series.

You will be asked to share these potential topics via an online survey, which you will receive the week of September 17, 2012.



West Virginia Pre-K Child Assessment System

What information will I discuss further with the County Collaborative Early Childhood Team regarding the WV Pre-K Child Assessment System?

For more information, visit: <http://wvde.state.wv.us/oel/childhood-assessment.php>

Ready, Set, Go! WV: Supporting WV Children and School Readiness



What information will I discuss further with the County Collaborative Early Childhood Team regarding WV School Readiness?

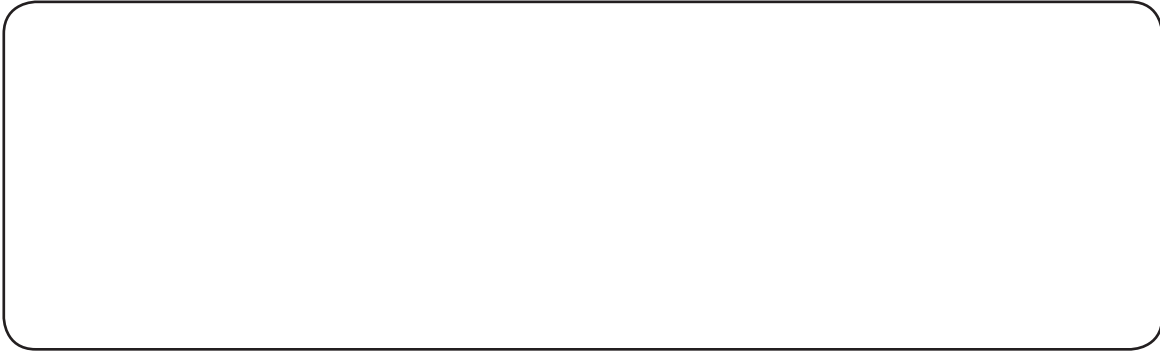
For more information, visit: www.readysetgowv.com

Panel Session 1: Topics Focusing Around Equity

Questions/Notes on Funding in Relation to WV Pre-K Collaborative Classrooms (ex: funds for meeting policies, school aid funding as resources, calculating FTE):



Questions/Notes on Collaborative Contracts and /or Budgets (ex: Budget sheets, what is captured/calculated, budgets to maximize resources):



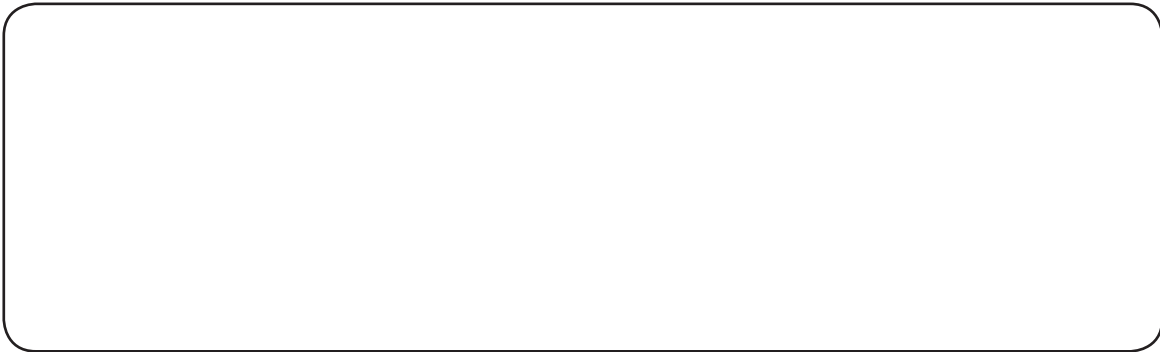
Questions/Notes on Calendar and Program Availability (ex: consistent starting and ending dates for all children, instructional days, staff development days):



Questions/Notes on Enrollment (ex: Application, Enrollment teams, Eligibility, Income Identification vs. Income verification, Selection Criteria):



What items from this panel will I discuss further with my County Collaborative Early Childhood Team members?



How are the aspects of this session addressed with our county pre-k program? What changes could potentially be made and how can these occur?



For more information on these topics, visit: <http://wvde.state.wv.us/oell/county-resources.php>

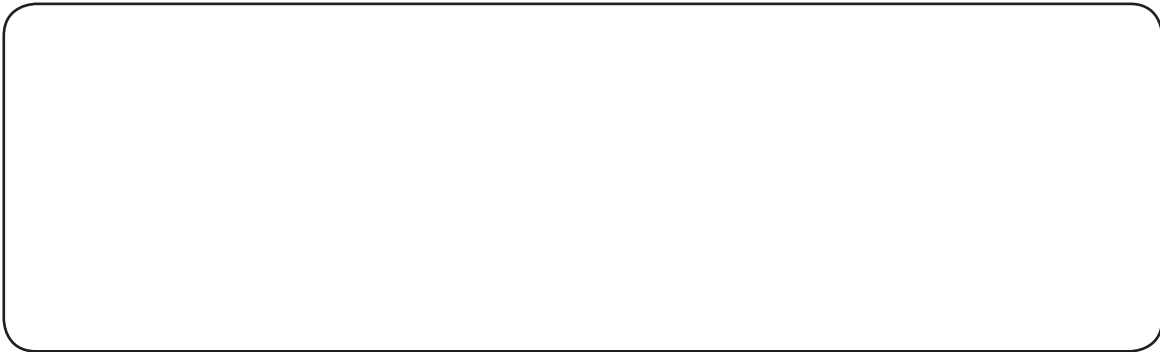
Panel Session 2:

Topics Focusing Around Program Quality

Questions/Notes on personnel/staff credentialing (ex: permanent authorization, collaborative teacher certificates, recordkeeping):



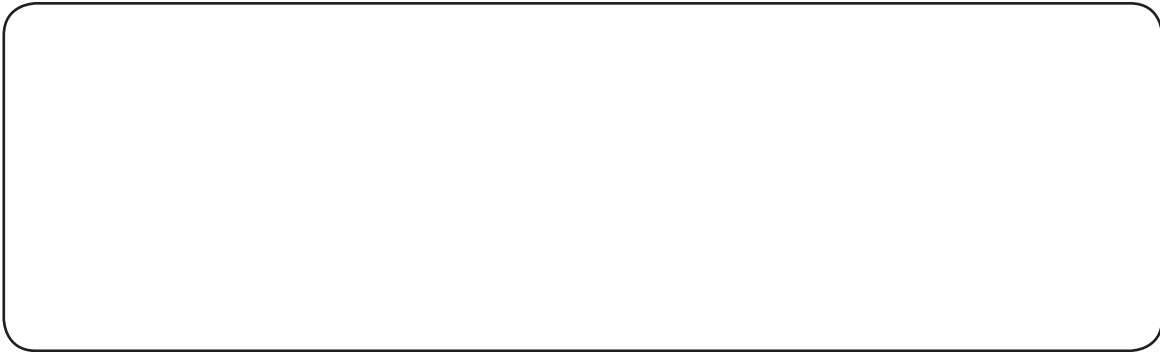
Questions/Notes on Meals (ex: National School Lunch Program, meal settings/Family style meals, snacks):



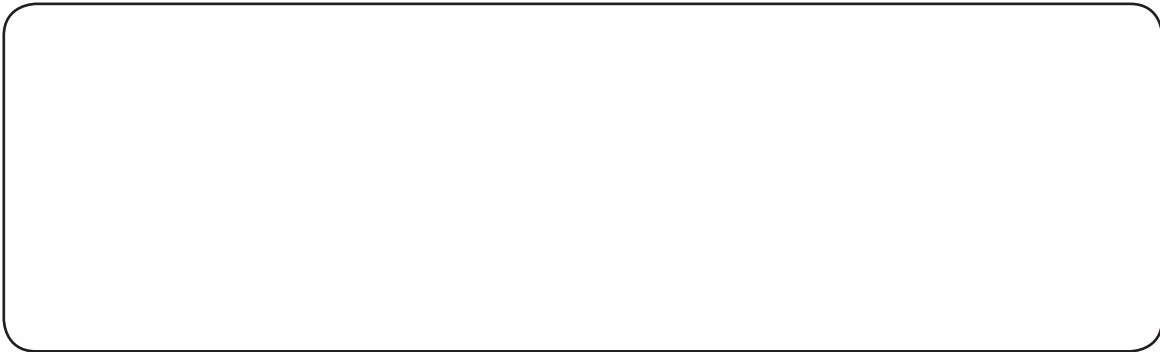
Questions/Notes on attendance (ex: collaborative attendance policy, absences, disenrollment, WVEIS codes):



Questions/Notes on Health and Safety (ex: staffing patterns, class size, HealthCheck health services, screenings):



What items from this panel will I discuss further with my County Collaborative Early Childhood Team members?



How are the aspects of this session addressed with our county pre-k program? What changes could potentially be made and how can these occur?



For more information on these topics visit: <http://wvde.state.wv.us/oel/county-resources.php>

Common Acronyms

ACDS	Apprenticeship for Child Development Specialist
CDA	Child Development Associate
CLASS	Classroom Assessment Scoring System
CQI	Continuous Quality Improvement
ECERS-E	Early Childhood Environment Rating Scale - Extension - Four Curricular Subscales
ECERS-R	Early Childhood Environment Rating Scale - Revised
ELL	English Language Learner
ELLCO	Early Language and Literacy Classroom Observation
ELS	Early Learning Scale (NIEER)
ELSF	Early Learning Standards Framework
NAEYC	National Association for the Education of Young Children
OEPA	Office of Education Performance Audits
OSEP	Office of Special Education Programs (USDOE)
OSR	Office of School Readiness (WVDE)
REL	Regional Education Laboratory
WVAYC	West Virginia Association for Young Children
WVDE	West Virginia Department of Education
WVDHHR	West Virginia Department of Health and Human Resources
WVECAC	West Virginia Early Childhood Advisory Council
WVEIS	West Virginia Education Information System
WVHSA	West Virginia Head Start Association

