NC Pre-K Standardized Site Selection Process Overview

For Site Selection Non-Conflicted Sub-Committee

Department of Health and Human Services
Division of Child Development and Early Education Staff

AGENDA

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NC Pre-K Standardized Site Selection - Purpose

- The NC Pre-K Standardized Site Selection process was created in response to Legislative Provisions that required DCDEE to establish a standardized decision-making process for awarding slots and student selection locally.

- Site Selection has been in place since the 2014-2015 school year and is a required process that all Contracting Agencies must complete in order to approve new NC Pre-K sites.

- Full local NC Pre-K Committee identifies the Site Selection Sub-Committee to (1) recommend eligible sites for child placements to participate in the NC Pre-Kindergarten (NC Pre-K) Program, and (2) advise the local NC Pre-K Committee.

- The final selection of sites is determined by the local NC Pre-K Committee.
NON-CONFLICTED SITE SELECTION SUB-COMMITTEE

- Consists of 3 (minimum) or more “non-conflicted” members as approved by the local NC Pre-K Committee
- Reads, understands, and signs the Conflict of Interest Statement (each member)
- Completes the orientation/training session provided by the local NC Pre-K Contracting Agency
- Selects a chair for the Site Selection sub-committee
- Sets date(s) for reviewing the NC Pre-K Site Applications, scoring the NC Pre-K Site Selection Rubrics, and creating recommendations for the local NC Pre-K Committee

ROLES AND RESPONSIBILITIES

- The NC Pre-K Standardized Site Selection process requires participation from the NC Pre-K Contracting Agency, the local NC Pre-K Committee, and a non-conflicted Site Selection sub-committee.
- Each of these parties play a unique role and is responsible for specific steps of the Site Selection process. It is critical that each party understands their role and responsibilities and carries them out appropriately.
- NC Pre-K Site Selection Roles & Responsibilities

<table>
<thead>
<tr>
<th>NC Pre-K Contracting Agency</th>
<th>Local NC Pre-K Committee</th>
<th>Non-conflicted Site Selection Sub-Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Supports the process</td>
<td>• Oversees the process</td>
<td>• Conducts the process</td>
</tr>
</tbody>
</table>
NON-CONFLICTED SITE SELECTION SUB-COMMITTEE

- Utilizes the NC Pre-K Site Application Decision Tree to guide the process of recommending sites to the local NC Pre-K Committee.
- Scores the NC Pre-K Site Selection Rubric for each applicant using the site application and supporting documents.
  **“Two or more sub-committee members should complete the Rubric for each site application to reach consensus.”**
- Use the optional Additional Locally Determined Indicators (if applicable) as approved by the local NC Pre-K Committee across all sites.
- Prepares final recommendations, rationale and ranking in writing to present to the local NC Pre-K Committee.

NC PRE-K SITE APPLICATION DECISION TREE

- The NC Pre-K Site Application Decision Tree is to be used by the Site Selection sub-committee as a step by step guide to the site recommendation process.

STANDARDIZED SITE SELECTION MATERIALS

- NC Pre-K Site Selection Training
- NC Pre-K Site Selection Roles & Responsibilities
- NC Pre-K Site Selection Application
- NC Pre-K Site Selection Rubric
- NC Pre-K Site Application Decision Tree
- NC Pre-K Conflict of Interest Statement
- Instructions for using the NC Pre-K Rubric

https://ncchildcare.ncdhhs.gov/Home/DCDEE-Sections/North-Carolina-Pre-Kindergarten-NC-Pre-K
The NC Pre-K Site Selection Application must be completed by each site interested in being an NC Pre-K site.

Supporting documents must be included with the submitted application.

The Site Selection sub-committee will review documentation and determine points for the Lead Teacher(s) and Teacher Assistant(s). Points will be transferred to the NC Pre-K Site Selection Rubric.

Applicants will complete the Teacher Education Worksheet and submit documentation (degrees, teaching licenses, transcripts and/or credentials).

Classroom and Family Support
Additional Program Information
NC Pre-K Site Application Submission Checklist
Signatures
For Office Use Only (NC Pre-K contracting agency)

Assurances and Requirements
Site Information
Slot Information
Program Standards
Education Standards
Teacher Education Worksheet
Geographic, Accessibility and Affordability

Classroom and Family Support
Additional Program Information
NC Pre-K Site Application Submission Checklist
Signatures
For Office Use Only (NC Pre-K contracting agency)

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Additional Program Information
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NC PRE-K SITE SELECTION RUBRIC

- Verify that all required documents have been uploaded with this application.

The NC Pre-K Site Selection Rubric is to be used by the Site Selection sub-committee as a comparative tool to help standardize the site selection process in each county or region.

Instructions for using the NC Pre-K Rubric:

NC PRE-K SITE SELECTION RUBRIC - SECTIONS

1. Program Standards (15 points)
2. Education Standards (15 points)
3. Geographic, Accessibility & Affordability (35 Points)
4. Classroom and Family Support (27 points)
5. Optional - Additional Locally Determined Indicators (8 points)
2. EDUCATION STANDARDS - PRACTICE

2. Education Standards (25 Points)

LEAD TEACHERS ONLY - PRACTICE

LICENSE SUBMITTED FOR ROBERT CARES
CALCULATE POINTS FOR LEAD TEACHERS - PRACTICE

**LEAD TEACHERS ONLY**

<table>
<thead>
<tr>
<th>Name</th>
<th>Years of experience</th>
<th>Professional Development</th>
<th>Administrative Qualification</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Smith</td>
<td>4</td>
<td>Program A</td>
<td>P-200</td>
<td>2</td>
</tr>
<tr>
<td>Jane Johnson</td>
<td>1</td>
<td>Program B</td>
<td>P-100</td>
<td>1</td>
</tr>
</tbody>
</table>

A. Add the points for both classes: 
2 + 0 = 2

B. Points for both classes is 2, then divide those points by the number of classes requested. 
2 ÷ 2 = 1

ENTER THE POINTS FOR THE LEAD TEACHER - RUBRIC

1. Education/Training (50 points)

   - Administrative Qualification:
     - Master's degree: 5 points
     - Bachelor's degree: 3 points
   - Professional Development:
     - 5 years of experience: 3 points
     - 3 years of experience: 2 points
     - 2 years of experience: 1 point

2. Classroom and Family Support - Practice

   **Classroom and Family Support**

   **Curriculum and Instructional Assessment**

   Do your classroom staff align lesson plans and learning experiences to the NC Foundations for Early Learning and Development standards to ensure planning, instructional goals and strategies meet all developmental domains? 

   - Yes: 1 point
   - No: 0 points

   **If yes, please provide a copy of a recent completed lesson plan to the Lead Teacher.**

   **Teacher Assistant:** 

   - Yes: 1 point
   - No: 0 points

3. Classroom and Family Support - Practice

   **Classroom and Family Support**

   **Curriculum and Instructional Assessment**

   Do your classroom staff align lesson plans and learning experiences to the NC Foundations for Early Learning and Development standards to ensure planning, instructional goals and strategies meet all developmental domains? 

   - Yes: 1 point
   - No: 0 points

   **If yes, please provide a copy of a recent completed lesson plan to the Lead Teacher.**

   **Teacher Assistant:**

   - Yes: 1 point
   - No: 0 points
NC FOUNDATIONS FOR EARLY LEARNING AND DEVELOPMENT

Evidence of NC Foundations for Early Learning and Development — examples:
- APL 4, ESD 3, HPD 2
- APL 4h, ESD 3n, HPD 2m

LESSON PLANS SUBMITTED WITH THE APPLICATION

4. CLASSROOM AND FAMILY SUPPORT - RUBRIC

<table>
<thead>
<tr>
<th>Curriculum and Instructional Assessment (Check ALL that apply)</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develops age-appropriate and child-centered curricula to meet age-appropriate learning and development</td>
<td>3 pts</td>
</tr>
<tr>
<td>Develops staff roles and responsibilities that support child-centered learning and development</td>
<td>3 pts</td>
</tr>
<tr>
<td>Develops staff professional learning opportunities to get the information that can lead to plans and strategies</td>
<td>3 pts</td>
</tr>
</tbody>
</table>
4. CLASSROOM AND FAMILY SUPPORT - PRACTICE

**COMPENSATION SUBMITTED**

Compensation for Children Learning CDC

- **Benefits**
  - Sick leave
  - 10 Paid Holidays
  - Health Insurance

- **Salary**
  - Teacher: $15,354
  - Teacher Assistant: $11,257
The local NC Pre-K Committee decides if additional indicators will be used as part of the Rubric score and, if so, specifies the criteria.

The Site Selection sub-committee will insert the criteria and points approved by the local NC Pre-K Committee for the optional additional indicators.

**NC PRE-K SITE SELECTION RUBRIC – ADDITIONAL LOCALLY DETERMINED INDICATORS**

<table>
<thead>
<tr>
<th>1. Optional locally determined indicators (0-8 pts)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage meeting or exceeding</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
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</tbody>
</table>

If additional indicators are added to this section, the same criteria (indicators and point values) must be applied across each Rubric completed.

Additional indicators do not have to total 8 points but cannot exceed 8 points.

**NC PRE-K SITE SELECTION RUBRIC – DETERMINING THE TOTAL SCORE**

The Site Selection sub-committee will add up the points awarded in each section of the Rubric to determine the site's total score.

The total possible points will vary from 92 – 100 depending on the number of points assigned to the optional Additional Locally Determined Indicators section.

The Contracting Agency will conduct a review of the Rubrics and ensure total points assigned by the sub-committee reflect documentation submitted with the application.

<table>
<thead>
<tr>
<th>Subcategory from each section</th>
<th>Minimum Score</th>
<th>Points</th>
<th>Rubric</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Program Standards</td>
<td>30</td>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Separation Standards</td>
<td>(if applicable)</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Quality of the Pre-K Program and Affordability</td>
<td>(if applicable)</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Teacher and Family Support</td>
<td>(if applicable)</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Optional locally determined indicators</td>
<td>0-8</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL = 70
NC PRE-K SITE SELECTION SUB-COMMITTEE - RECOMMENDATIONS

Next Steps:

- The Site Selection sub-committee uses the Rubric rankings to create a recommendation.
  - Additional factors to assist in determining the recommendations may include site visits to verify classroom
    quality, additional reports from staff about monitoring findings or contract enforcement findings, DCDEE visit
    summaries, teacher education/licensure information, geographic need, etc.

- The Site Selection sub-committee creates a written document to be shared with the NC Pre-K Committee
  that includes final site recommendations, the rationale for the sub-committee's recommendations, and the site rankings.

- The Site Selection sub-committee hands off all rank ordered applications with attached Rubrics and any additional
  materials to the NC Pre-K contracting agency to maintain on file.

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NC PRE-K SITE SELECTION SUB-COMMITTEE - RECOMMENDATIONS

Next Steps (continued):

- The NC Pre-K Committee convenes to vote on the recommendations presented by the Site Selection sub-committee.

- The Contracting Agency provides a written notice to all site applicants of the NC Pre-K Committee's decisions.

- The Contracting Agency ensures the For Office Use Only section of the NC Pre-K Site Application is completed with all requested information.

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QUESTIONS AND ANSWERS