2016-2017 C.O.P.E.S.D GSRP Slot Distribution Protocol

This Slot distribution protocol has been developed in conjunction with, and endorsed by; the COPESD's Great Start Collaborative and is reviewed on an ongoing basis. GSRP programming updates and availability options are also included as an agenda item that is discussed at our ESD's GSC School Readiness Advisory Committee throughout each grant fiscal year to help foster awareness.

The COPESD will utilize eligible LEA's, Agency partners, and Community Based Organizations as sub recipients in order to provide GSRP programming. Communities with the highest needs, based on academic and demographic criteria outlined below, will receive priority for slot allocation purposes. Criteria for sub-recipients will include the following parameters: participation in Great Start to Quality, meet all child care licensing rules, employ (or be willing to employ) appropriately qualified staff, be willing to uphold all GSRP guidelines, and demonstrate the ability to recruit students from the resident community. LEA's and CBO Agencies operating a program in 2015-2016 will be prioritized or "held harmless" for the 2016-2017 school year, provided they meet quality requirements, in order to maintain the well established preschool programming currently offered in these communities. However, any additional expansion in the number of allocated slots would need to be reviewed and based on the same evaluative criteria as new potential partners outlined in this distribution protocol. The timeline for the application process begins in February and determinations are made prior to August as outlined on the enclosed timeline. The GSRP Application Review Team will be comprised of the COPESD Early Childhood Contact, the COPESD Early Childhood Specialist, the Great Start Collaborative director and a GSC Parent Representative.

In the 2015-16 school year, approx. 53% of the COPESD slots were allocated to Community Based Organizations. Our ESD's GSC coordinator, on behalf of the School Readiness Advisory Committee and in conjunction with the ECC, will contact and inform all licensed Pre-K service providers as listed by the GSQ within our service area to inform them of any possible GSRP program expansion opportunities and provide information on how to apply for this program. The GSC coordinator will send written communication to all licensed centers in February of each year. The COPESD Application Review Team will meet with any interested LEA/Agency to ensure that the interested party is aware of the requirements of being a GSRP sub-recipient in March as needed.

Subsequent LEA's, Agency partners, and CBO's who can demonstrate the highest eligibility for a new program will be given priority for any remaining additional slots based on the criteria listed and as outlined in the rubric provided below. Applications for slots will be made available to any licensed center and all licensed centers will receive a written invitation to participate as previously described and included in the enclosed timeline.

The application will be available on the COPESD website and will also be included in the invitation to participate in GSRP that is distributed to all licensed centers. **One** formal contact will be made, one in February (via US Mail) each year. The application is aligned to the GSRP Slot Distribution rubric, including community preschool availability, free and reduced lunch percentages, academic achievement data in specific regions (Grade 3 and local interim data), participation in the Great Start to Quality rating system, and site licensing considerations. Any barriers to participation identified once a formal application is received will be addressed prior to slot distribution. All new eligible sub recipient agencies seeking slots through this protocol will be notified of the committee's determination in writing within 7 business days. Current sub-recipients will utilize PQA reports to engage in a continuous improvement model around focus areas.

A region wide listing of approved GSRP sub recipient sites, slots and their GSQ Star Ratings will be posted on the COPESD GSRP Website as well as our GSC website with printed copies of this information being made available as needed. This web page will also include a link to the Great Start to Quality's childcare search site to assist in providing access to other available preschool programming and before/after school childcare options in the region.

- *Community need for GSRP-*
    - o The community need for GSRP programming will be primarily determined by utilizing free and reduced lunch eligibility, current pre-school availability, and academic performance data including Universal Screeners, Third Grade State Assessment results and School Accountability indicators as provided by the MDE.
- *Program option(s)-*
    - o The overall number of current preschool programming options available within a given community will be considered as a part of the slot allocation protocol of the COPESD. If slots are allocated, program options for LEA/Agency partners will include Full day or ½ day programming based upon the number of eligible students as determined through an acceptable enrollment process, as well as, consideration of the number of total slots available. Sub recipient partners will be required to offer the programming option that will reach the highest number of eligible students as practicable. Head start agencies will be given full consideration and can choose to blend state and federal funding to offer school day programming.
- *Approved/ licensed sites-*
    - o Only current licensed/approved preschool programs are to be considered.   All LEA/Agency sub recipients must have or be able to obtain/maintain appropriate licensure to operate as a GSRP sub recipient.
- *Transportation-*
    - o Transportation will be encouraged but not required.

- *Quality programming as measured by the Preschool Program Quality Assessment (PQA)-*
    - o Continued Slot allocation will be based upon program quality as measured by the PQA. Quality issues raised on this assessment must be addressed in an acceptable manner, as determined by the ESD, ECS and ECC in order to continue to receive a slot allocation in subsequent fiscal years. Areas of concern identified on the PQA will be addressed by placing the site on a compliance plan determined by the COPESD and the Sub recipient in consultation with the MDE when applicable. Once released, programs will be required to maintain a minimum 3 star rating to be eligible for the "held harmless" designation outlined above. This approach to program quality and renewed slot allocation will ensure that only high quality programs will receive a slot allocation as a COPESD sub recipient partner.

GSRP Slot Distribution Needs Rubric

	Strong 3 pts Sub recipient demonstrates a strong need.	Fair 2 pts Sub recipient demonstrates a fair need.	Weak 1 pts Sub recipient demonstrates little to no need.	Not Eligible 0 pts Sub recipient is ineligible to receive slots.
Community Need– Pre-School Availability	Strong Little to no Preschool programming for 4 year old At-Risk preschool population	Fair Some Preschool programming for 4 year old At-Risk preschool population but need is greater than capacity	Weak Numerous Preschool programming options for 4 year old At-Risk preschool population with available capacity	Not Eligible N/A for this Criteria
Community Need– Free and Reduced Lunch Percentage–	Strong F/R Lunch of 60% or Greater	Fair F/R Lunch between 59% to 50%	Weak F/R Lunch less than 50%	Not Eligible N/A for this Criteria
Community Need– 3rd Grade State and Local Assessment indicators in ELA and Math	Strong Less than 25% proficiency in either ELA or Math	Fair Between 49% to 26% proficiency in either ELA or Math	Weak Greater than 50% proficiency in ELA and Math	Not Eligible N/A for this Criteria
Great Start to Quality System	Strong Yes- 3 stars or higher	Fair Participating in system, but rating not yet determined	Weak Participating in system but below 3 stars	Not Eligible Not participating in system
Approved Licensed Site–	Strong Yes	Fair N/A for this Criteria	Weak N/A for this Criteria	Not Eligible No

Slot Distribution Appeal Process-

Step One
In order to initiate an appeal, the applicant should contact the COPESD's Early Childhood Contact to start an official appeal. The Early Childhood Contact will provide the applicant with a reasoned explanation or take appropriate action with in his/her authority and within any District administrative guidelines.

Step Two
If the applicant believes that their concern has not been resolved to their satisfaction, they may request a meeting
with the Early Childhood advisory Committee (consisting of an administrator and two other staff members.) The request should include the following:

A. a brief statement of the facts giving rise to your complaint
B. a description of how you, your child, or other students have been affected adversely
C. the action which you wish the District to take, together with the reasons that such an action should be taken

The committee will then arrange to meet with the applicant at a mutually-convenient time.

Step Three
If the Committee is unable to satisfy the applicant's concerns, then they may request, in writing, a meeting
with the ESD Superintendent.

The ESD Superintendent, after reviewing all material relating to the case, shall schedule a hearing with the applicant

The applicant shall be advised, in writing, of the Superintendent's decision, no more than ten (10) business days following the hearing.

The ESD Superintendent's decision shall be final.

GSRP Slot Distribution Timeline
Revised Sept 2016

Timeline: February | March | April-June | June-August | August-Sept | September

GSRP Partnership Invites
- Invitation letters sent out to all GSQ licensed providers via U.S. mail
- Awareness of GSRP partnership availability
- Application made available on website and sent by mail

Application Acceptance
- Applications accepted from potential partners
- GSRP ECC and ECS work with potential partners to address any identified barriers

GSRP Applicant Training and Engagement
- Offer training for interested Applicants
- Partnership Awareness discussions ongoing through GSC and other venues

Application Review
- MDE Allocations released.
- Anticipated Site specific slot estimates collected.
- Applications Reviewed by Committee using rubric

Slot Allocations Awarded
- Sites selected and slots awarded by Review Team
- Award/Rejection Letters Sent
- Letter to include Appeals process and Feedback to sites not selected with help from ECC and ECS for future re-application

Program Start Up
- Subrecipient Agreements signed
- Enrollment is finalized
- Individual site start up