

UTAH STATE BOARD OF EDUCATION

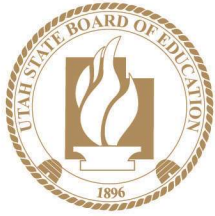
David L. Crandall, Chair David L. Thomas, First Vice Chair
Jennifer A. Johnson, Second Vice Chair

Dixie L. Allen	Brittney Cummins	Jefferson Moss
Laura Belnap	Linda B. Hansen	Spencer F. Stokes
Leslie B. Castle	Mark Huntsman	Terryl Warner
Barbara W. Corry	Stan Lockhart	Joel Wright

Sydnee Dickson, State Superintendent of Public Instruction
Lorraine Austin, Board Secretary

Definitions for SB101 HQSR-E Grant Continuation August 19, 2016

1. Verification of student eligibility by maintaining proper documentation.
 - a. Documentation of eligibility. The preschool coordinator will maintain documentation of eligibility for each grant eligible student in the student's classroom. Documentation needs to be in the classroom file before the student attends school.
 - i. TANF Expansion Students- One of the two following forms:
 1. Documentation of Eligibility
<http://www.schools.utah.gov/CURR/preschoolkindergarten/School-Readiness/HQSRE.aspx> OR
 2. IGP scholarship letter (a letter of denial or notice of application)
 - ii. IGP Scholarship Students: A scholarship voucher (NOT a letter of application)
2. Demonstration of fiscal responsibility.
 - a. Fiscal responsibility is demonstrated by a preschool program that complies with the following items:
 - i. Stays within the approved budget.
 - ii. Submits the appropriate reimbursement form with accompanying receipts as often as monthly or at a minimum of quarterly. The reimbursement form for LEAS can be found at the following location:
<http://www.schools.utah.gov/sars/Finance/Federal/ReimbursementForm.aspx>
 - iii. Maintains backup documentation at their site (e.g., reimbursement form, staffing sheets with salary, receipts for materials or anything that needs reimbursement). Backup documentation will be monitored at least once per school year during a scheduled visit.
3. An overall ECERS score based on the length of the program.
 - a. An ECERS observation will be completed in February for all LEAs currently approved for the grant. An informal ECERS observation may be scheduled at the LEA's request before the February visit.
 - b. A program more than three hours will need to achieve a score of 4.0 or higher.
 - c. A program that is three hours or less will need to achieve a score of 3.0 or higher.
 - d. Observations will be conducted at both types of programs for preschools that operate programs in both of the above categories,
4. Sufficient evidence of implementation of high quality preschool components.
 - a. USBE staff will coordinate with program coordinator(s) to analyze the implementation of the high quality preschool criteria



UTAH STATE BOARD OF EDUCATION

David L. Crandall, Chair David L. Thomas, First Vice Chair
Jennifer A. Johnson, Second Vice Chair

Dixie L. Allen	Brittney Cummins	Jefferson Moss
Laura Belnap	Linda B. Hansen	Spencer F. Stokes
Leslie B. Castle	Mark Huntsman	Terryl Warner
Barbara W. Corry	Stan Lockhart	Joel Wright

Sydnee Dickson, State Superintendent of Public Instruction
Lorraine Austin, Board Secretary

5. Adequate documentation related to student performance information.
 - a. Student performance information is anything related to the high quality school readiness criteria indicating the preschool's program is providing ongoing assessment of student's educational growth and developmental progress to inform instruction. This item is included as one of the high quality preschool components and is also stated in the application.

6. Adherence to reporting and documentation deadlines and requirements as designated in the grant.
 - a. Reporting deadlines
 - i. Financial- A summary of expenditures for the year. Tentatively due June 5, 2017.
 - ii. Attendance- Percent of TANF eligible students who had access to the high quality preschool programs (e.g. income status, demographic data). Due February 3, 2017.
 - b. Documentation deadlines. Documentation needs to be in place for staff before the first day of work in the classroom. Documentation will be monitored by at least once per school year during a scheduled visit.
 - i. Documentation of staff responsibilities
 1. Non-Disclosure: The preschool coordinator will keep on file a signed Non-Disclosure statement from each staff member serving in the preschool program. The form can be found at this location:
<http://www.schools.utah.gov/CURR/preschoolkindergarten/School-Readiness/HQSRE.aspx>
 2. Code of Conduct: The preschool coordinator will keep on file a signed Code of Conduct statement from each staff member serving in the preschool program. The form can be found at this location:
<http://www.schools.utah.gov/CURR/preschoolkindergarten/School-Readiness/HQSRE.aspx>
 3. Background Check: The preschool coordinator will keep on file a document from their district HR department that includes a description of the background check policy (type of check, who is required to be checked, and frequency), proof of compliance with the requirements, and a list of all staff members that have completed a background check.

7. Adherence to established schedules for the delivery of designated services as approved by the USBE and DWS for TANF Expansion and IGP Scholarship students.
 - a. For an LEA, services begin no later than the first Monday after the student registers and continues until the end of the school year or until the district is notified by the parent or another preschool provider that the child has moved.

8. Coordination and cooperation with the independent evaluator.
 - a. The independent evaluator will work with the preschool coordinator to obtain parental permission and appropriate times and locations for those students selected to be evaluated and any other data required by the evaluator.