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NICOLE H. GLENTZER
Superintendent of Schools

SERVICE

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TEAMWORK

MEMORANDUM

TO: District Superintendents
FROM: Kristin Hills, Director of Early Learning and Care (khills@mcoe.us)
DATE: 8/17/23
SUBJECT: 2023-24 California State Preschool Program (CSPP) MOUs

The only change to the Memorandum of Understanding for the MCOE California State Preschool Program (CSPP) for the 2023-24 school year at this time is regarding district-paid time for coaching. The number of hours provided for MCOE coaching has not changed, but we added "Embedded Instruction" as another program sites may receive coaching in.

The Consortium District (SVA) shall...

- Provide paid time for Preschool staff to participate in Quality Counts California or *Embedded Instruction* continuous improvement grant programs (max of fifteen hours annually; may ask for more depending on site goals/chosen programs of improvement)

Important things to note about CSPP funding for 2023-24:

- Pre-Covid, the CSPP grant was earned by enrollment and attendance, and payments were made based on enrollment and attendance. Budget negotiations included striking the attendance requirement, allowing funds to be earned on enrollment. As trailer bill language is adopted, we will update the districts and business managers on allocations.
- Changes to the Regional Market Reimbursement Rates and the Standard Reimbursement Rates have not yet been finalized for early learning and care programs. They will be finalized with the budget "clean up" bill to be passed. We expect to receive an updated, increase rate and amended contract from CDE. Once received, we will send out an MOU amendment with updated, increased rates to districts.

Thank you for your continued dedication to your State Preschool sites. Your staff are dedicated specialists in their field, and we appreciate the support the districts provide.

As always, please feel free to reach out with any questions or concerns. We know there have been many personnel changes over the last few years and we want to ensure that district administrators are clear about the terms in this MOU. We are happy to provide additional site-specific and/or district-specific information by scheduling a meeting with Kristin Hills (khills@mcoe.us).

Attachment A

Staffing Qualifications

Site Supervisor Qualifications

- A permit issued by the Commission on Teacher Credentialing authorizing supervision of a child care and development program operating in single site. This can be any of the following permits:
 - Child Development Site Supervisor Permit
 - Child Development Program Director Permit
 - Children's Center Supervision Permit

OR

- A current teaching credential issued by the Commission on Teacher Credentialing authorizing teaching service in elementary school with 12 units of ECD/CD, plus 3 units of Supervised Field Experience in ECE/CD setting

OR

- An Administrative Services Credential authorizing administration or supervision in public schools in California with 12 units of ECD/CD, plus 3 units of Supervised Field Experience in ECE/CD setting

Teacher Qualifications

- A permit issued by the Commission on Teacher Credentialing authorizing service in the care, development, and instruction of children in a child care and development program. This can be either of the following permits:
 - Child Development Master Teacher Permit
 - Child Development Teacher Permit
 - Child Development Associate Teacher Permit (Note: This permit authorizes the holder to supervise Assistant Permit holders and an aide.)

OR

- A BA or higher (does not have to be in ECE/CD) with 12 units in ECE, plus 3 units of Supervised Field Experience in ECE/CD setting

Staffing Ratios (*EC 8288, 5CCR 18290, 18291, and 18292*)

The following minimum ratios shall be maintained in all centers:

1:8 adult -child ratio.

1:24 teacher-child ratio.

Compliance with these ratios shall be determined based on actual attendance.



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Memorandum of Understanding: Mendocino County Office of Education -State Preschool Consortium

July 1, 2023 - June 30, 2024

Shanél Valley Academy Charter School agrees to enter into this Memorandum of Understanding with the **Mendocino County Office of Education** for participation in the **Mendocino County State Preschool Consortium**.

The purpose of this agreement is to outline the roles of **Shanél Valley Academy** Charter School (SVA) and the Mendocino County Office of Education (MCOE). The services to be rendered and the terms and conditions of the Memorandum of Understanding are as follows:

The Mendocino County Office of Education shall:

- Provide a CSPP Program Lead and program secretarial support
- Serve as Coordinator for Consortium districts
- Act as Lead Educational Agency (LEA), draft and submit mandated state reports
- Act as Community Care Licensing (CCL) Liaison and complete CCL applications
- Provide training, support, and technical assistance
- Plan, coordinate, and conduct in-service activities
- Provide information on relevant professional development opportunities
- Provide guidance for continuous program improvement to ensure objectives are met
- Participate on selection committees for Site Supervisor and Lead Teacher positions
- Provide input on Site Supervisor and Lead Teacher evaluations
- Provide joint fiscal monitoring
- Charge no more than 3% indirect costs to the State Preschool grant
- Maintain equipment inventory lists on all purchases made with allocation dollars that are over \$500 per item; these items belong to the State Preschool Consortium, as per State grant regulations
- Provide funds for the operations of the program as follows: SVA will be reimbursed at the rate of **\$33.19** per child, per day of attendance up to full entitlement, not to exceed actual expenditures, subject to the final 2023/24 grant allocation.
- Provide technical assistance on grant participation in Quality Counts California, to district preschool staff and administrators.

The Consortium Charter (SVA) shall:

- Operate the State Preschool program according to California Department of Education, Early Education and Support Division (CDE/ELCD) guidelines for a minimum of 5 days per week, 175 days per school year, 3 hours per day
- Provide and maintain the preschool facility and make any required repairs

- Coordinate and provide support services/categorical services for students as needed (i.e.: food services, special education services, secretarial support, nursing services)
- Comply with CDE/EESD 23/24 Funding Terms and Conditions as found at <https://www.cde.ca.gov/fg/aa/cd/ctc2023.asp>.
- Meet Title 22 Division 12, Chapter 1 health and safety standards as found at <http://cclld.ca.gov/res/pdf/ChildCareCenters.pdf>
- Provide staffing for sites per CDE/ELCD requirements - Attachment A
- Provide staff supervision at sites, who will communicate with the CSPP Lead.
- Require Site Supervisors and Lead Teachers to attend scheduled monthly meetings which will include professional development activities.
- Provide paid time for Preschool staff to participate in Quality Counts California or Embedded Instruction continuous improvement grant programs (max of fifteen hours annually; may ask for more depending on site goals/chosen programs of improvement)
- Include the CSPP Lead in interviews and/or decisions for Site Supervisor and Lead Teacher positions, including hiring and employment separation
- Accept input from the CSPP Lead regarding evaluation and review of staff performance into district personnel files or for disciplinary measures
- Perform an annual performance evaluation on Site Supervisor and Teacher positions with input from MCOE CSPP Lead
- Comply with CDE Desired Results Program requirements: www.desiredresults.us
- Draft and submit mandated reports to MCOE by due dates
- Identify an individual responsible for data collection/reporting who will maintain a data collection system for monthly reporting to CDE for 801A reports and daily attendance
- Comply with fiscal monitoring guidelines for CSPP as outlined by CDE
- Provide joint fiscal accountability
- Charge no more than 5% indirect costs to the State Preschool grant
- Submit a detailed 2023-24 budget to the MCOE CSPP Lead or MCOE Business Manager upon request

Signatures:

<p>_____</p> <p>Amy Frost, Board President Shanél Valley Academy</p>	<p>9/3/23</p> <p>_____</p> <p>Date</p>
<p><small>DocuSigned by:</small></p> <p><i>Suzanne Steeley</i></p> <p>_____</p> <p>Suzanne Steeley, Internal Business Services Mendocino County Office of Education</p>	<p>8/18/2023</p> <p>_____</p> <p>Date</p>
<p><small>DocuSigned by:</small></p> <p><i>Nicole Glentzer</i></p> <p>_____</p> <p>Nicole Glentzer, Superintendent Mendocino County Office of Education</p>	<p>8/24/2023</p> <p>_____</p> <p>Date</p>