# Durham PreK Site Application Addendum

#### **Application Deadline**

Completed applications must be submitted to the Durham PreK Contract Administrator no later than:

April 1, 2019 by 12:00 pm

Submit Original Application with Supporting Documents

No faxed or emailed copies will be accepted.

All programs applying to Durham PreK must attend a Technical Assistance/Help Session

> March 6 – 10:00 am to 12:00 pm, March 13 – 1:00 pm to 3:00 pm

or

March 27 – 1:00 pm to 3:00 pm Jim and Carolyn Hunt Early Childhood Resource Center

Large Conference Room

1201 S. Briggs Avenue

Durham PreK Application Packet Program Year 2019-2020

#### APPLICATION PURPOSE AND PROGRAM DESCRIPTION

All programs applying to become Durham PreK sites, must submit a NC Pre-K Application and a Durham PreK Application Addendum unless the program is already an existing NC Pre-K site. Current NC Pre-K sites must only submit a Durham PreK Application Addendum and updates to their NC Pre-K application. NC Pre-K sites must *resubmit* teacher information for the applying classrooms.

Durham PreK sites will follow all NC Pre-K standards and policies in addition to Durham PreK standards and policies. Durham PreK is in its developmental stages. The Durham PreK Governance Committee will continue to adopt and revise standards and policies. Full details of the standards and policies required for 2019-2020 Durham PreK programs will be provided at the time of contracting. These are the current Durham PreK Program Requirements, Standards and Policies sites must follow during SY 2019-2020:

- Durham PreK applicants must agree to at least one visit during the application period.
- Semifinalists will have a CLASS® assessment completed as part of the application. Semifinalists
  must score at least a 5 in the Emotional Support and Classroom Organization domains to be
  considered as a Durham PreK finalist.
- Durham PreK sites must agree to weekly quality improvement services from Technical Assistance (TA) staff.
- Durham PreK providers must agree to Durham PreK Provider Licensing and Regulatory Compliance Requirements which include, but are not limited to, the following provisions (also see Appendix A for full document):
  - o Programs must have and maintain a 5-star rated license as a Durham PreK provider.
  - Programs may not have prior Administrative Actions related to Child Maltreatment within the past 12 months.
  - Program applicants and Durham PreK providers must notify CCSA's Durham PreK management team of any open/pending or arising investigations by NCDCDEE.
  - Programs are required to notify CCSA's Durham PreK management team within 10 days of official notification of an Administrative Action by NCDCDEE, including, but not limited to written warnings, civil penalties or probationary or provisional licenses.
- Durham PreK providers are reimbursed at a rate of \$1250 per child, per month in classrooms with lead teachers with a BK License and \$1200 per child, per month in classrooms with lead teachers with a BA in Early Childhood/Child Development (or related field) and actively working towards completing their BK license requirements and education plan.
- Durham PreK lead teachers with a BK license are required to be compensated according to Durham Public Schools' (DPS) certified teacher salary schedule. Durham PreK lead teachers working toward a BK license or holding a provisional BK License are required to be compensated according to zero years experience on the NC Department of Public Instruction's salary schedule (see Appendix B).
- Durham PreK teacher assistants with an AA degree are required to be compensated according to DPS' classified pay scale starting at \$12.75 an hour (at a minimum).
- Durham PreK lead teachers and teacher assistants are not to exceed working 40 hours per week. All
  40 hours worked per week must be focused on the Durham PreK classroom that the lead teacher
  and teacher assistant are assigned to at the Durham PreK site. 32.5 hours each week are for direct
  contact with children in the classroom or outdoor learning environment. The remaining 7.5 hours
  each week are for instructional staff to complete related instructional activities.
- Durham PreK will provide a monthly salary supplement equal to 80% of the difference between the lead teacher's years of experience and the base year (0 years of experience on the DPS 2018-2019 salary table) for all teachers with 3 or more years of experience.

- Durham PreK providers must be willing to implement Durham PreK's sliding scale by collecting Durham PreK parent fees for qualifying families.
- Durham PreK providers must agree to participate in an external evaluation and data-sharing required for Durham PreK. This will include sharing child-level assessment data.
- Durham PreK providers must agree to participate in any Durham PreK survey, including teacher and parent surveys.

#### **APPLICATION DEADLINE**

Completed applications must be received (not postmarked) by **12:00 PM** on **April 1, 2019**. Applications received after the deadline are not accepted for review. Mail or deliver the original application with supporting documents. **No faxed or emailed copies will be accepted.** 

#### **QUESTIONS AND TECHNICAL ASSISTANCE**

The NC Child Care Rules, including Rule .3000, NC Pre-Kindergarten Service, may be found by clicking here. For the NC Pre-K Program Requirements click here.

Programs that want to be considered for Durham PreK must attend a mandatory Application Technical Assistance/Help session. Sessions will be held on March 6 from 10:00 am to 12:00 pm, March 13 from 1:00 pm to 3:00 pm and March 27 1:00 pm to 3:00 pm at 1201 S. Briggs Avenue in Durham.

Please contact Alex Livas-Dlott, Durham PreK Manager at (919) 403-6950 if you have questions or need assistance in completing this application.

#### APPLICANT ASSURANCES and REQUIREMENTS

- A. All Durham PreK approved sites are required to comply with all applicable NC Child Care Rules, specifically Rule .3000 NC Pre-Kindergarten Services, the NC Pre-Kindergarten Program Requirements, and the NC Pre-K Fiscal Manual, during the funding cycle and to follow all additional Durham PreK Program Requirements, Standards and Policies.
- B. Durham PreK providers must agree to Durham PreK Provider Licensing and Regulatory Compliance Requirements.
- C. As part of the application process, there may be at least 1 site visit.
- D. Semifinalists will have a CLASS® assessment completed as part of the application. Semifinalists must score at least a 5 in the Emotional Support and Classroom Organization domains to be considered as a finalist.
- E. All approved sites will be required to participate in weekly Technical Assistance (TA) services. Content will be based on the needs of each site.
- F. All approved sites will be required to implement a (1) Transition Plan (into/out of Durham PreK, into kindergarten); (2) Transportation Plan; (3) Family Engagement Plan; (4) Working with children and families with limited English Proficiency Plan; and (5) Plan to support children with unique needs and challenging behaviors per Durham PreK Program Requirements.
- G. All approved sites will be required to follow Durham PreK lead teacher and teacher assistant pay scales and work hour requirements. Durham PreK lead teacher and teacher assistant pay stubs will be monitored monthly by CCSA's Durham PreK management team.
- H. Durham PreK providers must be willing to implement Durham PreK's sliding scale by collecting Durham PreK parent fees for qualifying families.
- I. All approved sites will be required to participate in a Durham PreK external evaluation.
- J. Durham PreK sites will be required to share data including, but not limited to, family and child-level assessment data.
- K. Durham PreK sites will be required to participate in surveys including Durham PreK teacher and parent surveys.

| This signature certifies that the applicant has read the assurances and requirements and agrees to follow | n the |
|---|-------|
| requirements approved by the Durham PreK Governance Committee.  |       |

| Legally Authorized Site Administrator Signature | Date |
|---|------|

| SITE INFORMATION   |   |                   |   |             |
|--|---|-------------------|---|-------------|
| Name of Site/School:   |   |                   |   |             |
| DCDEE Facility ID Number:  | cility ID Number: Facility License Type:  |                   |   |             |
| Site Administrator Name:   | Title:  |                   |   |             |
| Email Address (please include all email addresses that   | Email Address (please include all email addresses that should receive correspondence about the status of this application): |                   |   |             |
| Street address:  |   |                   |   |             |
| Mailing address:   |   |                   |   |             |
| City:  | St  | ate:              | Zip Code:   |             |
| Phone Number:  | Fa  | x Number:         |   |             |
|  | olic School<br>fit Child Care/Head  | <u> </u>          | Private For-Profit C<br>Developmental Day<br>Charter School |             |
| Federal Tax ID #:  |   |                   |   |             |
| County in which the site is located:   |   |                   |   |             |
| Is your facility a NC Pre-K site? Yes No If no, please submit an NC Pre-K Application with your Durham PreK Application Addendum.  |   |                   |   |             |
| How many existing NC Pre-K classrooms do you have  | 9?  |                   |   |             |
| How many NC Pre-K spaces is your site approved for   | ?   |                   |   |             |
| DURHAM   | PREK SLOT INFO  | ORMATION          |   |             |
| Number of Durham PreK Classrooms Requested:  | To  | otal number of sp | aces requested:   |             |
| Please complete the following table:   |   |                   |   |             |
| Type of spaces   | Classroom 1   | Classroom 2       | Classroom 3   | Classroom 4 |
| # of 4-year-old spaces to be converted   |   |                   |   |             |
| # of 0-3 year old spaces to be converted   |   |                   |   |             |
| # of new spaces to be created  |   |                   |   |             |
| # of NC Pre-K spaces to be upgraded  |   |                   |   |             |
| # of Head Start spaces to be upgraded  |   |                   |   |             |
| <ul> <li>converted refers to non-subsidized (i.e., private pay or voucher) spaces that would become Durham PreK spaces</li> <li>new spaces created refers to brand new four-year-old spaces created for the purpose of Durham PreK, and</li> <li>upgraded refers to existing subsidized spaces, such as spaces currently funded by NC Pre-K or Head Start</li> </ul> |   |                   |   |             |
| Will you be able to implement Durham PreK by Augus   | t 2019?   | □ No              |   |             |

| PROGRAM STANDARDS  |
|--|
| Durham PreK sites must operate within facilities holding a 5- star license from the NC Division of Child Development and Early Education. Please mark which license applies to this site.  |
| Five-Star License Other(list) and attach explanation (e.g. change of ownership, change in location, etc.).   |
| Is your site in the Durham PreK Technical Assistance Pipeline: Yes No  |
| Does your site have NAEYC Accreditation: Yes No  |
| Does your site have AdvancED Accreditation: Yes No   |
| Is your site accredited by the National Accreditation Commission for Early Care and Education Programs: Yes No   |
| Does your site currently have any open/pending investigations by NCDCDEE?  Yes No If yes, explain.   |
| EDUCATION STANDARDS  |
| Teacher Assistant – This section provides Durham PreK with additional information about teacher assistants that is not captured in the NC Pre-K application. (Please complete this section for each Durham PreK teacher assistant applying for Durham PreK. This section can be copy/pasted into the application for additional teacher assistants.) |
| Classroom:   |
| Teacher Name:  |
| How many years of experience does your Durham PreK teacher assistant have working with 4-or preschool age 5-year-old children?   |
| Which level of education does the teacher assistant have?  |
| Working towards an AA Degree in Early Childhood Education/Child Development or a related field How many credit hours has the teacher completed? How many credit hours needed until the degree is completed? Does the assistant teacher have an education plan on file? Yes No  |
| AA Degree in Early Childhood Education/Child Development or a related field  |
| AA Degree in unrelated field, please list  |
| BA/BS Degree in Early Childhood Education/Child Development or a related field   |
| BA/BS Degree in unrelated field, please list   |
| Staff Support and Development  |
| Does the Director have CLASS® observer certification?  Yes No (If yes, please provide a copy of CLASS® certified observer card.)   |
| Does your site use CLASS® for teacher training, coaching and/or professional development?   Yes No   |
| Does your site have an Employee Handbook?  |
| Does your site have a new teacher training and/or a new teacher mentoring plan? Yes No (If yes, please provide a copy of new teacher training and/or mentoring plan that includes descriptions of mandatory training and the training objectives for new teachers and staff and ongoing training following initial orientation.)                     |
| Does your site have a professional development (PD) plan for every teacher?  Yes No (If yes, please provide a copy of a teacher PD plan.)  |

| Does your site have bilingual teaching staff that reflects the primary language of the children and families served?  Yes No  |  |  |  |
|---|--|--|--|
| Number of bilingual teaching staff:   |  |  |  |
| Which language(s):  |  |  |  |
| Does your site have procedures that ensure that all staff are evaluated at least annually by an appropriate supervisor?  Yes No   |  |  |  |
| (If yes, please provide a copy of a teacher annual evaluation.)   |  |  |  |
| NUTRITION   |  |  |  |
| Nutrition   |  |  |  |
| Do you participate in the Child and Adult Care Food Program (CACFP)?  Yes  No   |  |  |  |
| CLASSROOM AND FAMILY SUPPORT  |  |  |  |
| Family Engagement   |  |  |  |
| Durham PreK sites shall develop a comprehensive plan for family engagement to implement strategies designed to develop partnerships with families and build reciprocal relationships that promote shared decision-making and authentic governance.  |  |  |  |
| Please check all the strategies you currently use to encourage family engagement, shared decision-making and authentic governance. Please note, if your site is selected as a semifinalist you will have to provide evidence of each family engagement strategy checked on this application during a site visit.  |  |  |  |
| □ Class Parents       □ Classroom Newsletters       □ Invite parents to share their knowledge and skills         □ Curriculum Nights       □ Holiday celebrations with parents       □ Parents invited to join School Improvement Team         □ Events Calendar       □ Home Visits       □ Parents participate in goal setting for child         □ Parent/Teacher Conferences       □ Orientation Events       □ Open House/Back-to-School Nights         □ Parents on the Advisory Board       □ Parent workshops       □ Parents invited to plan school events         □ PTA/PTO       □ Volunteer Opportunities       □ Provide learning activities for the home         □ Other, please list:       □ Other, please list: |  |  |  |
| Do teachers and staff collaborate with families to create meaningful connections that establish and maintain systemic, ongoing, two-way communication?   Yes  No (If yes, please provide a copy of evidence of two-way communication with parents.)   |  |  |  |
| Do teachers and staff engage with families to gain knowledge of children's culture, home language, interests, needs and concerns that can be used to guide planning for classroom learning experiences, assessment and/or communication?  Yes No (If yes, please provide a copy of evidence such as intake documentation that asks about the child's culture, home language, preferences, and/or interests.)  |  |  |  |
| Does your site promote meaningful interactions between teachers and parents by planning regular events to bring families and school staff together for positive interaction, taking into account parents'/guardians' schedule and availability?  Yes No (If yes, please provide a copy of evidence such as parent sign-in from an event, event informational flyer or calendar of family-staff events.)   |  |  |  |
| Does your site encourage leadership roles by including families as members and active participants in the school's governing or advisory groups and in planning and activities?  Yes No (If yes, please provide a copy of evidence such as an agenda from a governing meeting with a signin sheet.)   |  |  |  |
| Please submit a copy of your current Family Engagement Plan.  |  |  |  |

| Transition Plan   |  |  |  |
|---|--|--|--|
| Durham PreK sites must implement a written transition plan showing how the needs of participating children will be met as they transition into Durham PreK, out of Durham PreK, and into kindergarten.  |  |  |  |
| Please check all the strategies you currently use as part of your transsemifinalist you will have to provide evidence of each transition  |  |  |  |
| <ul> <li>Home visits</li> <li>□ Parent workshops about transitioning into pre-k or into kindergarten</li> <li>□ Touring an elementary school/and or kindergarten</li> <li>□ Parent workshop on kindergarten choices (e.g., base school, magnet, or charter options)</li> <li>□ Other, please list:</li> </ul> | <ul> <li>□ Orientation events</li> <li>□ Inviting a kindergarten teacher to your school</li> <li>□ Helping parents with kindergarten registration</li> <li>□ Parents provided with pre-k cumulative folder/portfolio for parents to share with kindergarten teacher</li> </ul> |  |  |
| Please submit a copy of your current Transition Plan. Your plan with both transitions.  | should list all the opportunities your site offers to help   |  |  |
| Dual Language Learners  |  |  |  |
| Durham PreK sites shall develop a comprehensive plan for working vand dual language learners.   | vith children and families with limited English proficiency  |  |  |
| Please answer the following questions related to supporting Duprocess, your site will have to provide evidence of each item and   | •  |  |  |
| Does your site provide written materials in both English and Spanish Yes No   | or another home language?  |  |  |
| If yes, please check which materials you have translated and <b>provide</b> Application Parent Handbook Classroom Newsletter  |  |  |  |
| Forms TS Gold Parent Reports Other:   |  |  |  |
| Does your site provide interpreters for parent orientation, application check yes if your site has bilingual staff that helps with interpretation<br>Yes No   |  |  |  |
| Does your site collaborate with other parents and/or community mem limited English?  Yes No   | bers to translate or communicate with parents who have   |  |  |
| Does your site label classroom items in languages spoken by the chill Yes No  | dren?  |  |  |
| Does your site have classroom and instructional materials that represthe classroom?  Yes No   | sent the cultures and languages represented by children in   |  |  |
| Does your site provide teachers and staff professional development a children?  Yes No  | and/or training for working with dual language learning  |  |  |
| Please submit a copy of your current plan for working with child  | ren and families with limited English Proficiency.   |  |  |

| ADDITIONAL PROGRAM INFORMATION  |
|---|
| What other quality improvement or quality maintenance initiatives or staff trainings do you have in place?  |
|   |
|   |
| NONPUBLIC SCHOOLS (CHILD CARE CENTERS, DEVELOPMENTAL DAY AND HEAD START PROGRAMS NOT IN   |
| PUBLIC SCHOOLS) - Teachers with a BK license or Preschool Add-On, Provisional BK, Initial Provisional Lateral Entry BK or   |
| a BA/BS degree and Teacher Assistants with Child Development Associate Credential or an AA/AAS in Early Childhood are   |
| provided salary/wages and a menu of benefits, as described by Durham PreK Program Requirements, Standards and Policies.   |
| Currently Most Do Not Most Dian to Most   |
| Currently Meet Do Not Meet Plan to Meet   |
| PUBLIC SCHOOLS (MAY OR MAY NOT INCLUDE HEAD START AND DEVELOPMENTAL DAY PROGRAMS OPERATED   |
| BY PUBLIC SCHOOLS) – Teachers must be compensated according to the Durham Public Schools Salary Schedules.  |
| T   |
| Teachers with a BK license or Preschool Add-On, Initial Provisional Lateral Entry BK or a BA/BS degree and Teacher  |
| Assistants with Child Development Associate Credential or an AA/AAS in Early Childhood are compensated according to the Durham Public Schools Salary Schedules, as described by Durham PreK Program Requirements, Standards and Policies. |
| Duffiant Fubile Schools Salary Schedules, as described by Duffiant French Togram Requirements, Standards and Folicies.  |
| ☐ Currently Meet ☐ Do Not Meet ☐ Plan to Meet   |
|   |
| <b>Note:</b> Compensation questions only refer to staff in the Durham PreK classroom(s) and not to other staff at the facility.   |
| Please provide a copy of lead teacher and teacher assistant pay stubs with identifying information blacked out.   |
| ,   |
| Durham PreK sites shall develop a plan for supporting children with unique needs and challenging behaviors and their families.  |
| Discount white convert years are the company shill does with unique people and shallowing behaviors   |
| Please submit a copy of your current plan to support children with unique needs and challenging behaviors.  |
| Durham PreK Program Requirements, Standards and Policies require that as part of the application process, Durham PreK   |
| sites agree to at least one site visit that may include a CLASS® assessment.  |
|   |
| Do you agree to site visits and a CLASS® assessment as part of your Durham PreK application process?   Yes   No   |
| Durham PreK Program Requirements, Standards and Policies require that sites in the Durham PreK program must agree to  |
| weekly Technical Assistance (TA) services. Content of the TA services will be determined based on the needs of each Durham  |
| PreK site.  |
|   |
| Do you agree to weekly TA services as part of your Durham PreK contract?       Ves       No   |

|   | imum, <u>must</u> be submitted with the Durham PreK Site Application Addendum. Mark it to indicate inclusion in the application submission packet. Please label all in this order.  |
|---|---|
| and Copy of lead teacher and t  Family Engagement Plan  Transition Plan  Working with children and famil  | Application Addendum Impensation Schedule/Scale for Durham PreK lead teacher/teacher assistant positions eacher assistant pay stubs with identifying information blacked out.  ies with limited English Proficiency Plan needs and challenging behaviors Plan   |
| the application addendum. Mark  | e submitted with the Durham PreK Site Application Addendum if marked yes in each box preceding each document to indicate inclusion in the application all documents and submit documents in this order.   |
| <ul> <li>□ Copy of Director's CLASS® cert</li> <li>□ Copy of New Teacher Training/</li> <li>□ Copy of Teacher PD Plan</li> <li>□ Copy of a Teacher Annual Eval</li> <li>□ Copies of Family Engagement I leadership roles</li> </ul> | Mentoring Plan  |
| Copy of translated materials  |   |
|   | SIGNATURES  |
| found to be false, the site will be deer current NC Child Care Rules, includir  | formation is accurate to the best of my knowledge. I understand that if any information is ned ineligible to participate in the Durham PreK Program. I have read and will abide by all g Rule. 3000, the NC Pre-K Program Requirements and the NC Fiscal and Contracting gram Requirements, Standards and Policies. |
|   |   |
| Legally Authorized Site Administrator Signature   | gnature Date  |
| Legally Authorized Site Administrator Signature   | Send completed application to:  |
| Legally Authorized Site Administrator Signature   |   |
|   | Send completed application to:  Child Care Services Association c/o Durham PreK 1201 S. Briggs Ave., Suite 200  |
|   | Send completed application to:  Child Care Services Association c/o Durham PreK  1201 S. Briggs Ave., Suite 200 Durham, NC 27703  |
|   | Send completed application to:  Child Care Services Association c/o Durham PreK 1201 S. Briggs Ave., Suite 200 Durham, NC 27703  ED APPLICATIONS ARE DUE BY 12:00 PM ON April 1, 2019 * * *  FOR OFFICE USE ONLY  |
| ★ ★ ★ COMPLET   | Send completed application to:  Child Care Services Association c/o Durham PreK 1201 S. Briggs Ave., Suite 200 Durham, NC 27703  ED APPLICATIONS ARE DUE BY 12:00 PM ON April 1, 2019 * * *  FOR OFFICE USE ONLY  |
| ★ ★ ★ COMPLET   | Send completed application to:  Child Care Services Association c/o Durham PreK 1201 S. Briggs Ave., Suite 200 Durham, NC 27703  ED APPLICATIONS ARE DUE BY 12:00 PM ON April 1, 2019 * * *  FOR OFFICE USE ONLY  |

#### Appendix A



## Durham PreK Provider Licensing and Regulatory Compliance Requirements

#### Licensing

Programs serving Durham PreK children shall have a five-star rated license at the time of application and maintain a five-star license while participating in Durham PreK.

For new centers, a 6-month temporary license may be accepted for Durham PreK participation with the expectation that the program will achieve a five-star license at the end of the temporary time period. Failure to achieve a 5-star license may result in termination as a Durham PreK provider.

Once participating in Durham PreK, a center that is relocating or experiences a change in ownership may be mandated to obtain a temporary license. Such centers may continue to participate in Durham PreK only if actively working with CCSA's Technical Assistance program to support relicensing at the 5-star rating at the end of their temporary status. Failure to achieve a 5-star license may result in termination as a Durham PreK provider.

Should a Durham PreK program drop to a license below a 5-star rating, providers may be considered (though not guaranteed) for continued participation in the Durham PreK program, on a case-by-case basis. Such consideration is contingent on the program's active participation in CCSA's Technical Assistance program to support reassessment and re-licensure at the 5-star rating. Requests for reassessment must be submitted within 1 month and completed within 5 months. Provider is responsible for paying for any reassessment and licensure fees. Failure to achieve a 5-star license upon reassessment may result in termination as a Durham PreK provider.

#### Compliance

Programs *applying* to serve Durham PreK children must have no open Administrative Actions from North Carolina Division of Child Development and Early Education (DCDEE) against their current license (excluding those related to licensing fees) and must have no prior Actions related to Child Maltreatment within the past 12 months. The eligibility of programs with Actions issued in the past 12 months related to other violations, including, but not limited to, Supervision, Discipline, or Safety, will be considered on a case-by-case basis.

Program applicants must also notify Durham PreK of any open/pending investigations by DCDEE. While such investigations are not immediately disqualifying, Durham PreK reserves the right to track progress of open investigations and delay approval of applicants until the outcome of an investigation is resolved.

Programs *participating* in Durham PreK must notify CCSA's Durham PreK management team within 10 days of official notification of an Administrative Action by DCDEE, including, but not limited to written warnings, civil penalties or probationary or provisional licenses. Notification is required regardless of intended or pending appeal status of any Action and failure to notify may jeopardize payments and/or eligibility.

Similarly, program participants must notify Durham PreK within 10 operating days when an investigation has been opened at their facility. Durham PreK will track progress of open investigations until the outcome of an investigation is resolved. Failure to notify Durham PreK of an open investigation may jeopardize payments and/or eligibility.

In the event that an Administrative Action by DCDEE is issued to a current Durham PreK provider, Durham PreK may take one or more of the following steps:

- 1. Remain apprised of the situation, but take no immediate action.
- 2. Require that Durham PreK families be informed of the Administrative Action. Programs should be prepared to provide documentation that was distributed to all families regarding the Action confirming their awareness.
- 3. Require the program to engage in a Technical Assistance contract with CCSA or another appropriate local agency to ensure that quality is being maintained at the site following the Administrative Action.
- 4. Cease awarding *new* funding/slots during the period of probationary/provisional license, or until the Admin Action has been closed through successful completion of the DCDEE-specified Corrective Action Plan (typical in any case involving potential child maltreatment).
- 5. Give notice that Durham PreK funding at the facility will be terminated and/or not renewed for the next school year.

The Durham PreK Governance Committee, as guided by CCSA's Durham PreK management team, shall review each case on an individual basis to determine appropriate steps to be taken.

Child care programs may provide written documentation about the investigation or Administrative Action, including any refuting materials or circumstantial/contextual information, to the CCSA Durham PreK management team within two weeks of an Action for consideration by Durham PreK.

### Appendix B

| School Year 2018 – 2019 Salary Schedule for Durham PreK Lead Teachers* |                                      |                           |  |                                       |                         |  |
|--|--------------------------------------|---------------------------|--|---------------------------------------|-------------------------|--|
| 10 Months of Employment  |                                      |                           |  |                                       |                         |  |
| All Durham PreK Teachers   |                                      |                           |  |                                       |                         |  |
| working towards their BK   |                                      |                           |  |                                       |                         |  |
|  | license will be paid at 0 years      |                           |  | Durham Brok Load Toacher Pay Scale fo |                         |  |
|  | of experience on DPI salary schedule |                           | Durham PreK Lead Teacher Pay Scale for B-K licensed teacher* |                                       |                         |  |
| Scredic  |                                      |                           |  |                                       |                         |  |
|  | 2040 2040                            | 2040 2040                 | 2018-2019  | 2010 2010                             | 2010 2010               |  |
| Years of   | 2018-2019<br>State Base              | 2018-2019<br>State Hourly | Durham<br>Local  | 2018-2019<br>DPS Total                | 2018-2019<br>DPS Hourly |  |
| Experience   | Pay                                  | Rate**                    | Supplement   | Salary                                | Rate**                  |  |
| 0  | \$35,000                             | \$20.35                   | \$4,900  | \$39,900                              | \$23.20                 |  |
| 1  | \$36,000                             | \$20.93                   | \$5,040  | \$41,040                              | \$23.86                 |  |
| 2  | \$37,000                             | \$20.55                   | \$5,180  | \$42,180                              | \$24.52                 |  |
| 3  | \$37,000                             | \$22.09                   | \$5,320  | \$43,320                              | \$25.19                 |  |
| 4  | \$38,000                             | \$22.67                   | \$5,460  | \$44,460                              | \$25.85                 |  |
| 5  | \$40,000                             | \$23.26                   | \$5,600  | \$45,600                              | \$26.51                 |  |
| 6  | \$41,000                             | \$23.84                   | \$5,740  | \$46,740                              | \$27.17                 |  |
| 7  | \$42,000                             | \$24.42                   | \$5,880  | \$47,880                              | \$27.17                 |  |
| 8  | \$43,000                             | \$25.00                   | \$6,020  | \$49,020                              | \$28.50                 |  |
| 9  | \$44,000                             | \$25.58                   | \$6,160  | \$50,160                              | \$28.30                 |  |
| 10   | \$45,000                             | \$25.38                   | \$6,300  | \$51,300                              | \$29.83                 |  |
| 11   | \$46,000                             | \$26.74                   | \$6,900  | \$52,900                              | \$30.76                 |  |
| 12   | \$47,000                             | \$27.33                   | \$7,050  | \$54,050                              | \$30.70                 |  |
| 13   | \$48,000                             | \$27.91                   | \$7,200  | \$55,200                              | \$31.42                 |  |
| 14   | \$49,000                             | \$28.49                   | \$7,250  | \$56,350                              | \$32.76                 |  |
| 15   | \$50,000                             | \$29.07                   | \$7,500  | \$57,500                              | \$32.70                 |  |
| 16   | \$50,000                             | \$29.07                   | \$7,500  | \$57,500                              | \$33.43                 |  |
| 17   | \$50,000                             | \$29.07                   | \$7,625  | \$57,625                              | \$33.50                 |  |
| 18   | \$50,000                             | \$29.07                   | \$7,750  | \$57,750                              | \$33.58                 |  |
| 19   | \$50,000                             | \$29.07                   | \$7,730  | \$57,875                              | \$33.65                 |  |
| 20   | \$50,000                             | \$29.07                   | \$8,000  | \$58,000                              | \$33.72                 |  |
| 21   | \$50,000                             | \$29.07                   | \$8,000  | \$58,000                              | \$33.72                 |  |
| 22   | \$50,000                             | \$29.07                   | \$8,250  | \$58,250                              | \$33.79                 |  |
| 23   | \$50,000                             | \$29.07                   | \$8,230  | \$58,230                              | \$33.87                 |  |
| 24   | \$50,000                             | \$29.07                   | \$8,500  | \$58,500                              | \$34.01                 |  |
| 25   | \$50,000                             | \$30.23                   | \$8,970  | \$60,970                              | \$35.45                 |  |
| 26   | \$52,000                             | \$30.23                   | \$9,100  | \$61,100                              | \$35.43                 |  |
| 27   | \$52,000                             |                           | _  |                                       |                         |  |
| 28   | -                                    | \$30.23                   | \$9,230  | \$61,230                              | \$35.60                 |  |
|  | \$52,000                             | \$30.23                   | \$9,360  | \$61,360                              | \$35.67                 |  |
| 29   | \$52,000                             | \$30.23                   | \$9,490  | \$61,490                              | \$35.75                 |  |
| 30   | \$52,000                             | \$30.23                   | \$9,620  | \$61,620                              | \$35.83                 |  |

<sup>\*</sup>Rates subject to change

\*\* Hourly Rate calculated - Total salary/215days/8hr days