



Maryland Prekindergarten Programs Annual Review

Please use this form to prepare for your FY 23 Annual Review. The School System/Program should complete all sections with a white background. The sections in gray and marked “for office use only” are to be completed by the MSDE PreK Support Specialist. Please complete this cover page with the information requested and move on to page three (3) of the form.

***Note:** *Please refer to the Maryland Prekindergarten Programs Operating Manual and provide supporting documentation for review during the monitoring visit.*

School System/Program Name: _____

Name of Primary Contact: _____



(Page to be completed by MSDE PreK Support Specialist)

Local Education Agency (LEA)/Private Provider Name: _____

PreK Support Specialist: _____

Local Education Agency (LEA)/Private Provider Representative: _____

Date of Meeting: _____

Site Visit Summary

Commendations:

Recommendations (including risk assessment):

Documentation provided after visit:



Program Management and Key Personnel (Section 5.1 Maryland Prekindergarten Programs Operating Manual)		For Office Use Only (Check One) <input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met
Key administrative personnel for successful implementation and monitoring of grant requirements are listed. This includes the person responsible for instructional oversight. THIS DOES NOT INCLUDE TEACHING STAFF. Documentation: <ul style="list-style-type: none"> • Updated list of key personnel (if different from initial application) 		
<u>LEA/Private Provider Notes:</u>		
<u>PreK Support Specialist's Notes:</u>		
Collaboration and Sustainability (Section 19.0 Maryland Prekindergarten Programs Operating Manual)		For Office Use Only (Check One) <input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met
Effective collaboration is maintained with community and business partners. Documentation: <ul style="list-style-type: none"> - Collaboration Check-in Form (required) 		
<u>LEA/Private Provider Notes:</u>		
<u>PreK Support Specialist's Notes:</u>		
Eligibility Documentation (Section 2.3 Maryland Prekindergarten Programs Operating Manual)		



<p>Accurate records are maintained to ensure enrollment of eligible families (age eligibility and income). Refer to the Prekindergarten Enrollment Eligibility Form.</p> <p>Eligibility: up to 300% FPG</p> <p>Documentation:</p> <ul style="list-style-type: none"> *Updated Student File Review form (if applicable) Recruitment plan that outlines ongoing plan to recruit eligible families <p>*MSDE PreK Support Specialist will review files for any new students enrolled after the initial audit.</p>	<p>For Office Use Only (Check One)</p> <p><input type="checkbox"/> Met</p> <p><input type="checkbox"/> Partially Met</p> <p><input type="checkbox"/> Not Met</p>
<p><u>LEA/Private Provider Notes:</u></p>	
<p><u>PreK Support Specialist's Notes:</u></p>	
<p>Accreditation (Section 20.0 Maryland Prekindergarten Programs Operating Manual)</p>	
<p>Accreditation has been achieved by an MSDE approved accrediting agency:</p> <p>Name of Accrediting Agency:</p> <p>Provide any updated documentation (if applicable): (List accreditation by school or site if multiple sites.)</p>	<p>For Office Use Only (Check One)</p> <p><input type="checkbox"/> Met</p> <p><input type="checkbox"/> Partially Met</p> <p><input type="checkbox"/> Not Met</p>
<p><u>LEA/Private Provider Notes:</u></p>	
<p><u>PreK Support Specialist's Notes:</u></p>	



MD EXCELS (Section 20.0 Maryland Prekindergarten Programs Operating Manual)	
<p>LEA/Private Provider has a Maryland EXCELS rating of Level 3 or higher.</p> <p>Please describe the strategies and plan that has been put in place to meet or maintain Level 5 quality standards.</p> <p>Provide any updated documentation (if applicable): (List EXCELS level by school or site if multiple sites.)</p>	<p>For Office Use Only (Check One)</p> <p><input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met</p>
<u>LEA/Private Provider Notes:</u>	
<u>PreK Support Specialist's Notes:</u>	
Staffing (Sections 10 and 11 Maryland Prekindergarten Programs Operating Manual)	
<p>If there are staff changes, provide <i>updated</i> documentation.</p> <p>Documentation:</p> <ul style="list-style-type: none"> • Prekindergarten Staff Change Form • Updated Certification Status Form • CDA updates for teaching assistants 	<p>For Office Use Only (Check One)</p> <p><input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met</p>
<u>LEA/Private Provider Notes:</u>	
<u>PreK Support Specialist's Notes:</u>	
Professional Learning (Section 13.0 Maryland Prekindergarten Programs Operating Manual)	
Professional Learning: Instructional staff, which includes teachers and teaching assistants, must attend at least a total of 15 hours of professional learning that supports school readiness; including	



<p>alignment with the Maryland Early Learning Standards in early language and literacy, the science of reading, early mathematics and social foundations.</p>	
<p>Describe the Professional Learning activities completed by instructional staff this grant year.</p> <p>Documentation:</p> <ul style="list-style-type: none"> • Agenda • Sign-in sheet(s) • Certificate of participation 	<p>For Office Use Only (Check One)</p> <p><input type="checkbox"/> Met</p> <p><input type="checkbox"/> Partially Met</p> <p><input type="checkbox"/> Not Met</p>
<p><u>LEA/Private Provider Notes:</u></p>	
<p><u>PreK Support Specialist's Notes:</u></p>	
<p>Evaluation Plan</p> <p>(Section 8.2 Maryland Prekindergarten Programs Operating Manual)</p>	
<p>There is a clear plan in place to ensure continuous program improvement.</p> <p>Refer to your grant application to complete this section.</p> <p>Documentation:</p> <ul style="list-style-type: none"> • Sampling of completed tool(s) or other instruments used • Evidence of how information was used to support continuous program improvement 	<p>STATE</p> <p>For Office Use Only (Check One)</p> <p><input type="checkbox"/> Met</p> <p><input type="checkbox"/> Partially Met</p> <p><input type="checkbox"/> Not Met</p>
<p><u>LEA/Private Provider Notes:</u></p> <p>What type of data/tools were used to monitor on-going program quality? How was information from the data /tools used to support continuous quality improvement? How were parents informed about student progress and areas of concern?</p>	
<p><u>PreK Support Specialist's Notes</u></p>	
<p style="text-align: center;">Instructional Quality Review</p> <p style="text-align: center;">(Section 8.1 Maryland Prekindergarten Programs Operating Manual)</p>	
<p>Program administrative staff and lead teachers should have completed the Instructional Quality review form at least twice this grant year (October 31 and February 28).</p>	
<p>Documentation:</p> <p>Updated and signed IQR</p>	<p>STATE</p> <p>For Office Use Only (Check One)</p> <p><input type="checkbox"/> Met</p>



	<input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met
<u>PreK Support Specialist's Notes:</u>	

Note: These programmatic and expenditure sections are to be completed by the PreK Support Specialist and agency fiscal grant specialist. Additional documentation may be requested.



I. Programmatic Requirements	For Office Use Only (Check One)
1. Program has submitted all required reports (Interim, Final, Enrollment reports, ad hoc reports, etc.) on time and met all deliverables	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met
2. Program follows approval process when requesting budget amendments and invoice revisions	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met
3. Lead Teacher salaries are commensurate with the local school system (Private Providers only)	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met
II. Expenditure Requirements	For Office Use Only (Check One)
4. Program consistently follows instructions concerning invoice submission, (including supporting documentation), and only requests reimbursement for reasonable, allowable, and necessary expenditures	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met
5. Expenditures and encumbrances are consistent with the approved budget	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met
6. Expenditures charged to proper object codes/budget categories	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met
7. Expenditures are properly documented and disclosed. Supporting documentation is included with all invoices.	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met



PreK Support Specialist's Notes: Did the Program have one or more risk assessment indicator issues during the grant year? Please explain and note if the Program had a corrective action plan related to this issue(s)?

A future grant may not be awarded if there are one or more risk assessment indicator issues and/or issues with performance during this grant year, even if all other grant requirements are met.

I have reviewed the attached report and have no further questions regarding next steps or program progress.

School System/Program Representative: _____ Date: _____

Printed Name Here: _____ Title: _____

MSDE PreK Support Specialist: _____ Date: _____

MSDE Agency Grant Specialist (Fiscal): _____ Date: _____