

Virtual North Carolina Pre-Kindergarten Planning Committee Meeting

Agenda

Quorum is 14 = 50% + 1 (Total Board Members = 26)

Thursday, May 21, 2020

12:00 pm – 12:15 pm

Zoom Meeting

Be the Driving Force to meet our roles and responsibilities as a non-profit Board by:

➤ *Providing Oversight* ➤ *Ensuring Adequate Resources* ➤ *Establishing a Strategic Direction*

I. Determination of Quorum & Call to Order – Alana Hix

II. Minutes*

A. Thursday, April 30, 2020

III. Action Items for SFY 2020-2021*

A. Selection of NC Pre-K Contracting Agency

B. Approval of Contract/Budget Allocation!

C. Adoption of Conflict of Interest Policy

D. Review NC Pre-K County Plan with Assurances and Requirements/Section 1
Committee Signatures!

E. Approval of Annual Written Plans!

F. Approval of Committee Meeting Schedule (to be covered at full Board)

G. Approval for Contractor to Move Children across NC Pre-K Sites!

Please note: The Implementation Plan for the Placement of Children was approved on April 30, 2020.

IV. Fiscal Update^e

V. Information^Δ

A. Monitoring Visit, March 10, 2020, Update

B. 2020-2021 NC Pre-K Placement

1. FTCC Closure

C. 2020-2021 NC Pre-K Recruitment

1. NC Pre-K County Wide Recruitment Cumberland County Public Health
Department 1235 Ramsey St, Fayetteville, NC 28301 Saturday, July 25, 2020.
(On Hold)

D. Adjournment – Alana Hix

* Needs Action ^Δ Information Only ^e Electronic Copy (Hard copies are available upon request)

! Possible Conflict of Interest (Recusals)



Partnership for Children of Cumberland County, Inc.
Virtual North Carolina Pre-Kindergarten Planning Committee Meeting Minutes
April 30, 2020 (9:04 am to 9:21 am)
Be the Driving Force



MEMBERS PRESENT: Dr. Pamela Adams-Watkins, Lisa Childers, Angela Crosby, Patricia Crouch (D), Robin Deaver, Hank Debnam, Terrasine Gardner, Jim Grafstrom, Dr. Meredith Gronski, Michael Hardin, Alana Hix (D), Cotina Jones, Angie Malave, Karen McDonald, Perry Melton, Ayesha Neal, Tawnya Rayman, Chas Sampson and Wanda Wesley
MEMBERS ABSENT: Amy Cannon, Dr. Phyllis Dunham, Sandee Gronowski, Brenda Reid Jackson, Jami McLaughlin, Tre'vone McNeill and Jennifer Taft
NON-VOTING ATTENDEES: Dr. Marvin Connelly, Jr., Dorothy Adams, Rebecca Beck, Ar-Nita Davis, Pamela Federline, Belinda Gainey, Anna Hall, Michelle Hearon, Marie Lilly, Carole Mangum, Sharon Moyer, Courtney Osborne, Anthony Ramos, Steve Riley, Candy Scott, Mary Sonnenberg and Mike Yeager
GUEST: Scottie Seawell, Consultant

AGENDA ITEM	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
<i>This meeting was held via Zoom due to COVID-19 and the PFC Building being closed to the public.</i>			
I. Determination of NC Pre-K Quorum & Call to Order – Alana Hix, Chair	<p>The meeting of the North Carolina Pre-Kindergarten (NC Pre-K) Planning Committee was held via Zoom on April 30, 2020, beginning at 9:04 am pursuant to prior written notice to each Committee member. Alana Hix, Chair, chaired the meeting, determined that a quorum was present and called the meeting to order. Belinda Gainey, Executive Specialist, was Secretary for the meeting and recorded the minutes.</p> <p><i>Dr. Marvin Connelly, Jr. deferred Chairing the meeting and voting rights to Alana Hix, his designee.</i></p>	None	None
II. Minutes* A. January 30, 2020	A. The minutes of the January 30, 2020 meeting were previously distributed and reviewed by the Committee. Hank Debnam moved to approve North Carolina Pre-Kindergarten (NC Pre-K) Planning Committee Minutes from January 30, 2020, as presented. Dr. Meredith Gronski seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. There were no abstentions. The motion carried.	Motion Carried	None
III. NC Pre-K Recommendations* A. 2020-2021 NC Pre-K Site Allocation	A. Alana Hix reported that it is being recommended that for FY 2020-2021 PFC maintains the current, FY 2019-2020, site allocation. This is subject to change, and the NC Pre-K Planning Committee will be made aware of any changes to the FY 2020-2021 site allocation as they occur. Site allocation currently consists of 31 private sites (with 967 children), 21 Cumberland County School sites (with 320 children) and 10 Head Start sites (with 258 children). Chas Sampson moved to approve the FY 2020-2021 NC Pre-K site allocations, with any changes that may occur, as presented. Karen McDonald seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. The motion carried.	Motion Carried	None



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January 30, 2020 (9:04 am to 9:21 am)
Be the Driving Force



	Recusals: Dr. Pamela Adams-Watkins, Angela Crosby, Robin Deaver, Alana Hix, Perry Melton and Wanda Wesley		
IV. President Updates - Mary Sonnenberg	A. Mary Sonnenberg reported that the NC Pre-K fiscal and program monitoring has been completed. Site selection training will be conducted in the future to make sure the site selection process is completed accordingly.	None	None
A. NC Pre-K Monitoring - Fiscal (2/28/20) & Programmatic (3/10/20)	A.1. Mary stated that the NC Pre-K County/Region Plan Document, Section I, needs to be updated for FY 2019-2020. All individuals who need to update the form has been contacted.	None	None
1. The NC Pre-K County/Region Plan Document (Section I: County/Region Committee) needs to be updated for FY 19-20	B.1.-B.3. Mary reported that due to the Covid-19 Pandemic, NC Pre-K classrooms will remain closed for students through at least May 15, 2020. These classrooms are now doing distance/remote learning for children and families. Additional guidance has been received from the state as well as updates regarding attendance and payments. Each NC Pre-K site is receiving payment until the end of fiscal year. Attendance is being based on what was already being paid to the sites; attendance collection is not needed. PFC is still moving forward taking applications. Applications can be downloaded and uploaded on the PFC website. Parents who have already applied will be receiving notification via text and email. Placements are not being made, but parents will be provided information regarding their eligibility determination.	None	None
B. Covid-19 Pandemic			
1. Classrooms will remain closed for students through at least May 15, 2020			
2. Distance/Remote Learning for Children and Families			
3. COVID-19 Crisis-Guidance for Attendance, Payments & Teacher Compensation			
V. Fiscal Update	A. Carole Mangum reported that NC Pre-K is in the last quarter of the school year. PFC fiscal staff is currently completing processing payments for the Smart Start rate enhancements and any retroactive payments that are due, due to teacher qualifications changing throughout the year. PFC fiscal staff is also finalizing all final payments to be made through June 2020. Mary stated the allocation will remain the same and the budget is being processed and contracts will be in place by July 1, 2020.	None	None
VI. Information ^A	A.1.-A.3. Alana reported that Topeka Heights Head Start is now back at their original location, Dorothy Spainhour Easter Seals UCP has moved to an alternate location and Fayetteville State University Early Learning Center is on an improvement plan for scoring less than a 5.0 on the ECERS-R.	None	None
A. 2019-2020 NC Pre-K Site Updates	Question from Dr. Pamela Adams-Watkins: Is there an update on Spainhour and their license?	None	None
1. Topeka Heights Head Start Emergency Relocation	Mary Sonnenberg: At this point, Spainhour is closed. When they reopen DCDEE will be working on Spainhour's licensing. Hopefully, when they reopen, Spainhour will be back in their original building since that is where they will be rated. Their Infant Toddler Program rating was low and their 3-5 classrooms scored sufficiently	None	None
2. Dorothy Spainhour Easter Seals UCP Emergency Relocation and Provisional License			
3. Fayetteville State University Early Learning Childhood Center – 2019 Improvement Plan (Scored below 5.0 on ECERS-R)			



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<p>B. 2020-2021 NC Pre-K Recruitment</p> <p>1. NC Pre-K County Wide Recruitment Cumberland County Public Health Department 1235 Ramsey St, Fayetteville, NC 28301- Saturday, February 29, 2020.</p> <p>2. NC Pre-K County Wide Recruitment Cumberland County Public Health Department 1235 Ramsey St, Fayetteville, NC 28301 Saturday, July 25, 2020. (Tentative)</p>	<p>B.1. Alana reported that PFC hosted a NC Pre-K county wide recruitment for 2020-2021 on Saturday, February 29th at the Cumberland County Health Department. Mary Sonnenberg reported that approximately 200 applications were received during this event.</p> <p>B.2. Alana reported that PFC is tentatively planning to host a NC Pre-K county wide recruitment at the Cumberland County Public Health Department on Saturday, July 25, 2020.</p>		
<p>VII. Adjournment</p>	<p>As there was no further business; the chair announced the meeting adjourned. The meeting was adjourned at 9:21 am.</p>	<p>Adjourned</p>	<p>None</p>

Submittal: The minutes of the above stated meeting are submitted for approval.

Secretary of Meeting

Date

Approval: Based on Committee consensus, the minutes of the above stated meeting are hereby approved as presented and/or corrected.

Committee Chair

Date

MEMORANDUM

DATE: 5/21/2020

TO: NC Pre-K Committee

FROM: Ar-Nita Davis, Subsidy Manager

SUBJECT: Proposed Recommendations for Action Items

- A. Recommend the approval of the Partnership for Children of Cumberland County as the NC Pre-K Contracting Agency for Cumberland County.

Please Note: The Partnership for Children of Cumberland County currently administers the NC Pre-K Program in Cumberland County and requests to continue for SFY 2020-2021.

- B. Recommend the approval of the contract/budget allocation from DCDEE as presented for SFY 2020-2021.

NC Pre-Kindergarten allocation for SFY 2020-2021:

\$8,398,245 Direct Services (monthly payment to providers)

\$524,890 Administrative Funds

\$174,963 CCDF Quality Funds

\$9,098,098 Total Contract/Allocation

- C. Recommend the approval of the adoption of the current Conflict of Interest Policy for SFY 2020-2021. (see attached Conflict of Interest Policy)

Please Note: DCDEE requires that the Conflict of Interest Policy is signed annually. The Conflict of Interest Policy will be updated and available for signature at the July Board of Directors meeting.

- D. Upon review of the NC Pre-K Plan with the Assurances and Requirements/Section 1, recommend approval to accept the Plan with Section 1 as presented for SFY 2020-2021.

Please Note: Each Committee member will complete/sign Section 1

- E. Recommend the approval of the following Annual Written Plans/Policies as presented for SFY 2020-2021 (see attached written plans and policies):

- Family Engagement Plan
- Limited English Proficiency Plan
- Prevention of Suspension/Expulsion of Children with Unique Needs/Challenging Behaviors Plan
- Transition Plan

- Transportation Plan
- Health Consultation Services Plan
- Teacher Compensation Policy
- Inclement Weather Policy

F. The approval of the NC Pre-K Committee Meeting Schedule for SFY 2020-2021. The schedule will be covered in the full Board meeting, and its approval will be noted in the NC Pre-K Committee meeting minutes.

Please Note: Minutes of the NC Pre-K Committee Meeting must be maintained that document the following: 1) Meeting attendees to include members who are present/absent, staff, and guests. 2) Items discussed that are not voted upon. 3) Items discussed that are voted upon to include who voted, orally or by written ballot, and who abstained from voting. 4) Actions taken or decisions made by the Committee.

G. Recommend approval to allow the Contractor to move children across NC Pre-K sites without co-chair signatures.

Please Note: As stated in the NC Pre-Kindergarten (NC Pre-K) Program Requirements and Guidance, the co-chairs and the Committee may agree to transfer decision making to move children across sites to the Contractor.

Conflict of Interest Policy FY 2020/2021

The Partnership for Children of Cumberland County is aware that in the process of fund allocation by its management, employees, members of the board of directors or other governing body, instances may arise which have the appearance of a conflict of interest or appearance of impropriety.

In order to avoid conflicts of interest or the appearance of impropriety, should instances arise where a conflict may be perceived, any individual who may be perceived, any individual who may benefit, directly or indirectly, from the entity's disbursement of funds, shall abstain from participating in any decisions or deliberation by the entity regarding the disbursement of funds.

The Partnership for Children of Cumberland County recognizes the possibility that it may be the recipient of funds that are allocated consistent with the purpose and goals of its programs. If such allocations are made, the Local Partnership will strive to ensure that funds are expended in such a manner that no individual will benefit, directly or indirectly, from the expenditure of such funds in a manner inconsistent with its programs.

The Partnership for Children of Cumberland County shall not employ any person having such interest during the performance of this Contract. The Partnership for Children of Cumberland County shall notify the NCPC in writing of any instances that might have the appearance of a conflict of interest.

All appointed local board members shall acknowledge any conflicts of interest and the appearance of impropriety. An exception to this would be parent representatives who may have a conflict by virtue of being a consumer of services. Board members should declare a conflict of interest before an agenda item in question is discussed or voted upon by the full board. Conflict of interest is further defined in the following examples:

- A board member should not participate in discussions or voting related to contracts/funding decisions in which he/she or their spouse would derive a direct benefit due to their involvement on behalf of the public agency they serve.
- If a board member is related to a contractor who will receive a contract for services from the Local Partnership, they should not participate in discussions or voting related to that contract.
- A board member who also sits on the Board of Directors of a local organization that is seeking funding from the Local Partnership should not participate in discussions or voting related to that contract/funding decision.

Signature

Date

The Partnership for Children of Cumberland County, Inc.
Conflict of Interest Disclosure Statement

Preliminary note: In order to be more comprehensive, this disclosure statement also requires you to provide information with respect to certain parties that are related to you.

These persons are termed “affiliated persons” and include the following:

- a. Your spouse, domestic partner, child, mother, father, brother or sister or spouse of a child, brother or sister; and,
- b. Any corporation or organization of which you are a board member, an officer, a partner, employee or participate in management or funding decisions.

1. NAME _____

2. Have you or any of your affiliated persons provided services or property to Partnership for Children (PFC) in the past year?

___ YES ___ NO

If yes, please describe the nature of the services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

3. Have you or any of your affiliated persons purchased services or property from PFC in the past year?

___ YES ___ NO

If yes, please describe the purchased services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

4. Please indicate whether you or any of your affiliated persons had any direct or indirect interest in any business transaction(s) in the past year to which PFC was or is a party? (Direct interest being a transaction or contract between PFC and you or any of your affiliated persons. An indirect interest being a transaction or contract between PFC and an entity in which you or an affiliated person has a material financial interest or is a director, officer, agent, partner, employee, trustee or other legal representative.)

___ YES ___ NO

If yes, describe the transaction(s) and entity and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

5. In the past year, did you or any of your affiliated persons receive, or become entitled to receive, directly or indirectly, any personal benefits from PFC or as a result of your relationship with PFC, that in the aggregate could be valued in excess of \$100?

☐ YES ☐ NO

If yes, please describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

6. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving PFC?

☐ YES ☐ NO

If yes, please describe the proceeding(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

7. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by PFC's Executive Committee in accordance with the terms and intent of PFC's Conflict of Interest Policy?

☐ YES ☐ NO

If yes, please describe the situation(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

I HEREBY CONFIRM that I have read and understand PFC's Conflict of Interest Policy and that my responses to the above questions are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with this Policy, I will notify the Board Chair immediately.

Name, please print

Signature

Date

NC Pre-K Family Engagement Plan

SY: 2020-2021

Name of Site: _____

NC Pre-K sites/classrooms shall provide meaningful opportunities for families to engage in their child's education by implementing strategies that develop partnerships with families and build reciprocal relationships that promote shared decision making.

NC Pre-K sites must implement the following strategies:

1. Provide an orientation or open house for families at the start of the school year;
2. Conduct at least one formal parent/teacher conference throughout the school year, and allow opportunities for informal parent/teacher conferences as needed. During the conferences, teachers share their observations and ongoing assessment results to inform families of their child's development to include strengths and opportunities for growth;
3. Extend an open invitation for family members to visit the classroom and opportunities to participate in classroom activities;
4. Engage and include families when making decisions about their child and changes to the program;
5. Provide at least one opportunity to engage families outside of the regular service day to meet the needs of working families (e.g., family spaghetti night, weekend family fun day or take home play-based activities that enhance learning);
6. Provide information on community resources to support the various needs of families with a focus on resources that address causes of stress; and
7. Provide opportunities to collect feedback about the program from families through surveys and/or other methods.

Optional strategies (choose at least one):

- ☐ Allow Pre-K teachers the opportunity for home visits at the beginning and throughout the school year to gather information from the family about their child and to share information about the NC Pre-K program with the family;
- ☐ Provide opportunities for parent education in the form of trainings or workshops;
- ☐ Publish newsletters (include a copy of each newsletter in your file);
- ☐ Provide opportunities for family members to share special talents or aspects of their culture;
- ☐ Provide opportunities for family members to participate in advisory groups (e.g., Family Advisory Councils and Policy Councils).
- ☐ Other: _____

A log of all activities, opportunities or communications related to the NC Pre-K Family Engagement Plan must be documented and kept on file at the NC Pre-K site. For events/meetings, include sign-in sheets that describe the event/meeting, list date and time, and signatures of the participants.

Documentation for the NC Pre-K Family Engagement Plan will be reviewed and verified at the site-monitoring visit.

Site Administrator Signature: _____ **Date:** _____

NC Pre-K Limited English Proficiency Plan

SY: 2020-2021

Name of Site: _____

With guidance from the Partnership for Children of Cumberland County and the NC Pre-K Committee, NC Pre-K sites are to follow this written plan for Limited English Proficiency. The purpose of this plan is to ensure that providers and families have access to appropriate resources and supports to obtain and maintain child placement in NC Pre-K.

Sites should address the following components by implementing one or more of the identified strategies for each component:

1. Offering Language Assistance Services

- a) Sites should make every effort to communicate with children and families with Limited English Proficiency.
- b) During the orientation process and throughout the year as needed, families will receive information on Limited English Proficiency resources.

2. Translation Plan

- a) Printed materials need to be translated into the family's primary language when a need has been determined.
- b) Vital documents or information should be a priority for translation.
- c) Vital documents or information are those that are critical for accessing federally/state funded services or benefits or are documents required by law. They include, but are not limited to:
 - 1) Applications
 - 2) Parent Handbooks
 - 3) Consent and complaint forms
 - 4) Letters with eligibility or participation information
 - 5) Notices regarding reduction, denial, or termination of services/benefits and the right to appeal such actions
 - 6) Notices that require a response from participants
 - 7) Notices that offer free language assistance
- d) Some families with Limited English Proficiency may not have the ability to read and understand written materials; therefore, oral interpretation of written materials may be necessary.

3. Bilingual Staff

- a) Sites should attempt to recruit bilingual staff as much as possible.
- b) Volunteer interpreters - When bilingual staff is not available, adult volunteers, may assist with occasional interpretation services.
- c) Interpreters should be aware of variances within a language and should be able to communicate with families using the appropriate colloquial speech.

4. Interpretation Services

- a) Minor children should not be used as translators if avoidable.
- b) Staff should accommodate families' wishes to use friends or family members whenever possible. However, staff must keep in mind client confidentiality and interpreter competency.
- c) Use "I speak" cards to identify the language spoken. "I speak" cards are available at <http://www.dol.gov/oasam/programs/crc/ISpeakCards.pdf>
- d) Use internet translation services such as Microsoft Translate or Google Translator.
- e) Use Telephone Interpretation Services.

5. Emergency Situations

- a) When immediate action is required, sites will take whatever steps necessary to ensure that all families, including families with Limited English Proficiency, have access to services or information within the appropriate time frames. For example, when a family needs an interpreter or other language assistance services to obtain expedited program services, the site's goal is to make the services accessible within the required time frame, whether that means using an interpreter or any other appropriate type of language assistance.

Optional Strategies and Resources

- a) Telephone Interpreter Services
- b) Internet Translation Services
- c) Mobile Translation Application
- d) Translation Services (Independent Company)
- e) Language Department from Local Institutions of Higher Learning
- f) Other: _____

A log of all activities, opportunities or communications made for the purpose of supporting the NC Pre-K Limited English Proficiency Plan must be documented and kept on file at the NC Pre-K site. For events/meetings, include sign-in sheets that describe the event/meeting, list date and time, and signatures of the participants.

Documentation for the NC Pre-K Limited English Proficiency Plan will be reviewed and verified at the site-monitoring visit.

Site Administrator Signature: _____ **Date:** _____

NC Pre-K Prevention of Suspension and/or Expulsion Plan

SY: 2020-2021

Name of Site: _____

With guidance from the Partnership for Children of Cumberland County and the NC Pre-K Committee, NC Pre-K sites are to follow this written plan to prevent the suspension and/or expulsion of children with unique needs/challenging behaviors. The purpose of this plan is to ensure that providers and families have access to appropriate resources and supports to maintain child placement in NC Pre-K.

At a minimum, sites must address the following four components by implementing the identified strategies for each component:

1. Evidence-based instructional practices to prevent/address challenging behavior will be implemented:
 - Allow NC Pre-K teachers and administrators/designees the opportunity to participate in trainings and technical assistance provided by the Partnership that incorporates evidence-based instructional practices designed to prevent the suspension and/or expulsion of children with unique needs/challenging behaviors. Examples of evidence-based instructional practices include training and technical assistance using the Center on the Social and Emotional Foundations for Early Learning (CSEFEL) Pyramid Model and the Classroom Assessment Scoring System (CLASS).
2. Families will be given the opportunity to discuss their child's challenging behaviors, including options other than suspension and expulsion:
 - Through informal and formal conferences families are given opportunities for involvement in decision making about their child's unique needs/challenging behaviors and the planning process for ensuring their child's placement in NC Pre-K.
3. Families will be provided information on child development, as well as resources about referrals for screening and evaluation if a child is suspected of having health, social-emotional, developmental delays or a disability:
 - During the orientation process and throughout the year as needed, families will receive information on child development in the form of resources from the North Carolina Foundations for Early Learning. Families will also receive information on the network of community resources available to support the prevention of suspension and/or expulsion of children with unique needs/challenging behaviors.
 - Available community resources for NC Pre-K staff include: The Partnership for Children of Cumberland County's Technical Assistance Activity, Professional Development and Career Center, and Regional Healthy Social Behaviors Project.
 - Available community resources for families include: Cumberland County Schools' Exceptional Children's Services (Child Find); Cumberland COLORS; Care Coordination for Children; and the Child Health Clinic-Department of Public Health.
4. Procedures to prevent and respond to children with unique needs/challenging behaviors:
 - When a classroom is experiencing challenges due to meeting the needs of children with unique needs/challenging behaviors, the NC Pre-K site may make arrangements with the Partnership for technical assistance.
 - Based on a referral from the Partnership, NC Pre-K Sites are to participate in the Regional Healthy Social Behaviors Project if more specialized and intensive technical assistance is needed.
 - When a child has been identified through working with the Healthy Social Behaviors Project and the documentation gathered supports the need for additional services, the NC Pre-K site shall

notify Cumberland County Schools' Exceptional Children's Services for assistance. Additionally, the site is to notify the Partnership of the request made to Cumberland County Schools' Exceptional Children's Services. It is also at this time that the NC Pre-K site complete and submit to the Partnership the Children with Unique Needs/Challenging Behaviors Report [Appendix-E in the North Carolina Pre-Kindergarten (NC Pre-K) Program Requirements and Guidance] as documentation of the strategies used to maintain the child's placement.

- The NC Pre-K site, the Partnership, and family, in consultation with the school system's Exceptional Children's Services and other available resources, shall work together to develop a coordinated plan to support the child's continued placement. Every effort shall be made to maintain the child's enrollment and participation. (In the event that efforts to access the consultation needed to develop a coordinated plan of support prove unsuccessful, the Partnership shall contact the Division of Child Development and Early Education for guidance.)

Optional strategies may include (choose at least one):

- ☐ Allow Pre-K teachers the opportunity to participate in additional trainings designed to prevent the suspension and/or expulsion of children with unique needs/challenging behaviors outside of the training provided by the Partnership;
- ☐ Support Pre-K teachers in using a variety of strategies designed to support healthy social-emotional development in young children, such as Conscious Discipline® by Becky Bailey and/or Devereux's FLIP IT®;
- ☐ Provide opportunities for family members to participate in educational events that support healthy social-emotional development in young children;
- ☐ Other: _____

A log of all activities, opportunities or communications made for the purpose of preventing the suspension and/or expulsion of children with unique needs/challenging behaviors must be documented and kept on file at the NC Pre-K site. For events/meetings, include sign-in sheets that describe the event/meeting, list date and time, and signatures of the participants.

Documentation for the NC Pre-K Prevention of Suspension and/or Expulsion Plan will be reviewed and verified at the site-monitoring visit.

Site Administrator Signature: _____ **Date:** _____

NC Pre-K Transition Plan SY: 2020-2021

Name of Site: _____

With guidance from the Partnership for Children of Cumberland County and the NC Pre-K Committee, NC Pre-K sites will implement strategies that assist children and families transition into pre-kindergarten and then into kindergarten.

Transition into Pre-Kindergarten

Sites must implement the following strategies:

1. Make initial contact with families by mail, face to face or by phone;
2. Prior to or upon enrollment, host families in an initial visit to the site to tour the facility and gather information;
3. All children shall be screened within 90 days after the first day of attendance in the NC Pre-K Program or within six months prior to the first day of attendance.
4. When applicable, the site will work with the family to contact the local school system's Exceptional Children Program or other qualified resources to determine if a child is eligible for special education, related services or other supports for modifications in the classroom.
5. Provide an orientation or open house for families to include educating families on the transition into pre-kindergarten;
6. Conduct formal and/or informal conferences with families for the purpose of gathering information about the child and informing families about the classroom environment and curriculum.
7. Provide families information on North Carolina Foundations on Early Learning and Development.

Optional strategies (choose at least one):

- ☐ NC Pre-K teachers conduct initial home visits.
- ☐ Provide staggered entry.
- ☐ Other: _____

Transition into Kindergarten

Sites must implement the following strategies:

1. Provide a family meeting for the purpose of providing information to families about entry into the public school system;
2. Utilize transition materials/resources provided by the Partnership (materials/resources may vary per school year);
3. Conduct formal and informal conferences with families throughout the year for the purpose of sharing on-going assessment information on the child's growth and development (at least one conference must be formal);
4. Allow children and teachers the opportunity to participate in Beginners' Day hosted by Cumberland County Schools;
5. Provide families with resources for summer transition activities;
6. Participate in any school readiness activities or events facilitated by the Partnership.
7. It is important that programs understand the requirements of the Individuals with Disabilities Education Improvement Act (IDEA), Parts C and B, in order to ensure collaboration, compliance and effective transitions for children and families.
8. Be sure that each parent has all pertinent information for registering their child at their school of choice

Optional strategies (choose at least two):

- ☐ Prepare and share an All About Me Worksheet with the appropriate parties.
- ☐ Facilitate a tour of a school bus.
- ☐ Simulate a cafeteria experience for the children or visit a lunch room.
- ☐ Shorten nap times.
- ☐ In addition to providing resources for summer transition activities, provide supplies for children to use over the summer (scissors, crayons, paper and/or books).
- ☐ Other: _____

A log of all activities, opportunities or communications related to the NC Pre-K Transition Plan must be documented and kept on file at the NC Pre-K site. For events/meetings, include sign-in sheets that describe the event/meeting, list date and time, and signatures of the participants.

Documentation for the NC Pre-K Transition Plan will be reviewed and verified at the site-monitoring visit.

Site Administrator Signature: _____ **Date:** _____

NC Pre-K Transportation Plan

SY: 2020-2021

Name of Site: _____

On an annual basis, NC Pre-K sites are required to notify the Partnership for Children of Cumberland County of their ability to provide transportation services. Families with children participating in the NC Pre-K program may be charged a nominal amount for transportation to/from the NC Pre-K site if approved by the NC Pre-K Committee. However, children who are at-risk should not be denied services based on the family's inability to pay. NC Pre-K Sites assume all liability for transporting children and must adhere to the NC Child Care Licensing Requirements (Chapter 9 - Child Care Rules .1723 TRANSPORTATION REQUIREMENTS). Sites providing transportation must submit a written description of the transportation services that addresses transporting children to and from the NC Pre-K site. The NC Pre-K site must disclose any fees to be charged to the family for the service, and NC Pre-K Committee approval is required to charge a fee.

We understand that transportation is necessary for families to attend NC Pre-K at our site, we have considered the following resources: (Check at least one and all others you have considered.)

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Public School Bus
<input type="checkbox"/> Site Provided Transportation
<input type="checkbox"/> Site Family Car Pool | <input type="checkbox"/> Public Transportation
<input type="checkbox"/> Private Transportation Provided by Family
<input type="checkbox"/> Other: _____ |
|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|

At this time we are: (Please check one.)

- ☐ Unable to provide transportation services. Please list your challenges below:

- ☐ Able to provide transportation services to families. Attach a description of your transportation services and complete the following question:

Will the site charge a nominal fee for transportation?

- ☐ No
☐ Yes, cost per ☐ week ☐ month (check one) \$_____

We are requesting approval from the NC Pre-K Committee to charge a nominal fee to NC Pre-K families to offset transportation cost, and we understand that eligible children should not be denied services based on the family's inability to pay.

Documentation for the NC Pre-K Transportation Plan will be reviewed and verified at the site-monitoring visit.

Site Administrator Signature: _____ **Date:** _____

NC Pre-K Health Consultation Services Plan

SY: 2020-2021

Name of Site: _____

A health assessment is required to be on file at the NC Pre-K site within 30 days after a child enters the NC Pre-K program. The assessment may be no more than 12 months old at the time of program entry. (General Statute 130A-440; 10A NCA09.3005) When possible, the contract administrator will arrange to have qualified health professionals available to provide health services at community wide NC Pre-K recruitment events.

Parents/guardians are notified at the time of application that a child's health assessment is required before being enrolled or within 30* days after a child enters the NC Pre-K program. Parents/guardians must ensure their child has received the required immunizations at the age required by law unless there is a written medical or religious exemption on file. (General Statute 130A-152-157) The contract administrator and sites are to work collaboratively to ensure compliance with the health assessment requirement.

When a child enters NC Pre-K without a health assessment, the site administrator must provide the family written notice to submit a completed health assessment within 30 days. As written notice, site administrators are to use the form titled: *NOTICE: 2019 – 20 NC HEALTH ASSESSMENT AND IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE (1/15/2019)*. In the event the child has not received a health assessment within the required timeframe, the parent/guardian must submit proof of scheduling the child's health assessment. When families receive notice regarding the health assessment requirement, they are provided information on the Child Health Clinic located at the Public Health Center on Ramsey Street in Fayetteville. The Child Health Clinic accepts Medicaid, other forms of health insurance, or charges a fee based on family income and number of persons in the household.

After five business days of notification the family has not complied, the site administrator will issue a final written notice to submit a completed health assessment. Additionally, the site administrator will provide the contract administrator a copy of the final notice. Upon receipt of the final notice, the contract administrator will contact the parent/guardian by phone, email, and certified letter to inform them their child will be exited from the program if the health assessment is not received within 30 days of program entry. If the health assessment requirement is not met within 30 days, the contract administrator will inform the parent/guardian by phone, email, and certified letter their child has been exited from the program for not meeting the requirement.

Sites are responsible for entering the health assessment date into NC Pre-K Kids within five days of the child's first day of attendance. In the event the health assessment is not provided by the first day of attendance, the site has 48 hours upon receipt to enter the health assessment date into NC Pre-K Kids. (Please Note: Sites are also responsible for entering into NC Pre-K Kids the developmental screening date within 90 days of the child's first day of attendance.)

*30 Calendar Days

Documentation to support compliance with the plan will be reviewed and verified at the site-monitoring visit.

Site Administrator Signature: _____ **Date:** _____

NC Pre-K Teacher Compensation Policy

SY: 2020-2021

Name of Site: _____

Lead Teachers: Beginning SFY: 2019-2020, NC Pre-K sites will have three years to provide compensation packages for lead teachers equivalent to at least the minimum compensation level for eligible lead teachers as defined by the NC Public School Teacher Salary Schedule.

Teacher Assistants: Following the three-year period given to NC Pre-K sites to raise lead teacher compensation, NC Pre-K sites will have two years to provide compensation packages for teacher assistants equivalent to at least the minimum compensation level for eligible teacher assistants as defined by the NC Public School Teacher Salary Schedule.

The goal is to have all NC Pre-K sites providing compensation packages equivalent to at least the minimum compensation level as defined by the NC Public School Teacher Salary Schedule within the described five-year period. New NC Pre-K sites must enter the program providing compensation packages equivalent to at least the minimum compensation level as defined by the NC Public School Teacher Salary Schedule.

Compensation packages may consist of a, b, or c and equal to the NC Public School Teacher Salary Schedule amount.

- a. Salary only, or
- b. Salary plus health or retirement plans, or
- c. Salary plus health and retirement plans

☐ Please check to agree to provide compensation packages consisting of a, b, or c and equal to the NC Public School Teacher Salary Schedule amount.

Sites may seek approval from the Contract Administrator to offer alternative benefits that may count toward the compensation package. Examples may include, but are not limited to, paid childcare for dependent children or financial assistance for higher education coursework.

☐ Please check to request approval to offer the following compensation package equal to the NC Public School Teacher Salary Schedule amount with alternative benefits. Use the space below to describe the alternative compensation package:

Documentation to support compliance with the policy will be reviewed and verified at the site-monitoring visit.

Signatures *(Contract Administrator signature is required to show approval of the request to provide an alternative compensation package.)

Site Administrator

Date

*Contract Administrator

Date

NC Pre-K Inclement Weather Policy

SY: 2020-2021

Name of Site: _____

NC Pre-K sites follow the Cumberland County School System regarding any inclement weather closings or delays. Additionally, sites follow Cumberland County Schools' make-up schedule unless there are clear barriers that prevent certain sites from doing so. Make-up day options may include extending the NC Pre-K instructional day past 6.5 hours or attending school on a day originally scheduled as a teacher workday, vacation day, or weekend day. Sites that have a clear barrier to following Cumberland County Schools' make-up schedule must develop an alternate make-up schedule and submit it to the contract administrator for approval prior to its implementation. It is the responsibility of the NC Pre-K site administrator to contact all families once the decision has been made. Should severe weather conditions develop during the school day, the NC Pre-K site administrator will make the announcement for early dismissal.

Documentation to support compliance with the policy will be reviewed and verified at the site-monitoring visit.

Site Administrator Signature: _____ Date: _____