



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**  
Division of Child Development and Early  
Education

ROY COOPER • Governor  
MANDY COHEN, MD, MPH • Secretary  
ARIEL FORD • Director

**MEMORANDUM**  
**September 21, 2020**

**TO:** NC Pre-K Contracting Agencies and Site Administrators

**FROM:** Lorena R. González, Senior Manager  
Early Educator Support, Licensure and Professional Development (EESLPD) Unit

**RE:** Early Educator Support Mentor and Evaluator Visits

We hope this message finds you healthy and well and your year off to a great start. It is definitely taxing to begin a program year under such unique circumstances. We would like to express our gratitude for your notable resilience and your continued partnership in supporting the early childhood educators, young children, and families of our state. As teachers and children return to instructional settings for the year, it is more important than ever that we are all focused on the collective commitment of holding in high regard the overall wellbeing of the staff, teachers, children, and families of our programs. With that, we would like to provide information regarding how teacher support services will be carried out during this time.

As you are aware, the Early Educator Support (EES/formerly EESLPD) Unit under the Department of Health and Human Services' Division of Child Development and Early Education (DCDEE) serves as the Local Education Agency (LEA) for all licensed educators employed in non-public NC Pre-K, Developmental Day, and local county funded programs such as MECK Pre-K sites (may be referenced under Article 1 of the [NC General Statutes 126: North Carolina Human Resource Act \(G.S. 126-4\)](#)). As the LEA, the EES Unit is to cooperate with a number of state agencies (i.e., NC State Board of Education, NC Department of Public Instruction, 2 and 4-year colleges and universities) and other appropriate resources in order to carry out the roles and responsibilities of an LEA. DCDEE contracts with the EES Offices at East Carolina University (ECU) and UNC Charlotte (UNCC) to provide a system of professional growth and development to all enrolled teachers of the EES Unit. This includes the professional development, mentoring and evaluation requirements of the NC Teacher Evaluation Process (NCTEP) as outlined in [State Board Education \(SBE\) Teacher Performance Appraisal Process Policy \(EVAL-004\)](#).

With that in mind, we are grateful that the support services provided from mentors and evaluators to enrolled early childhood educators will move forward, with little impact due to COVID-19. With a focus on building relationships and individualized support, we know their presence during this time will serve to provide consistency and a familiar system of support to the early childhood educators across the state. The Department of Public Instruction has provided guidance on how to move forward with the teacher performance and evaluation process and in supporting teachers engaged in remote instruction. DCDEE recognizes the essential duties of the mentors and evaluators employed by the EES Offices at ECU and UNCC and we grant permission for the designees of these two universities to perform their duties onsite, and as necessary, to carry out the required phases of the NCTEP. Mentor/Evaluators will adjust accordingly for educators engaged in remote instruction only. Additionally, The EES Offices at ECU and UNCC have developed an amended protocol aligned with the [ChildCareStrongNC Public Health Toolkit](#) and the [Interim COVID-19 Reopening Policies for NC Pre-K Programs](#) of the DCDEE. A copy of this amended protocol has been attached for your review in detail.

We thank you again for your partnership and wish you the best for the 2020-21 year.

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF CHILD DEVELOPMENT AND EARLY EDUCATION**

LOCATION: 333 East Six Forks Rd • Raleigh, NC 27609  
MAILING ADDRESS: 2201 Mail Service Center, Raleigh, NC 27699-2200  
[www.ncdhhs.gov](http://www.ncdhhs.gov) • TEL: 919-814-6300 • Fax 919-715-1013

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER