

**HYBRID North Carolina Pre-Kindergarten Planning Committee Meeting
Agenda**

Quorum is 12 = 50% + 1 (Total Board Members = 23)

Thursday, October 26, 2023

12:00 pm – 12:30 pm

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*

	Topic	Presenter
I.	Determination of Quorum & Call to Order	Co-Chairs: Brian Jones / Maria Ford
II.	Action*	
	A. Minutes – Thursday, August 24, 2023 B. SFY 2023-2024 1. Site Allocation Change Requests! (<i>Recusals: Dr. Pamela Adams-Watkins, Lonnie Ballard, Dr. Marvin Connelly, Jr., Maria Ford, Terrasine Gardner, and Mary Mathis</i>)	Maria Ford – Co-Chair Maria Ford / Mary Sonnenberg / Ar-Nita Davis
II.	Updates^Δ	
	A. Fiscal Update 1. SFY 2023-2024 Financials 2. August/September Payments 3. Amendment #1 – GEER Funds B. Session Law 2023-134 Section 9D.1.(a1) Increased Classroom Ratio & Slot Availability Memo (see attachment) C. Enrollment and Application 1. SFY 2023-2024 Application/Placement D. Site Selection Progress	Carole Mangum Maria Ford / Mary Sonnenberg / Julanda Jett Ar-Nita Davis Ar-Nita Davis
IV.	Adjourn^Δ	Maria Ford – Co-Chair

* Needs Action ^Δ Information Only ^ε Electronic Copy (Hard copies are available upon request) !Possible Conflict of Interest (Recusals)

^D Document Included in Packet



Partnership for Children of Cumberland County, Inc.
Virtual North Carolina Pre-Kindergarten Planning Committee Meeting Minutes
August 24, 2023 (12:15 pm to 12:40 pm)
Be the Driving Force



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

Partnership for Children of Cumberland County, Inc. - NC PRE-KINDERGARTEN GRANT

Fiscal Year 2023 / 2024

LEGEND
Internal Budget Adjustments
Budget Increases per Amendment #1

FY 23/24 Revenues per Contract	
\$ 9,155,320	NC Pre-k Grant Payments to Providers [Fund 206, Fund 210, Fund 319]
\$ 328,170	NC Pre-k GEER Payments to Providers [Fund 336]
\$ 174,963	2% CCDF Quality/Admin Funds [Fund 328]
\$ 216,016	2% CCDF ARPA Admin Funds [Fund 314]
\$ 524,553	6% Administrative Funds [Fund 211]
\$ 10,399,022	Total NC Pre-k Grant

10% TOTAL ADMIN FUNDS

as of September 2023	
SHOULD BE	
25%	75%

		FY 23/24 Budget						Remaining	% of	% of
Activity		9/01/23 (Amendment #1)	July	August	September	Y-T-D	Budget	Budget Expended	Available Funds	
211	3323-999 Administrative Operations	\$ 126,000.00	\$ 10,548.47	\$ 10,779.94	\$ 10,650.51	\$ 31,978.92	\$ 94,021.08	25%	75%	
	3323-001 CCR&R - Core	\$ 123,888.00	\$ 9,636.13	\$ 9,745.18	\$ 10,241.58	\$ 29,622.89	\$ 94,265.11	24%	76%	
	3323-017 NC Pre-k Coordination (In-Direct)	\$ 274,665.00	\$ 18,407.80	\$ 18,593.29	\$ 16,890.08	\$ 53,891.17	\$ 220,773.83	20%	80%	
	Fund 211 Sub-Total	\$ 524,553.00	\$ 38,592.40	\$ 39,118.41	\$ 37,782.17	\$ 115,492.98	\$ 409,060.02	22%	78%	
206	2342-015 NC Pre-k Subsidy (Direct - Child Reimbursement) - State Funds	\$ 991,000.00	\$ -	\$ -	\$ 603,142.00	\$ 603,142.00	\$ 387,858.00	61%	39%	
	2348-015 NC Pre-K Non-TANF/CCDF - State Funds	\$ 175,851.00	\$ -	\$ -	\$ 151,375.00	\$ 151,375.00	\$ 24,476.00	86%	14%	
	Fund 206 Sub-Total	\$ 1,166,851.00	\$ -	\$ -	\$ 754,517.00	\$ 754,517.00	\$ 412,334.00	65%	35%	
210	2342-015 NC Pre-k Subsidy (Direct - Child Reimbursement) - State Funds	\$ 3,893,000.00	\$ -	\$ -	\$ -	\$ -	\$ 3,893,000.00	0%	100%	
	2348-015 NC Pre-K Non-TANF/CCDF - State Funds	\$ 687,047.00	\$ -	\$ -	\$ -	\$ -	\$ 687,047.00	0%	100%	
	Fund 210 Sub-Total	\$ 4,580,047.00	\$ -	\$ -	\$ -	\$ -	\$ 4,580,047.00	0%	100%	
314	3323-017 NC Pre-K CCDF-ARPA Funding-ADMIN - Federal Funds [\$26,000 budgeted for outreach; \$114,275 budgeted for personnel]	\$ 140,275.00	\$ -	\$ 4,475.00	\$ -	\$ 4,475.00	\$ 135,800.00	3%	97%	
	3323-999 NC Pre-K CCDF-ARPA Funding-ADMIN - Federal Funds	\$ 75,741.00	\$ -	\$ 12,630.00	\$ 6,414.45	\$ 19,044.45	\$ 56,696.55	25%	75%	
	Fund 314 Sub-Total	\$ 216,016.00	\$ -	\$ 17,105.00	\$ 6,414.45	\$ 23,519.45	\$ 192,496.55	11%	89%	

Partnership for Children of Cumberland County, Inc. - NC PRE-KINDERGARTEN GRANT

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		FY 23/24 Budget						Remaining	% of	% of
Activity		9/01/23 (Amendment #1)	July	August	September	Y-T-D	Budget	Budget Expended	Available Funds	

319	2342-015	NC Pre-k Subsidy TANF (Direct - Child Reimbursement) - Federal Funds	\$ 2,897,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,897,000.00	0%	100%
	2348-015	NC Pre-K Non-TANF/CCDF - Federal Funds	\$ 511,422.00	\$ -	\$ -	\$ -	\$ -	\$ 511,422.00	0%	100%
		Fund 319 Sub-Total	\$ 3,408,422.00	\$ -	\$ -	\$ -	\$ -	\$ 3,408,422.00	0%	100%

328	3323-999	NC Pre-K CCDF Quality Funds-ADMIN - Federal Funds	\$ 174,963.00	\$ 12,818.13	\$ 13,417.22	\$ 21,156.76	\$ 47,392.11	\$ 127,570.89	27%	73%
		Fund 328 Sub-Total	\$ 174,963.00	\$ 12,818.13	\$ 13,417.22	\$ 21,156.76	\$ 47,392.11	\$ 127,570.89	27%	73%

336	3322-017	NC Pre-K GEER (Governor's Emergency Education Relief) Funds - Federal Funds	\$ 328,170.00	\$ -	\$ -	\$ -	\$ 0.00	\$ 328,170.00	0%	100%
		Fund 336 Sub-Total	\$ 328,170.00	\$ -	\$ -	\$ -	\$ -	\$ 328,170.00	0%	100%

Total Budget Remaining \$ 9,458,100.46

Total NC Pre-K Grant	
Total NC Pre-k Grant Expended	\$ 51,410.53 \$ 69,640.63 \$ 819,870.38 \$ 940,921.54
Total State Funds	\$ 6,271,451.00
Total Federal Funds	\$ 4,127,571.00
Total NC Pre-K Grant	\$ 10,399,022.00

NC Pre-K Program Guidance

Governor's Emergency Education Relief (GEER) Funds for NC Pre-K Classrooms

September 18, 2023

This guidance document is intended to provide information to NC Pre-K programs and Contracting Agencies regarding GEER funds for NC Pre-K classrooms.

It is the responsibility of the NC Pre-K Contracting Agencies to ensure that this guidance is shared with all NC Pre-K programs.

I. Purpose

On September 13, 2023, Governor Cooper [announced plans](#) to direct \$8 million in GEER funds to provide a one-time special allocation to all NC Pre-K classrooms. Funding for this new investment in NC Pre-K is from federal Emergency Assistance for Non-Public Schools (EANS) funds that have reverted to the Governor's Emergency Education Relief (GEER) fund. This one-time special allocation can be used for direct services funding for classroom needs that supports the provision of high-quality early learning for eligible children enrolled in the program, which includes; but is not limited to, upgrading classroom materials, toys, supplies, playground equipment, supplemental curriculum materials, ongoing facility maintenance needs, mental health support for children and staff, professional development for staff, and other needs.

The Division of Child Development and Early Education (DCDEE) will distribute the funding to NC Pre-K Contracting Agencies in accordance with the guidance below.

II. Classroom Eligibility Requirements for GEER Funds

In order to be eligible to receive GEER funds the NC Pre-K classroom must have **1 or more NC Pre-K children enrolled** and have a **qualified lead teacher or long-term substitute** in place in the NC Pre-K Plan database **during the month of September 2023**.

- NC Pre-K classrooms that have been allocated slots and have qualified staff in place will be **eligible** to receive GEER funds as long as **at least one child qualifies for reimbursement** during the month of September.
 - NC Pre-K classrooms that do not meet these criteria **will not** receive GEER funds.

III. Funding Amounts

- a) NC Pre-K classrooms that meet the eligibility criteria described in Section II will be **eligible** to receive a one-time allocation of **approximately \$3,860 per classroom**.

IMPORTANT: At the end of August, NC Pre-K contracting agencies were asked to verify the number of NC Pre-K classrooms in their county/region for the 2023-2024 program year. That information was used to calculate funding amounts for each county/region. Contracting agencies will only be able to request GEER funds for the number of classrooms specified in their contract amendment. **Any additional classrooms will not receive GEER funds.**

IV. Contract Amendment

- a) GEER funds will be added to each NC Pre-K contracting agency’s Direct Services funding through NC Pre-K Contract Amendment 1 effective July 1, 2023.
- b) **Contractors will not need to send in a Line Item Budget** as this funding was added in the direct services budget category in the contract amendment.
- c) The funding breakdown will be included in the budget narrative as outlined below:

Example: Funds budgeted for one-time bonus payment for 10 classrooms for a total funding amount of \$38,600 (10 classrooms x ~\$3,860= \$38,600). Note: Funding for each classroom varies slightly by cents on the dollar due to rounding.

- d) Contract amendments will be sent to your agency in DocuSign for execution by **September 19, 2023**. Amendments must be signed on or before **September 30, 2023** to ensure funding is available before the deadline.

V. Payment Distribution

Contracting agencies will request GEER funds as part of the reimbursement process for **September services** and will be responsible for distributing funds to NC Pre-K providers.

The NC Pre-K Plan and NC Pre-K KIDS database systems will be modified to capture appropriate funding amounts for all eligible classrooms. NC Pre-K programs and contracting agencies will submit September attendance and reimbursement requests following **all usual processes**. NC Pre-K contracting agencies will be responsible for reviewing the monthly Summary of Attendance form and ensuring that all classroom payments are accurately reflected. Any questions about discrepancies in your payment amount should be directed to your NC Pre-K Program Policy Consultant.

IMPORTANT: If GEER funds for an eligible classroom are not requested on the September FSR, those funds may be retroactively requested by completing a revised September FSR. Contracting agencies **must** request all GEER funds **before November 15, 2023** or those funds will be forfeited. Contracting agencies who believe they will be unable to meet this deadline should reach out to their NC Pre-K Program Policy Consultant.

Who to Contact?

NC Pre-K Program Policy Consultants		
NC Pre-K Classroom Eligibility Criteria Payment Distribution Process (as it relates to NC Pre-K Plan or NC Pre-K KIDS)	Frances Minton (<i>North East</i>) francis.minton@dhhs.nc.gov (919) 604-7626	Jennifer Griffith (<i>West</i>) jennifer.griffith@dhhs.nc.gov (919) 609-6921
	Jeanne Barnes (<i>South East</i>) jeanne.barnes@dhhs.nc.gov (919) 814-6357	Sharon Stukes (<i>Central</i>) sharon.stukes@dhhs.nc.gov (704) 594-0151
Payment Distribution Process (as it relates to FSR submission)	NC Pre-K Budget Staff dcdee_ncprekfsr@dhhs.nc.gov	
Contracts & Amendments	Candice Bailey, Contracts Manager candice.bailey@dhhs.nc.gov	



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

ROY COOPER • Governor
KODY H. KINSLEY • Secretary
ARIEL FORD • Director

Date: October 13, 2023

To: NC Pre-K Contracting Agencies and NC Pre-K Site Administrators

From: Division of Child Development and Early Education (DCDEE)/NC Pre-K

Re: Increased Classroom Ratio & Slot Availability

NC Pre-K contracting agencies must provide this memo to all NC Pre-K sites

On October 3, 2023, [Session Law 2023-134](#) became law. Section 9D.1.(a1) of this legislation states the following:

Staff-To-Child Ratio and Class Size. – The classroom shall not exceed a maximum staff-to-child ratio of one to 10 with a maximum class size of 20 children, with at least one teacher and one teacher assistant per classroom. A classroom of 10 children or less shall have at least one teacher. The Child Care Commission shall adopt any rules and the Division of Child Development and Early Education shall revise any rules or policies necessary to implement the provisions of this subsection.

While this legislation allows for individual classrooms to serve more children, classrooms are not obligated to increase their classroom size. It is important to note that **DCDEE received no additional funding to increase slot allocations for the NC Pre-K program.** However, the following options may be considered for those wishing to increase capacity within their classrooms:

- If you are a site choosing to increase your classroom size, you may do so by serving non-NC Pre-K children in addition to your allocated NC Pre-K slots. This option **does not allow** you to replace current NC Pre-K slots with non-NC Pre-K children.
- If you are an NC Pre-K contracting agency you may identify existing NC Pre-K slots within your county/region that are currently unallocated or unfilled and reallocate those slots to interested classrooms at the discretion of the local NC Pre-K Committee.

For further questions regarding this memo:

- NC Pre-K sites should contact their NC Pre-K contracting agency
- NC Pre-K contracting agencies should contact their [NC Pre-K Program Policy Consultant](#)

Thank you,

DCDEE/NC Pre-K

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.ncdhs.gov • TEL: 919-814-6300 • Fax: 919-715-1013

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

2023-2024 NC Pre-K Process for Site Allocation Change Requests

I.	The Purpose: 2023-2024 NC Pre-K Process for NC Pre-K Sites requesting an allocation change.
II.	PFC accepts allocation requests at the following times: A. July 15th and October 15th
III.	Process Team in consecutive order: A. NC Pre-K Program Specialist B. NC Pre-K Manager C. VP of Programs D. Grants Manager/Accounting E. PFC President F. Contracts Coordinator
IV.	<p>Review and Approval Process Steps:</p> <p>Step 1. – Existing NC Pre-K Sites submit the NC Pre-K Allocation Change Request Form and required documentation via email to NCPREK@ccpfc.org.</p> <p>Step 2. – Program Specialist will review all documentation for completion/accuracy, enter it into a spreadsheet, and forward it to the Program Manager.</p> <p>Step 3. – Program Manager reviews all documentation, completes the rubric with the VP of Programs, DocuSigns, updates the spreadsheet, and then forwards it to the Grants Manager.</p> <p>Step 4. – Grants Manager/Accounting reviews all documentation, DocuSigns, updates spreadsheet, and forwards to PFC President for approval.</p> <p>Step 5. – President reviews all documentation, DocuSigns, updates the spreadsheet and forwards to the Contracts Coordinator. (The request is not fully approved until the President approves and sends it to the Contracts Coordinator.)</p> <p>Step 6. – The Contracts Coordinator completes the contract process.</p> <p>Step 7. – Program Specialist will enter information in the NC Pre-K Plan and email the process team when it is completed.</p>
V.	<p>What information needs to be collected?</p> <p>A. NC Pre-K Site Allocation Change Request Form</p> <p>B. Required Supporting Documentation: for new Teachers/Teacher Assistance Education</p> <p>C. NC Pre-K Site Allocation Change Request Rubrics</p>
VI.	<p>How will the decision be made?</p> <p>A. Waitlist/Geographical Need</p> <p>B. Available Funding</p> <p>C. The NC Pre-K Site meeting required standards (Rubric)</p>

2023-2024 NC Pre-K Process for Site Allocation Change Requests

VII.	All forms will be saved in Community (H): A. H:\NC Pre-K B. Year C. NC Pre-K Allocation Forms/Tracking
VIII.	NC Pre-K Forms: A. NC Pre-K Site Allocation Change Request Form B. NC Pre-K Site Allocation Change Request Rubric C. NC Pre-K Site Allocation Change Request Spread Sheet
	The process for NC Pre-K sites requesting a decrease in allocation remains the same, with the exception of completing the rubric and requesting approval to decrease allocation for the committee. PLEASE NOTE: The President may choose at any time to take the requests to the committee for approval before moving to steps 6-7.