

OF CUMBERLAND COUNTY

### 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	Maria Ford – Co-Chair
	B. SFY 2023-2024	Maria Ford / Mary
	1. Site Allocation Change Requests! (Recusals: Dr. Pamela	Sonnenberg / Ar-Nita Davis
	Adams-Watkins, Lonnie Ballard, Dr. Marvin Connelly, Jr.,	
	Maria Ford, Terrasine Gardner, and Mary Mathis)	
II.	$\mathbf{Updates}^{\Delta}$	
	A. Fiscal Update	Carole Mangum
	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	Maria Ford / Mary
	Ratio & Slot Availability Memo	Sonnenberg / Julanda Jett
	(see attachment)	
	C. Enrollment and Application	Ar-Nita Davis
	1. SFY 2023-2024 Application/Placement	
	D. Site Selection Progress	Ar-Nita Davis
IV.	Adjourn <sup>∆</sup>	Maria Ford – Co-Chair

<sup>\*</sup> Needs Action <sup>Δ</sup> Information Only <sup>e</sup> Electronic Copy (Hard copies are available upon request) !Possible Conflict of Interest (Recusals) <sup>D</sup> Document Included in Packet





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



MEMBERS PRESENT: Lonnie Ballard, Shona Bannister (D), Patricia Fecher\*, Maria Ford (D)\*, Terrasine Gardner\*, Van Gunter\*, Haja Jallow-Konrat, Brian Jones\*, Amanda Klinck\*, Katie Lada\*, Wynne Long, Mary Mathis, Tre'vone McNeill (arrived @ 12:30pm), Taylor Mobley, Birgit Sexton, Heather Skeens, Betty Smith\*, and Darlisha Warren\*

MEMBERS ABSENT: Dr. Pamela Adams-Watkins, Lisa Childers, Sandee Gronowski, Ayesha Neal, and Ebone Williams

NON-VOTING MEMBERS ABSENT: Dr. Marvin Connelly, Jr. and Brenda Jackson

NON-VOTING ATTENDEES: Dorothy Adams\*, Ar-Nita Davis\*, Michelle Downey\*, Pamela Federline, Belinda Gainey\*, Julanda Jett\*, Marie Lilly\*, Sharon Moyer\*, Anthony Ramos,

Candy Scott\*, and Karen Staab\* \*Attended in person **AGENDA ITEM** DISCUSSION & RECOMMENDATION **ACTION FOLLOW-**UP Determination of NC Pre-K Quorum & Call to The hybrid meeting of the North Carolina Pre-Kindergarten (NC Pre-K) Planning Committee was held None None Order - Maria Ford, Co-Chair on August 24, 2023, beginning at 12:15 pm pursuant to prior written notice to each Committee member. Notification was made via email and meeting notices are located on the PFC website. Maria Ford, Co-Chair, chaired the meeting, determined that a quorum was present and called the meeting to order. Belinda Gainey, Executive Specialist, was the Secretary for the meeting and recorded the minutes. Due to unforeseen circumstances, Mary Sonnenberg was unable to attend the meeting. II. Action\* A. The minutes of the May 18, 2023 meeting were previously distributed and reviewed by the A. Minutes – Thursday, May 18, 2023 Committee. B. SFY 2023-2024 Van Gunter moved to approve North Carolina Pre-Kindergarten (NC Pre-K) Planning Committee Motion None 1. Adoption of Conflict of Interest Minutes from May 18, 2023 as presented. Haja Jallow-Konrat seconded the motion. Hearing no Carried further discussion, the Co-Chair put the motion to a vote. All votes were unanimous. There were Policy 2. NC PreK Plan Assurances and no abstentions. The motion carried. Requirements/Section 1 Committee B.1. Maria Ford stated that is recommended for the approval of the adoption of the current Conflict Signatures of Interest Policy for SFY 2023-2024. The Conflict of Interest Policy must be signed annually. 3. Decide whether NC Pre-K sites that B.2. 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 2023-2024. are maintaining standards have to reapply for site selection! Betty Smith moved to approve the Conflict of Interest Policy and NC Pre-K Plan with Section 1 for Motion None 4. Appoint site selection sub-SFY 2023-2024 as presented. Brian Jones seconded the motion. Hearing no further discussion, the Carried committee members! Co-Chair put the motion to a vote. All votes were unanimous. There were no abstentions. The motion carried. B.3. Candy Scott reported that Partnership staff recommend the approval to exempt current NC



# 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



	Pre-K sites that are maintaining standards from reapplying for SFY 2024-2026 Site Selection. Maria had to recuse so Brian Jones asked for a motion to approve to approve the exemption of current NC Pre-K sites that are maintaining standards from reapplying for SFY 2024-2026 Site Selection. Betty Smith moved to approve the exemption of current NC Pre-K sites that are maintaining standards from reapplying for SFY 2024-2026 Site Selection as presented. Van Gunter seconded the motion. Hearing no further discussion, Brian put the motion to a vote. All votes were unanimous. The motion carried. Recusals: Lonnie Ballard, Maria Ford, Terrasine Gardner, and Mary Mathis  B.4. Candy stated that PFC is working to put together a SFY 2024-2026 Site Selection Sub-committee.  The following list of candidates are interested in serving on the Sub-committee.  Terry Mims – Retired Teacher and Owner of Mims Diagnostics  Terry Mims – Retired Regulatory Supervisor, NCDCDEE  Patricia Eaton – Retired Pre-Kindergarten Coordinator, CCS  Cynthia Wilson – Retired CEO, Action Pathways  Jerome Scott – The Insurance Guy serving child care providers.  Lorena Murray – Success Coach, FTCC  Alisa Myers – Methodist University  Only three individuals are needed to serve but it is recommended to select all of the individuals in case someone needs to leave the committee.  Van Gunter moved to approve that all the selected candidates serve on the SFY 2024-2026 Site	Motion Carried Motion Carried	None
	Selection Sub-committee presented. Haja Jallow-Konrat seconded the motion. Hearing no further discussion, Brian put the motion to a vote. All votes were unanimous. The motion carried. Recusals: Lonnie Ballard, Maria Ford, Terrasine Gardner, and Mary Mathis	Carried	
III. Updates <sup>A</sup> A. Fiscal Updates 1. SFY 2023-2024 Budget Allocation Changes B. Enrollment and Application 1. SFY 2023-2024 Application/Placement	<ul> <li>A. Marie Lilly provided a brief overview of the June 2023 and July 2023 NC Pre-K Financial Reports.</li> <li>B. Ar-Nita Davis reported that 1,195 children have been placed in the NC Pre-K program for SFY 2023-2024. There is a waiting list for children who are waiting to be placed in the program.</li> </ul>	None None	None None
IV. Adjournment	As there was no further business; the chair announced the meeting adjourned. The meeting was adjourned at 12:40 pm.	Adjourned	None



# 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



<b>Submittal</b> : The minutes of the above stated meeting are submitted for approval.		
Approval: Based on Committee consensus, the minutes of the above stated meeting are hereby approved as presented and/or corrected.	Secretary of Meeting	Date
	Committee Chair	Date

		Partnership for Children of Cumberland	County, Inc.	- 1	NC PRE-KIN	IDE	ERGARTEI	v e	GRANT									
		Fy 23/24 Revenues per Contract								scal Year 20	D <mark>23 / 2024</mark>							
	LEGEND	\$		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]												
	Internal Budget Adjustments \$ 174,963 2% CCDF							2% CCDF Quality/Admin Funds [Fund 328]										
		Budget Increases per Amendment #1		\$														
			•	\$	524,553	6%	6 Administrat	ive	Funds [Fund	<b>1 21</b> 1	1]					as of September 202		
				\$	10,399,022	То	tal NC Pre-k	Gra	nt							SHO	ULD BE	
	_															25%	75%	
					FY 23/24													
					Budget										Remaining	% of	% of	
		Activity		(Ar	9/01/23 mendment #1)		July		August		September		Y-T-D		Budget	Budget Expended	Available Funds	
1	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%	
06	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%	
0	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%	
4	3323-017	NC Pre-K CCDF-ARPA Funding- <b>ADMIN</b> - <b>Federal Funds</b> [\$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%	

			- NC PRE-KINDERGARTEN GRANT  FY 23/24 Revenues per Contract  Fiscal Year 20/2							)23 / 2024								
LEGEND		\$ 9,155,320 NC Pre-k Grant Payments to Providers [Fund 206, Fund 210, Fund 319]																
			\$		1		-			ers [Fund 336								
	Internal Budget Adjustments		\$															
	Budget Increases per Amendment #1		\$		1		•	min Funds [	7	- [	_	10% TOTAL	AL ADMIN FUNDS					
	pauget moreases per ramenament #1	J	\$	524,553	1			Funds [Fund		- 1		10% TOTAL			as of Sep	tember 20		
			•	10 399 022	Tot	al NC Pre-k	Gran	nt							_	ULD BE		
			Ψ	10,000,022	100	ui ito i ic-k	Orai								25%	75%		
				FY 23/24												1		
				Budget										Remaining	% of	% of		
	Activity		(Aı	9/01/23 mendment #1)		July		August		September		Y-T-D		Budget	Budget Expended	Available Funds		
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%		
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%		
3322-017	NC Pre-K GEER (Governor's Emergency Education Relief) Funds - <b>Federal Funds</b>	NEW: Amendment #1 Eff: 7-1-23	\$	328,170.00	\$	-	\$	-	\$	-		\$0.00	\$	328,170.00	0%	100%		
	Fund 336 Sub-Total		\$	328,170.00	\$	-	\$	-	\$	-	\$	-	\$	328,170.00	0%	100%		
Ť												otal 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														
			_		1													

#### **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 <u>announced plans</u> 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**.

<u>IMPORTANT:</u> 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  $^{53,860}$  \$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.

<u>IMPORTANT:</u> 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 (North East) francis.minton@dhhs.nc.gov (919) 604-7626  Jeanne Barnes (South East) jeanne.barnes@dhhs.nc.gov (919) 814-6357	Jennifer Griffith (West) jennifer.griffith@dhhs.nc.gov (919) 609-6921  Sharon Stukes (Central) 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.go	<u>)</u>					
Contracts & Amendments	Candice Bailey, Contracts Manager candice.bailey@dhhs.nc.gov						



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, <u>Session Law 2023-134</u> 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 <u>site</u> 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

### 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.	Review and Approval Process Steps:  Step 1. – Existing NC Pre-K Sites submit the NC Pre-K Allocation Change Request Form and required documentation via email to <a href="https://ncept.org">NCPREK@ccpfc.org</a> .  Step 2. – Program Specialist will review all documentation for completion/accuracy, enter it into a spreadsheet, and forward it to the Program Manager.  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.  Step 4. – Grants Manager/Accounting reviews all documentation, DocuSigns, updates spreadsheet, and forwards to PFC President for approval.  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.)  Step 6. – The Contracts Coordinator completes the contract process.  Step 7. – Program Specialist will enter information in the NC Pre-K Plan and email the process team when it is completed.
V.	<ul> <li>What information needs to be collected?</li> <li>A. NC Pre-K Site Allocation Change Request Form</li> <li>B. Required Supporting Documentation: for new Teachers/Teacher Assistance Education</li> <li>C. NC Pre-K Site Allocation Change Request Rubrics</li> </ul>
VI.	How will the decision be made?  A. Waitlist/Geographical Need  B. Available Funding  C. The NC Pre-K Site meeting required standards (Rubric)

### 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.