

Planning & Evaluation Committee

Tuesday, October 1, 2024

1:00 pm – 3:00 PM

Charles Morris Conference Room

Be the Driving Force . . .

. . . to engage partners to achieve lasting positive outcomes for all children, beginning at birth.

I. Determination of Quorum & Call to Order – Chair

Quorum = 3 of 8 total committee members or 33%

A. Chair’s Comments Dr. Nicole Lucas

II. Approval of Minutes

August 6, 2024 *

III. President’s Report

Pamela Federline

IV. Planning, Monitoring, and Evaluation Pamela Federline

A. By-Laws Review for Planning and Evaluation Committee *

B. CAD Change Requested by NCPC: Child Care Resource & Referral *

C. Salesforce Program Module Development Update ^Δ

1. Kaleidoscope Play and Learn (KPL)

2. Parents for Higher Education (PFHE)

3. Learning Library

4. Professional Development and Narratives/Special Stories

5. Hoke Programs: MPP / Safe Sleep & Safety Seats

D. Library Program Review ^Δ

V. Information^Δ

Pamela Federline

A. Upcoming Events:

1. Kindness Awards Nominations Open August 19; Awards November 14

2. Little Land: Big Play for Families February 15, 2024

VI. Adjournment

Dr. Nicole Lucas

A. ***Next meetings – 1:00 p.m. to 3:00 p.m.***⁺

1. December 3, 2024⁺

2. February 4, 2025⁺

3. April 1, 2025⁺

4. June 3, 2025⁺

+ P&E committee meetings typically last an hour, but please reserve two hours just in case

* Needs Action

^ΔInformation Only

! Possible Conflict of Interest (Recusals)



Partnership for Children of Cumberland County, Inc.
Planning and Evaluation Committee/Request for Proposal Smart Start Allocation Team
Augst 6, 2024 (1:05 pm – 2:59 pm)



P&E MEMBERS PRESENT: Dr. Nicole Lucas, Carl Mitchell. Dr. Ginny Kaplan, Rebecca Jackson
P&E MEMBERS ABSENT: Kandy Dilion, Amy Cannon, Ayanna Richard
STAFF SUPPORT PRESENT: Pamela Federline, Heather Gallagher, Steven Gipson, Michelle Downey,
GUESTS:

AGENDA ITEM	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
I. Determination of Quorum & Call to Order	A. Dr. Lucas called the meeting to order at 1:05 pm. B. Dr. Lucas introduced as the new Chair of the P&E Committee C. Introductions of new P&E Committee members and staff D. Addition of an action and information item to the agenda <ul style="list-style-type: none"> a. CAD change for CCHC was added yesterday, August 5 b. An updated WAGES\$ report was introduced for information 	Called to Order N. Lucas called for a motion to add new business. G. Kaplan made the motion, and R. Jackson seconded it. The motion passed unanimously.	
II. Review and Approval of Minutes a) Minutes from March 21, 2024	A. The Planning and Evaluation Committee minutes from March 21, 2024, were reviewed and approved.	N. Lucas called for a motion to accept minutes. G Kaplan made the motion. C Mitchell seconded. Motion passed unanimously	
III. President's Report	A. The President's Report was reviewed by Pamela Federline		



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AGENDA ITEM	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
IV. Planning, Monitoring, and Evaluation	<ul style="list-style-type: none"> A. Overview of Planning and Evaluation Department Roles/Responsibilities B. By-Laws Review for Planning and Evaluation Committee <ul style="list-style-type: none"> a. It was agreed that a shared document would be sent out to the committee so that each member could make edits and everyone could see the edits. C. Salesforce Program Module Development <ul style="list-style-type: none"> a. Kaleidoscope Play and Learn (KPL) b. Parents for Higher Education (PFHE) c. Learning Library d. Professional Development and Narratives/Special Stories e. Hoke Programs: MPP, Safe Sleep & Safety Seat D. NCPC 4th Quarter/Year-End Reporting E. Data Reports <ul style="list-style-type: none"> a. PFC Child Care Snapshot b. Estimated Five-Year-Old Enrollment c. EC Profile Summary F. Annual Required Direct Service Provider Inservice, August 12, 2024 		S. Gipson and P. Federline will work to create the shareable document.
V. Information	A. Upcoming Events	The next P&E Meeting will be in person at PFC.	
VI. Meeting Adjourned	N. Lucas adjourned the meeting at 2:59 p.m. The next P&E meeting will be October 1, 2024 in person at PFC	Meeting Adjourned	Steven Gipson will send invitations.

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

Committee Chair

Date

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

Secretary

Date

President's Report
Executive Committee (on Behalf of Board)
Charles Morris Room/ Hybrid
Thursday, September 26, 2024

A. NCPC/DCDEE Updates / Legislative Updates

1. NCPC

- Stories submitted to NCPC per request. Sample story attached.
- Annual NCPC Survey sent to Executive Directors, due to NCPC October 18. Pamela Federline, VP Planning & Evaluation will be lead in gathering input from staff to be ready for submission.

2. DCDEE

- **Southwestern Child Development Commission (SWCDC)** reimbursements are flowing more quickly. We are in contract for all four areas (CORE, HSB, B3QI and FCC). Budget revision requests and Amendments are in process for reversion redistribution funds for these contracts.
- **NC Pre-K:** Contract for FY25 executed. All Sub-contracts for providers executed. Directors had their first quarterly meeting on September 19. Funds were recently received for the requested advance and for the July and August FSRs. Providers are in the process of requesting their advances, as applicable.

3. State Level

- Governor Cooper vetoed H.B. 10 on July 20 which made several adjustments to the state budget for FY2024-25 which began July 1. Legislators could vote to override Governor Cooper's veto during their next (one-day) session on October 9.

4. Federal Level

- **U.S. House rejected proposal to prevent Federal Government Shutdown on October 1.**
- Generally, funding legislation initiates in the U.S. House and then moves to the Senate. However, leaders in the U.S. Senate began the process last week of preparing their own continuing resolution to fund the federal government into December. **The stopgap spending bill, also known as a continuing resolution, has the broad bipartisan support it needs to move through House and Senate votes this week, though senators will need to reach an agreement to vote on the legislation before the Oct. 1 deadline when federal spending runs out.**
- If Congress doesn't approve a funding plan by then, parts of the federal government would shut down on October 1.

B. Grant Opportunities/Updates/RFPs

- Met with the City of Fayetteville in July to discuss the status of the grants we have with them. New scope and budget have been submitted for the ARPA grant. Contracting for new scope and budget is with the City for their processes.

C. Staff Updates

- **Welcome to Makalia Stewart, Region 5 Caseworker, who started with PFC on September 4. Whitney Krisch, Family Child Care Consultant, will start on October 1.**
- **Open positions are on the PFC website with a link to Indeed.** If you have any questions, please contact Anthony Ramos (aramos@ccpfc.org).
- **Lunch Plate Sale Fundraiser – September 26 from 11 am – 2 pm.** Lunch options will include hot dogs or vegetarian chili bowl with choice of sides including baked beans, potato salad, macaroni salad or chips. Proceeds from the sale will benefit staff team development opportunities. This fundraiser follows the Board's Executive Committee meeting.

D. Events

- **Flu Shot Clinic – September 26 from 11 am – 1 pm.** The clinic includes Board members & tenants.
- **NC Pre-K Let's Get Enrolled** launched January 17, 2024, for 2024-2025 school year applications. Please share the URL: LetsGetEnrolled.com. We are still taking applications for the new school year. While many of our sites are full, some programs still have openings. Please continue to get the word out.
- **Kindness Awards event** will be held **on November 14** at 6:30 pm. Nominations are closed for Kindness Awards.
- **Little Land: Down on the Farm** made a return. It was a great event and wonderful outreach to the community at the County Fair. We look forward to next year.
- **Smart Start Month:** Governor Cooper proclaimed September as Smart Start Month. NCPC held a special event on September 9 where Governor Cooper was in attendance. Members of the Early Childhood Caucus in the General Assembly were recognized for their work in support of our youngest children and families. We have been promoting through social media posts. Please make sure you follow us on Facebook and share our posts.
- **Little Land: Big Play for Families** – February 15, 2025. Thank you again to Haja for being our first sponsor and sponsoring Sensory Land. We need your help in soliciting vendors and sponsors. You can find all the information online at ccpfc.org/vendor, ccpfc.org/sponsor, and downloadable flyers, posters, etc. are at ccpfc.org/lldownloads.

Planning & Evaluation Committee
October 1, 2024

Contract Activity Description Requested Change

The Partnership's NCPC Program Officer, Susan Armstrong, requested that we modify the Child Care Resource & Referral (CCR&R) CAD to expand on the use of **Environment Rating Scales (ERS)** assessments by including the specific assessment we plan to use during FY 2024-25. The highlighted, italicized area below includes the following assessments:

- Early Childhood Environmental Rating Scales (**ECERS**)
- Infant Toddler Environmental Rating Scales (**ITERS**)
- Family Child Care Environmental Rating Scales (**FCCERS**)

Child Care Resource and Referral (CCR&R) is aligned with the North Carolina CCR&R System to provide CCR&R services that meet NC CCR&R Council-specific outputs and outcomes. Services may include technical assistance, training for child care providers, consumer education, and/or consumer referral.

Services that are provided in this activity include:

(1) Technical assistance: Technical assistance in the form of coaching and modeling provided to early childhood educators working in licensed child care facilities serving children from birth to five years old. The Technical Assistance activity will be focused on improving and maintaining star-rated license levels. It may also include improving ERS (**ECERS, ITERS, FCCERS**), PAS/BAS, and POEMS assessment scores. Technical Assistance may also include coaching on professional development planning and advising.

(2) Training for child care providers: Training for DCDEE credit hours provided on child care-related topics and coordination of CEU opportunities.

(3) Consumer education: Information and/or education to families about quality child care.

(4) Consumer referral: Referring families to local child care options.

Smart Start funds may be used to cover expenses for Committee meetings and/or training and recruitment events. Following programmatic guidelines, grants may be provided through bonuses, materials, and/or program management tools.

Recommendation:

Approve the CCR&R Contract Activity Description change as requested by NCPC to include the specific ERS assessments.

**Planning and Evaluation Program Review
FY 2018-19 through FY 2023-24**

Lending Library

CONTRACT ACTIVITY DESCRIPTION (FY 2023-24)

The Lending Library will offer a variety of materials to support child care providers and families with young children's learning and development. The Lending Library will provide access to child development resources and materials such as, but not limited to, books, manipulatives, reference materials, curriculum kits, etc. Items for check out will be available to child care providers, families with children ages birth to five years, and practitioners serving young children. Guidance on the appropriate use of the materials may be provided. The Lending Library may also serve as a resource room with access to die cuts and a laminating machine.

Output Data

Fiscal Year and Allocation	# child care staff using library resource	# parent/ caregivers using library resources	# other adults using library resources (Tas, home visitors, etc.)	Unduplicated adults using the library resources	Duplicated visits to the lending library	# child care facilities with at least one staff member using library resources	# of unduplicated children served¹
FY 2018-19 *CCR&R ²				249			1,122
FY 2019-20 ³ *CCR&R	85	128	35	248	503	38	361
FY 2020-21 *CCR&R	8	1	7	16	18	8	NA
FY 2021-22 \$47,325	NA	NA	NA	NA	NA	NA	NA
FY 2022-23 \$48,500	6	0	1	7	11	6	NA
FY 2023-24 \$47,000	17	0	9	26	27	10	NA

¹ Children served included those whose classrooms or sites benefitted from the Education Express in addition to those attending events on site.

² The Lending Library was part of CCR&R bundled activities until FY 2021-22, when it became an independent activity.

³ Measurement expanded to include a more detailed breakdown of patrons, child care sites. Number of children locally measured but not required by NCPC.

**Planning and Evaluation Program Review
FY 2018-19 through FY 2023-24**

NOTE: The Lending Library has remained closed to the public since late March 2020 and was included in a delayed renovation project. We anticipate reopening to the public in Fall 2024. In the meantime, PFC ECE coaches check out materials to support child care sites that receive technical assistance based on needs identified from assessments. A cost per participant is not calculated due to the current closure.

Outcome Data:

Outcome data for the Lending Library comes from surveys provided to child care staff and families. However, due to the Library closure, staff have rarely deployed surveys. The most recent parent/caregiver survey had data from 12 families in 2019-20. The Lending Library sent the survey to coaches using the Library for child care sites during FY 2023-24. Results from responses include the following:

Smart Start Lending Library Survey – Child Care

Question 2: # selecting “offer new activity choices”	5
Question 2 - # selecting “Test out new toys or materials”	0
Question 2 - # selecting “Try out ideas I learned at training”	0
Question 2: - # selecting “Expand my curriculum”	2
Question 2: # selecting “These materials have not been useful for me”	
OTHER: (not part of the official NCPC response)	1
Total Number of Surveys	8