

**PITT COUNTY NC PRE- K COMMITTEE MEETING MINUTES**

Co-Chair: Dr. Steve Lassiter, Jr. Date: 5/3/2023

Co-Chair: Sharon Cooper Time: 9:00 am – 10:00 am

Location: Sadie Saulter Meeting Room 214

Attending: Dr. Steve Lassiter (Assistant Superintedent), Sharon Cooper (Martin/ Pitt Partnership for Children), Catina Lakhram (Director & NCPK Contract Administrator, PCS), Alva Jones-Hopkins (Child Care Subsidy Supervisor, Pitt DSS), Lisa Lewis (Administrator for Possessing the Keys), William C Walton, Toni Walton, Blake Walton (Children’s World Learning Center), Jalisa Moore (Parent Representative), Latonjia Columbus (Contract Manager, NCPK Specialist/ Instructional Coach, PCS), Lorena Hernandez (Bilingual Specialist, PCS), Dulce Azamar (Bilingual SPecialist, PCS), Tabettye Holloman (Payroll Secretary), Tracy Chamberlain (Director of Childlinks Child Care Resource and Referral Agency),Dawn Hester (Exceptional Children’s Director, PCS), Sylvia Mizzell (Title 1 Director,PCS), Teneisha McGhee (East Carolina Kiddie College),

Member Absentees: Dr. Landon Mason (ECIC Pitt County Head Start), Shaunika Holmes (School Nurse, PCS), Stephon McGhee (East Carolina Kiddie College)

**Welcome and Introductions**

Catina Lakhram opened the meeting at 9:00am. She introduced herself and asked the committee members and other attendees to introduce themselves. Mrs. Catina Lakhram read the purpose of the program and the role of the committee. She asked members to sign the Conflict of Interest Statements that were within the packets.

**Program Updates**

* Mrs. Columbus reviewed CCDF Budget and line items
* Mrs. Lakhram reviewed Direct Services Breakdown; Public teachers rate 375 child slots at $497 and Private teachers rate 165 child slots at $707 for a total of 540 slots at $3,030,300.
* Mrs. Lakhram discussed site selection; Care-O-World, Winterville, NC, Kids R Us 3, Winterville, NC, and New Beginnings, Grifton, NC submitted applications. Care-O-World was selected.
* Mrs. Lakhram shared Pitt County Schools would like to move one of the Sadie Saulter classrooms to South Greenville based on need.
* Mrs. Hernandez discussed Applicant numbers for the 23-24 school year. 353 applications have been received, with 124 children screened. Mass screenings will be held at two locations this year and all teachers and assistants will be needed to help.
* Nancy Darden will not renew their contract for the 23-24 school year. The committee discussed where the remaining four allocations from Nancy Darden would be allocated. Mr. Walton shared private sites should have first choice for extra allocations. Dr. Lassiter recommended Pitt County Schools receive any allocations that the private sites are not able to receive at this time.
* Mr. Walton shared his payment has been late twice this semester. Mrs. Lakhram and Dr. Lassiter shared they would look into processes to makes sure this does not happen again.

**Action Items**

 Approval of contracting agency

*A motion was made by Dr. Steve Lassiter to approve PCS as the continuing contracting agency for the NC Pre-K Program. The motion was seconded by William Walton. All members voted to approve the motion.*

Approval of contract and budget allocations

*A motion was made by Dr. Steve Lassiter to accept the contract and budget allocations. The motion was seconded by Tracey Chamberlain. All members voted to approve the motion.*

*Reallocation of the slots currently held by Nancy Darden.*

 *A motion was made by Dr. Steve Lassiter to approve 1 allocation to Possessing the Keys to the Kingdom and 3 allocations to Pitt County Schools. The motion was seconded by Alva Jones-Hopkins. All members voted to approve the motion.*

Approval of 22-23 Meeting Schedule

*A motion was made by Dr. Steve Lassiter to accept the meeting date schedule of the first Wednesday in May each year, with the next meeting held on May 1, 2024 The motion was seconded by Dawn Hester. All members voted to approve the motion. All members voted to approve the motion.*

*PCS is requesting to move one of the Classrooms from Sadie Saulter to South Greenville Elementary.*

*A motion was made by Tracey Chamberlain to accept moving a class from Sadie Saulter to South Greenville. The motion was seconded by Sharon Cooper. All members voted to approve the motion.*

 Approval of written plans

*A motion was made by Dr. Steve Lassiter to accept the written plans with the change of adding The NC Pre-K Program Requirements and Guidance recommendations to the Prevention of Suspension/ Expulsion of Children with Challenging Behaviors) The motion was seconded by Sharon Cooper. All members voted to approve the motion.*

A copy of the Assurances & Requirements was provided for everyone to review.

*Committee members were asked to sign Section I: County/Region Committee form validating that each member has read and agreed to the Assurances & Requirements.*

**Comments/ Questions**

No further comments or questions. The meeting adjourned.