

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

Co-Chair: Dr. Steve Lassiter, Jr. Date: 2/21/2024

Co-Chair: Sharon Cooper Time: 9:00 am – 10:20 am

Location: Sadie Saulter Meeting Room 214

Attending: Catina Lakhram (Director & NCPK Contract Administrator, PCS), Alva Jones-Hopkins (Child Care Subsidy Supervisor, Pitt DSS), Shonda Bowden (Parent Representative), Latonjia Columbus (Contract Manager, NCPK Specialist, PCS), Ricardo Herrera (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), Dr. Shannon Cecil (Title 1 Director, PCS), Andrea Whitfield (Licensed Childcare Center Director Koinonia Kaleidoscope), Shaunika Holmes (School Nurse, PCS) Teneisha McGhee (East Carolina Kiddie College), Lisa Lewis (Administrator for Possessing the Keys), William C Walton, Toni Walton, Blake Walton (Children’s World Learning Center),

Member Absentees: Dr. Steve Lassiter, Jr. (Assistant Superintendent), Sharon Cooper (Martin/ Pitt Partnership for Children)

**Welcome and Introductions**

Catina Lakhram opened the meeting at 9:06 am. 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.

**Program Updates**

* Program Updates to be addressed were read (Pre K Plan, Site Allocations, Program Budget, Kindergarten Transition, Site Monitoring, Child Assessments, Audit Results, Signatures and Voting)
* Pre K Plan. Mrs. Columbus reviewed the Pre K Plan. Staffing across the program, there are nine Long-term Substitutes currently. Long-term substitutes will go back to the 12-week maximum in the 24-25 school year. Request for extensions could be sent to DCDEE. Starting June, Teacher Assistants will need to have a CDA (Child Development Associate) or hold/ be working towards an Associate in Early Childhood Education. William Walton discussed the strain this will have on staffing and keeping classrooms open.
* Scope of work for each program:
  + Mrs. Lakhram reviewed the Scope of Work for Pitt County Schools Pre K. The professional development model, year at a glance, was shared along with the calendar of events with committee members. Pitt County Schools uses the HighScope curriculum with the Teaching Strategies assessment.
  + Toni Walton of Children’s World Learning Center shared that they utilize the Creative Curriculum and Teaching Strategies. Letterland and Second Step are also resources that are used for phonics and social emotional learning.
  + Teneisha McGhee of East Carolina Kiddie College shared that they use Creative Curriculum with the assessment piece, teaching Strategies. Teachers are a resource to one another for professional development.
  + Lisa Lewis of Possessing the Keys to the Kingdom shared their center uses Ready Rosie with families. Teaching Strategies is an online assessment tool that they use for online training. Letterland is utilized for phonemic awareness and they are in the process of purchasing Al’s Pal’s Social Emotional Learning program.
* Site Allocations. Mrs. Lakhram reviewed slot allotments. There have been no changes to allotments. As a program, there are currently six openings three from subcontractors and three from public schools. Currently, NCPK has received 752 applications with 59 children on the waiting list and 91 children that dropped. It is noted that some drops occurred prior to the child starting.
* Program Budget. Mrs. Columbus discussed program budget. Payment for attendance will remain the same, public school allocations are $497 and private sites are $719 per allocated slot. If the child is in attendance 50% of the time full payment will be received. Between 25% and 49%, a half payment will be received. Children who attend less than 25% the site will not receive payment for attendance. William Walton shared concern with paying staff and overhead when payment is reduced because of attendance which is out of their control. Ms. Chamberlain agreed that this is a concern. Toni Walton asked if South Greenville was getting a Pre K classroom. Mrs. Lakhram shared that the school is on the back of the application with an asterisk, pending site renovations being completed.
* Kindergarten Transitions. Mrs. Lakhram shared the Kindergarten transition plan put in place for Pitt County Schools sites, principals have been made aware that private sites will call to schedule tours for Kindergarten.
* Site Monitroing. Mrs. Columbus reviewed results for Site Monitoring that took place in October. 34 classrooms were visited across 18 sites.
* Child Assessments. Mrs. Columbus shared mass screenings will take place June 5th-7th. All teachers will participate.
* Audit Results. Mrs. Lakhram shared audit results. An audit was conducted on February 7, 2024. As a committee the following was revisited, yearly committee meetings will be held in February and August. The Conflict of Interest form was revisited. Only individuals who do not have a conflict of interest will be on the committee and vote. New conflict of interest forms were signed.
* Assurances and Requirements. Committee members were asked to sign Section I: County/Region Committee form validating that each member has read and agreed to the Assurances & Requirements.

**Action Items**

Approval of contracting agency

*A motion was made by Dawn Hester to approve PCS as the continuing contracting agency for the NC Pre-K Program. The motion was seconded by Tracy Chamberlain. All members voted to approve the motion.*

Approval of 24-25 Meeting Schedule

*A motion was made by Dawn Hester to accept the meeting date schedule of the second Wednesday in February and August of each year. The prior scheduled May meeting will remain for this school year with an added August date of the14th. The motion was seconded by Alva Jones-Hopkins. All members voted to approve the motion.*

**Comments/ Questions**

No further comments or questions. The meeting adjourned.