

Perquimans NC Pre-K Committee Meeting
Zoom Meeting
May 28, 2020
1:00 PM

Minutes

Welcome – Melissa Fields, NC Pre-K Director welcomed the NC Pre-K Advisory Board to the May Meeting via Zoom

Join Zoom Meeting:

<https://us02web.zoom.us/j/88318797046?pwd=Mjg0ZC9EcDJGSkZPMERZWENLUFBLdz09>

Meeting ID: 883 1879 7046

Password: 7nXFct

Greetings and Call to Order – Tanya Turner, Co-Chair of the NC Pre-K Advisory Council, called the meeting to order.

Attendance

- The following members were present in person: Tanya Turner, James Bunch, Kanika Griffin.
- The following members were present via Zoom: Jay Fortenberry, Susan Chaney, Susan Nixon, Ginny Ambrose, Hayli Cowan, Heather Rountree, Jeff Miller, Rebecca Miller, Tracy Gregory
- The following members were not in attendance: Cynthia Jones, Arlene Yates, Emily Sawyer, Frank Heath, James Davison
- The following guests were present in person: Melissa Fields, NC Pre-K Director; Trishca Quinlan, Administrative Assistant
- The following guests were present via Zoom: Sheena Hunter, Donna Harris, Holly Sprague, Tyreika Glasper

Approval of Minutes – The minutes from the November 5, 2019 meeting were emailed to all members for their review. James Bunch moved to accept the minutes. Kanika Griffin seconded the motion. A roll call vote was held via Zoom. The motion carried.

Director Report – Melissa Fields

- Universal Application Grant Updates
 - We received \$3000 grant through DPI to collaborate with community partners (HeadStart, Smart Start, Title I, Edenton-Chowan Schools) to create a universal application that can be used with multiple programs. Anna Troutman was our consultant in the process. The NC Pre-K Application was revised to include Headstart requirements and improve readability. Headstart withdrew from the universal application process. We are hoping to partner with them next year. We continued collaboration with Edenton-Chowan Schools and Chowan Perquimans Smart Start. Funds from the grant were used to provide professional development on ECERS led by Smart Start along with the NC PreK Staff from White Oak. Funds were also used to purchase NC PreK advertisement signs, PreK readiness workbooks for applicants, PreK family brochures, DIAL 4 supplies for screening, and printing supplies.

- 2020-2021 Application/Screening Process
 - We currently have 20 applications for 36 slots and are still accepting applications. All information to this point has been entered in the NC Apps program. The DIAL 4 screening scheduled for March 27th had to be postponed due to school closures with COVID 19. Screenings will be held following future guidance from the Governor. We will make student selections and notify parents in a timely manner following the screenings.
 - Kanika Griffin recommended an online application option to increase the numbers as well as flyers to be delivered when meals are being delivered.
 - Susan Chaney requested that applications be available for pick up in the Social Services Office
- NC Pre-K Remote Learning Updates
 - Following the school closures on March 16th, the NC Pre-K staff immediately began remote learning. They provided weekly learning packets to families for pick up and delivered to families as needed. The staff was creative in reaching out to families via Facebook Circle Time, Zoom Meetings, FaceTime, parent contacts, Remind 101, and even home visits.
 - The staff reported that participation has been a struggle for some students with packet completion; however, most families were engaged in at least some of the learning activities online or virtually. Student and parent engagement has been a challenge district-wide.
- ECERS Visit - September 7 - October 2nd
 - We are currently scheduled for an ECERS licensing visit in the Fall of 2020. At this point NCDEE is not traveling due to COVID 19 restrictions. We may need to schedule a different window based on these restrictions.

Program Updates – Hayli Cowan

- Members of the NC Pre-K Team provided updates regarding the NC Pre-K program. They discussed training that they have been involved in including ECERS training and Fostering Resilient Learners book study. They discussed the Ag Day that students participated in on the last day of school before the closure. They also provided additional updates on remote learning.

Action Items:

- ✓ Delegate Authority to Move/Add Children to Director
 - TanyaTurner requested the authority for the Director to add or move children as needed based on eligibility requirements. Susan Chaney made a motion to delegate authority to move/add children to the director. James Bunch seconded the motion. There was no discussion or disagreement. The motion carried.
- ✓ Approval of Contract/Budget Allocation
 - The NC Pre-K contract and budget was reviewed by Melissa Fields. We receive a reimbursement of \$473 per child in attendance monthly. Total Administrative Budget - \$22,540; Direct Services - \$170,280, CCDF Funds - \$3788. Susan Chaney moved to accept the contract and budget. Susan Nixon seconded the motion. There was no discussion or disagreement. The motion was carried.
- ✓ Adoption of Conflict of Interest Policy Statement/Committee Signature
 - All members reviewed the Conflict of Interest statement via Zoom and email. Kanika Griffin moved to accept the Conflict of Interest Statement. Heather Rountree seconded the motion. There was no discussion or disagreement. The motion was carried. All members were asked to print and sign the document and

return it to Central Office or via email. After remote work restrictions are lifted, Melissa Fields will gather additional needed signatures.

- ✓ Review of NC Pre-K Plan for Perquimans Central School
 - Melissa Fields reviewed the NC Pre-K Plan for PCS. The program will provide services to 36 eligible students in 2 classrooms with 2 teachers and 2 teacher assistants. The LEA will provide transportation, snacks, and in-kind services. EC Pre-K and Title I funds will also supplement the program. Susan Nixon made a motion to approve the plan. Jay Fortenberry seconded the motion. There was no discussion or disagreement. The motion was carried.
- ✓ Review Assurances and Requirements/Section 1 Committee Signature
 - All members reviewed the assurances and requirements. After remote work restrictions are lifted, Melissa Fields will gather signatures for Section 1.
- ✓ Approval of Annual Written Plans
 - Suspension and Expulsion Plan
 - Transition Plan
 - Transportation Plan
 - Parent/Family Involvement Plan
 - LEP Plan
 - Members were previously emailed copies of annual written plans for review. Melissa Fields presented the various plans to the committee. Ellen Silva moved to approve the Suspension and Expulsion Plan, Transition Plan, Transportation Plan, Parent/Family Involvement Plan, and ESL Plan as presented. Susan Chaney seconded the motion. Kanika Griffin questioned the use of ESL(English as a Second Language) vs. ELL(English Language Learners). Melissa Fields explained that NC Pre-K requires the use of LEP (Limited English Proficient). It was mistakenly listed as ESL on the agenda. She will correct the error on the agenda and presentation. There was no further discussion or disagreement. The motion was carried.
- ✓ Approval of Committee Meeting Schedule for 2020-2021
 - The committee discussed the potential meeting schedule for next year and established meeting dates for Tuesday, October 20, 2020 and Tuesday, May 11, 2021 @ 3:45 PM at Perquimans Central School. Susan Nixon moved to approve the meeting schedule. James Bunch seconded the motion. There was no discussion or disagreement. The motion was carried.

Questions and Comments – Committee Members

- Melissa Fields thanked the teachers and staff for all their hard work and efforts during remote learning.
- Jay Fortenberry agreed with Mrs. Fields and extended appreciation for all parties involved.
- Tanya Turner extended thanks to Mrs. Fields for her leadership of the program, the teachers and staff for their efforts during the entire school year and especially during the pandemic. She thanked all parties involved for their support in making Perquimans Central School NC Pre-K Program successful.

Closing Remarks and Adjournment – Ms. Turner and Mr. Fortenberry, Co-Chairs

- Ms. Turner thanked everyone for their attendance at the meeting. Kanika Griffin moved to adjourn. James Bunch seconded the motion. There was no discussion or disagreement. The motion was carried.