



EDENTON-CHOWAN SCHOOLS

Curriculum and Instruction Division

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NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Child Development
and Early Education



NC Pre-K Committee Meeting Agenda Jan 14th 2025 - 3:15 - White Oak Elementary School

The NC PreK Advisory Board is a public body subject to the NC Open Meetings Law (G.S. Chapter 143, Article 33C) and NC Public Records Law (G. S. Chapter 132). Our local NC PreK Advisory Board is required to operate in accordance with obligations under those General Statutes when conducting this and all meetings, including closed sessions.

During the meeting, should a Conflict of Interest arise, please state so and recuse yourself from the discussion and vote of that agenda item.

Please note that not all links are accessible to everyone in accordance with FERPA Laws. Some links are included for NC Pre-K Staff reference and Audit accessibility.

Invited - **M Vicker**, T. Ward, **M Newsome**, M Lynch, **L Heginbotham**, V Jones, **M Tritt**,
C Byrum, **G Bean**, D Banks, **T Phelps**, **D Spruce**, S Nixon, **J Privott**, F Minton, **Joan White**,
Victoria Brinson

Unable to attend - T. Ward - Out of District ; V. Jones

Attending - M. Vickers, V. Brinson, L. Heginbotham, D. Spruce, M.Young, C.Byrum, J.Privott, G.Bean, T, Phelps, S. Nixon, M. Newsome, M. Tritt, M. Lynch

Start time - 3:19

Welcome -

D Spruce

Staff Updates -

M Newsome

Staffing changes and education updates

- Lost a teacher in November

- Filling with an IA who previously worked in PK temporarily
- Position is posted and has some applicants
- Will be scheduling interviews at some point
- IA on maternity leave
 - Filling with a substitute (Background check and fingerprinting in process)
- 5 Instructional Assistants working on college courses
- All have signed agreements to complete 6 semester hours by the end of the school year and all are on track to do so.

M Newsome to follow up with all IAs for any educational reimbursement request. M Vickers suggested getting a signed statement that they do not require the reimbursement prior to us realigning the funds. M Young reminds that expenses are all due May 30th to finalize Yr End expenditures. Summer educational expenses, if any, can be supported with PRC 109 through ECPS HR Dept. If no expenses are needed a request was made to realign funds to cover other needs (see budget section for vote)

EOY update - All IA Cont Ed costs were self met through FAFSA approved funding/grants/scholarships. All IA's are meeting the Cont Ed requirements of 6 semester hours per year. There are two vacancies: 1 Lead Teacher and 1 IA position that needs to be filled. NC Pre-K / WOS is actively recruiting to fill these positions.

Compliance Updates -

M Young

ALL 90 slots have remained full this year with minimal changes.

Update: 1 Withdraw on 1/13/25. Privott has already called applicants on the waitlist.

4 receiving EC services; 9 pending referrals in process (as of 12/2/24)

M Vickers asked for an update of the 9 pending EC referral - L Heginbotham stated that 3 of the 9 have an IEP meeting scheduled tomorrow. 1 has an IEP in March.

EOY update - 11 students total were referred to EC. As of early May 2025, 3 are in process

Meeting Minutes Approval

M Young

NC Pre-K Committee Agenda 8/13/2024

Review / Discussion / Motion / Vote to revise/accept minutes

Motion to approve: 1st G. Bean 2nd J. Privott. All Approved

24-25 NC Pre-K Contract / Budget

\$471,530.00

M Young

23-24 budget was \$510,304.00

	Budget	Remaining Bal	Revision Suggestions	New Bal
Sub Pay	\$ 10,000.00	\$ 8,169.96	None - 1 LT Lead Sub and 1 IA Sub currently on Staff. Remaining balance (if any) can be	TBD

			moved to supplies closer to Yr End.	
Supplies	\$ 9,070.00	\$ 7,154.25		TBD
Travel	\$ 250.00	\$ 226.62	Move balance to Supplies?	TBD
Professional Development	\$ 5,000.00	\$ 4,760.00	Support Cont. Ed for IA's Move balance to supplies?	TBD
Advertising/Recruiting	\$ 500.00	\$ 500.00	None - Recruitment signs and Ads in spring	500.00
Background Checks	\$ 310.00	\$ 242.00	Check expirations and move remaining balance to supplies?	TBD
Direct Svcs	\$446,400.00	\$223,200.00	None - *Any remaining balance at year end is generally reallocated to reimburse Local for Staffing expenses. This also can cover any Sub cost accumulated.	\$223,200.00
Total Budget	\$471,530.00			

M Young presented the budget, expenditures to date, and projected expenditures to Yr End. J Privott requested that we have the patio pressure washed stating the bird problem. Parents have complained about birds and their droppings being unwelcoming. M Newsome shared that the patio is part of a Capital Outlay project and is hopeful that it will be approved and enclosed soon. Enclosure will solve the bird problem. M Young will seek quotes for the pressure washing.
Motion to move any remaining funds to Supplies and Materials 1st - G Bean 2nd - S Nixon - All Approve

E&A Grant Updates -

Remaining balance \$4037.10

Play with a Purpose quote has been requested to exhaust all funds.

[FY24 E&A Grant Expenditures.pdf](#)

[FY25 E&A Grant Expenditures.pdf](#)

M Young and J Privott presented. This grant has saved NC Pre-K funds greatly by providing needs for the outdoor play area. Funds are projected to be fully spent in a few months.

EOY Update -All of the \$95,000 was spent. The final reporting cycle for this grant opens July 1, 2025 in NC FAST. All final expenditures will be reported to NCFast at this time to satisfy our final reporting obligation.

Other Resources Certification Statement -

M. Young

[ECPS 2024 Other Resources Certification Statement \(1\).pdf](#)

M Young presented, explaining that NC Pre-K expects dual funding from all programs. This report is completed annually to report all other funding sources to NCDHHS

Transition to Kindergarten -

M.Young

[NC Pre-K to K Transition Plan 24-25.docx](#)

[Transition Plan Prek White Oak](#) *This is the WOS plan used for both EC and NC Pre-K Pre-K classes
[23 PreK to K Transition Plan Work.pdf](#)

Edits suggested and made. Motions - 1st V Brinson 2nd T Phelps - All Approve

Site Monitoring Tool / Audit - Review and Summarize report details

M. Newsome

Audit date: ??/??/???? Notification of date has not been received yet

[24-25 NC Pre-K Site Monitoring Tool.pdf](#)

- Update: Long Term Subs were not being used at the time the report was submitted. We have 2 now.

M. Newsome presented and explained the document, the monitoring process and her reporting.

Classroom Updates and News

J Privott

J Privott talked about the implementation of Hegerty. Introducing Hegerty into Pre-K supports transition

to K since this is the tool they also use. 2nd Step is still being used as an SEL tool. Letterland is also still be used. Pre-K students love the movement associated with Letterland. M Vickers shared that Smart Start is also beginning to provide Hegerty to private sites. S Nixon added that Hegerty will soon be pushed into pilot sites and that private sites are also using 2nd Step. C. Copeland (NCDPI) added that Hegerty has some YouTube videos that are great resources. J Privott spoke on enrollment, recent transitions and the importance of maintaining full enrollment and attendance.

Site Selection Committee Training

M Young

Committee: M Vickers, L Heginbotham, S Ray and S Bunch (to be invited as Community input)

Committee needs to set a meeting and deadline schedule.

Committee needs to work with MY to get Public Notices posted

Final decisions due BEFORE April 1st, 2025

Notes:

Last Site Selection May 2023

Site Selection must be opened **at least every two years** but can be opened annually

Notes from 2023 Site Selection Process:

[NC Pre-K Site Selection Committee Training 5/9/23](#)

M Young presented and discussed the Site Selection process. Committee set a timeline for the Site Selection process. Public notice of open Site Selection will be posted on the ECPS district website tomorrow. An ad will also be placed in the Chowan Herald. All completed applications are due to M. Young before 5:00 on 2/14/25.

Selection Committee will set a meeting time (Feb 16 -22) to train and review applications

Applicants final written decisions will be in hand prior to 4/1/25

EOY update - No applications were received from outside facilities for Site Selection consideration

Next Meeting: Aug 14th 10:00

End Time: 4:20

NC Pre-K Programs Requirements and Guidance, NC Pre-K Program Fiscal and Contract Manual, and NC Pre-K Site Selection information can all be accessed using the link below.

<https://ncchildcare.ncdhhs.gov/Home/DCDEE-Sections/North-Carolina-Pre-Kindergarten-NC-Pre-K>