

Durham PreK Governance Committee Meeting NOTES

Jim and Carolyn Hunt Early Childhood Resource Center

July 25, 2019 (9:30am – 11:30am)

In Attendance: Peggy Ball, Leigh Bordley, Linda Chappel, Cathy Collie-Robinson, Drew Cummings, Terry David, Anna Gassman-Pines, Tammy Jacobs, Danielle Johnson, Alex Livas-Dlott, Michelle Lyn (Phone), Karen McLeod (Phone), Iheoma Iruka, Alex Livas-Dlott, Melinda Rodriguez, Ben Rose, and Darnella Warthen,

Absent: Herbert Davis, Wendell Davis, Wykeshia Glass, Nakia Hardy, Beth Messersmith, and Katharine Smith

WHAT	NOTES
Welcome and Introductions	<ul style="list-style-type: none"> • Board Chair Iheoma Iruka welcomed committee members. • Committee members briefly introduced themselves to the group.
Review Agenda and Meeting Notes*	<ul style="list-style-type: none"> • Committee members reviewed the agenda and May 23, 2019 meeting notes.
Action Taken	<ul style="list-style-type: none"> • Committee members approved meeting notes for May 23, 2019.
General Durham PreK Update*	<ul style="list-style-type: none"> • Initial child selection was completed and spaces are being offered to families. • A Durham PreK logic model and outreach strategy has been drafted. • PreK Application Blitz this Saturday. People can come and apply for PreK spaces. • PreK Early Care and Career Expo was on June 1st and was a success. Looking for the Expo to be an annual event. The next Expo will be on October 2020. • The Durham PreK logo has been completed and the website development is on its way to being completed. • First Newsletter for early child care providers will come out next month.
Action Taken	<p><u>Parking Lot/Next Steps</u></p> <ul style="list-style-type: none"> • Iheoma asked if there is a way to break down applicants by income level. Beneficial to have applicant information based on income level to ensure we are reaching all of our families. • Linda mentioned by the next governance meeting she can present applicant child/family demographics.

<p>Quality Subcommittee Update</p>	<ul style="list-style-type: none"> • The next Quality Subcommittee meeting is on August 14, 2019. • Created member list based on Task Force Committee membership and identified needs on committee. • Standards of participation for committee members. • Drafted work plan priorities with the committee focus on family engagements standards for Durham PreK. • Additional topic discussions of the Quality Subcommittee will be as follows: <ul style="list-style-type: none"> ○ Support for English language learners ○ Creating standards for higher quality ○ Review of curriculum ○ Anything that directly impacts the structural strategies in the classroom • The committee will have parent participation with a broad range of members.
<p>Durham PreK Overview</p>	<ul style="list-style-type: none"> • 2019-2020 RFA process. Durham PreK/NC Pre-K collaborative RFA process. <ul style="list-style-type: none"> ○ Programs submitted NC Pre-K Application and a Durham PreK Application Addendum • Received 25 applications. Provider informational session was held to answer any questions pertaining to the application process and the documents required. • Collaborative review process with NC Pre-K • Review selection process had 4 stages of application reviews <ul style="list-style-type: none"> ○ Stage 1 Application Review <ul style="list-style-type: none"> ➤ Review team identified. Received training on review process and rubric scoring. ➤ Each reviewer scored all 25 applications ➤ Application scored averaged and ranked ➤ Top 17 classrooms identified as semifinalists <ul style="list-style-type: none"> ○ Reviewers given about 3-4 weeks to score all applications. ○ 3 Reviewers ○ For the next RFA process we will need to allow more time for the review process. ○ Extended the deadline to allow providers to provide missing pieces. ○ Looking to extend the mandatory informational sessions for quality application submission. ○ Before the application was due, Alex offered providers one-on-one sessions to go over their applications and ask specific site information. Only some providers accepted the One-on-One invitation. ○ Durham PreK must continue to have sustained provider participation in the RFA process. ○ Perception in the community that only the same select few get what is being offered.

- Even though a site might not be selected, we are still building their capacity to apply for other resources.
- Stage 2 - Site Visit
 - All applicants received a site visit and given a 2 week site visit window.
 - Alex Livas-Dlott or Jameeka Wells visited each of the 25 applying sites.
 - Monitor/reviewed materials provided by the program to verify policies and practices related to quality indicators described and/or submitted in their written applications.
- Stage 3 – CLASS Assessment for Durham PreK
 - Semi-finalists given a 2 week CLASS visit window with a confirmation 1 business day before the visit.
 - Certified CLASS observer completed each assessment
 - CLASS assessment domains include Emotional Support, Classroom Organization and Instructional Support.
 - 17 CLASS assessments
 - 4 Cycles of 20 minute observations and 10 minutes of note taking
 - Combination of outside contractors and TA staff from other counties
 - Are there other metrics to use that focuses on quality? Iheoma wants the quality subcommittee to think about other metrics to use for screening sites.
 - CLASS score is not the decider. It's only 1 piece of information.
- Stage 4 – Final review and selection
 - Completed a final review of the following:
 - Average application scores
 - CLASS scores and identified which classrooms scored at least 5 out of 7 in the Emotional Support domain.
 - Application site visit reports
 - Program compliance history with DCDEE and other publicly funded programs
 - Selected 25 finalist classrooms among 14 different sites
 - 2 wait listed classrooms
- Braided funding model – moving target and the numbers can change
- Parents are allowed to indicate a placement preference
- Child application data
 - The target number of applications is 1200 applications.
 - 857 complete applications.
 - 98 incomplete applications

	<ul style="list-style-type: none"> ○ Child Notifications sent out. 383 NC Pre-K Notifications and 143 Durham PreK Notifications. ● Head start pulled out of the universal process. Interested in being a part of the universal process if it's equitable. Values transparency. Undermines trust when you have individuals contacting families after the selection process. ● Governance has the ability to make changes and have programs accountable to make changes ● Durham PreK will have a year-round application process
Action Taken	<p><u>Next Steps:</u></p> <ul style="list-style-type: none"> ● Provide more insight on the braided funding model with definitions on the terms used. ● The timeline of the reviewing process will change so the reviewers will have more time to review application. More reviewers with the possibility of using cross teams. ● Having more workshops with providers on the RFA process. ● Varying levels of providers responding to RFAs. There are some providers that have never replied to an RFA. Think more about how we can support the providers that are new to the RFA process. ● DPFC and CCSA will draft strategies to help with effective collaboration of the child selection process.
Budget	<ul style="list-style-type: none"> ● We hoped to lay out a budget for you today, but the projections are a moving target. ● Currently our projections are over budget because we cannot factor in any sliding scale payments or vacancies. Parent pay and potential NC Pre-K spaces still need to be added into the budget before we can report back to Governance about the budget.
Action Taken	<p><u>Next Steps:</u></p> <ul style="list-style-type: none"> ● For the next meeting we will have a detailed budget for review.
Durham PreK Teacher Assistant Salary	<ul style="list-style-type: none"> ● Governance did approve teacher assistant salary during the pilot. 2018-2019 DPS teacher assistant salary rate is \$12.75. DPI wage is \$12.13 an hour. ● The living wage in Durham is \$13.35 an hour. ● Teacher Assistant working towards an AA degree <ul style="list-style-type: none"> ○ Recommendation – Follow DPI certified schedule \$12.13 an hour. ○ Currently in DPS they only have TA's with a minimum of an AA degree.

	<ul style="list-style-type: none"> ○ Since we aren't providing benefits we should increase the amount, perhaps to the Durham living wage. Differential rate with someone who has an AA degree. <ul style="list-style-type: none"> ➤ Follow NC Pre-K standards of enrolled in an AA degree program ● Keep in mind we already increased the work week of the TA to 40 hours per week. ● Proposed PreK Teacher Assistant Salary Recommendation <ul style="list-style-type: none"> ○ 2019-2020 \$12.75 ○ 2020-2021 \$14.00 ○ 2021-2022 \$15.00 ● Governance approved paying TA salaries at the DPS rate ● If we continue to pay Teacher Assistant Salaries at the DPS rate we have to make an operational decision on what we will pay the TAs without an AA license. <ul style="list-style-type: none"> ○ Drew recommends paying the TA without the AA license 50 cents less than the TA with the AA license. ● There's a growing concern about pushing people out of the program. The \$1250 reimbursement rate being dispersed for increase in teacher salary, 40 hour work week, TA salary etc. ● Providers have to provide proof of wage ● Need to review reimbursement rate. We have to be able to present in the fall for an increase to the county. ● Action Taken: Motion to follow DPI guideline for Teacher Assistants working towards an AA degree (currently \$12.13) and to follow the DPS certified schedule for teachers with an AA degree (currently \$12.75).
Action Taken	<ul style="list-style-type: none"> ● Motion to follow certified DPI certified schedule for teacher assistant working towards an AA degree at the minimum rate of \$12.13 an hour. ● Teacher Assistants with an AA degree will for the DPS schedule with a minimum rate of \$12.75 an hour.
Summary and Adjournments	<ul style="list-style-type: none"> ● Will send a doodle poll for future meeting dates.

** Agenda items with handouts*

Next Governance Committee Meeting: TBD