

Durham PreK Governance Committee Meeting NOTES

Jim and Carolyn Hunt Early Childhood Resource Center

February 1, 2019 (8:30am – 10:30am)

In Attendance: Peggy Ball, Marsha Basloe, Laura Benson, Leigh Bordley, Linda Chappel, Cathy Collie-Robinson, Drew Cummings, Terry David, Wendell Davis, Anna Gassman-Pines, Nakia Hardy, Iheoma Iruka, Shaba Jones, Olive Joyner, Alex Livas-Dlott, Michelle Lyn, Karen McLeod (phone), Beth Messersmith, Ben Rose, Katharine Smith, Katie Thayer (intern visitor) and Darnella Warthen

WHAT	NOTES
Welcome and Introductions	<ul style="list-style-type: none"> • Wendell Davis, Durham County Manager, welcomed committee members and spoke of the importance of this Governance Committee to the success of Durham PreK. Linda Chappel briefly reviewed the agenda. • Committee members briefly introduced themselves to the group.
Review Meeting Notes*	<ul style="list-style-type: none"> • Committee members reviewed the November 30th meeting notes. <ul style="list-style-type: none"> ○ Linda Chappel shared that we seek to capture and clearly document general discussion and decisions for future reference. ○ The Governance Committee will revisit certain topics and actions as noted.
Action Taken	<ul style="list-style-type: none"> • Voting committee members approved the November 30, 2018 meeting notes.
Durham PreK Update*	<ul style="list-style-type: none"> • Committee members reviewed the Durham PreK Update. • The membership had the following questions and concerns. <ul style="list-style-type: none"> ○ <u>Durham PreK TA Pipeline:</u> <ul style="list-style-type: none"> ○ What does waitlisted mean in this case, and will we be able to work with these sites once the county approves additional funds? <ul style="list-style-type: none"> ▪ The Durham PreK TA Pipeline focuses on quality improvement and capacity building. ▪ A large number of providers showed interest in this service (34 applications received). While monies were available to accept 18 providers, 5 were waitlisted. We are committed to serving these 5 sites in the fall; they will not have to reapply for the Pipeline services in year 2. Additionally, if a provider were to drop from the program, we would select a replacement from the waitlist. ▪ Should additional funds become available, the Governance Committee will play a critical role in determining how resources are prioritized.

- Will Governance Committee members receive information (a visual) that clearly maps current and future Durham PreK TA Pipeline providers, to help determine if we are reaching areas with the greatest need?
 - The previously provided Supply & Demand Study contains a link that will allow Governance Committee members to map the gap. We can relate this data to the locations of the current providers in the program.
 - While need is a priority, we also looked for programs that showed the greatest readiness, as we are prioritizing quality and also proximity to families living with the lowest incomes.
- Durham PreK Winter 2019 RFA:
- What does Winter 2019 mean?
 - Winter 2019 Durham PreK classrooms will begin March 1, 2019.
- Are you able to describe the children that will be served?
 - As we have yet to determine finalists, we are not able to answer this question at this time. We will be able to address this during the March 15th meeting.
- Were providers made aware of the process? There seemed to be a great deal of confusion around being a Durham PreK TA Pipeline participant and having to apply to be a Durham PreK classroom.
 - Yes, providers were made aware of the process. We held an in-person help session, addressed questions received by email/phone and posted Q&A documents on the Durham PreK webpage. However, we acknowledge that there was still confusion. We recognize the need to provide information in many ways and media to improve communication in the future.
 - To clarify, while being in the Durham PreK TA Pipeline is a strong help, it does not guarantee Durham PreK classroom selection.
 - Many providers showed interest in becoming a Durham PreK classroom (19 applications received); some applicants are currently participating in the Durham PreK TA Pipeline, but providers did not have to be a part of the pipeline program to apply. Currently, the 9 semi-finalist classroom applicants are in the second phase of review (receiving a CLASS[®] assessment and site visit). We are committed to integrity and hope to inspire confidence in the application and selection process for the long run.
 - CCSA provided a meeting room for child care program directors to meet together to share their questions and concerns with Governance Committee members Katharine Smith and Darnella Warthen. Also child care program directors may submit their questions and concerns directly to the Durham PreK program by email or phone.
- Do you think some providers did not apply due to misunderstanding?
 - Yes. While we tried to limit confusion, it is possible that some did not apply due to misunderstanding the process or due to rumors in the community about eligibility.

	<ul style="list-style-type: none"> ○ How many children do you expect to serve in each classroom? <ul style="list-style-type: none"> ▪ We expect to serve 18 children in each classroom, typically. ● Linda Chappel encouraged committee members to reach out to her or Alex Livas-Dlott with any additional questions or concerns.
<p>Durham PreK 2019-2020 Teacher Standards and Salary Schedule</p> <ul style="list-style-type: none"> ○ Presentation, Discussion and Approval 	<ul style="list-style-type: none"> ● Alex Livas-Dlott presented the proposed Durham PreK lead teacher and teacher assistant standards. <ul style="list-style-type: none"> ○ Lead teacher and teacher assistant compensation will be based on a 40-hour work week for 36 weeks (10-month school year). ○ The 40-hour week will consist of 32.5 hours of direct child contact and the remaining 7.5 hours for planning, professional development and related instructional activities. ● Alex Livas-Dlott presented the Durham PreK lead teacher working towards a B-K license salary recommendation. <ul style="list-style-type: none"> ○ Teachers working towards a B-K license will remain on the DPI salary schedule at the 0 years of experience level. ○ This follows the public school systems practice for teachers with a lateral entry license.
<p>Action Taken</p>	<ul style="list-style-type: none"> ● Voting committee members discussed and approved the recommended Durham PreK lead teacher <i>and</i> teacher assistant standards as a minimum requirement. <ul style="list-style-type: none"> ○ Lead teacher and teacher assistant compensation will be based on a 40-hour work week for 36 weeks (10-month school year). ○ The 40-hour week will consist of 32.5 hours of direct child contact and the remaining 7.5 hours for planning, professional development and related instructional activities. ● Voting committee members discussed and approved the Durham PreK lead teacher working toward a B-K license salary recommendation, with the amendment that Durham PreK collect and study data (demographic, etc.) and present findings to the Governance Committee for further consideration. <ul style="list-style-type: none"> ○ Teachers working towards a B-K license will be paid on the North Carolina Department of Public Instruction salary schedule at the 0 years of experience level.
<p>Durham PreK Lead Teacher Salary Supplements</p> <ul style="list-style-type: none"> ○ Presentation, Discussion and Approval 	<ul style="list-style-type: none"> ● Alex Livas-Dlott presented the Durham PreK lead teacher salary supplement recommendation, based upon a supplement system operating in Mecklenburg County, NC. The goal is to offer additional financial support to early education classrooms with highly experienced teachers. <ul style="list-style-type: none"> ○ Through the 2019-2020 school year, provide a salary supplement to mitigate the high expense for salary for highly experienced DPK teachers. Recommendation is that Durham PreK provide a monthly salary

	<p>supplement, equal to 80% of the difference between the lead teacher’s years of experience and the base year (0 years of experience on the DPS 2018-2019 salary table) for all teachers with three (3) or more years of experience.</p> <ul style="list-style-type: none"> ○ The supplement, paid to the early education program, then passes through to the teacher in salary. ○ Based on calculations from the credentials and experience levels of the teachers at the first 19 applying sites, CCSA estimates this supplement will cost an average of \$9,000 to \$10,000 per classroom (per teacher salary supplement). ○ Membership discussed extensively that this decision could impact the number of children served by Durham PreK due to budget allocations. <ul style="list-style-type: none"> ● The Governance Membership discussed that this will likely be an advocacy issue in future Durham PreK budgets.
Action Taken	<ul style="list-style-type: none"> ● Voting committee members discussed and approved the Durham PreK lead teacher salary supplement recommendation, <i>even if it reduces the number of future classrooms</i>, with the amendment that Durham PreK collect and study data (cost modeling, etc.) and present findings to the Governance Committee for further consideration. <ul style="list-style-type: none"> ○ Through the 2019-2020 school year, Durham PreK will provide a monthly salary supplement for highly experienced DPK teacher, equal to 80% of the difference between the lead teacher’s years of experience and the base year (0 years of experience on the DPS 2018-2019 salary table) for all teachers with three (3) or more years of experience.
Rules Subcommittee Update	<ul style="list-style-type: none"> ● The Rules Subcommittee, consisting of Leigh Bordley, Iheoma Iruka, and Darnella Warthen (with staff support from Linda Chappel and Alex Livas-Dlott) has developed a basic draft and will meet again, prior to the March Governance Committee meeting. ● The draft by-laws developed by the Rules Subcommittee will be distributed to all Governance Committee members in advance of the March 15 meeting.
Summary and Adjournment	<ul style="list-style-type: none"> ● Meeting notes and other helpful attachments will be emailed to committee members. ● Agenda items not discussed will carry over to the March agenda. ● The Governance Committee will plan to meet again in May and July, most likely during the morning hours (no earlier than 9:30am). The May and July meeting dates/times will be determined by Doodle Poll.

*** Agenda items with handouts**

Next Governance Committee Meeting: March 15, 2019 ~ 8:30am – 10:30am