

Durham PreK Governance Committee Meeting NOTES

Jim and Carolyn Hunt Early Childhood Resource Center

March 15, 2019 (8:30am – 10:30am)

In Attendance: Peggy Ball, Laura Benson, Cathy Collie-Robinson, Wendell Davis, Anna Gassman-Pines, Wykeshia Glass, Nakia Hardy, Iheoma Iruka, Olive Joyner, Michelle Lyn (phone), Karen McLeod (phone), Beth Messersmith, Katharine Smith, and Darnella Warthen; **In Attendance but non-voting:** Linda Chappel, Alex Livas-Dlott, Drew Cummings, Laura Benson, Melinda Rodriguez

WHAT	NOTES
Welcome and Introductions	<ul style="list-style-type: none"> • Linda Chappel welcomed committee members and circulated the Press release, DPK sliding scale & DPS Scale. • Committee members briefly introduced themselves to the group.
Review Meeting Notes*	<ul style="list-style-type: none"> • Committee members reviewed the February 1st meeting notes.
Action Taken	<ul style="list-style-type: none"> • Voting committee members approved the February 1, 2019 meeting notes.
By-laws*	<ul style="list-style-type: none"> • The Rules Subcommittee, consisting of Leigh Bordley, Iheoma Iruka, and Darnella Warthen held two meetings and drafted By-Laws for consideration of the Governance Committee. • The proposed By-Laws were e-mailed to Governance Committee members in advance of the meeting and presented in meeting for review and discussion. The group shared questions and concerns. <ul style="list-style-type: none"> ○ The first part of the By-Laws establishes the key responsibilities of the Governance Committee Members and mimics what was previously drafted. ○ Added being “prepared for the meetings to move the agenda forward”. ○ When drafting the 2nd page of the By-Laws, the Rules Subcommittee members discussed the need to have a committee representative of the larger group without any conflicts of interest. Want to balance the need to have a committee that is robust and diverse. • Lengthy conversation about membership and how we envision a productive, vibrant, sustainable Governance Committee. <ul style="list-style-type: none"> ○ Members rotating off the Governance Committee while assuring that we will still having wisdom left on the committee. ○ Keep inviting and engaging members allowing the work to continue and be sustained through transitions. • Discussion on point 9 – years of committee service

<p>Ex-Officio Members</p>	<ul style="list-style-type: none"> ○ Originally we thought about a two year term, after giving it more thought we see it more beneficial for a three year term. <ul style="list-style-type: none"> ➤ Year One – Getting a good sense of the committee ➤ Year Two – Implementing new policy and procedures. ➤ Year Three – Allows seeing year two come into fruition. ● Are there any stipulations on ex-officio members? <ul style="list-style-type: none"> ○ The non-voting members are Durham Partnership Director, CCSA agency President, Drew Cummings, Durham County Chief of Staff, Linda Chappel, Sr. Vice President of CCSA and Alex Livas Dlott, Durham PreK Sr. Manager. ● What is the most appropriate and useful level of distance between the county commissioners who are voting millions of dollars to fund this initiative and the governing body itself? <ul style="list-style-type: none"> ○ Non-voting, ex-officio designee is an important translating, communication role. ● Motion to add to by-laws 8(c): <ul style="list-style-type: none"> ○ County Manager designee or county manager and up to one designee. <ul style="list-style-type: none"> ➤ Ensure the combination of closeness and distance where we want to see the experts of the subject matter while remaining close to this investment. ➤ Maybe it is important to say voice, non-vote. Makes it more inclusionary. ➤ Durham Public Schools should also be at the table because of the partnership. It says a lot to the community if it is added explicitly. <ul style="list-style-type: none"> - Speaks to top of page 2 of the by-laws—the vision of children reading on grade-level by the end of third grade. There needs to be close collaboration for meeting this vision goal. ● For Clarity, add to 8 (a) & 8(b) <ul style="list-style-type: none"> ○ (a)...receives “services and/or funding.” ○ (b)...receiving “services and/or funding”
<p>Action Taken</p>	<ul style="list-style-type: none"> ● Motion to approve the By-laws with incorporating the following changes: <ul style="list-style-type: none"> ○ 8(a).....receives “services and or funding.” ○ 8(b).....receiving “services and or funding” ○ 8(c) – List ex-officio members for clarification. Add County manager and county manager designee. ○ Add new 8(e) – Durham Public Schools as a permanent, voting member <ul style="list-style-type: none"> ○ Superintendent or his/her designee ○ The current 8(e) becomes 8(f) ○ Instead of using ex-officio, change language to say voice, non-vote.

	<ul style="list-style-type: none"> ○ In Standard of Participation section on page 2, add #6 to include language about the annual signing of the conflict of interest statement.
Conflict of Interest Policy and Procedures	<ul style="list-style-type: none"> ● In paragraph three and Section (b) remove “a real or apparent.” ● Annual signing of conflict of interest to correlate with State standard and NC Pre-K.
Action Taken	<ul style="list-style-type: none"> ● Conflict of Interest Policy and Procedures approved by Governance Committee. ● Governance approved motion to keep by-laws and conflict of interest policy separate.
Executive Subcommittee	<ul style="list-style-type: none"> ● Not too many officers because Governance is a committee and not a board. Subcommittee suggests smaller officer group since this is the initial year. Chair, Vice-Chair and Secretary are the open positions ● Potentially the subcommittee will meet virtually 1 to 2x per year. ● Nominations are requested by the end of March. Goal is for election to take place in May.
Quality Subcommittee	<ul style="list-style-type: none"> ● The quality subcommittee’s role is to propose quality recommendations to the governance committee. ● Looking to invite governance committee members with early childhood experts from our community to join the quality subcommittee. <ul style="list-style-type: none"> ○ Leaders that currently serve in the Technical Assistance/ Quality Improvement role. ○ Include parents whom are recipients of services. ● All Durham PreK work develops initially from the report of Durham’s Community Early Education/Preschool (CEEP) Task Force. ● Quality Subcommittee will focus more on three of the six pillars described in the report—pillars 2, 3 and 4. <ul style="list-style-type: none"> ○ Pillar 1: Classroom Environment ○ Pillar 2: Pedagogy and Classroom Practices <ul style="list-style-type: none"> ➤ What are the requirements for the environmental rating scale? Will we set standards or policy recommendations? ➤ Consider different curriculum, not just the Creative Curriculum (in use presently by NC PreK). ➤ Set policy recommendation on using the CLASS® assessment in classrooms and for professional development. ➤ Culturally and developmentally appropriate materials in the classroom (and strategies for providing support for cultural competence).

	<ul style="list-style-type: none"> ➤ Meals and snacks requirements. ➤ Informative assessments. Do we want to incorporate other assessments into Durham PreK? ➤ Setting guidelines for coaching since technical assistance is a big component. <ul style="list-style-type: none"> ○ Pillar 3: family support and community engagement <ul style="list-style-type: none"> ➤ How to support dual language learners and their families? ➤ Set standards for all plans we are requiring of providers. • Wykeshia Glass, Cathy Collie Robinson, Beth Messersmith, Iheoma Iruka, Darnella Warthen, Katharine Smith and Olive Joyner are interested in joining the Quality Subcommittee.
Subcommittee to review DCDEE Administrative Actions	<ul style="list-style-type: none"> • If a site gets an administrative action, do we still pay for Durham PreK services? • What role should Governance play? How do we respond in a meaningful and accountable way? <ul style="list-style-type: none"> ○ We might say we are monitoring it, parents get informed, maybe it should require Technical Assistance (TA). Mandatory TA, intentional around the problem or issue that happened. ○ A different subcommittee should be formed to present a recommendation to the entire Governance Committee. The Quality Subcommittee should not decide the fate of the program. ○ Taking funding away is a high-level decision and the power to take away funding should lie on the entire Governance Committee.
Action Taken	<ul style="list-style-type: none"> • Create a Compliance Subcommittee comprised of only Governance members. The Compliance Subcommittee provides the initial review and makes a recommendation to the Governance committee. <ul style="list-style-type: none"> ○ Policy Interest Statement is the foundational document for this subcommittee. This subcommittee will commit to come together when needed. ○ At the next Governance, we will request self-nominations to serve on this Compliance Subcommittee.
Durham PreK – Outreach and Lead Teacher Supplements	<ul style="list-style-type: none"> • Beth has volunteered to support the posting of Pre-K enrollment with online communities, such as parent Facebook groups. • Clarify the eligibility of programs that qualify for lead teacher salary supplements. <ul style="list-style-type: none"> ○ DPS and Head Start are getting all of these resources, should they still be eligible for the lead teacher salary supplement? ○ Concern about the market dynamics and creating this competition in a field with limited resources. ○ Varied discussion about the long-term need for supplements.

Action Taken	<ul style="list-style-type: none"> • We will stay with our current lead teacher salary supplement model for all providers. • Study and collect empirical data including program funding streams, report to Governance. Make a more informed decision by February 2020.
Summary and Adjournment	<ul style="list-style-type: none"> • Agenda items not discussed will carry over to the May agenda. • Nominations for officers will be open until the next meeting and may be emailed to Linda.

*** Agenda items with handouts**

Next Governance Committee Meeting: May 23, 2019 ~ 9:30am – 11:30am