



Division of Child Development & Early Education
NC Pre-Kindergarten (NC Pre-K) Program
State Office Staff Roles & Contact Information
Revised August 2016

DCDEE	Contact Information	Contact for questions about...
Programs and Educational Services	Cindy Wheeler , Senior Manager Early Education Branch (919) 527-6556 cindy.wheeler@dhhs.nc.gov	<ul style="list-style-type: none"> • Early Education Branch oversight: NC Pre-Kindergarten Program, Early Educator Support Licensure and Professional Development and the Workforce Education Units, NC Pre-K State Advisory Committee, NC Pre-K State Evaluation, Pre-K Rate Exceptions
	Katie Dunn , Administrative Assistant Early Education Branch (919) 527-6606 katie.dunn@dhhs.nc.gov	<ul style="list-style-type: none"> • Public information requests from families, general public and early education programs and educators • EESLPD Intake/Enrollment • Enrollment and Change Form, Status of Enrollment, Receipt of Enrollment
	Rachel Kaplan , Program Officer Early Education Branch (919) 527-6548 rachel.kaplan@dhhs.nc.gov	<ul style="list-style-type: none"> • NC Pre-K program surveys and research, data, policy and contracts/budgets • NC Pre-K Data Systems, EESLPD Data Management and Data Requests • Technical assistance for NC Pre-K KIDS and NC Pre-K APP
	Vallarie Douglas , Data Support Specialist Early Education Branch (919) 527-6555 vallarie.douglas@dhhs.nc.gov	<ul style="list-style-type: none"> • Data support for NC Pre-K KIDS and NC Pre-K APP • Workforce Education-Intake/Enrollment, data support

<p>Jenine Gatewood, Manager NC Pre-K & EESLPD Field-Based Services NC Pre-K Unit (919) 527-6551 jenine.gatewood@dhhs.nc.gov Assigned Counties/Regions</p> <p>Jeanne Barnes, NC Pre-K Program Policy Consultant NC Pre-K Unit (919) 527-6601 jeanne.barnes@dhhs.nc.gov Assigned Counties/Regions</p> <p>Vacant, NC Pre-K Program Policy Consultant NC Pre-K Unit Assigned Counties/Regions</p> <p>Sharon Spigner, NC Pre-K Education and Policy Consultant NC Pre-K Unit (919) 527-6554 sharon.spigner@dhhs.nc.gov Assigned Counties/Regions</p>	<ul style="list-style-type: none"> • Program oversight: NC Pre-K Program Policy, Requirements, Monitoring • NC Pre-K Plan Approvals: Classrooms (curricula, assessments, developmental screens); Instructional Staff (Teachers & Teacher Assistants) • NC Pre-K Program Mentoring/Evaluation services (EESLPD ECU and UNCC) • NC Pre-K Program Requirements and Guidance, policy and operational procedures, child eligibility for NC Pre-K, teacher, teacher assistant, administrator/principal eligibility • Local NC Pre-K Staff Orientation & Ongoing County/Regional Support • NC Pre-K Plan change requests: classroom adds and instructional staff, including substitute teachers and teacher assistants • Local NC Pre-K Advisory Committee and local NC Pre-K contract administrative agency support and meeting with NC Pre-K providers • NC Pre-K Policy Monitoring • NC Pre-K Program regional support to local NC Pre-K Contract Administrative Agencies • NC Pre-K Plan change requests: classroom adds and instructional staff, including substitute teachers and teacher assistants • EESLPD Mentor and Evaluator Training; NC Educator Effectiveness System (NCDPI teacher evaluation training, process) for BK licensed teachers • NC Pre-K Policy Monitoring
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	<p>Heather Marler, Manager EESLPD & Workforce Education Units (919) 527- 6609 heather.marler@dhhs.nc.gov</p> <p>Mary Pat Hicks, Administrative Support Specialist EESLPD Unit (919) 527-6676 marypat.hicks@dhhs.nc.gov</p> <p>Fay Lewis, BK Licensure Specialist EESLPD Unit (919) 527-6550 fay.lewis@dhhs.nc.gov</p> <p>Vacant, BK Licensure Specialist EESLPD Unit</p> <p>Gordon Millspaugh, BK Licensure & Research Consultant EESLPD Unit (919) 527-6552 gordon.millspaugh@dhhs.nc.gov</p>	<ul style="list-style-type: none"> • NC Pre-K Program Plan approvals: Administrator/Director/Principal • Workforce Education application and qualification information for facility licensed nonpublic and public early childhood education (child care) programs • NCDPI Teacher Education-Licensure Policy • General EESLPD Unit administrative support • EESLPD Intake/Enrollment • NC Educator (BK) Licensure policy and actions for Pre-K teachers/nonpublic schools • BK Licensure status: clearance of lateral entry and provisional add-on licensure • Obtaining and submitting Plan of Study issued by an accredited NC University/College to the EESLPD Unit • Required semester hours to support coursework in teacher’s Plan of Study • SP II licensure renewal policy and credits • NCDPI Online Licensure Management System • Data requests by county
Regulatory Services	<p>Lorie Pugh, Senior Manager Licensing Branch 1(800) 859-0829 lorie.pugh@dhhs.nc.gov</p>	<ul style="list-style-type: none"> • Oversight of the compliance policies and monitoring procedures completed by facility child care licensing consultants.
	<p>Licensing Supervisors (16) (Refer to DCDEE Licensing Supervisor County Assignments for NC Pre-K contact information)</p>	<ul style="list-style-type: none"> • Interpret and provide guidance for all Child Care Requirements (Rules and Laws), including NC Pre-K Rules found in Section .3000 of the Child Care Requirements.

	<p>Lead Child Care Consultants (16) Call 1(800) 859-0829 for contact information</p>	<ul style="list-style-type: none"> • New NC Pre-K sites and the pre-licensing process. Conduct pre-licensing activities to get programs licensed. Monitor new programs on a Temporary License during the first six months of operation.
	<p>Child Care Consultants (111) Call 1(800) 859-0829 for contact information</p>	<ul style="list-style-type: none"> • Compliance monitoring visits to all licensed programs, including NC Pre-K sites/classrooms.
	<p>Investigations Supervisors and Consultants (25) Call 1(800) 859-0829 for contact information</p>	<ul style="list-style-type: none"> • Investigation of reports alleging child abuse/neglect or violations of child care requirements.
	<p>Andrea Lewis, Senior Manager, Compliance Branch 1(800) 859-0829 andrea.o.lewis@dhhs.nc.gov</p>	<ul style="list-style-type: none"> • Complaint reports, child abuse/neglect investigations, and administrative actions
Administration and Policy	<p>Vi Simmons, Supervisor Monitoring and Compliance Unit 919) 527-6520 vi.simmons@dhhs.nc.gov</p>	<ul style="list-style-type: none"> • NC Pre-K contract and fiscal monitoring process, timeline, tools and forms, types of visits (desk-top vs. onsite) • NC Grants.gov (information related to Suspension of Funding List under NC Grants (Under Review))
	<p>Ed Skeens, Lead Monitoring Coordinator (919) 527-6521 ed.skeens@dhhs.nc.gov</p>	
	<p>Sharon Johnson, NC Pre-K Contracts Manager (919) 527-6536 sharon.johnson@dhhs.nc.gov</p>	<ul style="list-style-type: none"> • NC Pre-K Plan Database technical/system related questions, • NC Pre-K Contracts /Budget and Fiscal and Contracts Policy • NC Pre-K Staff Orientation • NC Pre-K Plan change requests: site changes, site terminations, site & classroom name changes, budget changes, teacher & administrator name changes

	<p>Geraldine Dumas, Administrative Assistant (919) 527-6509 geraldine.dumas@dhhs.nc.gov</p>	<ul style="list-style-type: none"> • NC Pre-K Contracts data entry • NC Pre-K Plan technical support • Correspondence tracking / follow-up
	<p>Trevon L. Wright, Business Officer (919) 527-6542 trevon.wright@dhhs.nc.gov</p>	<ul style="list-style-type: none"> • NC Pre-K FSRs and reimbursement • NC Pre-K Budget Revisions • Technical assistance for NC Pre-K FSR reimbursement & Budget Revisions