Division of Child Development & Early Education

NC Pre-Kindergarten (NC Pre-K) Program State
Office State Roles & Contact Information
Revised February 2019

<table>
<thead>
<tr>
<th>DCDEE</th>
<th>Contact Information</th>
<th>Contact for questions about...</th>
</tr>
</thead>
</table>
| **Programs and Educational Services** | Lorena Gonzalez, Senior Manager  
Early Education Branch  
(919) 814-6344  
lorena.gonzalez@dhhs.nc.gov  
Toni Toomer, Administrative Assistant  
Early Education Branch  
(919) 814-6345  
tonि.toomer@dhhs.nc.gov  
Vallarie Douglas, EEB Administrative Officer II  
Early Education Branch  
(919) 814-6343  
vallarie.douglas@dhhs.nc.gov  
Heather Marler, Manager  
Workforce Education Unit  
(919) 814-6352  
heather.marler@dhhs.nc.gov | • 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, policy  
• Public information requests from families, public and early education programs and educators  
• NC Educator Licensure and WORKS (system) request  
• EESLPD Data Management  
• Data requests and back-up support for NC Pre-K KIDS and NC Pre-K APP  
• NC Pre-K Program approvals: Administrator/ Director/ Principal and Site Adds  
• Workforce Education Unit oversight |
| **NC Pre-K Program** | <Vacant>, Manager  
NC Pre-K Unit  
(919) 814-XXXX  
firstname.lastname@dhhs.nc.gov | • 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 Monitoring |
<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Unit</th>
<th>Contact Information</th>
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</thead>
<tbody>
<tr>
<td>Jeanne Barnes</td>
<td>NC Pre-K Program Consultant</td>
<td>NC Pre-K Unit</td>
<td>(919) 814-6357 <a href="mailto:jeanne.barnes@dhhs.nc.gov">jeanne.barnes@dhhs.nc.gov</a></td>
</tr>
<tr>
<td>Sharon Stukes</td>
<td>NC Pre-K Program Consultant</td>
<td>NC Pre-K Unit</td>
<td>(704) 594-0151 <a href="mailto:sharon.stukes@dhhs.nc.gov">sharon.stukes@dhhs.nc.gov</a></td>
</tr>
<tr>
<td>Jennifer Griffith</td>
<td>NC Pre-K Program Consultant</td>
<td>NC Pre-K Unit</td>
<td>(919) 609-6921 <a href="mailto:jennifer.griffith@dhhs.nc.gov">jennifer.griffith@dhhs.nc.gov</a></td>
</tr>
<tr>
<td>Frances Minton</td>
<td>NC Pre-K Program Consultant</td>
<td>NC Pre-K Unit</td>
<td>(919) 604-7626 <a href="mailto:francis.minton@dhhs.nc.gov">francis.minton@dhhs.nc.gov</a></td>
</tr>
<tr>
<td>Sharon Spigner</td>
<td>NC Pre-K Program Consultant</td>
<td>NC Pre-K Unit</td>
<td>(980) 322-7262 <a href="mailto:sharon.spigner@dhhs.nc.gov">sharon.spigner@dhhs.nc.gov</a></td>
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</table>

- NC Pre-K Program Requirements and Guidance, policy and operational procedures, child eligibility for NC Pre-K, teacher, teacher assistant, administrator/principal eligibility.
- Technical assistance for NC Pre-K KIDS and NC Pre-K APP.
- 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 Program regional support to local NC Pre-K Contract Administrative Agencies.
- NC Pre-K Program Monitoring.
- NC Pre-K Program Requirements and Guidance, policy and operational procedures, child eligibility for NC Pre-K, teacher, teacher assistant, administrator/principal eligibility.
- 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 Program Monitoring.
### Roles and Responsibilities

**<Vacant>, Manager**  
EESLPD Unit  
(919) 814-XXXX  
first.last@dhhs.nc.gov

**Tamiah Pittman, EESLPD Intake-Enrollment Specialist**  
EESLPD Unit  
(919) 814-6356  
tamiah.pittman@dhhs.nc.gov

**Fay Lewis, BK Licensure Specialist (East)**  
EESLPD Unit  
(919) 814-6359  
fay.lewis@dhhs.nc.gov

**Breania Best, BK Licensure Specialist (West)**  
EESLPD Unit  
(919) 814-6358  
breania.best@dhhs.nc.gov

**Janice Wright, BK Licensure Specialist (Central)**  
EESLPD Unit  
(919) 814-6362  
janice.wright@dhhs.nc.gov

**Gordon Millspaugh, BK Licensure Policy & Research Consultant**  
EESLPD Unit  
(919) 608-9538  
gordon.millspaugh@dhhs.nc.gov

- Oversight for the EESLPD state office and EESLPD hubs operations at ECU and UNCC
- NC Pre-K Program Plan approvals: Administrator/Director/Principal
- NCDPI Teacher Education-Licensure Policy
- 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 CEU credits
- NCDPI Online Licensure Management System

- NC Educator (BK) Licensure policy
### Regulatory Services

<table>
<thead>
<tr>
<th><strong>Lorie Pugh</strong>, Senior Manager Licensing Branch</th>
<th>1(800) 859-0829</th>
<th><a href="mailto:lorie.pugh@dhhs.nc.gov">lorie.pugh@dhhs.nc.gov</a></th>
</tr>
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<tbody>
<tr>
<td><strong>Oversight of the compliance policies and monitoring procedures completed by facility child care licensing consultants.</strong></td>
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| **Licensing Supervisors (16)** |  |
|-------------------------------|  |
| (Refer to [DCDEE Licensing Supervisor County Assignments for NC Pre-K contact information](#)) |  |
| **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.** |  |

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<thead>
<tr>
<th><strong>Lead Child Care Consultants (16)</strong></th>
<th>1(800) 859-0829 for contact information</th>
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<tbody>
<tr>
<td><strong>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.</strong></td>
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<thead>
<tr>
<th><strong>Child Care Consultants (111)</strong></th>
<th>1(800) 859-0829 for contact information</th>
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<tbody>
<tr>
<td><strong>Compliance monitoring visits to all licensed programs, including NC Pre-K sites/classrooms.</strong></td>
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<thead>
<tr>
<th><strong>Investigations Supervisors and Consultants (30)</strong></th>
<th>Call 1(800) 859-0829 for contact information</th>
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<tbody>
<tr>
<td><strong>Investigation of reports alleging child maltreatment and violations of child care requirements.</strong></td>
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<thead>
<tr>
<th><strong>Andrea Lewis</strong>, Senior Manager Compliance Branch</th>
<th>1(800) 859 -0829</th>
<th><a href="mailto:andrea.o.lewis@dhhs.nc.gov">andrea.o.lewis@dhhs.nc.gov</a></th>
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<tbody>
<tr>
<td><strong>Complaint reports, child maltreatment investigations, and administrative actions</strong></td>
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### Administration and Policy

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<thead>
<tr>
<th>Name</th>
<th>Title/Role</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td><strong>Ed Skeens</strong>, Supervisor</td>
<td>Monitoring and Compliance Unit</td>
<td>(919) 814-6314 <a href="mailto:ed.skeens@dhhs.nc.gov">ed.skeens@dhhs.nc.gov</a></td>
</tr>
<tr>
<td><strong>Patsy Stone</strong>, Lead Monitoring Coordinator</td>
<td>Monitoring and Compliance Unit</td>
<td>(919) 814-6315 <a href="mailto:patsy.stone@dhhs.nc.gov">patsy.stone@dhhs.nc.gov</a></td>
</tr>
<tr>
<td><strong>Candice Bailey</strong>, DCDEE Contracts Manager</td>
<td></td>
<td>(919) 814-6327 <a href="mailto:sharon.johnson@dhhs.nc.gov">sharon.johnson@dhhs.nc.gov</a></td>
</tr>
<tr>
<td><strong>Vacant</strong>, NC Pre-K Contracts Manager</td>
<td></td>
<td>(919) 814-XXXX <a href="mailto:first.last@dhhs.nc.gov">first.last@dhhs.nc.gov</a></td>
</tr>
<tr>
<td><strong>Geraldine Dumas</strong>, Contracts Assistant</td>
<td></td>
<td>(919) 814-6335 <a href="mailto:geraldine.dumas@dhhs.nc.gov">geraldine.dumas@dhhs.nc.gov</a></td>
</tr>
<tr>
<td><strong>Rachel Kaplan</strong>, Fiscal/Data Analyst</td>
<td></td>
<td>(919) 814-6311 <a href="mailto:rachel.kaplan@dhhs.nc.gov">rachel.kaplan@dhhs.nc.gov</a></td>
</tr>
<tr>
<td><strong>Trevon L. Simon</strong>, Business Officer</td>
<td></td>
<td>(919) 814-6334 <a href="mailto:trevon.simon@dhhs.nc.gov">trevon.simon@dhhs.nc.gov</a></td>
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- 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)
- 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
- NC Pre-K Contracts data entry
- NC Pre-K Plan technical support Correspondence tracking / follow-up
- NC Pre-K program surveys and research and data
- NC Pre-K Data Systems and Data Requests
- NC Pre-K FSRs and reimbursement
- NC Pre-K Budget Revisions
- Technical assistance for NC Pre-K FSR reimbursement & Budget Revisions