<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  
toni.toomer@dhhs.nc.gov  

Vallarie Douglas, EEB Administrative Officer  
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 / System Administrator  
- Data requests and back-up support for NC Pre-K KIDS and NC Pre-KAPP  
- NC Pre-K Program approvals: Administrator/ Director/ Principal and Site Adds  
- Workforce Education Unit oversight |

| NC Pre-Kindergarten Program (NC Pre-K) | Janessa Nieves, Manager  
NC Pre-K Unit  
(919) 814-6372  
janessa.nieves@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  
- NC Pre-K Plan Database technical/system related questions |
### 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-KAPP
- 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 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

### NC Pre-K support, research, revision of policy documents and presentations

- NC Pre-K Plan Database technical/system related questions
Division of Child Development & Early Education
North Carolina Pre-Kindergarten (NC Pre-K) Program
State Office Contacts

Early Education Support Licensure and Professional Development (EESLPD)

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

- NC Educator (BK) Licensure policy
### Administration and Policy

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Unit</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ed Skeens</strong></td>
<td>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></td>
<td>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></td>
<td>Contracts Unit Manager</td>
<td>Contracts Unit</td>
<td>(919) 814-6327 <a href="mailto:candice.bailey@dhhs.nc.gov">candice.bailey@dhhs.nc.gov</a></td>
</tr>
<tr>
<td><strong>Celeste Pleasant</strong></td>
<td>Contracts Administrator Public Schools</td>
<td>Contracts Unit</td>
<td>(919) 814-6337 <a href="mailto:celeste.pleasant@dhhs.nc.gov">celeste.pleasant@dhhs.nc.gov</a></td>
</tr>
<tr>
<td><strong>Courtney Barefoot</strong></td>
<td>Contracts Administrator Private / Non-Profit Organizations</td>
<td>Contracts Unit</td>
<td>(919) 814-6338 <a href="mailto:courtney.barefoot@dhhs.nc.gov">courtney.barefoot@dhhs.nc.gov</a></td>
</tr>
<tr>
<td><strong>Geraldine Dumas</strong></td>
<td>Contracts Assistant</td>
<td>Contracts Unit</td>
<td>(919) 814-6335 <a href="mailto:geraldine.dumas@dhhs.nc.gov">geraldine.dumas@dhhs.nc.gov</a></td>
</tr>
</tbody>
</table>

### Roles and Responsibilities

#### Administration and Policy
- 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 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
| **Sonya Beatty**, Business Manager  
Budget and Contracts Unit  
(919) 814-6328  
sonya.beatty@dhhs.nc.gov |
|---|
| **Trevon L. Simon**, Business Officer  
Budget Unit  
(919) 814-6334  
trevon.simon@dhhs.nc.gov |
<p>| • Budget and Contracts oversight |
| • NC Pre-K FSRs and reimbursement |
| • NC Pre-K Budget Revisions |
| • Technical assistance for NC Pre-K FSR reimbursement &amp; Budget Revisions |</p>
<table>
<thead>
<tr>
<th>Regulatory Services</th>
<th>Lorie Pugh, Senior Manager Licensing Branch</th>
<th>Oversight of the compliance policies and monitoring procedures completed by facility childcare licensing consultants.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1(800) 859-0829 <a href="mailto:lorie.pugh@dhhs.nc.gov">lorie.pugh@dhhs.nc.gov</a></td>
<td></td>
</tr>
<tr>
<td>Licensing Supervisors (16)</td>
<td>(Refer to <a href="#">DCDEE Licensing Supervisor County Assignments for NC Pre-K contact information</a>)</td>
<td>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.</td>
</tr>
<tr>
<td>Lead Child Care Consultants (16)</td>
<td>Call 1(800) 859-0829 for contact information</td>
<td>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.</td>
</tr>
<tr>
<td>Child Care Consultants (111)</td>
<td>Call 1(800) 859-0829 for contact information</td>
<td>Compliance monitoring visits to all licensed programs, including NC Pre-K sites/classrooms.</td>
</tr>
<tr>
<td>Investigations Supervisors and Consultants (30)</td>
<td>Call 1(800) 859-0829 for contact information</td>
<td>Investigation of reports alleging child maltreatment and violations of childcare requirements.</td>
</tr>
<tr>
<td>Andrea Lewis, Senior Manager Compliance Branch</td>
<td>1(800) 859-0829 <a href="mailto:andrea.o.lewis@dhhs.nc.gov">andrea.o.lewis@dhhs.nc.gov</a></td>
<td>Complaint reports, child maltreatment investigations, and administrative actions</td>
</tr>
</tbody>
</table>