



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

DCDEE	Contact Information	Contact for questions about...
<b>Programs and Educational Services</b>	<b>Cindy Wheeler</b> , Senior Manager Early Education Branch <b>(919) 527-6556</b> <a href="mailto:cindy.wheeler@dhhs.nc.gov">cindy.wheeler@dhhs.nc.gov</a>	<ul style="list-style-type: none"> <li>• 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</li> </ul>
	<b>Mary Pat Hicks</b> , Administrative Assistant Early Education Branch <b>(919) 527-6676</b> <a href="mailto:marypat.hicks@dhhs.nc.gov">marypat.hicks@dhhs.nc.gov</a>	<ul style="list-style-type: none"> <li>• Public information requests from families, general public and early education programs and educators</li> <li>• EESLPD Intake/Enrollment</li> <li>• Enrollment and Change Form, Status of Enrollment, Receipt of Enrollment</li> </ul>
	<b>Rachel Kaplan</b> , Program Officer Early Education Branch <b>(919) 527-6548</b> <a href="mailto:rachel.kaplan@dhhs.nc.gov">rachel.kaplan@dhhs.nc.gov</a>	<ul style="list-style-type: none"> <li>• NC Pre-K program surveys and research, data, policy and contracts/budgets</li> <li>• NC Pre-K Data Systems, EESLPD Data Management and Data Requests</li> <li>• Technical assistance for NC Pre-K KIDS and NC Pre-K APP</li> </ul>
	<b>Vallarie Douglas</b> , Data Support Specialist Early Education Branch <b>(919) 527-6555</b> <a href="mailto:vallarie.douglas@dhhs.nc.gov">vallarie.douglas@dhhs.nc.gov</a>	<ul style="list-style-type: none"> <li>• Data support for NC Pre-K KIDS and NC Pre-K APP</li> <li>• Workforce Education-Intake/Enrollment, data support</li> </ul>

<p><b>Jenine Gatewood</b>, Manager  NC Pre-K &amp; EESLPD Field-Based Services  NC Pre-K Unit  (919) 527-6551  <a href="mailto:jenine.gatewood@dhhs.nc.gov">jenine.gatewood@dhhs.nc.gov</a>  <u><a href="#">Assigned Counties/Regions</a></u></p> <p><b>Jeanne Barnes</b>, NC Pre-K Program Policy Consultant  NC Pre-K Unit  (919) 527-6601  <a href="mailto:jeanne.barnes@dhhs.nc.gov">jeanne.barnes@dhhs.nc.gov</a>  <u><a href="#">Assigned Counties/Regions</a></u></p> <p><b>Sharon Stukes</b>, NC Pre-K Program Policy Consultant  NC Pre-K Unit  (704) 594-0151  <a href="mailto:sharon.stukes@dhhs.nc.gov">sharon.stukes@dhhs.nc.gov</a>  <u><a href="#">Assigned Counties/Regions</a></u></p> <p><b>Sharon Spigner</b>, NC Pre-K Education and Policy Consultant  NC Pre-K Unit  (919) 527-6554  <a href="mailto:sharon.spigner@dhhs.nc.gov">sharon.spigner@dhhs.nc.gov</a>  <u><a href="#">Assigned Counties/Regions</a></u></p>	<ul style="list-style-type: none"> <li>• Program oversight: NC Pre-K Program Policy, Requirements, Monitoring</li> <li>• NC Pre-K Plan Approvals: Classrooms (curricula, assessments, developmental screens); Instructional Staff (Teachers &amp; Teacher Assistants)</li> <li>• NC Pre-K Program Mentoring/Evaluation services (EESLPD ECU and UNCC)</li>   <li>• NC Pre-K Program Requirements and Guidance, policy and operational procedures, child eligibility for NC Pre-K, teacher, teacher assistant, administrator/principal eligibility</li> <li>• Local NC Pre-K Staff Orientation &amp; Ongoing County/Regional Support</li> <li>• NC Pre-K Plan change requests: classroom adds and instructional staff, including substitute teachers and teacher assistants</li> <li>• Local NC Pre-K Advisory Committee and local NC Pre-K contract administrative agency support and meeting with NC Pre-K providers</li> <li>• NC Pre-K Policy Monitoring</li> <li>• NC Pre-K Program regional support to local NC Pre-K Contract Administrative Agencies</li> <li>• NC Pre-K Plan change requests: classroom adds and instructional staff, including substitute teachers and teacher assistants</li> <li>• EESLPD Mentor and Evaluator Training; NC Educator Effectiveness System (NCDPI teacher evaluation training, process) for BK licensed teachers</li> <li>• NC Pre-K Policy Monitoring</li> </ul>
---	---

	<p><b>Heather Marler</b>, Manager EESLPD &amp; Workforce Education Units (919) 527- 6609 <a href="mailto:heather.marler@dhhs.nc.gov">heather.marler@dhhs.nc.gov</a></p> <p><b>VACANT</b>, EESLPD Intake-Enrollment Specialist EESLPD Unit (919) _____</p> <p><b>Fay Lewis</b>, BK Licensure Specialist EESLPD Unit (919) 527-6550 <a href="mailto:fay.lewis@dhhs.nc.gov">fay.lewis@dhhs.nc.gov</a></p> <p><b>Breania Best</b>, BK Licensure Specialist EESLPD Unit (919) 527-6614 <a href="mailto:breania.best@dhhs.nc.gov">breania.best@dhhs.nc.gov</a></p> <p><b>Gordon Millspaugh</b>, BK Licensure &amp; Research Consultant EESLPD Unit (919) 527-6552 <a href="mailto:gordon.millspaugh@dhhs.nc.gov">gordon.millspaugh@dhhs.nc.gov</a></p>	<ul style="list-style-type: none"> <li>• NC Pre-K Program Plan approvals: Administrator/Director/Principal</li> <li>• Workforce Education application and qualification information for facility licensed nonpublic and public early childhood education (child care) programs</li> <li>• NCDPI Teacher Education-Licensure Policy</li> <li>• General EESLPD Unit administrative support</li> <li>• EESLPD Intake/Enrollment (See Mary Pat Hicks)</li> <li>• NC Educator (BK) Licensure policy and actions for Pre-K teachers/nonpublic schools</li> <li>• BK Licensure status: clearance of lateral entry and provisional add-on licensure</li> <li>• Obtaining and submitting Plan of Study issued by an accredited NC University/College to the EESLPD Unit</li> <li>• Required semester hours to support coursework in teacher’s Plan of Study</li> <li>• SP II licensure renewal policy and CEU credits</li> <li>• NCDPI Online Licensure Management System</li> <li>• Data requests by county</li> </ul>
<p><b>Regulatory Services</b></p>	<p><b>Lorie Pugh</b>, Senior Manager Licensing Branch 1(800) 859-0829 <a href="mailto:lorie.pugh@dhhs.nc.gov">lorie.pugh@dhhs.nc.gov</a></p>	<ul style="list-style-type: none"> <li>• Oversight of the compliance policies and monitoring procedures completed by facility child care licensing consultants.</li> </ul>
	<p><b>Licensing Supervisors (16)</b> (Refer to <a href="#">DCDEE Licensing Supervisor County Assignments for NC Pre-K contact information</a>)</p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>

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

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