

2023-2024 New Charter Leaders' Tasks List	
Completed	Task Name
	Beginning Teacher Support Program Plan (BTSP)
Completed	Task Name
	OPTIONAL: Hire a School Nurse
	Offer Generalized Diabetes Training
	Complete diabetes care plans
	Acquire Epi Pens
	Offer Epi Pen Training

	Develop a concussion plan
	Appoint a Team for Return-to-Learn
	Provide Staff Development on Concussions
	Student Health History Update
	Provide required information to parents according to G.S. 115C-218.75(a). This should be on your website and in your handbook
	Asbestos in School Rule
Completed	Task Name

	CSADM Phase II Final Verification
	EDDIE
	Internal Revenue Services (IRS) Tax Exempt Status
	Financial Management System
	Fiscal Management Policies and Procedures

	Annual Audit Charter School Audit Contract Form (LGC-205)
	Annual Audit Invoices
	Amended Audit Contracts
	Annual Audit Audited Financial Statements to LGC
	State and Local Government Memo Listing

	Single Audit (required if expend \$750,000 or more in federal awards)
	SAM.gov registration
	UEI Number
	Charter School Financial Manual
	New Charter School Training
	Training/subject to change
Completed	Task Name
	EVAAS Administrator
	HR Listserv & HR Division
<i>Note the Performance Framework Requirement: A5 – MLL Component</i>	
Completed	Task Name

	Access to WIDA Access to WIDA Secure Portal and WIDA AMS Accounts
	Home Language Survey (HLS) Review
	EL Data PowerSchool Updates
	EL Headcount Report
	Immigrant Children & Youth Headcount Report October 2023 ²
	Language Instruction Educational Plan (LIEP)

	Become familiar with federal and state documentation to support English Learners
--	--

Exceptional Children Division

	EC Director needs to reach out to Regional Coordinator
	611 Grant
	Training
	Complete the 611 Grant
	Establish NCID # and ECATS login

	Complete child count transfer
	Prepare for December 1 Child Count

Federal Programs

	Access to the Comprehensive Continuous Improvement Process (CCIP)
--	---

Homeless Children and Youth

*The following tasks are required under Subtit
<https://uscode.house.gov/view.xhtml?path>*

	Appoint
	Homeless Liaison
	Register/Update Homeless Program
	Public Posting of Program Information
	New Homeless Liaison Training
	Compliance Forum
	Data Collection

	Needs
	Assessment
	Dispute
	Resolution Policy
	Questions on any of these activities or resources, as well
	Contact Office of Early Learning Division
Division of Academic Standards	
	All areas

	Oct. 1 MLL Headcount Report – Oct. 2023
	Cursive and Multiplication Report
	Advanced Math standards implementation
	Optional: Implement CCRG legislation requirements for Math and English
Advanced Learning and Gifted Education <input type="checkbox"/>	
	Local AIG Plan 2022-2025
	Optional: Advanced Placement (AP)/ International Baccalaureate (IB) / Cambridge (CIE)

Career and College Promise

OPTIONAL: Develop MOU with college partner(s)

Licensure Section

50% Teacher
Licensure

Review Licensure Policies

Review Licensure Laws

Licensure Training

Task Name

View Video Tutorials

Multi-Tiered System of Support

Review Joining

	School Nutrition
	<i>Note: There is not a definitive application start date</i>
	Complete School Interest Form
	View Introduction to SN Program PowerPoint
	Initial Meeting
	Contact SN Staff regarding Procurement Plan
	Menu Certification
	Submit required electronic documents and various
	Complete Annual Agreement process
	Task Name
	School Safety
	Critical Incident Response for School Faculty and Staff
	Vulnerability Assessment
	State Emergency Response Application (SERA)
	Register for SSARS

	Task Name
	Student Information System
	Student Information System (PowerSchool)
	PowerSchool Training
	PowerSchool Instance
	PowerSchool Certified Technical Contacts
	State Health Plan
	Group Setup
	Letter of Intent
	BOD Election submission
	Additional Info/Training
	Task Name
	Testing & School Accountability
	Select a testing coordinator (TC)
	EDDIE
	Testing training
	English Learner (EL) coordinator

	School Safety Briefings
	Regardless of whether you are starting a new charter school or transitioning 1
	Other useful information:
	<input type="checkbox"/> Update EDDIE, http://apps.schools.nc.gov/eddie
	<input type="checkbox"/> Epicenter, new user activation email from Joseph.Letterio@dpi.nc.gov
	<input type="checkbox"/> Get subscribed to the Office of Charter School newsletter, https://content.;
	<input type="checkbox"/> Follow us on Twitter @NCCharterOffice
	<input type="checkbox"/> Join Teacher Match/School Spring Teach NC statewide Job Board, contact V
	<input type="checkbox"/> Subscribe to School Business Newsletter at
	https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-bu
	<input type="checkbox"/> Bookmark the Office of Learning Recovery & Acceleration (OLR) website Of

Task Description	
Beginning Teacher Support Program	
As required by SBE Policy TCED-016, each PSU must have an approved Beginning Teacher Support Program Plan on file. The plan must meet policy requirements and be approved by the local board and DPI. A template is available for developing a BTSP Plan.	Prior to Opening
Task Description	
Division of Public Health – Children and Youth Branch	
Make sure your school nurse is available to serve the entire student population and has the appropriate credentials. A person with a Registered Nurse (RN) license is preferred.	Recommended by August 1 <input type="checkbox"/>
If you have students receiving assistance at school related to diabetes (for all school staff providing education or care for students with diabetes)	Recommended by the first day of school
If you have students receiving assistance at school related to diabetes...Plans should be completed by the school nurse or other recognized medical professional.	Recommended by the first day of school
At least 2 epinephrine auto-injectors should be on hand.	Recommended by the first day of school
At least 1 person must receive training in the use of emergency epinephrine.	Recommended by the first day of school

<p>This plan must address the needs of students in any grade level suffering from concussions.</p>	<p>Recommended by September 30th</p>
<p>This team is responsible for identifying the return-to-learn or play needs of a student who has suffered a concussion.</p>	<p>Recommended by September 30th</p>
<p>This training is for all teachers and other school personnel in order to support and assist students who have sustained a concussion.</p>	<p>Recommended by September 30th</p>
<p>Include a question on the student health history and emergency medical update related to any head injury/concussion a student may have incurred during the past year.</p>	<p>Recommended by May-1- June 2024</p>
<p>All Grade Levels: Meningococcal Meningitis & Flu Grades, 5 – 12: Cervical Cancer, Cervical Dysplasia, Human Papillomavirus, Grades 7-12: Preventable Risks for Pre-Term Births, Grades 9-12: Lawful Abandonment of a Newborn</p>	<p>At the Beginning of the School Year</p>
<p>- All buildings Must be tested for asbestos or submit the building’s architect letter stating no asbestos used in the building during construction. - Occupational and Environmental Epidemiology: Health Hazards Epidemiology: Health Hazards Control https://epi.dph.ncdhhs.gov/asbestos/healthaz.html Control</p>	<p>Asbestos Management Plan Received by NC DPHHCU prior to that <input type="checkbox"/> school building opening for <input type="checkbox"/> school business</p>
<p>Task Description</p>	

<p>Phase II submission is required for new charters approved by the State Board of Education to open July 1, 2023². It displays the projected enrollment as indicated in the charter’s application. The projected enrollment number will be used for the first installment of the annual allotment and will be the maximum actual ADM that the charter school may be funded on for the current school year.</p>	<p>June 1 – 12</p>
<p>Complete and update school data EDDIE information: https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/eddie</p>	<p>July 7 or before PowerSchool completes end-of-year</p>
<p>In general, exempt organizations are required to file annual returns, although there are exceptions. If an organization does not file a required return or files late, the IRS may assess penalties. In addition, if an organization does not file as required for three consecutive years, it automatically loses its tax-exempt status.</p>	<p>November 15th for FYE June 3</p>
<p>Per General Statute, SBE policy, federal requirements, Uniform Education Reporting System (UERS), Chart of Accounts (COA), School Reporting, etc.</p>	<p>Prior to receipt of public funds</p>
<p>Part of Financial Management System - Development and approval of comprehensive fiscal management policies and procedures clarifying authority over the school's financial affairs, internal controls, accounting practices, purchasing, segregation of duties, and other related practices.</p>	<p>Prior to receipt of public funds</p>

<p>Submission to the Local Government Commission State and Local Government Finance Division for approval by the Secretary of the LGC. https://www.nctreasurer.com/state-and-local-governme-nt-finance-division/local-government-commission/local-fiscal-management</p>	31-Oct
<p>Submission in Epicenter and approval by the SFB, Secretary of the LGC pursuant to GS 115C-447.</p>	Prior to payment
<p>If an audit cannot be completed by the due date or if the fees in the original contract are modified, an Amended Contract Form (Amended LGC-205) must be filed.</p>	1-Dec
<p>Submission to the Local Government Commission State and Local Government Finance Division</p>	31-Oct
<p>Bookmark and review regularly for applicable memos.</p>	Ongoing

Submission to the Federal Audit Clearinghouse (FAC) Internet Data Entry System (IDES)	30 days after receipt of the auditor's report(s), or 9 months after the end of the fiscal year —whichever comes first.
Active registration for any entity to do business with the Federal Government	Prior to applying for and/or accepting Federal awards.
The unique entity identifier as a universal identifier for Federal financial assistance applicants, as well as recipients and their direct subrecipients, and;	Prior to applying for and/or accepting Federal awards.

Read the manual. Again, read the manual, all of it. **Prior to School Opening**

[SBE Policy CHTR-006 states that charter schools must attend required financial training. Attend Cash Management Training to review cash and MSA systems and to review monthly financial reports.](#) Training Sessions **April or May** before the school opens.

Complete training on the LINQ software. LINQ is the software vendor that assists the charter schools in uploading their monthly general ledger to DPI. The software is used to record expenditures and revenue (the general ledger). **Prior to School Opening**

Task Description

Educator Recruitment & Support Division

Establish a district EVAAS Administrator by contacting Joseph Foster by email. **By November**

The person primarily responsible for Human Resources policies at the school should join the HR Listserv by emailing Tom Tomberlin. **At your discretion**

Multi-Lingual Learners

t, deadline is June 30th :-

Task Description

Ensure the school testing coordinator has access to these accounts. These are critical for the EL identification window (30 days upon student enrollment). The testing coordinator and the EL coordinator/designee may have access to these accounts and should have completed the screener training in the online secure portal. WIDA accounts should also be created for a teacher(s) assigned to be the test administrator for the annual language proficiency assessments ACCESS for ELLs/Alternate ACCESS for ELLs.

Before school starts

Review all enrolled students' HLS to identify students who may need to be screened using the WIDA Screener for language services.

Ongoing

The data manager should have EL Coordinator rights in PowerSchool in order to complete EL Data Records.

Ongoing

A report that provides the headcount for students identified as English Learners (ELs) in NC Schools enrolled by October 1 of each year. This report is submitted to the Joint Legislative Education Oversight Committee by December of

Due November 1, 2023 for all students enrolled by 11/1 and identified in PowerSchool as ELs.

NC allocates a portion of funding to PSUs based upon the share of immigrant children and youth in the state. The term "immigrant children and youth," which is defined in section 3201(5) of Title III, refers to individuals who: (A) are aged 3 through 21; (B) were not born in any State; and (C) have not been attending one or more schools in any one or more States for more than 3 full academic years.

Due October 7, 2023, for all students enrolled by 10/1 and identified in PowerSchool as immigrants by October 7th.

Complete the LIEP based on your school's needs and resources following the guidance, template, and samples provided on the English Language Development (ELD) website. Link: bit.ly/NCELSWebsite
ESL/Title III - Charter Schools (CS)

Submit the LIEP service chart by September 30 through Epicenter. Epicenter Support Joseph.Letterio@dpi.nc.gov

Review these links: (60C-63C)

Ongoing

- [Schools' Civil Rights Obligations to English Learners and their families](#)
- [US Department of Education, OELA English Learner Tool Kit](#)
- [US Department of Education, OELA Newcomer Tool Kit](#)
- [US Department of Education, NCELA English Learner Family Tool Kit](#)

[Call and talk with your Regional Coordinator to introduce yourself and to ask questions regarding steps moving forward](#)

30-Aug

Attend 611 grant training if available.

Tentatively scheduled for October 31

Using information from the grant training, complete and submit the 611 Grant.

Tentatively scheduled for December

Work with your HR/Principal to get an NCID number so you can submit Child Count Transfer (EC Director and [Principal](#)) and ensure you're an established user in [ECATS \(EC Directors\)](#)

30-Aug

Input new student information into system to receive funding Deadline: By the 10th of the following month after the child is first enrolled during the first 60 days of the school year	See deadline notes to the left.
Maintain current IEP/eligibility for all students.	Daily/Weekly
Ensure students are in ECATS. Run reports as needed to double check.	

Online grants management system that houses the federal consolidated application	End of September for new charters
--	-----------------------------------

le VII-B of the McKinney-Vento Homeless Assistance Act and are outlined in the NCDPI State Plan. For more information, see <https://www.dpi.nc.gov/districts-schools/federal-pr>

Every LEA, whether or not it receives a McKinney-Vento subgrant, is required to designate a local liaison.	Prior to opening day of school
Register the homeless liaison with the North Carolina Homeless Education Program (NCHPEP). Access to listservs, emails and other program requirements will be sent regularly.	Prior to opening day of school
District website must post contact information for the homeless liaison, a brief description of the law including student rights, and a link to NCHPEP. The link should be submitted to NCHPEP via the	Prior to opening day of school
Attend training that will provide specific details on the law, best practices, resources and the requirements of charter schools.	September
Attend the required forum for all homeless liaisons to ensure compliance with program requirements under the McKinney-Vento Act.	TBD, annually
All charter schools are required to enter a student identified into the “homeless” page in PowerSchool (PS). Each year, the liaison must certify the count in PS, even if no identification of a student was made. Data collection is required by the U.S. Department of Education.	TBD , annually

<p>Annual needs assessment completed on the data and activities conducted to ensure that the charter school program is identifying and meeting the needs of homeless children and youth. Needs assessments are maintained at the charter school for review during program monitoring. New charters are required to submit their initial results to NCHPEP during the first year of the school being opened. Charter schools with identifications above 50 students should contact their</p> <p>Program Specialist to discuss an alternative template.</p>	<p>End of August; update annually</p>
<p>All LEAs are required to have an LEA dispute resolution policy that aligns with the NC State Dispute Resolution Policy.</p>	<p>End of August; update annually</p>

[ll as other technical support can be directed to your regional NCHPEP Program Specialist or the NC State Coordina](#)

<ul style="list-style-type: none"> Identify a Read to Achieve (RtA) contact for the school. This person will be the point of contact between the K-3 Literacy division and the charter school. Contact tonia.parrish@dpi.nc.gov to be added to the RtA Contact list. Visit the RtA Repository for helpful information 	<p>Upon Opening</p>
---	---------------------

<ul style="list-style-type: none"> Visit the NCDPI website: https://www.dpi.nc.gov/ to access the K-12 Standard Course of Study, as well as programs and initiatives and other relevant information. Here you also will find support materials, training opportunities, and other helpful information for each area. Sign up for updates from a variety of areas at the NC Public School NC Department of Public Instruction web site: https://www.dpi.nc.gov NC Standard Course of Study (direct link) 	<p>Ongoing</p>
---	----------------

<ul style="list-style-type: none"> • Programs and Initiatives (direct link) 	
<p>A report that provides the headcount for Multi-Lingual Learner (MLL) enrolled in North Carolina Public Schools as of October 1 each year. This report is to be submitted to the Joint Legislative Education Oversight Committee by December 15 of each year.</p>	<p>Due November 1; goes to the SBE and JLEOC in December</p>
<p>Districts and charter schools are asked to complete a survey regarding the measures taken by each LEA/school to implement the requirements regarding cursive writing and memorization of the multiplication tables pursuant to § 115C-81.81 instruction of cursive writing in grades 3-5 and the memorization of multiplication facts. This survey informs a report due to the JLEOC each March.</p>	<p>Survey: November - January Report goes to the SBE in February</p>
<p>Installation of 4th level math standards in the 2020-21 SY; implementation in 2021-22 SY; For additional information on the Advanced Math standards, please visit the most recent webinar - Scheduling NC Mathematics Courses</p>	<p>2021-22 SY</p>
<p>Statewide implementation in all high schools required in 2021-22 SY (CCRG stands for Career and College Ready Graduates)</p>	<p>Beginning 2021-22 SY</p>
<ul style="list-style-type: none"> • This is an option for charter schools. • To have the ability to identify AIG students officially, charters must have a Local AIG Plan submitted first. • Contact one of the State Consultants in Advanced Learning and Gifted Education for listserv inclusion and next steps. • Visit AIG website in the Advanced Learning and Gifted Education website for an introduction. 	<p>Beginning 2021-22 SY</p>
<ul style="list-style-type: none"> • College-level courses offered in high school pre 	<p>Beginning 2022-2023 SY</p>

Career and College Promise (CCP) is North Carolina's dual enrollment program for high school students, allowing eligible NC high school students to enroll in college classes at NC community colleges through their high school. Career & College Promise offers charter school students the option to choose from two pathways: College Transfer and Career and Technical Education.

Information and resources available on the NCDPI CCP Website:
 "CCP Advising Guidance for School Personnel"
 "Dual Credit Allowances Chart"
 Develop a Memorandum of Understanding (MOU) clarifying procedures for dual enrollment through the Career and College Promise Program.

Before registering students for dual enrollment

4-6 weeks at non-peak times and 6-8 weeks at peak

December 31, annually

Review State Board of Education Policies LICN 001
 Go to the licensure website:
<http://www.dpi.nc.gov/educators/educators-licensure>

Ongoing

Review G.S. 115C-296, Session Law 599, and Session
 Go to the licensure website:
<http://www.dpi.nc.gov/educators/educators-licensure>

Ongoing

The RALC Director for your region is available to assist

Ongoing

Task Description

Timeline for Completion

Watch the Licensure Management and Application Tutorials www.dpi.nc.gov/educators/educators-licensure
<https://ralc.us/>

[Joining Charter/Non-traditional School Cohort](#)

Recommended by

31-Aug

Partnership Agreement ters/ Non-traditional	As you are ready to join the Cohort
Contact your regional IABS Consultant to assist you <ul style="list-style-type: none"> • Designating a MTSS contact/coordinator • Forming a school MTSS Leadership Team • Accessing the NC MTSS School Based Modules • Understanding how and why to utilize the NC MTSS Implementers Doc and embedded resources • Attending the Regional MTSS Coordinator Meetings 	After you complete the Partnership Agreement
(k) 457/403(b)	
Should the charter school decide to participate in the Teachers & State Employees Retirement System, then	With a Board Resolution and the completion of the NC 401(k) & NC 457 Retirement plans v

Task Description	Timeline for Completion
Should the charter school decide to decline participating with the School Employers who opted for the NC 457 Retirement Plan with a contribution or match.	Board Resolution and the completion of the Operational Information, 4-6 weeks

If an eligible charter school operated by a private nonprofit...	Provisional entry: within first two years of operation Full entry: After first two years of operation, or on...
--	--

assistance in paying for WiFi, consult: [NC E-rate Handbook](#). This assumes there is already an add...

Documentation to start the Internet Access circuit	December 1 - prior to opening
Register for a username and FCCRN from the FCC	December 1 - prior to opening
Request Billed Entity Number and Account Administration from USAC	Immediately after receiving the FCCRN
NCDPI State Valid File and Entity Update for USAC EPC	December 1 - prior to opening
Task Description	Timeline for Completion
Name, email, phone of E-rate contacts for training	December 1 - prior to opening

<i>ite for the School Nutrition Program, but if the application process is started by the school in January</i>	
Complete form and return to School Nutrition along with	If start in January 2023*: January 1-5
Provides a brief overview of the School Nutrition Program	January 6-10
Schedule an onsite meeting or webinar to discuss program	January 11-Jan-31

Procure catering services or services with a Registered Dietician who is knowledgeable of the School Nutrition Program	February 1 -April 30
Meet federal regulations for all meals served in the school	May 1 – August 1
Procurement Plan Certificate of Occupancy Verification Plan Proof of Professional Standard Requirement Complete a Certified Food Protection Manager exam and submit proof of successful completion to State Create and Submit Local Wellness Policy Cash Management Procedures Civil Rights Procedures and other required documents	August 1 – 1-Nov
Effective Date of Free or Reduced-Price School Meals Household Application Determination Attestation of Compliance with the Meal Pattern Requirement Signature Pages	August 1 – 1-Nov
Task Description	Timeline for Completion

Video and Powerpoint that is presented to school faculty	Prior to opening and then yearly
Complete a detailed vulnerability report and complete	Prior to opening and yearly

Floor plan schematics for the state's K-12 public schools	Yearly
Go through the Center for Safer Schools to complete	30-Sep

Task Description	Timeline for Completion
PowerSchool is the North Carolina Student Information System used for student attendance, etc. PowerSchool is required to be used by all Public School Units of North Carolina for State Reporting, Federal Reports, and Student Final Grades. Further details will be provided separately to each PSU.	
Initial Product Training (IPT) certification course v	Summer (typically July/August)

PowerSchool instance access will be granted when Admin staff from the Public School Unit attend the PowerSchool IPT Certification course in the summer.	Summer
<ul style="list-style-type: none"> Each public school unit will have designated contact for PowerSchool support by submitting tickets. Each I PowerSchool IPT Certified Technical Contacts is a compliance requirement. 	Beginning of August

Complete Group Set-Up form https://www.shpnc.org/new-groups-interested-joining	60 days prior to desired Effective Date
Submit Letter of Intent to join SHP	60 days prior to desired Effective Date
Submit board of directors' election to participate in	60 days prior to desired Effective Date
Conference Call with State Health Plan	Within one week after receiving above documents

Task Description	Timeline for Completion
Designate a TC. Provide TC contact info to RAC.	
Enter TC in EDDIE.	
Ensure TC participates in BOG3 (elementary school)	
Assign EL Coordinator if not the TC.	

Set up WIDA and DRC school accounts	
Establish PowerSchool and ensure completed enrollment	
Ensure TC attends new TC training and sets up all t	Prior to school opening or when scheduled by RAC
School Administration sets up an established NCID	

https://it.nc.gov/ncid-administrators/detail/lea-admin/	
---	--

Task Description	Timeline for Completion
-------------------------	--------------------------------

Assess the transportation needs of your population	When Student Enrollment Begins
--	--------------------------------

Create policies and procedures for attending student	
Decide on whether you will provide for student need	
1. If you will provide transportation in-house: see	
2. If you will contract for those needs, assure you a	
3. If you will rely on the school community for the	

you will address shortfalls in availability or reliability	
--	--

Task Description	Timeline for Completion
-------------------------	--------------------------------

If a school will be using/acquiring a vehicle that is	30-90 days depending on equipment and accomplish
---	--

NCDMV School Bus and Traffic Safety personnel c	

to a charter as a new leader, we hope you will find this checklist of use.

govdelivery.com/accounts/NCSBE/bulletins/29ab8fb

Wendy Hinson @ Wendy.Hinson@dpi.nc.gov

business-services/school-district-finance-operations/procedures-and-guidance#newsletter
Office of Learning Recovery & Acceleration | NC DPI

Contact Person- (Hyperlinked for emails)

Dr. Monica Shepherd
monica.shepherd@dpi.nc.gov 336-469-4682

Contact Person

For Questions about Nurse Credentials Only:

Annette Richardson East(Districts 1-4)
annette.richardson@dhhs.nc.gov 252-339-3009
or

[Amy JohnsonWest \(Districts 5-8\)](mailto:amy.t.johnson@dhhs.nc.gov)
amy.t.johnson@dhhs.nc.gov 336-813-1526

Annette Richardson East(Districts 1-4)
annette.richardson@dhhs.nc.gov 252-339-3009
or Amy Johnson West (Districts 5-8)

Annette Richardson East(Districts 1-4)
annette.richardson@dhhs.nc.gov 252-339-3009
or Amy Johnson West (Districts 5-8)
amy.t.johnson@dhhs.nc.gov 336-813-1526

Annette Richardson East(Districts 1-4)
annette.richardson@dhhs.nc.gov 252-339-3009
or Amy Johnson West (Districts 5-8)
amy.t.johnson@dhhs.nc.gov 336-813-1526

Annette Richardson East(Districts 1-4)
annette.richardson@dhhs.nc.gov 252-339-3009
or Amy Johnson West (Districts 5-8)
amy.t.johnson@dhhs.nc.gov 336-813-1526

Annette Richardson East(Districts 1-4)
annette.richardson@dhhs.nc.gov 252-339-3009
or Amy Johnson West (Districts 5-8)
amy.t.johnson@dhhs.nc.gov 336-813-1526

Annette Richardson East(Districts 1-4)
annette.richardson@dhhs.nc.gov 252-339-3009
or Amy Johnson West (Districts 5-8)
amy.t.johnson@dhhs.nc.gov 336-813-1526

Annette Richardson East(Districts 1-4)
annette.richardson@dhhs.nc.gov 252-339-3009
or Amy Johnson West (Districts 5-8)
amy.t.johnson@dhhs.nc.gov 336-813-1526

Annette Richardson East(Districts 1-4)
annette.richardson@dhhs.nc.gov 252-339-3009
or Amy Johnson West (Districts 5-8)
amy.t.johnson@dhhs.nc.gov 336-813-1526

Annette Richardson East(Districts 1-4)
annette.richardson@dhhs.nc.gov 252-339-3009
or Amy Johnson West (Districts 5-8)
amy.t.johnson@dhhs.nc.gov 336-813-1526

[James Lueck Industrial Hygiene Consultant Division of Public Health, Environmental Health Section Health Hazards Control Unit N.C. Department of Health Human Services \(919\) 707-5975 / 5950 \(Office\); \(919\) 870-4808 \(Fax\) Email: James.Lueck@dhhs.nc.gov](#)

[James Lueck Industrial Hygiene Consultant Division of Public Health, Environmental Health Section Health Hazards Control Unit N.C. Department of Health Human Services \(919\) 707-5975 / 5950 \(Office\); \(919\) 870-4808 \(Fax\) Email: James.Lueck@dhhs.nc.gov](#)

Contact Person

[Felicia Atkinson felicia.atkinson@dpi.nc.gov](mailto:felicia.atkinson@dpi.nc.gov)

[Shannon Miller, shannon.miller@dpi.nc.gov](mailto:shannon.miller@dpi.nc.gov) 984-236-2457

[RS Tax Exempt and Government Entities Customer Account Services at \(877\) 829-5500 \(toll-free number\)](tel:(877)829-5500)

[Roxane L. Bernard School Financial Reporting Section](#)
[North Carolina Department of Public Instruction](#)
Phone: (984) 236-2460 Email:
roxane.bernard@dpi.nc.gov [Gwendolyn Tucker](#)
gwendolyn.tucker@dpi.nc.gov 984-236-2458

[David A. Isgett, Lead Fiscal Monitor NC DPI – Internal Audit – Monitoring and Compliance Division, 6334 Mail Service Center, Raleigh, NC 27699-6336 \(984\) 236-2442 \(office\) David.Isgett@dpi.nc.gov](#)

[NC Department of State Treasurer Local Fiscal Management section at \(919\) 814-4300](https://www.nctreasurer.com)
SLGFD@nctreasurer.com Also, see Annual Audit Forms and Resources at <https://www.nctreasurer.com/slg/lfm/forms-instructions/Pages/Annual-Audit-Forms-and-Resources.aspx>

[NC Department of State Treasurer Local Fiscal Management section at \(919\) 814-4300](https://www.nctreasurer.com)
SLGFD@nctreasurer.com Also, see Annual Audit Forms and Resources at <https://www.nctreasurer.com/slg/lfm/forms-instructions/Pages/Annual-Audit-Forms-and-Resources.aspx>

[NC Department of State Treasurer Local Fiscal Management section at \(919\) 814-4300](https://www.nctreasurer.com)
SLGFD@nctreasurer.com Also, see Annual Audit Forms and Resources at <https://www.nctreasurer.com/slg/lfm/forms-instructions/Pages/Annual-Audit-Forms-and-Resources.aspx>

[NC Department of State Treasurer Local Fiscal Management section at \(919\) 814-4300](https://www.nctreasurer.com)
SLGFD@nctreasurer.com Also, see Annual Audit Forms and Resources at <https://www.nctreasurer.com/slg/lfm/forms-instructions/Pages/Annual-Audit-Forms-and-Resources.aspx>

<https://www.nctreasurer.com/slg/Pages/MemosList.aspx>

866-306-8779 <https://harvester.census.gov/facweb/resources.aspx>;
<https://harvester.census.gov/facides/Account>

SAM.gov
registration

<https://www2.ed.gov/about/offices/list/fof/docs/unique-entity-identifier-transition-fact-sheet.pdf>

<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/independent-public-schools-operations#procedures-and-guidance>

[Roxane L. Bernard School Financial Reporting Section](#)
[North Carolina Department of Public Instruction](#)
Phone: (984) 236-2460 Email:
roxane.bernard@dpi.nc.gov [Gwendolyn Tucker](#)
gwendolyn.tucker@dpi.nc.gov 984-236-2458

Tammi Mixen tmixen@linq.com 800.541.8999
LINQ Customer Support and Training for New
Charters: Kevin Kelly kkelly@linq.com Director
LINQ Customer Care

Contact Person

Joseph Foster joseph.foster@dpi.nc.gov 984-236-2113

Tom Tomberlin 984-236-2114
thomas.tomberlin@dpi.nc.gov

Contact Person

Regional Accountability Coordinator assigned to your SBE Education District.

Susan Walz susan.walz@dpi.nc.gov 984-236-2847

Susan Walz Susan Walz susan.walz@dpi.nc.gov
984-236-2847

Stacy Daniel stacy.daniel@dpi.nc.gov 984-236-2829

Susan Walz susan.walz@dpi.nc.gov 984-236-2847

[Stacy Daniel stacy.daniel@dpi.nc.gov](mailto:stacy.daniel@dpi.nc.gov) 984-236-2829

Susan Walz

susan.walz@dpi.nc.gov

984-236-2847

ESL/Title III Consultant assigned to your area in the state: West (SBE Districts 5-8) East (SBE Districts 1-4)
Xatli.Stox@dpi.nc.gov
984-236-2834
Ivanna.Anderson@dpi.nc.gov 984-236-2828

ESL/Title III Consultant assigned to your area in the state: West (SBE Districts 5-8)
Ivanna.Anderson@dpi.nc.gov 984-236-2828

East (SBE Districts 1-4)
Xatli.Stox@dpi.nc.gov
984-236-2834

EC Charter School Regional Coordinators:
Lynn Metcalf
Northwest, West, Southwest
Lynn.Metcalf@dpi.nc.gov; Michelle Hamm
Northeast, Southeast,
Sandhills
michelle.hamm@dpi.nc.gov 984-236-2565;
Robert McOuat
Piedmont-Triad, North Central
robert.mcouat@dpi.nc.gov
336-416-1695

EC Charter School Regional Coordinator (see list above)

EC Charter School Regional Coordinator (see list above)

HR/Principal of Charter

School

Charter School EC
Coordinator

Melissa Dearman Melissa.Dearman@dpi.nc.gov
984-236-2444

Charter School EC Coordinator

Eastern Charters - Dr. Tina Hinson
tina.hinson@dpi.nc.gov 984.236.2803
Western Charters - James Popp
james.popp@dpi.nc.gov
984.236.2801

For more information visit:
[Program-monitoring](#).

[McKinney-Vento Homeless Assistance Act](#)

[Liaison Contact Information Submission Form](#)

[LEA McKinney-Vento Posting Submission Link](#)

[NCHEP Local Liaison Web Page](#)

[NCHEP Local Liaison Web Page](#)

[NCHEP Data Collection Resource Page](#)

[NCHPEP Local Liaison Web Page](#)

[NC Dispute Resolution Policy](#)

[tor for Homeless Education.](#)

Tonia Parrish tonia.parrish@dpi.nc.gov
919-796-6926

Dr. Mary Hemphill-Joseph Director of Academic Standards
North Carolina Department of Public Instruction
984-236-2755 *NEW NUMBER*
mary.hemphill@dpi.nc.gov
***Contact amy.betsill@dpi.nc.gov to be added to the C and I Leaders listserv.

Stacy Daniel stacy.daniel@dpi.nc.gov 984-236-2829

Susan Walz 984-236-2847

Stacy Daniel stacy.daniel@dpi.nc.gov 984-236-2829

Beverly Vance beverly.vance@dpi.nc.gov

David Stegall david.stegall@dpi.nc.gov

Beth Cross beth.cross@dpi.nc.gov Stephanie
Cyrus
stephanie.cyrus@dpi.nc.gov

Beth Cross beth.cross@dpi.nc.gov

--	--	--	--	--

Isaac Lake
isaac.lake@dpi.nc.gov
984-236-2738

<http://www.dpi.nc.gov/educators/educators-licensure> Licensure Specialists asklicensure@dpi.nc.gov
919-716-1800 nadine.ejire@dpi.nc.gov

<http://www.dpi.nc.gov/educators/educators-licensure>
Licensure Specialists asklicensure@dpi.nc.gov
919-716-1800

<http://www.dpi.nc.gov/educators/educators-licensure>
Licensure Specialists: 919-716-1800 asklicensure@d

<https://ralc.us/contact/>

r **Contact Person**

Before School
Starts

<http://www.dpi.nc.gov/educators/educators-licensure>
Licensure Specialists asklicensure@dpi.nc.gov
919-716-1800

Rhonda Harrell

rhonda.harrell@dpi.nc.gov 252-299-3395

Ashley Springs

ashley.springs@dpi.nc.gov

(984) 236-2159

Rhonda Harrell

rhonda.harrell@dpi.nc.gov 252-299-3395

Ashley Springs

ashley.springs@dpi.nc.gov

(984) 236-2159

[See page two of Joining
Charter/Non-traditional
School Cohort document](#)

Margaret Hendershot 919-214-1906 margaret.hendershot@prudential.com

(and the [Retirement Education Counselor](#) for the location)

Contact Person

Margaret Hendershot 919-214-1906

margaret.hendershot@prudential.com

(and the [Retirement Education Counselor](#) for the location)

Patrick Kinlaw

patrick.kinlaw@nctreasurer.com

om

919-814-4157

Doug.Mayer@nctreasurer.com

m

*Contact Mr. Kinlaw for

Sample Charter Provisional Requirements and FAQs.

ress to start the circuit install for internet access at

Connectivity@dpi.nc.gov

Connectivity@dpi.nc.gov

Connectivity@dpi.nc.gov

Connectivity@dpi.nc.gov

Contact Person

Connectivity@dpi.nc.gov

[Redacted]

2023, a possible timeline follows. The timeline is

Jacquelyn McGowan jacquelyn.mcgowan@dpi.nc.gov
984-236-2909

Jacquelyn McGowan jacquelyn.mcgowan@dpi.nc.gov
984-236-2909

School Nutrition Staff
(Scheduling will be based on availability of SN staff.)

School Nutrition Staff

School Nutrition Staff

School Nutrition Staff

***The timeline for processing each step starts after the documentation is received by the State Agency**

Agency

School Nutrition Staff

***Free and Reduced-Priced
Meal Application Packet

Contact Person

Jay Jackson
Jay.Jackson@dpi.nc.gov
984.236.2068 (office)

Karen Everett n karen.everett@dpi.nc.gov
984.236.2243

Karen Everett
karen.everett@dpi.nc.gov
984.236.2243 (of

Mike Anderson
mike.anderson@dpi.nc.gov 984-236-2242 (office)

-
Contact Person
Tessa Hine tessa.hine@dpi.nc.gov
Tessa Hine tessa.hine@dpi.nc.gov

Tessa Hine tessa.hine@dpi.nc.gov
Tessa Hine tessa.hine@dpi.nc.gov
HBRInquiries@nctreasurer.c om
HBRInquiries@nctreasurer.c Om
HBRInquiries@nctreasurer.c om

Prior to school opening

Prior to school opening

Prior to school

opening

Prior to school opening, complete and accurate by 20th day

Prior to opening

[Support tickets: https://ncgov.ser](https://ncgov.ser)

Contact Person

School-Level Contact

Prior to School Opening

School-Le

For advice and direction, you r
Section Chief
NC DPI – Transportation Services
Kevin.Harrison@dpi.nc.gov
984-236-2932

Prior to School Opening

Contact Person

ishment outside of requirements of driver

Contact a Trainer in the School

Prior to School

Contact a Trainer in the School

--



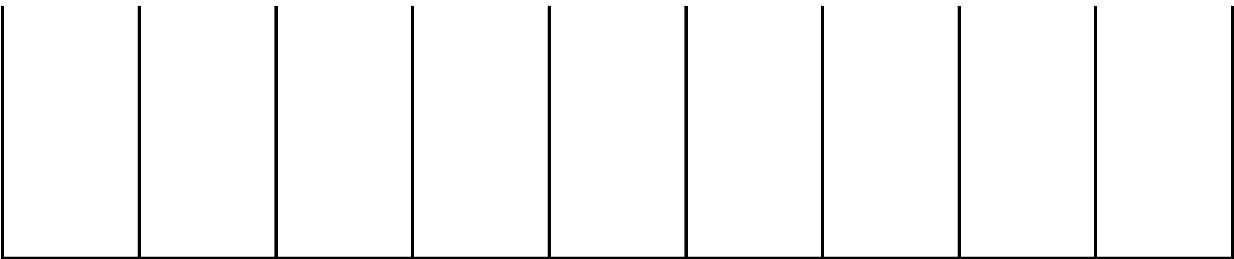












<https://ralc.us/contact/>

<https://ralc.us/contact/>
pi.nc.gov

[ors/educators-licensure](#)
ire@dpi.nc.gov

School Nutrition Staff.

	HBRInquiries@nctreasurer.com
	Contact Person
30-Jun	Regional Accountability Coordinator (RAC)
30-Jun	RAC
	RAC
	RAC

[RAC](#)

Three ways to request PowerSchool support:

1. CHAT: Chat support will be available for you through the PowerSchool Community at: [Launch Chat Support](#)
2. CASE: Submit a case via the PS PORTAL: <https://help.powerschool.com/>
3. CALL: 1-855-339-4790

[RAC](#)

Angela Coats

angela.coats@dpi.nc.gov 984-236-2418

[vice-now.com/sp_dpi](#)

may contact: Kevin Harrison

Bus and Traffic Safety unit of NCDMV by calling 919-715-7000. Then ask for the contact information

Bus and Traffic Safety unit of NCDMV by calling 919-715-7000. Then ask for the contact inform



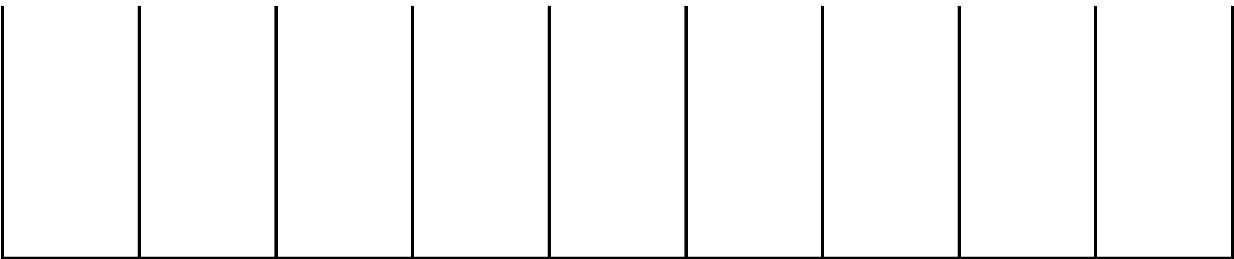












nation of the Trainer for the county in which the school resides.

