



Tuesday Bulletin

September 20, 2005

Deadlines/Reports Due

Reminder: Annual Reports due October 1st

Workshops/Information Sessions

Reminder: State Information Meeting for Charter Schools – September 22nd 8:30 am – 4:00pm

The D.C. Public Charter School Board (PCSB) and state representatives from the State Education Agency (SEA) are hosting a “State Information Day” at PCSB headquarters. The one to two hour sessions are designed to provide charter school personnel with pertinent information and resources regarding state requirements and guidelines. For more information, contact Jackie Scott English jscottenglish@dcpubliccharter.com or 202/328-2671.

Middle School Development Project

The Middle School Development Project will address at least two critical themes or needs cited at several schools during the 2004-2005 Program Development Reviews: 1) structuring a sound middle school program, and 2) training relevant to the needs of middle school educators, with goals, including but not limited to a) using assessments to place students in appropriate course selections; b) structuring a conducive learning environment; c) providing teachers with reading across content areas strategies; d) developing and managing portfolio systems; and e) creating and/or identifying exploratory experiences for middle school learners.

The project will begin on Tuesday, **October 4, 2005**, with the first in a series of “**Reading and Writing across the Content Areas**” workshops. Teachers, administrators, curriculum/instructional specialists that serve elementary and middle school students are encouraged and invited to attend. Please see the attached description of all workshops and a confirmation form regarding the Middle School Development Project. Should you have questions, please contact Jacqueline Scott-English at jscottenglish@dcpubliccharter.com or 202/ 328-2671.

Reading in the Content Course

Paul Public Charter School is hosting a Reading In the Content Course every Monday for 15 weeks beginning on **October 3, 2005** from 4-6:30pm. Graduate Credit is available through Catholic University. Limited spaces are available. For more information, contact Barbara Nophlin at bnophlin@paulcharter.org or 202/291-7499.

NCLB

NCLB Funds – Notification Deadline

Thanks goes to the school leaders and staff who worked diligently to submit their proposals by the September 15th deadline. We received a total of 25 proposals that will be reviewed by PCSB staff. Notification of approval/denial will be sent no later than October 7th. During the review process staff will contact individual school leaders, as needed, to discuss possible questions or concerns prior to making a final decision. Once you have received official notification of your approved proposal, implementation activities should begin immediately.

Upcoming NCLB Deadline Dates

SIP Revisions -Please remember any school that has a school improvement plan on file and would like to make changes to the plan, must submit plan revisions to the PCSB office no later than COB **October 15th**.

NCLB Quarterly Reports - Please note that reports on progress of program implementation and NCLB fund expenditures are due quarterly (every 4 months) starting with the month of October. The scheduled deadlines for each report are as follows:

<u>Quarter</u>	<u>Due Date</u>
1 st Quarter (Oct-Dec)	January 6, 2006
2 nd Quarter (Jan-March)	April 7, 2006
3 rd Quarter (Apr-June)	July 7, 2006

If you have additional questions or need clarification, please contact Dawnyela Meredith at 202/328-2669 or dmeredith@dcpubliccharter.com.

General FYI

PCSB Policies and Procedures Manual

Updates to the Policies and Procedures Manual have been made; school personnel who attended the second session of the OLAMS meeting on September 13 received copies of the updates/replacements. Updates have been made throughout the manual including the procedures for handling truancy and the monthly reporting deadlines for school year 2005-06.

Schools that have not received the updates, should request a copy from Ino Okoawo by email at okoawo@dcpubliccharter.com with "PCSB Policies and Procedures Manual request" on the subject line, and a copy will be mailed out to your school. The PCSB will also place the updates on the website and inform schools when this is complete.

When you receive the updates of the manual, make copies of the pages and place them in the appropriate sections of the manual. If there are any additional questions, please contact Ino Okoawo at okoawo@dcpubliccharter.com.

DCCAS Field Test – Fall 2005

A field test of new DC CAS items is planned for October 2005. The field test will provide an opportunity for students and teachers to become familiar with the standards assessed on the reading and mathematics tests and the format of the new tests. In addition, the field test will provide data on the performance of groups of students. Data from the fall field test will be available in early January 2006. The field test is also important because it provides the opportunity for the state to publicly release some test questions from the spring test. Without the fall test, the state will not be able to replace questions fast enough to permit the release of items.

Attached is a memo from the Office of Accountability and Assessment regarding the Framework, Standards, and other important information related to the DCCAS. **Please note: PCSB charter schools may choose either October 24th or October 25th, 2005 to administer the field test.** If you have questions, please contact Jacqueline Scott-English at jscottenglish@dcpubliccharter.com or 202/328-2671.

SouthEast Academy Student Records

Schools that have received students from SouthEast Academy of Scholastic Excellence (SEASE) since its June 30th closing should confirm that they have requested and received those students' official student files. It has come to our attention that many schools have enrolled former SEASE students with only report cards or copies of records produced by parents. The original cumulative records have been stored by PCSB and can only be transmitted to a receiving school. PCSB will submit all unclaimed student files to DCPS at the end of this week. They will then be sent to the appropriate neighborhood school. Please contact Latisha Lee at 202/328-2660 if you need to acquire records for these students.

School Computers

Schools that opened this year and last year can now pick up their Dell Computer at the PCSB office. Pick-up is at the PCSB office at 3333 14th St., NW, Suite 210, between the hours of 9:00am and 5:30pm. When the

school representatives arrive to pick up the computers, they will have to fill out and sign the DC Public Charter School Board Computer Purchase Policy form.

OLAMS REMINDERS

OLAMS Template

If **new schools** plan on using the attendance system online, they must complete the template consisting of student and teacher data. As soon as this template is complete, forward it to the PCSB so the information can be loaded into the system. Within 5 business days, your school will receive the teacher and principal log-in to enter the system. Your school will then be able to take attendance, add students, etc. This template was due to the PCSB office on **Friday, September 16, 2005**.

The due date for providing the OLAMS template to the PCSB has now passed for **existing schools**, therefore the OLAMS system must be updated manually (grade promotion to each student and teacher assignments). If you have not done so already, provide the teacher list or the name of the person responsible for inputting attendance for each student.

Daily Attendance Register Template

This template must be completed on a weekly basis by schools that will **NOT** go online to take attendance on OLAMS. Schools using the daily attendance register can begin to provide the weekly attendance to Ino Okoawo at okoawo@dcpubliccharter.com. Starting **October 3, 2005**, the PCSB should receive the attendance from the first day of school through the month of September.

Administrative Fees

The administrative fees were due into the PCSB office on **August 29, 2005**. Payments have not been received from many schools, so please remit as soon as possible. If you have any questions or need a copy of the administrative fee invoice contact Ino Okoawo at okoawo@dcpubliccharter.com.

Enrollment Audit Reminder

Don't forget the count date is **October 5, 2005** and the deadline for the enrollment audit package is October 6, 2005 (**12 days away!!!**). The package should include:

1. Forms A-D (Note: forms A and D must have **ORIGINAL** signatures)
2. Floppy Disk which contains Forms A-D
3. Valid copy of all IEPs. (Note: The IEPs should be placed in the same order that is found on the roster (form D))
4. Valid copy of LEP/NEP testing documentation (Note: The LEP/NEP testing documentation should be placed in the same order that is found on the roster (form D))

Please do not staple any items together or use paperclips.

If you have any questions contact Ino Okoawo at okoawo@dcpubliccharter.com.

Submissions must be sent by C.O.B. on the Friday before the Tuesday Bulletin. Send submissions and feedback to richardson@dcpubliccharter.com