

**Subject:** [Document Released] Charlotte-Mecklenburg Board of Education public records request #24-27

**Date:** Tuesday, February 20, 2024 at 10:19:30 AM Eastern Standard Time

**From:** Charlotte-Mecklenburg Board of Education Public Records  
<messages@nextrequest.com>

**To:** AO Records <records@americanoversight.org>

EXTERNAL SENDER

-- Attach a non-image file and/or reply ABOVE THIS LINE with a message, and it will be sent to staff on this request. --

## Charlotte-Mecklenburg Board of Education Public Records

### **Documents have been released for record request #24-27 along with the following message:**

Hello,

The following responsive materials are being provided as partial fulfillment of your public records request.

If there are additional responsive public records for your request, they will be provided as soon as they have been reviewed. When all responsive public records have been assessed and provided, you will receive a message stating that the request is closed.

Best,

**Joel Ferdon**

Public Records Officer | Charlotte-Mecklenburg Schools  
Office of General Counsel | 600 East Fourth Street 5th  
Floor | Charlotte, NC

- Re Presentation shared with you Process-Ordering Materials.msg
- Re Book Fairs.msg
- Re Book Review Concern.msg
- Library Media Circulation & Updated Guidance - Principal Memo .pdf
- Regulation (A-ILJ) Update 2023.pdf
- Process-Ordering Materials.pdf
- Fw Title I Principal Meeting Follow Up.msg
- 2023-24 Title I Principals Meeting- September 28.pdf
- Re\_ Library Questions\_ALA Resources.pdf-redacted.pdf

[View Request 24-27](#)

<https://omsk12.nextrequest.com/requests/24-27>

Document links are valid for one month. After March 20, you will need to sign in to view the document(s).

*Questions about your request?* Reply to this email or sign in to contact staff at Charlotte-Mecklenburg Board of Education.

*Technical support:* See our [help page](#)



# Title I Principals Meeting

## September 28, 2023

# AGENDA

Welcome & Introductions	
New Title I Schools & Principals	<b>103 CMS Title I Schools!</b>
Title I Updates & Reminders	Title I Team
Title I Principals & Budgeting Practices	Shanna Rae, University Park Creative Arts Rachael Neill, Quail Hollow Middle and Mandi Dyson, Metro School
SB 49 - Book Purchase Procedure	Kim Ray, Director, Digital Learning & Library Services
OutTeach	Ted Mueller, Director, Academics
Alternative Licensure	Shannon Stehmeier, Director, Alternative Licensure
Family and Community Engagement	Latisha Hensley, Director, Title I Family Engagement & Community Outreach
NCStar SIP Plan Requirements	N'Deeo Hicks, Specialist, NCSTAR Title I
Q & A	
Survey	<i>*Principals must complete survey to document attendance for HB49 presentation*</i>

# Welcome & Introductions

# New Title I Schools

1. Berewick ES - Kim King
2. Clear Creek ES - Michelle Givens
3. Grove Park ES - Megan Cahill-Clark
4. J M Alexander MS - Kristen Lanier
5. Mint Hill ES - Rick Mohrien
6. Oaklawn Language Academy - Kristi Trangsrud
7. Pineville ES - Bobby French
8. Rocky River HS - David LeGrand
9. Vaughan Academy of Technology - Toyia Matthews
10. Esperanza GA - Angela Grant
11. Turning Point Academy MS - Walter Clyburn

# The Title I Team

Title I Schools by Director

# Federal Program Goals

**Goal #1:** Ensure that federal funds are used for meaningful, measurable and impactful initiatives equitably for all students & stakeholders.

**Goal #2:** Provide quality, comprehensive customer service and support to build the capacity of district leaders, schools, families & the community to meet the district strategic plan goals and commitments.

# Title I Updates

# Title I - The Big Picture

- Title I, Part A (Title I) of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESSA) of 2015 provides federal, financial assistance to local educational agencies (LEAs) and schools with a high number of children from low-income families to help ensure that all children meet challenging state academic standards.
- Schools receiving Title I funds to support a school-wide program model may use their funds to improve student achievement throughout their *entire* school.
- All of the school staff focuses on enhancing the entire educational program and increasing the achievement levels of *all* students, especially those failing to meet academic standards. A school improvement plan must be developed and implemented with the involvement of parents, teachers, paraprofessional, school administrators and community stakeholders.

# Title I Updates

## Title I School Budgets

NCDPI is currently reviewing the 23-24 CMS Title I budget and plan for both district & Title I schools.

- The remaining 25% of your allotment will be loaded in Lawson once NCDPI approves the application.
- Once the application is approved, Budget transfers may be submitted for processing.
  - The Title I Director that supports your school will email you when BTs are allowed.
    - Before submitting a BT, please review your school's Budget Report in Lawson with your Treasurer.
    - Any funds for a position funded on Title I (salary/benefits) need to remain on the position and benefits lines to ensure available funding for the entire school year.

# Title I Updates

## 2024 State Budget

- Budget passed in House & Senate and now with the Governor.
  - Expected changes:
    - 4% - 4.9% increase for state employees
    - sliding scale increase for teachers (2.0-7.7%)
    - retirement rate increase (25.02%)
    - health insurance increase (\$7557)
- Once signed by Governor, HR will communicate retroactive payment schedule set by state.
- For the annual "Scrub"(Dec/Jan), we will need to ensure enough funds are available for Title I funded positions (salary & benefits)

# Title I Updates

## What is a “Scrub”?

- The purpose of the scrub or Budget Reconciliation is to ensure adequate funds are placed on salary and benefit lines for the remainder of this school year.
- The *tentative plan* for the Budget Reconciliation or Scrub begins with the Title I Team sending a “Suggested” Budget Transfer to both you and your Treasurer between Monday, December 11<sup>th</sup>– Wednesday, December 13<sup>th</sup> to address salary and benefit lines as well as any negatives.
  - This is also the time to declare an employee change to a position as allowed under Time & Effort Title I regulations.
- Once our team receives your submitted BT excel file and principal signed PDF, the Title I Director and Budget Assistant that supports your school will review, approve, and submit the BT forward to the Budget department before December payroll is processed.
- For Title I schools with supplemental funding (PRCs 105, 115 and/or 195) the scrub process will be conducted in January.

# Title I Updates

## Title I District Set Asides - School Initiatives

The district set aside initiatives for Title I Schools will be loaded into each school's PRC 050 budgets.

- **Completed:** \$5,000 on 5330 312 (Workshop Expenses): To cover expense reports from UnBounded Standards Institute was loaded into Lawson for every school on August 25th. Remaining funds can be used for other workshop expenses.
- **Completed:** \$25,000 on 5350 191 (Curriculum Planning): To cover Curriculum Planning from Summer Session II; sub costs for quarterly grade level planning; tutoring; or June 2024 Summer Session I. We expect the Budget Department to load funds on salary and benefits this week.
- .5 non-exempt position (Family & Community Engagement): Once the state approves the CMS Title I application, funds will be posted for the position each principal declared and is approved.

# Guest Speaker

## Title I Principals

Shanna Rae, University Park CA Principal  
Rachael Neill, Quail Hollow MS Principal  
& Mandi Dyson, Metro School Principal

# SB 49- Book Review

Kim Ray

Director, Digital Learning &  
Library Services

## Purpose for Updated Process:

The purpose of this updated process is to ensure that the selection of titles purchased for instruction, regardless of funding source, are:

- *intentional* in the selection process
- *compliant* with requirements set forth in SB 49 (for supplemental instructional materials)
- structured with a layers of *accountability* that include more than one staff member and/or guardrail
- *aligned* across departments, regardless of funding source

# Title I Book Orders:

- Tracking Tool is a workbook/spreadsheet for each school:
  - Same spreadsheet used for library/media book purchases w/separate tab for Title 1 book purchases
  - Each title from a book “bundle” (i.e. for classroom libraries), as well as magazine subscriptions, will need to be listed and vetted to ensure compliance with SB 49 and Title 1 requirements and approved by School Media Advisory Committee
  - Schools will utilize drop down menu to attest that each title meets requirements
- Accountability Structure:
  - Title 1 Department will approve/submit orders only after document is complete for each order with assurance that books meet SB 49 requirements.
  - Team is cross-trained to ensure consistency in execution and back-up if someone is out
  - Spreadsheets will be archived annually to provide historical record of vetting process

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# Title I Book Order Tracker:

Copy of Library & Title 1 Book Orders Tool: School ☆ 📁 🌐

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Please note that all titles added to the school's collection must be documented here and submitted to the Title I with each requisition. This applies to all orders, regardless of funding source (PRC 050, 105, 115). This includes bundles of books or classroom libraries.		Purchases on Federal Funds for 2023-24 School Year: <u>    </u> (school) <u>    </u>									
Title	Author	Format	Team reviewed book titles and content for allowability on HB 49	Use for Family Engagement (take home readers)	Use in Classroom	Content is aligned to NC Standards	Enter PRC for purchase	Suggested Age/Grade level	Notes:		
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[Title I Tracking Tool](#)

# Related Reminders:

- SB 49:
  - K-4 *instructional materials* may not include topics containing sexuality, sexual activity and gender identity
    - This does not apply to library books self-selected by students for checkout, including grades K-4
    - This would apply to classroom library books
    - Books may not be removed from library shelves without formal objection
    - All book orders with library and federal funding will need to be documented on the school spreadsheet and align with these requirements
    - School Media Advisory Committee (SMAC) will support with vetting of library and supplementary instructional materials (this is the “Team” on the spreadsheet)

# OutTeach

Ted Mueller  
Director, Academics

# Out Teach - What is Out Teach

- Organization that helps to provide outdoor classroom spaces, resources for Title 1 schools
- Any information regarding Out Teach will be shared through Title 1 Communication
- Principals that may be interested in a possible outdoor space or resources must follow the procedures outlined in the document below: [Out Teach Process](#)
- It is important that the process is followed accordingly to ensure all local, state, federal policies and procedures are met.
- Any questions can be sent directly to Damon Willis, Director, Strategic partnerships at [damon1.willis@cms.k12.nc.us](mailto:damon1.willis@cms.k12.nc.us)
- Professional Development accompanies builds. The menu of services and associated costs can be found [HERE](#).
- Funding for professional development may not exceed \$9,999 during a school year without completing the Federal Uniform Guidance packet required by Procurement.

5 MINUTE BREAK

# Alternative Licensure

Shannon Stehmeier

Director, Alternative Licensure

Christine Smith

Coordinator, Alternative  
Licensure

Danielle Whittle

Title 1 Residency Specialist (TSI)

## Objectives:

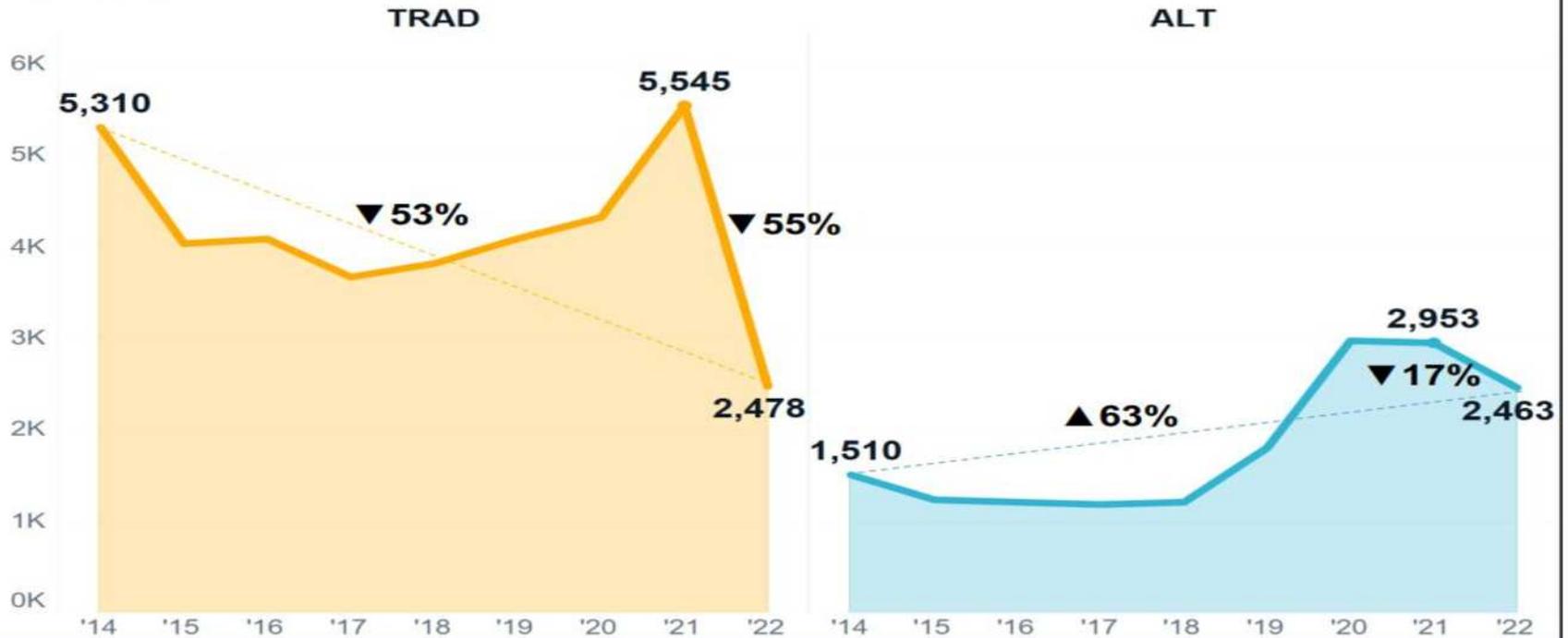
- **Develop an understanding of the Alternative Licensure pathways and the support available**
- **Learn about CMS Teaching Residency, CMS's district-run Educator Preparation Program**

# How is the educational and hiring landscape changing

BY PATHWAY

Candidates in First Year of Program  
Count by year

Traditional route new enrollment dropped by **half**. In 2022, as many candidates enrolled in alternate as traditional route.



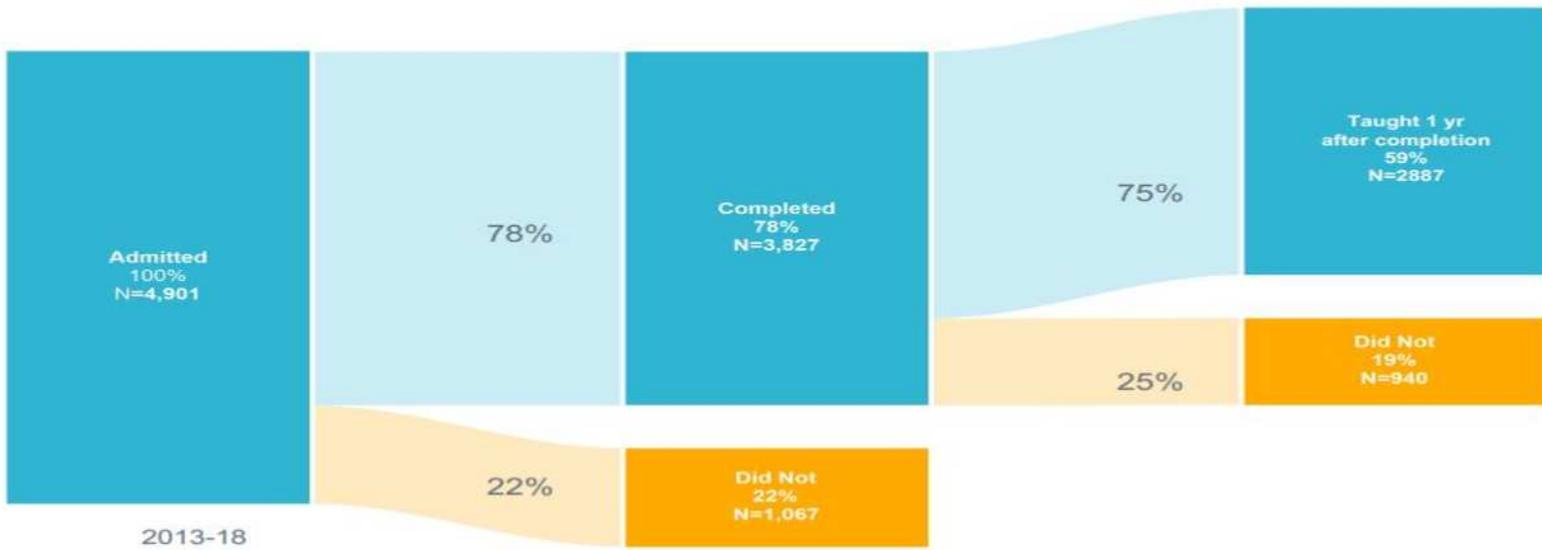
At current rates, for every 100 candidates enrolling in a traditional route program, **55** will teach the year after completing program.

TEACHER PIPELINE  
**Traditional Pathway**



TEACHER PIPELINE  
Alternate Pathway

At current rates, for every 100 candidates enrolling in an alternate route program, **59** will remain teaching the year after completing the program.



# Putting it Together

- Cohorts do not enter the profession uniformly
- Decline in enrollment will have moderate impact on the 2023-2024 school year employment.
  - This impact will likely be mitigated by higher enrollment rates during covid years
- Based on our projections, lower enrollment in 2022 will have greater employment impact in the 2024-2025 and 2025-2026 academic years

# How can we face the challenges with Alternative Licensed candidates and CMS Teaching Residency?



**Christine Smith**  
Alternative Licensure Coordinator  
CMS Teaching Residency  
[christine.smith@cms.k12.nc.us](mailto:christine.smith@cms.k12.nc.us)

**Jason Rettinger**  
Alternative Licensure Recruiter  
CMS Teaching Residency  
[jason1.rettinger@cms.k12.nc.us](mailto:jason1.rettinger@cms.k12.nc.us)

# 3 DIFFERENT ALTERNATIVE LICENSE OPTIONS TO BEGIN TEACHING

**Permit to  
Teach**

**Emergency  
License**

**Residency  
License**

[Pathways to Teaching Flyer](#)

# EPP Program Requirements

Have a bachelor's degree

Have a minimum 2.7 GPA

Have taken at least 24 semester hours of relevant coursework in the subject area they want to teach.



If a candidate does not meet the 2.7 minimum GPA requirement then they can enroll in a GPA Forgiveness program

**OR**

Have a passing score on the relevant state test (Praxis/Pearson)

# What if.....

1. I have an educator teaching on a Permit to Teach who does not have the GPA OR coursework requirement.

They need to enroll in a GPA Forgiveness program. If this person is eligible and enrolled with CMSTR they can enroll in CPCC's GPA Forgiveness program. They will also need to complete all tests for the area they want to be licensed in.

2. I have a teacher on an Emergency License, and do not have enough relevant coursework hours to enroll in an EPP...

They must pass the state content test(s) and become enrolled in an EPP no later than May 1st.

3. I have non-instructional employees in my building that would like to teach or would make a great teacher...

Apply to the Alternative Licensure Pathways job posting that opens September 1-May 1. It can be found on CMSTR web page.

# CMS Teaching Residency



CMS Teaching Residency is a state approved educator preparation program (EPP) for a Residency license. It is CMS's teacher **pipeline**, specifically targeting current **TAs, guest teachers, substitutes and people in the Charlotte area**. Teachers in the program will teach under a Residency License while completing the state, program, and district requirements to convert to a Professional License for a minimum of 1 year. Our district-run EPP is equivalent to other University/College certification residency programs.

The program includes licensure pathways in the areas of general elementary, secondary science, secondary ELA, secondary social studies, secondary math and Exceptional Children General Curriculum, Exceptional Children Adaptive Curriculum and Multilingual Learner.

# CMS Teaching Residency



- Enrollment
  - Test prep, Resume support, Interview prep
- Pre-service Training
  - 5 weeks- 2 Sessions offered
    - Feb-March (EC/ML) & June-July (All Areas)
- Clinical Residency
  - Hired full time teacher
    - Cohort meetings, \*Clinical Educator support, edTPA, content area coursework, Praxis/Pearson support

\* Clinical Educators are selected by the principal to provide school-based instructional support to 1st year residents- paid a stipend

# CMS Teaching Residency



- [Shannon.stehmeier@cms.k12.nc.us](mailto:Shannon.stehmeier@cms.k12.nc.us) - Director  
Alternative License/CMSTR
- [Christine.Smith@cms.k12.nc.us](mailto:Christine.Smith@cms.k12.nc.us) - Alternative  
License/CMSTR Licensure Coordinator
- [Elisabethc.Wilson@cms.k12.nc.us](mailto:Elisabethc.Wilson@cms.k12.nc.us) - Residency Manager
- [Jasonl.Rettinger@cms.k12.nc.us](mailto:Jasonl.Rettinger@cms.k12.nc.us) - Alternative  
License/CMSTR Recruiter
- [Iris.latta@cms.k12.nc.us](mailto:Iris.latta@cms.k12.nc.us) (Iris McConneyhead) -  
Residency Supervisor
- [Danielle1.devizia@cms.k12.nc.us](mailto:Danielle1.devizia@cms.k12.nc.us) (Danielle Whittle)- Title  
1 Residency Specialist (TSI)
- [Natalie.Falkowski@cms.k12.nc.us](mailto:Natalie.Falkowski@cms.k12.nc.us) - Residency  
Coordinator
- [Chandriad.burton@cms.k12.nc.us](mailto:Chandriad.burton@cms.k12.nc.us) - Residency  
Coordinator

[cmsteachingresidency@cms.k12.nc.us](mailto:cmsteachingresidency@cms.k12.nc.us)

# My HQ Now Report Update

- Over the past year the data was not pulling correctly between the state system and CMS's system
- There are analysts within the Student Applications & Web Development department (who provide the report for us) working to get the correct information
- We have been told the reports should be ready for us to send out within the next 2 weeks

# Family Engagement & Community Outreach

Latisha Hensley

Director, Title I Family

Engagement & Community  
Outreach

# Benefits of Home-School Partnerships

## The Dual Capacity-Building Framework for Family-School Partnerships (Version 2)

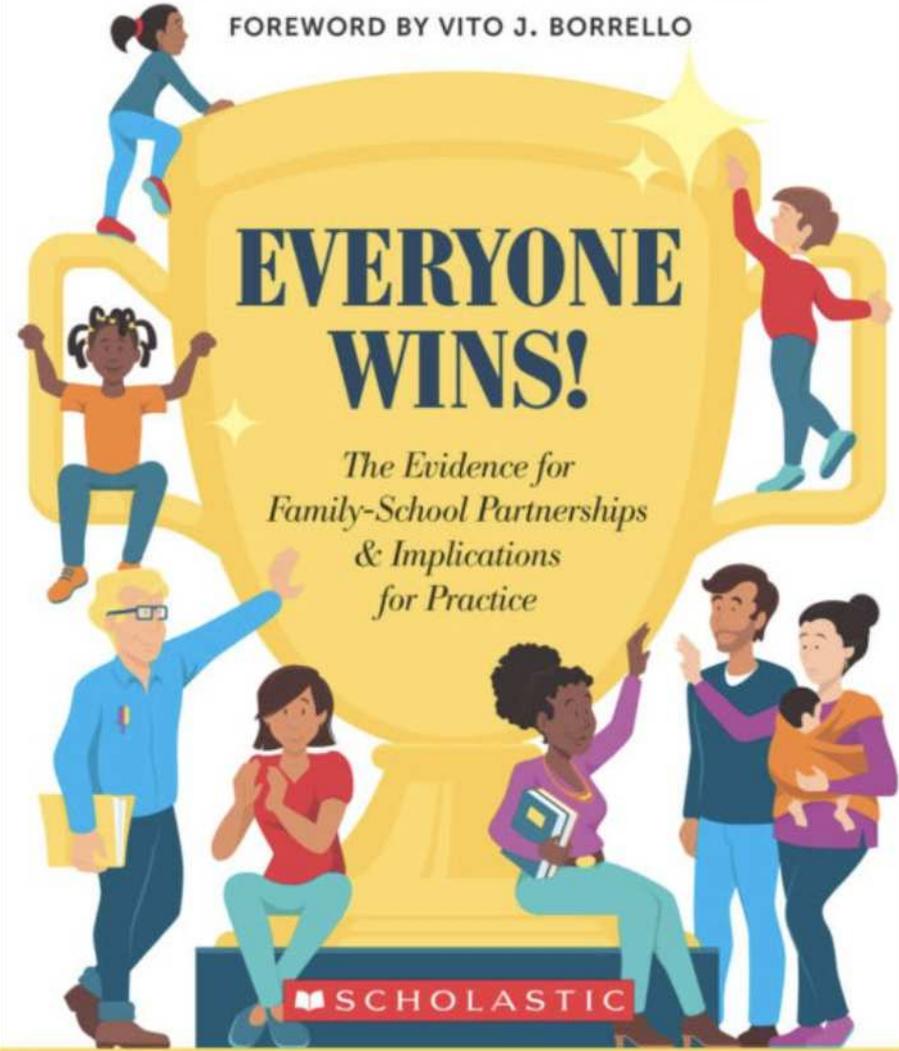


# Everyone Wins!

## Everyone Wins! In Short Resource

KAREN L. MAPP, ANNE T. HENDERSON, STEPHANY CUEVAS,  
MARTHA C. FRANCO, AND SUZANNA EWERT

FOREWORD BY VITO J. BORRELLO



# How We Support

- Provide ongoing professional development for school based staff and staff assigned to family engagement focused on strengthening home-school partnerships
- Support opportunities for family engagement on campus
- Connect schools and families with community partners
- Collaborate with school based staff on best practices
- Collect and gather feedback on the district's Title I Family Engagement Policy
- Host community based events, providing opportunities for families and communities to connect; supporting school based events providing resources

# Policy Into Action

- District Title I Family Engagement Policy ([Policy S-PENG](#)), was revised and approved the revised policy on August 22, 2023
- The Policy into Action Resource Guide will support your school with the development of your school's policy and plan for meaningfully engaging all families on your campus during the 2023-2024 school year
  - <https://bit.ly/2324feguide>

# Professional Development Opportunities

- Ongoing professional learning with Scholastic Education to strengthen home-school partnerships
  - Differentiated opportunities based on engagement in last year's professional development
- Districtwide - optional, virtual sessions for staff assigned to family engagement

# PD Cohorts

Cohort 1	Cohort 2	Cohort 3	Cohort 4
AM Sessions: October 11th, Decemebr 6, March 6, May 8	PM Sessions: October 11th, Decemebr 6, March 6, May 8	AM Sessions: October 12th, Decemebr 7, March 7, May 9	PM Sessions: October 12th, Decemebr 7, March 7, May 9
Coulwood STEM Academy	Steele Creek Elementary	Grove Park	Harding University High School
Hawthorne Health Sciences and MGLA	Steele Creek Elementary	Sterling	Long Creek Elementary
Oaklawn Language Academy	Greenway Park	Oakhurst STEAM Academy	Rocky River High School
Whitewater Middle School	Albemarle Road Middle School	Pinewood	Hickory Grove Elementary
Albemarle Road Elementary School	Joseph W. Grier Academy	Pineville Elementary	Allenbrook ES
Windsor Park Elementary	West Charlotte High School	Mint Hill Elementary School	Croft Community School
Montclaire Elementary	Ranson IB Middle School	CMVS	Mountain Island Lake Academy
Martin Luther King, Jr. Middle	Brianwood Academy	Eastway Middle School	Thomasboro Academy
McClintock Middle School	Ashley Park	Reid Park Academy	Winterfield Elementary
Cochrane Collegiate Academy	Esperanza Global Academy	Lawrence Orr Elementary	Renaissance West Steam Academy
Devonshire Elementary	Central Piedmont Early College	Paw Creek Elementary	Reedy Creek
Stoney Creek Elementary School	Clear Creek Elementary	Wilson STEAM Academy	Elizabeth Traditional
Quail Hollow Middle School	Crown point	Westerly Hills Academy	Statesville Road
Lake Wylie Elementary	Mallard Creek Elementary	Metro School	David Cox
Idlewild ES	Oakdale Elementary	Hornets Nest	Sedgefield Middle School - TSI
Tuckaseegee Elementary	Ridge Road Middle School	Charles H Parker AC	Garinger High School
Rama Road Elementary	River Oaks Academy	Parkside	Garinger High School
University Park Creative Arts	Billingsville-Cotswold Elementary	Hidden Valley	
JH Gunn	Nations Ford		
J.M. Alexander Middle	Villa Heights	<b>Implementation Cohort 1</b>	<b>Implementation Cohort 2</b>
J.W. Grier Elementary	Whitewater Academy	University Meadows	Northeast Middle
James Martin Middle	Governors' Village STEAM	Merry Oaks	Northridge Middle
Lebanon Road	Turning Point Middle	Piney Grove Elementary	Berryhill School
		Charlotte East Language	Newell

\*If your school is not listed, please email Molly Rush at [mollyg.mulholland@cms.k12.nc.us](mailto:mollyg.mulholland@cms.k12.nc.us)

# Canvas Course

## CMS Title I Family Engagement Toolkit

Edit



**Course Summary:**

The instructional course, "Title I Family Engagement Onboarding: Building Strong Partnerships for Student Success," is specifically designed to provide educators, administrators, and school staff with a comprehensive understanding of family engagement within the Title I program. This course empowers participants with the knowledge, skills, and resources necessary to establish and foster effective partnerships between schools and families, promoting student success and academic achievement.

*By the end of the course, participants will have a strong foundation in Title I family engagement, equipped with practical strategies, tools, and resources to establish effective partnerships with families. Participants will learn what to do, how to do it, and why it is essential to ensure student success. The course aims to foster a collaborative and supportive environment that positively impacts student success and achievement in Title I schools.*

<b>1</b> What is Family Engagement?	<b>2</b> Roles and Responsibilities	<b>3</b> Dual Capacity Framework	<b>4</b> Creating a Welcoming Environment
<b>5</b> Planning and assessing school-based events	<b>6</b> Engaging Parents in Data and Instruction	<b>7</b> Tutorials: How To	<b>8</b> Resources and Connections

# 2023 - 2024 Family Meet Ups

We will educate, engage, and empower our families by connecting them to CMS Departments and community based resources at four in person meet up events

- October 26 (5-7 pm)
  - University City Library
- January 25 (5-7 pm)
  - Hickory Grove Library
- March 21 (5-7 pm)
  - Allegra Westbrooks Library
- May 30 (5-7 pm)
  - ImaginOn

**JOIN US!**

# FALL INTO A GREAT SCHOOL YEAR!

**Family Meet Up**  
**Thursday,**  
**October 26**  
**5:00-7:00 PM**

University City Library : 301 E.W.T. Harris Blvd, Charlotte, NC 28262

**cms** Title I Family Engagement and Community Outreach

CHARLOTTE MECKLENBURG LIBRARY

**Únete a nosotros!**

# ¡OTOÑO, INICIE UN GRAN AÑO ESCOLAR!

**Reunión familiar**  
**Jueves,**  
**26 de Octubre**  
**5:00-7:00 p.m.**

University City Library : 301 E.W.T. Harris Blvd, Charlotte, NC 28262

**cms** Title I Family Engagement and Community Outreach

CHARLOTTE MECKLENBURG LIBRARY

# Title I Family Engagement & Community Outreach Contacts



Latisha Hensley,  
[latisha.hensley@cms.k12.nc.us](mailto:latisha.hensley@cms.k12.nc.us)  
Director of Title I Family  
Engagement & Community  
Outreach



Molly Rush,  
[mollyg.mulholland@cms.k12.nc.us](mailto:mollyg.mulholland@cms.k12.nc.us)  
Title I Specialist

# NCStar SIP Plans Designation Requirements

N'Deeo Hicks  
Specialist, NCSTAR Title I

# Designation Requirements

SIP Requirement	Low Performing	CSI-LP	CSI-LG	Title I Schools with a TSI-CU or TSI-AT Designation	Non-Title I Schools with a TSI-CU or TSI-AT Designation
Goals of Student Performance	<a href="#">2022-2024 CMS School Improvement Plan Goals</a> <b>Update:</b> EVAAS goal to be "We will exceed..." instead of "We will meet or exceed..."		<b>CSI-LG will add:</b> We will increase our graduation rate from ___% to >66.7% in 2023-24.	<a href="#">2022-2024 CMS School Improvement Plan Goals</a> <b>Add:</b> We will increase our _____ subgroup(s) performance grade from a F to a D or higher in 2023-24.	
Required Indicators	<a href="#">12 Key Indicators</a>		<a href="#">12 Key Indicators</a> A4.10	<a href="#">CMS District Priority Indicators</a> D1.02	
Required Actions  <a href="#">Steps for LCs to Update Indicators in NCStar</a>	<b>D1.02:</b> "Within the 2023-24 school year, our school identified the following resource inequity, (insert inequity), as a result, our school plans to mitigate this inequity by (insert action)"	<b>A4.01:</b> "Within the 2023-24 school year, our CSI -LP school will implement the following evidenced-based intervention(s) (insert action) to increase overall student performance."	<b>A4.10:</b> "Within the 2023-24 school year, our CSI -LG school will implement the following evidenced-based intervention(s) (insert action) to increase student graduation rate." "	<b>A4.01:</b> "Within the 2023-24 school year, our ATSI school will implement the following evidenced-based intervention(s) (insert action) to increase overall performance of (insert identified subgroup)."  <b>D1.02:</b> "Within the 2023-24 school year, our school identified the following resource inequity, (insert inequity), as a result, our school plans to mitigate this inequity by (insert action)"	
Submission of Comprehensive Plans in NCStar	<a href="#">Fall Submission required by December 6</a> <a href="#">Spring Submission required by June 27</a>				

# 2023-2024 SIP Action Step Expectations

## What is our Continuous Improvement Focus for 2023-24?

- Developing action items that are more specific, measurable, data-driven, and intentionally aligned to your school goals and specific needs

**A2.04: Core Instruction**  
Using FAM-S and your student growth and achievement data, **develop at least one action** that directly supports the improvement of [FAM-S 29](#).

**A4.01: MTSS**  
Using FAM-S and your student growth and intervention data, **develop at least one action** that directly supports the improvement of [FAM-S 3](#).

**A4.06: SEL**  
Using your FAM-S and student attendance, behavioral, and social emotional data, **develop at least two actions** that directly support the improvement of [FAM-S 30 and 31](#).

**Develop at least one action** that directly supports the execution of your school [Attendance Plan](#).

**E1.06: C&F Engagement**  
Using your FAM-S and parent and community involvement data, **develop at least one action** that directly supports the improvement of [FAM-S 3](#).

### **B3.03: Principal Monitors Effectiveness**

**Develop at least one action item** that specifically outlines how you, the principal, will monitor the implementation and effectiveness of the action items listed above.

# Title I Resources

All the forms and documents related to Title I will be updated on our Title I Canvas course.

Link to Self enroll in the course:

<https://cms.instructure.com/enroll/CMJXXX>

# 23-24 Title I Principal Meetings

Monday, Jan 22: In-person- 1 PM to 4 PM : All Principals

Monday, Mar 25: In-person-1 PM to 4 PM: All Principals

Location: Spaugh for both January & March meetings

## New Title I Principals Meeting

Thursday, Oct 26: New Principal Meeting, in-person  
(Atrium, rm 400) 1:00 - 3:00 PM

# Title I Pre-K

*Please share this QR code with your families.*



# Questions & Answers

## Evaluation LINK

(must be logged into your CMS account to complete survey)



**From:** Whitaker, Allison L. <allisonl.whitaker@cms.k12.nc.us>  
**Sent:** Wednesday, February 14, 2024 4:13 PM EST  
**To:** Ferdon, Joel H. <joelh.ferdon@cms.k12.nc.us>  
**Subject:** Fw: Title I Principal Meeting Follow Up

Please see below on the 3<sup>rd</sup> row....I'll keep looking for the original recording.

**From:** Whitaker, Allison L.  
**Sent:** Friday, September 29, 2023 2:13 PM  
**To:** Whitaker, Allison L. <allisonl.whitaker@cms.k12.nc.us>  
**Subject:** Title I Principal Meeting Follow Up

Good afternoon Title I Principal Colleagues,

Thank you for attending the Title I Principal Meeting yesterday!! We so appreciate your engagement and feedback!!

Dr. Kristin Lanier at JM Alexander asked for a summary and short to do list (I know there was a lot to take in) along with the [slide deck](#) and [recording](#), so I have created a chart for your reference below.

Meeting Topics	Slide Numbers	Reminders	Action Needed
Title I Updates	Slides 9-12	The Title I Team shared an update about the remaining 25% of schools' Title I budget. Funds will be released when NCDPI approves district application. BTs can then be submitted for processing. We explained the upcoming Budget Reconciliation "Scrub" in December as a heads up.	To Do: Continue spending on non-salary/benefit lines.  If you have questions about your school's budget, please reach out to the Director that supports your school.  Directors will email you once BTs can be submitted.
Principal Conversation	Slide 13	Thank you to Mandi Dyson and Rachael Neill for sharing their approaches to working with the Title I budget to best support their schools and needs of their learners! J	
SB-49 Book Review	Slides 14-18	Kim Ray spoke to new internal requirements to ensure vetting of all supplemental instructional materials in alignment to the SB-49. There is a new tab for each school on the Book Order Tracker (Kim Ray will send) where schools will inventory the books/magazines for purchase.	To Do: <b>All Title I Principals</b> need to review slides with School Media Advisory Committee (SMAC) to vet any classroom libraries, magazines or take home readers that will be purchased with federal funds to meet SB-49 regulations.  Acknowledge on the <a href="#">evaluation link</a> that you have reviewed the slides or watched the presentation at the meeting or on the recording above.
OutTeach	Slide 20	Ted Mueller shared information about the OutTeach program that provides outdoor classroom space to schools. Title I funds can be used to cover professional development. We currently have two Title I schools participating.	To Do: <b>If</b> interested in the OutTeach program, please contact Damon Willis, Director of Strategic Partnerships.

Alternative Licensure	Slides 23-35	Shannon Stehmeier and her team reviewed the district's <a href="#">alternate licensure program</a> to support teacher recruitment and retention. There is a cost for those who enroll. Title I principals that use the program can provide more information about their experience, Shannon can share the list of schools with employees currently in the program.  Shannon also shared that the 20 day teacher licensure data to communicate to families if an instructor is not licensed in the area they are teaching in as teacher or sub of record.	To Do: Please share the linked <a href="#">Pathways to Teaching flyer</a> with staff.  To Do: Once the teacher licensure data reports are released to schools, schools that have substitutes or teachers that are not certified in the content in which they are the teacher of record, must send home parent notifications every 20 days under Title I law. The Title I Specialist that supports your school can provide support through this process to you and your Title I Contact.  Shannon will share folders with schools after reviewing with her staff the data provided by Student Applications & Web Development department.
Family Engagement	Slides 37- 46	Latisha Hensley reviewed the district Title I family engagement plan for school support for this year. There are PD opportunities, a CANVAS course, and Family Meet Ups for you, your staff, and families.	To Do: Build your school's Title I Parent Engagement Policy using the district policy. <b>This needs to be done in Quarter 1.</b> There is a <a href="#">step by step resource</a> to help walk Leadership or SIT Team through the process. <b>All Title I schools</b> must have a school policy aligned to the district one, but specific to the needs of the school families and community.
NCStar SIP Requirements	Slides 48-49	N'Deoo Hicks walked through the School Improvement Plan requirements for the 23-24 school year, including specific requirements for schools with one or more designation.	To Do: If your school is a TSI or CSI school, please complete the <a href="#">CNA</a> by November 3, 2023.  To Do: <b>Parent Notification Letters to families by November 30<sup>th</sup>.</b> Connect with the Title I Specialist that supports your school to provide further direction and answer questions.
Principal Questions	No Slide	Field Trips & MTSS Family Night	*Field Trips funded on Title I need to align to grade level NC Standards, and cannot be a reward or incentive. Title I funded field trips cannot be overnight (Title I can't cover hotel or camping costs), however, we are allowing field trips out of state this year as long as return to campus is on or before midnight of day of scheduled field trip.  *Thank you for submitting your interest in participating in an MTSS parent night. I will connect with selected principals in October.  **New Principals (year 0-2) save the date for October 26 <sup>th</sup> !! New Title I Principal Meeting at the Atrium building in Room 400 from 1:00 to 4:00 PM.

This email serves as the October Title I Principal Update Memo. You will receive an email from your Title I Director once BTs are allowed for processing, hopefully within the next week or two.

Let me know if you have issues with the links above.

Have a great weekend!!

Thanks, Allison

Allison Whitaker  
Executive Director, Title I Programs  
Charlotte-Mecklenburg Schools  
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Charlotte, NC 28217

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[AllisonI.Whitaker@cms.k12.nc.us](mailto:AllisonI.Whitaker@cms.k12.nc.us)





Title I



**Office of Academics**  
 The Education Center  
 4421 Stuart Andrew Blvd.  
 Charlotte, NC 28217



**Office of Academics**  
 The Education Center  
 4421 Stuart Andrew Blvd.  
 Charlotte, NC 28217

**MEMORANDUM**

**TO:** All Principals

**THRU:** Nancy Brightwell, Chief Academic Officer  
 Taralyn Sullivan, Assistant Superintendent, Learning and Teaching  
 Erin Shoemaker, Executive Director, Learning and Teaching

**FROM:** Kim Ray, Director, Digital Learning & Library Services

**DATE:** September 8, 2023

**SUBJECT: Library Media Circulation and Updated Guidance**

We are excited that circulation begins on Monday, September 11, in CMS School Library Media Centers and applaud school Media Coordinators and Staff who have incited tremendous excitement among students to access library media resources at many of our schools! As circulation begins next week, we want to share some updated guidance related to the school library media program and space:

Bulletin boards	CMS <i>Elementary</i> Library Media Centers are utilized as instructional spaces. Due to this, bulletin boards may contain content that supports reading for pleasure and learning, aligns with the NC Standard Course of Study, instructs on processes in the library space, and/or supports topics learned in the space, such as digital citizenship. Staff should avoid using display boards to communicate topics surrounding sexual activity, sexuality and gender identity. <i>Media staff at all grade levels</i> should strive to ensure multiple viewpoints are represented if controversial topics are included in a bulletin board message/display.
Book displays	In CMS <i>Elementary</i> Library Media Centers, library media staff should avoid themes related to sexual activity, sexuality, and gender identity in formal displays, particularly if the books are connected to instruction in the space. This does not apply to books accessible to students for personal browsing, leisure reading, and check-out in the space.
Books used for library media instruction	Elementary library media staff should ensure that books utilized in K-4 instruction in the space are inclusive and ensure diverse representation for students, while avoiding the use of books/resources that include topics related to sexual activity, sexuality and gender identity. This is specific to instruction in the space for grades K-4.
Board Policy P-POLI	All staff are encouraged to read and review <a href="#">CMS Board Policy P-POLI</a> which addresses “political activity” for district employees.
Support Sessions for	Virtual support sessions will be held next week to answer questions for library media staff regarding this guidance.





CHARLOTTE-MECKLENBURG SCHOOLS

# Process Update: Purchase of books using Federal Funds in alignment with SB49

September, 2023



[bit.ly/FedFundsBooks](https://bit.ly/FedFundsBooks)

# Objectives:

- **Learn the process(es) for approval of titles purchased with federal funds and in alignment with SB49**
- **Understand the accountability structures within each process for vetting of titles**

# Purpose

# Purpose for Updated Process:

The purpose of these updates to processes is to ensure that the selection of titles purchased for instruction, regardless of funding source, are:

- intentional in the selection process
- compliant with requirements set forth in SB 49 (for supplemental instructional materials)
- structured with a layers of accountability that include more than one staff member and/or guardrail
- aligned across departments, regardless of funding source

# Vetting Resources

# Tracking Tools:

On the following slides, the resources used for vetting resources (books), for alignment with SB49 and using federal funding sources, will be highlighted and include structures for:

- Federal Funds
  - Title I
  - Title II
  - Title IV

# Title 1 Book Orders:

- Tracking Tool is a workbook/spreadsheet for each school:
  - Same spreadsheet used for library/media book purchases w/separate tab for Title 1 book purchases
  - Each title from a book “bundle” (i.e. for classroom libraries) will need to be listed and vetted to ensure compliance with SB 49 and Title 1 requirements
  - Schools will utilize drop down menu to attest that each title meets requirements
- Accountability Structure:
  - Title 1 Team will approve/submit orders only after document is complete for each order that includes books
  - Team is cross-trained to ensure consistency in execution and back-up if someone is out
  - Spreadsheets will be archived annually to provide historical record of vetting process



# Title II & IV Book Orders:

- Orders are not placed directly from schools, but from district departments
- Orders typically do not include many books/titles but rather materials for use with instruction (i.e. consumable science materials, etc.)
- Departments will need to follow current processes for purchasing materials, with the *added change* of including a Tracking Tool for listing all books ordered with funds:
  - Each title from a book “bundle” (i.e. for classroom libraries) will need to be listed and vetted to ensure compliance with SB 49 and Title 1 requirements
  - Departments will utilize drop down menu to attest that each title meets requirements
- Accountability Structure:
  - Team is cross-trained to ensure consistency in execution and back-up if someone is out (i.e. Annette, Julie)

# Title II & IV Funds:

Title II & Title IV Funds SB 49 Documentation: District Depts

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Please note that *all* titles purchased with Title II & IV must be documented here and submitted to the Federal Funding with each requisition. This applies to all orders, regardless of funding source (PRC 050, 105, 115). This includes bundles of books or classroom libraries.

Purchases on Federal Funds for 2023-24 School Year:           (Dept Name)          

Title	Author	Format	Dept reviewed book titles, and content for allowability on SB 49	Use for Family Engagement (take home readers)	Use in Classroom	Content is aligned to NC Standards	Enter PRC for purchase	Suggested Age/Grade level	Notes:
Ex:									

[Tracking Tool: Title II & IV Funds \(by dept\)](#)

# Have Questions? Key Contacts:

- Katie Sunseri, Executive Director, Federal Programs, [katie.sunseri@cms.k12.nc.us](mailto:katie.sunseri@cms.k12.nc.us)
- Alison Whitaker, Executive Director, Title 1 [alisonl.whitaker@cms.k12.nc.us](mailto:alisonl.whitaker@cms.k12.nc.us)

**From:** Ray, Kimberly on behalf of Ray, Kimberly <kimberly.ray@cms.k12.nc.us>  
**Sent:** Tuesday, October 24, 2023 3:27 PM EDT  
**To:** Tucker, LaBrea D. <labread.tucker@cms.k12.nc.us>  
**Subject:** Re: Book Fairs

Hi, LaBrea. Your Book Fair would not be impacted by SB49, as they are not addressed in the statute. There are some things you need to know, regarding spending funds from Book Fair on books, so I'm including information about this from a slide deck that was recently shared with principals, below. Please let me know if you have any questions and have a great day!

## Book Fairs

- Book Fairs are not addressed in Senate Bill 49 and are not affected by the new statute
- Related information to know:
  - All books purchased from the Book Fair by parents/guardians, PTO, partners, etc, for use in the K-4 classroom (i.e. classroom libraries, read alouds, etc.) will need to adhere to SB 49 (not contain topics related to gender identity, sexuality, or sexual activity)
  - Any books purchased for the library collection with Book Fair profits will need to be documented by library staff (following guidance provided from Library Services Team) and approved the School Media Advisory Committee
- Recommendation:
  - Schools should consider allowing students to exchange a book if parents/guardians object to the content in a book that was purchased by the student

Kim

Kimberly Ray, MLIS, NBCT | Director | Digital Learning & Library Services  
Charlotte-Mecklenburg Schools | CMS Education Center  
4421 Stuart Andrew Blvd. Charlotte, NC 28217  
(980)343-2663  
kimberly.ray@cms.k12.nc.us  
Courier #835A



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**From:** Tucker, LaBrea D. <labread.tucker@cms.k12.nc.us>  
**Sent:** Tuesday, October 24, 2023 12:24 PM  
**To:** Ray, Kimberly <kimberly.ray@cms.k12.nc.us>  
**Subject:** Book Fairs

*Hi Kimberly, I was checking to see if there were any guidelines with the policy 49 and the book fairs?*

L. Danielle Tucker  
Media Teacher  
Highland Renaissance Academy  
labread.tucker@cms.k12.nc.us  
125 W. Craighead Road  
Charlotte, NC. 28206  
Ph. 980-343-5511  
Fax. 980-343-5579

**From:** Ray, Kimberly on behalf of Ray, Kimberly <kimberly.ray@cms.k12.nc.us>  
**Sent:** Monday, October 30, 2023 5:12 PM EDT  
**To:** Davison, Brooke A. <brooke.davison@cms.k12.nc.us>  
**CC:** Givens, Michelle D. <michelled.givens@cms.k12.nc.us>; Stanley, Rochelle D. <rochelled.stanley@cms.k12.nc.us>  
**Subject:** Re: Book Review Concern

Hi, Brooke! I hope you are doing well. I am more than happy to come out and meet with you and Ms. Givens. The next few days are tight for me, I'm out on Thursday and Friday, but can come out on Monday the 6th. Will you both be on site that day? If so, what time works well for you? If you want to meet earlier, we can try a Teams meeting. Just let me know.

I'm happy to speak with your parent for you. There are some resources below, one from a virtual session we offered for media/admin, providing some clarification about library books. If the librarian, or teachers, are using books from the collection in instruction, those titles would be considered "supplementary instructional materials", of course. However, the statute does not indicate that library books are included in this for self-selection by students.

If the parent wants to object formally to the inclusion of the book in the library collection, she may do so, but it would not be under SB 49, but her opinion that the book is not appropriate for elementary students. I will say that we have many students in our district with same-sex parents, as well as traditional family structures, who have reached out to indicate concern about representation on library shelves being removed. The reviews indicate that this book is appropriate for upper elementary, but I will plan to read it myself later this week. We can talk through this, and the objection process (if the parent would like to object) when we talk in person.

I hope this helps! Let me know when, and what mode you prefer, to meet and we'll go from there.

Kim

[Memo re: displays, etc.](#)

[Slide Deck \(SB 49/CMS Policy/Reg A-ILM/R\)](#) See slides 8 and 9

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kimberly.ray@cms.k12.nc.us  
Courier #835A



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**From:** Davison, Brooke A. <brooke.davison@cms.k12.nc.us>  
**Sent:** Friday, October 27, 2023 3:24 PM  
**To:** Ray, Kimberly <kimberly.ray@cms.k12.nc.us>  
**Cc:** Givens, Michelle D. <michelled.givens@cms.k12.nc.us>; Stanley, Rochelle D. <rochelled.stanley@cms.k12.nc.us>  
**Subject:** RE: Book Review Concern

Ms. Ray,

Can you please send me a copy of the protocol and/or memo that specifically states the Media Center books fall outside the parameters of SB 49? I appreciate you pasting the law verbiage however, I am still lacking an understanding of how the Media Center is not included.

In addition, can Ms. Givens and I please schedule a face to face meeting with you so we can acquire a better understanding of district/state expectations?

Also, are you willing to contact the parent in reference to this text? We have a difficult time supporting that this text should be placed back on the shelves of our Media Center, based on the guidelines you stated, as they are in direct conflict with what has been publicly presented about SB49.

We look forward to hearing back from you.

Brooke Davidson  
Assistant Principal  
Clear Creek Elementary  
980-343-6922

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**From:** Ray, Kimberly <[kimberly.ray@cms.k12.nc.us](mailto:kimberly.ray@cms.k12.nc.us)>  
**Sent:** Thursday, October 26, 2023 12:46 PM  
**To:** Stanley, Rochelle D. <[rochelled.stanley@cms.k12.nc.us](mailto:rochelled.stanley@cms.k12.nc.us)>  
**Cc:** Davison, Brooke A. <[brooke.davison@cms.k12.nc.us](mailto:brooke.davison@cms.k12.nc.us)>  
**Subject:** Re: Book Review Concern

Hi, Dr. Stanley. Thank you for reaching out for clarification about the library book *Meg, Jo, Beth and Amy* and concerns about the gender identity content in light of SB49.

The restrictions placed on materials that contain gender identity, sexual activity, or sexuality are specifically addressed for grades K-4, and for curriculum and supplementary instructional materials, not library books. It sounds like this was a library book that was self-selected by a 5<sup>th</sup> grader and was not used as a supplementary instructional material by the teacher, but referenced in the course of a lesson by the student who was reading the book (and not the instruction the teacher was giving). Is my understanding accurate?

If this is the case, it sounds like it falls outside the scope of the portion of the statute that restricts instruction on gender identity in instruction/instructional materials in grades K-4. See below:

"§ 115C-76.55. Age-appropriate instruction for grades kindergarten through fourth grade. Instruction on gender identity, sexual activity, or sexuality shall not be included in the curriculum provided in grades kindergarten through fourth grade, regardless of whether the information is provided by school personnel or third parties. For the purposes of this section, curriculum includes the standard course of study and support materials, locally developed curriculum, supplemental instruction, and textbooks and other supplementary materials, but does not include responses to student-initiated questions.

I hope this helps!  
Kim

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(980)343-2663  
[kimberly.ray@cms.k12.nc.us](mailto:kimberly.ray@cms.k12.nc.us)  
Courier #835A



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**From:** Stanley, Rochelle D. <[rochelled.stanley@cms.k12.nc.us](mailto:rochelled.stanley@cms.k12.nc.us)>  
**Sent:** Wednesday, October 25, 2023 10:54 AM  
**To:** Ray, Kimberly <[kimberly.ray@cms.k12.nc.us](mailto:kimberly.ray@cms.k12.nc.us)>

**Cc:** Davison, Brooke A. <[brooke.davison@cms.k12.nc.us](mailto:brooke.davison@cms.k12.nc.us)>

**Subject:** Book Review Concern

Greetings,

I trust this message finds you well. I'm writing to seek clarity on an issue related to the CMS-challenged books policy

Specifically, I'd like to discuss the graphic novel "Meg, Jo, Beth, and Amy" by Rey Terciero and Bre Indigo, which is part of our collection and contains LGBTQ+ content. While there hasn't been a formal complaint, a situation has arisen where one of our 5th graders was reading and discussing this book in class, leading to parental concern. Given the circumstances, our administration and I are eager to receive guidance on whether books like this should remain in our collection or if any specific steps need to be taken.

Additionally, it has come to our attention that our location is still lacking a wireless scanner, an issue previously raised by our principal. We are keen to understand whether it will be possible to acquire one during this school year.

I greatly appreciate your time and assistance in addressing these matters.

Warm regards,

***Dr. Rochelle D. Stanley***

***Media Coordinator***

Clear Creek Elementary School

13501 Albemarle Road

Charlotte, NC 28227

Google Voice: (980)349-8233(\*M-F/8-4pm only)

***“Education is the most powerful weapon which you can use to change the world.” – Nelson Mandela***

**From:** Ray, Kimberly on behalf of Ray, Kimberly <kimberly.ray@cms.k12.nc.us>  
**Sent:** Thursday, September 14, 2023 11:12 AM EDT  
**To:** Sunseri, Katie <katie.sunseri@cms.k12.nc.us>  
**CC:** Whitaker, Allison L. <allisonl.whitaker@cms.k12.nc.us>; Mueller, Theodore M. <theodore.mueller@cms.k12.nc.us>  
**Subject:** Re: Presentation shared with you: "Process-Ordering Materials"

Hi, All! I cleaned up the slide deck and added spreadsheet for department orders, keeping it to the scope that we have been asked to complete (Federal Funds). I shared with Taralynn, as well, at her request. I anticipate questions surrounding how the new requirements for departments to list book titles will be communicated, etc, which I believe your team will be better able to field, Katie, and have made a list of wider "gaps" that we can lift, as well (i.e. school orders of supp materials using their own funding souces, etc.) for the strategy team.

<https://docs.google.com/presentation/d/1RTu2-UgCdhXmWyTTsHtgIEcJLXiGcq0NXkSy8JI-27A/edit?usp=sharing>

It is a pleasure to work with you all!

### Process-Ordering Materials

Welcome to the 2023-24 CMS Central Media Advisory Committee Launch Meeting. Thank you for your participation in this meeting Chat: [bit.ly/23CMAC](https://bit.ly/23CMAC)  
1 CHARLOTTE-MECKLENBURG SCHOOLS September, 2023 Process Update: Purchase of books using Federal Funds in alignment with SB49  
[bit.ly/FedFundsBooks](https://bit.ly/FedFundsBooks)

[docs.google.com](https://docs.google.com)

Kimberly Ray, MLIS, NBCT | Director | Digital Learning & Library Services  
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4421 Stuart Andrew Blvd. Charlotte, NC 28217  
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Courier #835A



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**From:** Sunseri, Katie <katie.sunseri@cms.k12.nc.us>  
**Sent:** Wednesday, September 13, 2023 3:53 PM  
**To:** Ray, Kimberly <kimberly.ray@cms.k12.nc.us>  
**Cc:** Whitaker, Allison L. <allisonl.whitaker@cms.k12.nc.us>; Mueller, Theodore M. <theodore.mueller@cms.k12.nc.us>  
**Subject:** Re: Presentation shared with you: "Process-Ordering Materials"

Sounds good. Thank you, Kim! I think we can lift that for Beth & Nancy tomorrow.

Katie Sunseri, Ed.D.  
Executive Director, Federal Programs  
Charlotte-Mecklenburg Schools  
4421 Stuart Andrew Boulevard, Suite 350  
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Office: (980) 344-7157  
Cell: (704) 579-9119

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**From:** Ray, Kimberly <kimberly.ray@cms.k12.nc.us>  
**Sent:** Wednesday, September 13, 2023 3:52 PM  
**To:** Sunseri, Katie <katie.sunseri@cms.k12.nc.us>  
**Cc:** Whitaker, Allison L. <allisonl.whitaker@cms.k12.nc.us>; Mueller, Theodore M. <theodore.mueller@cms.k12.nc.us>  
**Subject:** Re: Presentation shared with you: "Process-Ordering Materials"

Hi, Katie! Yes, absolutely! This sounds accurate. The process for curriculum, in Academics, is through the formal adoption process usually, and we talked about some potential areas of vulnerability/gaps here, such as:

- Curriculum that includes books and might have been purchased through different departments, etc. Ex: Caring Schools.
- School purchased titles (for instruction) that are funded by school or related sources, such as PTA/PTO, restart funds, etc. Ex: classroom libraries. One recommendation might be to provide guidance for schools to vet the titles through their SIT, or the SMAC prior to purchase. We could add a tab for Supplementary Instructional Materials on the same spreadsheet for school use so those are recorded, but I'm not sure who would be the responsible department.

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**From:** Sunseri, Katie <katie.sunseri@cms.k12.nc.us>  
**Sent:** Wednesday, September 13, 2023 1:37 PM  
**To:** Ray, Kimberly <kimberly.ray@cms.k12.nc.us>  
**Cc:** Whitaker, Allison L. <allisonl.whitaker@cms.k12.nc.us>; Mueller, Theodore M. <theodore.mueller@cms.k12.nc.us>  
**Subject:** Re: Presentation shared with you: "Process-Ordering Materials"

Hi Team!

Thank you for all your work on this! Allison gave me an update.

Brief Summary as I understand it -

There will be a Title I tab on the school worksheets and they should use this for any title I purposes. The process and requirements at the school level will be the same as for media purchases, with the exception of the differences on the tabs. Title I team will not approve reqs until that assurance is documented on school spreadsheet.

Title II & IV - Purchases are only made through the district and not through schools. District departments will need to follow the same process that is being used for any other district resource purchases. Ted/Kim - Do you know if there is a process already outlined for district departments making book purchases?

Kim & Ted - Are you both good to go for sharing this process and everything with Beth & Nancy tomorrow afternoon at 3:30pm?

Thanks, All!

Katie Sunseri, Ed.D.  
Executive Director, Federal Programs  
Charlotte-Mecklenburg Schools  
4421 Stuart Andrew Boulevard, Suite 350  
Charlotte, NC 28217  
Office: (980) 344-7157  
Cell: (704) 579-9119

---

**From:** Kimberly Ray (via Google Slides) <drive-shares-dm-noreply@google.com>  
**Sent:** Wednesday, September 13, 2023 10:11 AM  
**To:** Sunseri, Katie <katie.sunseri@cms.k12.nc.us>  
**Cc:** Whitaker, Allison L. <allisonl.whitaker@cms.k12.nc.us>; Mueller, Theodore M. <theodore.mueller@cms.k12.nc.us>  
**Subject:** Presentation shared with you: "Process-Ordering Materials"

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## Kimberly Ray shared a presentation



Kimberly Ray (kimberly.ray@cms.k12.nc.us) has invited you to edit the following presentation:

Process-Ordering Materials

Open

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

You have received this email because kimberly.ray@cms.k12.nc.us shared a presentation with you from Google Slides.

Google

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In compliance with federal law, Charlotte-Mecklenburg Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.

**From:** [Childress, Amanda](#)  
**To:** [Ray, Kimberly](#); [Tangela Williams](#); [Jennifer Dean](#)  
**Cc:** [Erin I. Shoemaker](#)  
**Subject:** Re: Library Questions/ALA Resources  
**Date:** Friday, September 8, 2023 7:45:29 AM  
**Attachments:** [Outlook-ovqun00i.png](#)

---

Thank you so much, Kim. Your responses are so helpful, and I appreciate you.

Amanda

Amanda Childress  
Principal  
Davidson K-8  
635 South Street  
Davidson, NC 28036



---

**From:** Ray, Kimberly <kimberly.ray@cms.k12.nc.us>  
**Sent:** Thursday, September 7, 2023 8:38 PM  
**To:** Childress, Amanda <amanda1.childress@cms.k12.nc.us>; Tangela Williams <ty.williams@cms.k12.nc.us>; Jennifer Dean <jennifer.dean@cms.k12.nc.us>  
**Cc:** Erin I. Shoemaker <erin.labore@cms.k12.nc.us>  
**Subject:** Re: Library Questions/ALA Resources

Hello, Amanda! I truly apologize for my slower than usual response time. It has been unusually busy and I want you to know how deeply I appreciate you sending this concern my way. I am so thankful for our parents, such as this one, who are invested in their students' education and our school communities. Here is the information I can provide to support you and Ms. Helfrich, regarding her questions. I am also available to talk through anything you need at anytime Not Public Business. I've provided what information I have below her questions (blue font). Please let me know if I can support you or your school community with anything related to these concerns and issues. If I don't know, I'll work to find out for you! These are excellent questions and I appreciate her concern.

Warm regards,  
Kim

- Per district policy, students [will not be permitted to check books out the first two weeks of school](#). That is the messaging that was shared with district staff and administration, as well as my team. For clarification, the reason shared was to provide time for the district to acclimate to requirements of recently enacted SB49 and to provide time for the revision of the Regulation (A-IJL/R) that accompanies Policy A-IJL by the Superintendent.
- CMS's official statement is that the waiting period is not because of any challenges, but simply because of "alignment with the Parents' Bill of Rights which gives options for the books their child reads." [Objections were not referenced as the reason for the delayed start to circulation](#).
- And from the CMS website: "The Superintendent shall adopt a regulation accompanying this policy that sets forth the objectives and procedures for selecting library media center and supplementary materials. Pending review of instructional and supplemental materials for selection or objection, *all materials shall remain in circulation unless or until a final decision has been made.*" [This is correct. This is the wording on the website.](#)

Given that framework, I still have remaining questions:

- Has the Superintendent already created the regulations and system of review? Is this currently happening? [The Superintendent and staff have been working on the revision of the current Regulation and it will be in place shortly. There is not a system of review required in current Regulation. A "review" of opening day collections by school-based staff at Palisades and West Charlotte HS. They were not hired yet when the collection was ordered and were provided the opportunity to review the collection, which is a requirement under current Regulation.](#)
- Do you know if certain titles that violate the new policy regarding K-4 instructional and supplementary materials will be automatically purged? If so, what are the criteria? (This morning, [I just read how this played out in an Iowa school district.](#)) [This will not apply to library materials but does apply to instructional materials, including classroom libraries, where K-4](#)

instruction occurs. The criteria in the statute for removal of materials is those that contain information for instruction on the topics of: sexuality, sexual activity, or gender identity. It does not refer to questions posed by students or in discussion. Yes, schools have been given guidance that these materials may not be used in K-4 instruction.

- Will the regulations and criteria be specific to division? Since we have a shared school library, will our students in grades 5-8 potentially lose access to materials that are challenged or deemed unacceptable in grades K-4? **No.** Students in all grades, K-8, may access the books in the collection because the statute did not include library books. They are categorized outside of instructional materials, so students may choose to read books on gender identity in all grades from the library collection. We continue to champion the need for diverse representation in this critical space and will supply age-appropriate books that allow all students to see themselves and their experiences (and those of others) in the school library collection!
- Will students immediately lose access to a text if it is challenged? This practice alone has effectively banned books without their officially being banned. **Absolutely not!** If a book is challenged in the library, it will continue to remain available. Access will be restricted for the child(ren) of the parent/guardian who objected until a resolution/decision is completed by the school media advisory committee. This is always the first option we offer stakeholders with objections so we may ensure access for other students to these texts while working with the needs of the parent who is objecting.

Kimberly Ray, MLIS, NBCT | Director | Digital Learning & Library Services  
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Courier #835A



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**From:** Childress, Amanda <amanda1.childress@cms.k12.nc.us>  
**Sent:** Wednesday, September 6, 2023 6:39 PM  
**To:** Ray, Kimberly <kimberly.ray@cms.k12.nc.us>; Tangela Williams <ty.williams@cms.k12.nc.us>; Jennifer Dean <jennifer.dean@cms.k12.nc.us>  
**Subject:** Fwd: Library Questions/ALA Resources

Good evening!

I am sharing this message (below) that a parent sent to me and my media specialist. I am unsure about some of the questions regarding district policies. I appreciate your support and guidance.

Amanda

Amanda Childress  
Principal  
Davidson K-8  
635 South Street  
Davidson, NC 28036

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**From:** Beth Helfrich <beth.helfrich@gmail.com>  
**Sent:** Friday, September 1, 2023 1:07 PM  
**To:** Childress, Amanda <amanda1.childress@cms.k12.nc.us>; Wike, Kerri C. <kerric.wike@cms.k12.nc.us>  
**Subject:** Library Questions/ALA Resources

**CAUTION: This email originated from outside the CMS organization. Do not click links, give sensitive information, or open attachments unless verified. Forward all suspicious email to [spam@cms.k12.nc.us](mailto:spam@cms.k12.nc.us).**

Hi Amanda and Kerri,

First, I hope there have been so many bright and positive moments this week. Amanda, I appreciated your message about school culture and community on Monday. As a parent and PTO member, I am committed to doing all I can to support our school's culture of inclusion, kindness, safety, and care - and to help protect an environment that facilitates robust curiosity, inquiry, and learning for all students.

To that end: I'm sure both of you are still working to understand the full implications of the new CMS policies and the Parents' Bill of Rights.

Today, I wanted to follow up about one of my previous questions regarding the books in our school library and classroom libraries. Please correct me if I'm misunderstanding any of the following:

- Per district policy, students [will not be permitted to check books out the first two weeks of school](#).
- CMS's official statement is that the waiting period is not because of any challenges, but simply because of "alignment with the Parents' Bill of Rights which gives options for the books their child reads."
- And from the CMS website: "The Superintendent shall adopt a regulation accompanying this policy that sets forth the objectives and procedures for selecting library media center and supplementary materials. Pending review of instructional and supplemental materials for selection or objection, *all materials shall remain in circulation unless or until a final decision has been made.*"

Given that framework, I still have remaining questions:

- Has the Superintendent already created the regulations and system of review? Is this currently happening?
- Do you know if certain titles that violate the new policy regarding K-4 instructional and supplementary materials will be automatically purged? If so, what are the criteria? (This morning, [I just read how this played out in an Iowa school district](#).)
- Will the regulations and criteria be specific to division? Since we have a shared school library, will our students in grades 5-8 potentially lose access to materials that are challenged or deemed unacceptable in grades K-4?
- Will students immediately lose access to a text if it is challenged? This practice alone has effectively banned books without their officially being banned.

It likely goes without saying that I remain highly concerned about the possibility of censorship and restriction of intellectual freedoms for our students. Kerri, you may already have this [set of resources from the ALA/AASL](#), but I thought I would share it with both of you, just in case. And I hope CMS has consulted [this toolkit ahead of the likely challenges of LGBTQIA+ materials](#).

I do not envy the position in which either of you has been put, both by our current climate and these new policies. Please feel free to send me up the chain to the district if you feel I will get clearer answers there.

With gratitude for all you do,  
Beth

# Redaction Log

Reason	Page (# of occurrences)	Description
Not Public Business	1 (1)	No relation to an individual's public business - N.C. G.S. 132-1(a).

# Updates: CMS Board Regulation A-ILJ/R & SB49



**CMS Media Coordinators & Staff**

**September 14, 2023**

**2:30-3:15 pm**

# Welcome & Objectives

# AGENDA

Welcome & Session Objectives	2 minutes
What Do We Know?	3 minutes
SB 49 Updates: Implications for Practice	10 minutes
<a href="#">CMS Board Policy A-ILM</a> Update	3 minutes
<a href="#">CMS Board Regulation A-ILM/R</a> Update	10 minutes
<a href="#">CMS Board Policy P-Poli</a>	5 minutes
What Did We Learn?	2 minutes
Questions and Answer	10 minutes

# Session Objectives:

- Review impact of SB 49 on school library processes, specifically:
  - Request for circulation records
  - Instructional materials for K-4 students
  - Curriculum, Supplemental Instructional, & Library Material Objections
- Understand CMS Policy A-ILJ and Regulation A-ILJ/R Updates, specifically:
  - Selection of library resources
  - Objection process
  - Role of SMAC vs. role of CMAC
- Review of CMS Policy P-Poli and implications for practice
- Demonstrate understanding of objectives

# Our Starting Point

In the chat, please share:

**Know:** What is something I already know about the topics in the session objectives?

**Want to Know:** What is something I need to know, or want to know more about from the session objectives? If you a specific question, you can post it.

# SB 49: Implications for Practice

# SB 49: Circulation Records

- Parent/Guardians may request the circulation records for their students:
  - Will be available for request via digital form on the CMS Parents' Bill of Rights Website
  - For now, parents may request them from the school and you will be asked to make them available for the Parent/Guardian(s) who requested them
  - When this happens, please reach out to Byron Putman to let him know (for documentation) and/or for support
  - When the digital form is available to parents on the website, you will be notified through the weekly newsletter (please read carefully each week)

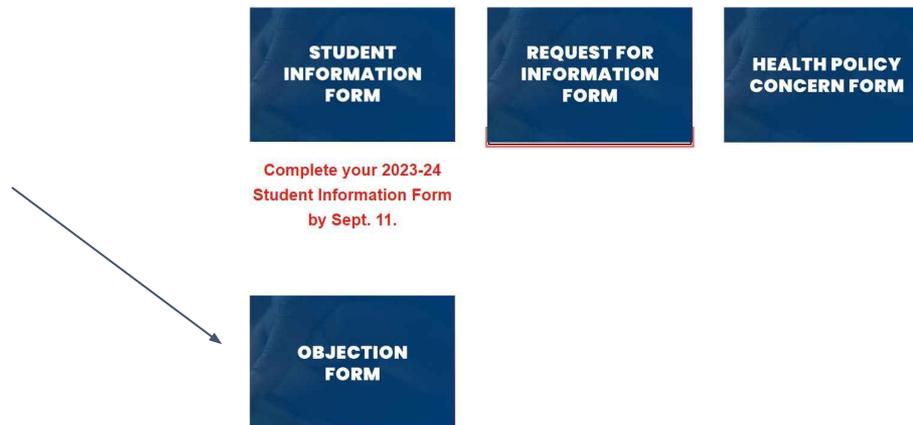
The screenshot shows the website's navigation bar with links for Parents & Students, Academics, Community, Board of Education, Departments, Careers, and About, along with a search icon. Below the navigation is a section titled "PARENTS BILL OF RIGHTS" with a sub-section "PARENTS' BILL OF RIGHTS OVERVIEW". This overview lists several categories: S-PRNT - Parent Involvement in Education, A-ILM - Instructional and Library Media Center Materials, A-CHE - Comprehensive Health Education Program, and S-HLTH - Student Physical and Mental Health. To the right of the text is a banner image featuring a "CLASSROOM" sign, a circular icon of a school building, and the text "PARENTS' Bill of Rights Information".

# Instructional Materials: K-4

- Includes curriculum and supplemental materials used for instruction including, but not limited to:
  - *Classroom* libraries
  - Curriculum resources, including the elementary library curriculum
  - Books used for read-alouds
  - Possibly bulletin boards and formal displays in the space
- Guidance for now is to:
  - Ensure bulletin boards and formal displays, particularly those of an interactive nature and connected to instruction, avoid the topics of sexuality, sexual activity and/or gender identity
  - Select books for read alouds and to use with media lessons for K-4 that avoid the three topics (above)
  - Students (including K-4) may browse and select a book of their choice from the shelves on any topic
  - Displaying books (on top of bookshelves, etc, and for student choice) vs. formal displays (that “teach” or push a topic or idea)

# What you need to know about Objections: (big picture)

- Parents may object to curriculum, supplemental or library materials
- *Objection form must be completed on the CMS Parents' Bill of Rights Website (redirect parents to do this if a paper form is submitted)*
- **Curriculum and Supplemental Instructional Materials are handled differently than Library Material objections**
- Library material objections will be directed to Principal and to Kim Ray, who will reach out to school to establish support plan
- Curriculum/Supplemental objections will go to Principal and Academics Team, who will support school with a resolution



# CMS Board Policy A-ILM & Regulation A-ILM/R

# CMS Board Policy A-ILM

- Policy was changed in August to better align with requirements of SB-49
- Regulation was modified and put into effect last week with some changes to align with the new Policy
- Let's check it out:  
<http://go.boarddocs.com/nc/cmsnc/Board.nsf/goto?open&id=CFLSW273143C>

In the chat, please share:

- What key words/phrases stand out to you?
- What is something that you notice or wonder?

# CMS Board Regulation A-ILM/R

- Regulation does include some changes from previous regulation
- Let's take a few minutes to skim through the text, with some guiding questions:
  - Who is responsible for the selection of texts for your media collection?
  - How are the SMAC and the CMAC different? Similar?
  - How can a book be "removed" from inclusion in the library collection?
  - Who can file an objection at a school?

<http://go.boarddocs.com/nc/cmsnc/Board.nsf/goto?open&id=CFLSVD72C7F9>



# CMS Board Regulation A-ILM/R

## Same

- Library, Curriculum and Supplemental Objections included in regulation
- There is still a School Media Advisory Committee (SMAC) at every school (see requirements)
- Selection process for school library orders is the same (no changes)
- Books remain in circulation during an objection process (access may be restricted for student (s) of the parent/guardian who is objecting only)
- Books may not be “removed” from the shelf by school staff outside of the objection process
- The weeding process may not be used to deselect controversial materials, guided by Destiny collection analysis, and reported to the SMAC annually

### Significant Changes:

CMAC plays a role in selection, not just objection

CMAC may “review” and “remove” books from a school or within the district

Must be a parent/guardian to object to resource at a school

Schools may request add'l time for simultaneous objections

## Different

- Curriculum & Supplemental objection processes are addressed the same way and Library objection process differs
- Parents/ Guardians can object at the school that their child attends, only. Community members can no longer object
- There is now a Central Media Advisory Team, including CMAC review process. CMAC has role in selection of core order and stamping of Opening Day Collections
- Weeding of Library Resources (including criteria for deselection) is added
- If a school receives multiple objections to a library book simultaneously, staff may request an extension from CMAC to address them
- Objections for all types of resources (Library, Curric, Supp) are submitted on the CMS website by parent/guardians
- Request for circulation records are submitted on CMS website
- **Library staff will require add'l time to research and submit documentation of SMAC approval to Library Services during ordering periods (see sample [here](#))**

# What do you Need to Know about Objections?

- They must be filed using the district website
- Parent/Guardian must file objection (on behalf of themselves) and not a community member
- If you receive notice of an objection and have not heard from the DLLS team, reach out to Kim Ray directly
- Our team will provide support and will document the objection process and decision
- Materials *remain in circulation* during a challenge; offer to restrict access for student(s) of parent/guardian who is objecting
- When in doubt, do not act, but ask
- Extra time may be allotted to a school when multiple or simultaneous objections are received
- An objection is a way for us to work with our stakeholders and should not incite fear or anxiety; our team will support you every step of the way
- Reach out to Kim Ray with any questions
- Resource (flow chart of processes):  
<http://go.boarddocs.com/nc/cmsnc/Board.nsf/goto?open&id=CFXPP7658A52>

# CMS Board Policy P-POLI

- What is Board Policy P-POLI and how does it relate to our practice?

<http://go.boarddocs.com/nc/cmsnc/Board.nsf/goto?open&id=CFXPP7658A52>

# Attendance and Attestation Form

- Please read the Policies and Regulations in their entirety and then complete the form below. Let us know of any lingering questions you have, as well. We appreciate you!

<https://forms.gle/yHpxmzhacV8vQYap6>

# Questions and Answers