



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

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MEMORANDUM

DATE: April 4, 2018

TO: Charter School Administrators
Directors/Coordinators of Exceptional Children Programs-Charter Schools

FROM: William J. Hussey, Director *WJH*
Exceptional Children Division

RE: Charter EC Leadership Institute (CECLI) 2018-19 Cohort

The Charter EC Leadership Institute (CECLI) provides opportunities for Charter EC coordinators/directors to develop knowledge and skills in each of six areas of competencies over a one-year training cycle. The training cycle includes a hybrid of face-to-face and webinar sessions totaling 70 hours (see attached agenda). The training consists of research-based competencies which were developed by directors and grouped into training modules.

The Exceptional Children (EC) Division has made a commitment to provide training by individuals (national, state, and local) who are knowledgeable of the unique needs of EC services in Charter schools and on a schedule that permits participants to use the new skills as soon as possible in their role as a Charter school EC leader. EC Coordinators/Directors are invited to apply for the next CECLI, which will run July 2018 through July 2019. Participants are expected to attend all sessions and complete on-site and off-site assignments. Space is limited to 40 participants, and applicants must be in an EC leadership role in their school, or being prepared for such a role. The application should be completed, in a timely manner, as there is limited space. There is a \$150 registration fee for participants. The application, along with the registration fee, must be submitted to the address on the application by May 18, 2018. Applications without payment will not be processed.

Applicants will receive a letter indicating acceptance into the Institute. If accepted, the letter will include additional information about the initial session. Applicants who are not accepted will also receive a letter and their check will be returned. The Charter EC Leadership Institute will provide CEUs upon completion of all sessions and the program requirements. If you have any questions about the application process, please contact the Regional Consultant for your area, Kevin Allen (919) 807-3995 or Rob McQuat (336) 416-1695.

c: Regional Consultants

WJH/SHT/kb

Enclosures

**Charter EC Leadership Institute
2018-19 Cohort**

Presented by:

The Department of Public Instruction
Exceptional Children Division

General Guidelines and Information:

- The application and payment should be submitted by mail.
- No faxed applications will be accepted.
- A copy of the completed application information should be maintained by the applicant.
- Accepted applicants will receive a letter and further information about the Institute.
- Applicants not accepted will receive a letter and their check will be returned.
- For additional questions/information about the Institute contact:
Kevin Allen, kevin.allen@dpi.nc.gov or Rob McOuat, robert.mcouat@dpi.nc.gov.

Receipt of Application and Registration Fee Deadline is: May 18, 2018

Registration fee of \$150 made payable/mailed to:

Department of Public Instruction
Attention: Sherry Thomas
6356 Mail Service Center
Raleigh, NC 27699-6356

Charter EC Leadership Institute
2018-19

Application Form – Due by May 18, 2018

Name:	Social Security No: xxx-xx-____ (last four digits)	
Charter School Name:		
School Address:		
City:	State:	Zip:
Work Phone:	Fax:	Home Phone:
E-mail:		

Current Position: _____

Background:

____ Degree(s) & Year Received _____

____ Education Experience (include number of years for each position listed):

Explain why it is important to you to participate in this Institute (include what you hope to learn, skills you hope to gain, etc.):

Please read and sign below:

I, the undersigned, realize only a limited number of participants can be accepted for this training and attendance is required at all Institute sessions. I agree to attend all Institute sessions.

Participant's Signature: _____ Date: _____

I, the undersigned, realize only a limited number of participants can be accepted for this training and attendance is required at all Institute sessions. I agree _____ can be away from the district to attend all Institute sessions.
(Name of Participant)

Superintendent or Designee Signature: _____ Date: _____

CECLI Schedule & Topics

Date	Type (F2F/Webinar)	Competencies
July 23 & 24, 2018 9:00AM - 4:00 PM	Face to Face for 2 days	Leadership Policy & Procedures Curriculum & Instruction
August 27, 2018 10:00 AM - 12:00PM	Webinar	Leadership Policy & Procedures Fiscal Management
September 24, 2018 10:00 AM - 12:00 PM	Webinar	Leadership Curriculum & Instruction
October 22, 2018 10:00 AM - 12:00 PM	Webinar	Leadership Curriculum & Instruction
November 13, 2018 9:00 AM – 4:00 PM	Face to Face for 1 day	Leadership Collaborating & Communicating with Stakeholders Fiscal Management
January 28, 2019 10:00 AM - 12:00 PM	Webinar	Leadership Policy & Procedures Curriculum & Instruction
February 25, 2019 10:00 AM - 12:00 PM	Webinar	Leadership Policy & Procedures
March TBD 9:00 AM - 4:00 PM	Face to Face for 1 day	Leadership Fiscal Management Personnel Practices
April 22, 2019 10:00 AM - 12:00 PM	Webinar	Leadership Curriculum & Instruction Collaborating & Communicating with Stakeholders
May 20, 2019 10:00 AM - 12:00 PM	Webinar	Leadership Curriculum & Instruction
July 24 & 25, 2019 9:00 AM - 4:00 PM	Face to Face-2 day	Leadership Policy & Procedures Curriculum & Instruction

***Additional Webinars may be scheduled as follow up to Statewide Trainings.**