



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MEMORANDUM

TO: District Superintendents
School Business Officials
Read to Succeed Liaisons

FROM: Dr. Abbey Duggins
Director, Office of Early Learning and Literacy

Michael Scheele
Accountant/Fiscal Analyst III, Office of Finance

DATE: August 8, 2023

RE: State Funded Reading/Literacy Coach Allocation (due September 11)

This memo provides an overview of required documentation for districts utilizing their 2023–24 reading/literacy coach allocation(s).

Requirements for the hiring of reading/literacy coaches continue under Proviso 1.51 for FY 2023–24. Districts may utilize funding to employ school-based reading/literacy coaches that may serve in a primary, elementary, or middle school or a combination of these schools depending on the area of highest need in the district. The district must align the placement of coaches to the district reading plan that is approved by the South Carolina Department of Education (SCDE).

In prior years, districts have requested flexibility for reading coaches to serve students. The current provisos allow select schools to request a waiver to expend their reading/literacy coach funds on interventionists who spend fifty percent or more of their time providing direct support to struggling readers in grades kindergarten through grade five. Schools in which fewer than a third of third grade students scored at the lowest achievement level in SC READY English language arts (ELA) may request a waiver. Districts that are interested in submitting a waiver should consult the attached guidance document, which includes a flowchart for schools deciding whether to use their reading coach as an interventionist. Districts requesting a waiver will complete information in the survey linked below.

Schools participating in the Palmetto Literacy Project may not apply for this waiver. Palmetto Literacy Project schools are defined as schools in which one third or more of third grade students scored at the lowest achievement level in SC READY ELA during the 2018–19 school year.

Required Documentation, Office of Early Learning and Literacy (OELL)

1. District Memorandum of Agreement (MOA): Districts must complete the attached MOA for all reading/literacy coaches and interventionists funded through Proviso 1.51. The MOA will only need to be signed by the district superintendent. Please return the completed signature page of the MOA to Marie Gibbons at mgibbons@ed.sc.gov or mail hard copies to Marie Gibbons, Office of Early Learning and Literacy, 1429 Senate Street, Suite 604, Columbia, SC 29201, by Monday, September 11, 2023.
2. Specific Parties Agreement Document: The following survey should be completed on each reading/literacy coach and interventionist funded through Proviso 1.51. This survey includes the waiver for districts seeking to use their reading/literacy coach allocation towards an interventionist. It must be submitted by end of day on Monday, September 11, 2023. [Click here to access the survey](#). Districts with a large number of coaches/state funded interventionists may also choose to input the necessary data into [this spreadsheet](#) and email the completed form to mgibbons@ed.sc.gov.

Required Documentation, Office of Finance

The Office of Finance needs to collect an updated list of individuals receiving this allocation in order to determine funding for your district in 2023–24. In the attached spreadsheet, fill in the information next to the corresponding schools in your district and email the document to Michael Scheele at mscheele@ed.sc.gov by Monday, September 11, 2023. If your school is eligible to use this funding for an interventionist or on supplemental services, please note the correct position on the spreadsheet. Please also provide the salary and fringe separately for each employee.

Reading/literacy coach funding is determined by the number of primary and elementary schools serving students in your district; however, you may utilize funding in a primary, elementary, middle school, or a combination of these schools based on the area of highest need in your district. Reading coaches' expected funding is \$53,832.86 for a 1.0 full time employee (FTE). The district-signed MOA must be submitted and the eligible Reading Coach/Interventionist must be listed in the SC Educator system with a position code of "87" to have funding released.

Should you have any questions regarding funding, please contact Michael Scheele at 803-734-8145, mscheele@ed.sc.gov. Questions regarding the MOA and waiver should be directed to Marie Gibbons at 803-734-0529, mgibbons@ed.sc.gov.