

Charter Institute at Erskine

INSTITUTE INSIGHTS

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Submission: November 2021 Journal Entry Upload

Department: Finance

Due Date: 01/07/2022

Details: As outlined in Section 8.7, Monthly and quarterly reporting, of the Charter Contract, the School shall be responsible for entering a monthly upload of all financial transactions in the format prescribed by the Sponsor by the 15th day of the subsequent month and a yearly upload of the audited adjustments by November 15. In addition, the School shall be responsible for submitting a quarterly financial statement in the format prescribed by the Sponsor by the 15th day of the month following the end of each quarter. The Parties agree that it is the responsibility of the Sponsor to use any financial information it obtains, including reports and audits, to monitor the fiscal condition and compliance of the School.

Submission: FY22 Parent & Family Engagement Policy

Department: Title I

Due Date: 12/17/2021

Details: Annually, Title I schools & families review & agree upon a Parent & Family Engagement Policy. A draft must be shared with families & review feedback during the Title I Planning Meeting. Upload the final version of the Policy. Documentation must be on file to show that the school developed jointly with, agreed upon with, & distributed to parents a written Parent & Family Engagement Policy. A checklist is provided to support your school in meeting all federal requirements.

Submission: Dropout Verification Process December 2021

Department: PowerSchool and IT

Due Date: 12/13/2021

Details: Several files are attached for you. One of those is a Word document which provides directions for this process. Each school will also have an individual file with the list of dropouts to be confirmed. Please contact hholliday@erskinecharters.org or jjones@erskinecharters.org with questions.

Submission: FY22 School-Parent Compact

Department: Title I

Due Date: 12/17/2021

Details: Annually, Title I schools & families review & agree upon a School-Parent Compact. A draft must be shared with families & review feedback during the Title I Planning Meeting. Upload the final version of the Compact. Documentation must be on file to show that the school developed jointly with, agreed upon with, & distributed to parents a written School-Parent Compact. A checklist is provided to support your school in meeting all federal requirements.

Submission: FY22 20 Day Letters [August-December]

Department: Title I

Due Date: 12/17/2021

Details: In accordance with the Every Student Succeeds Act of 2015, all schools are required to provide timely notice to parents when students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject level in which the teacher has been assigned. ESSA Sec. 1112 (e)(1)(B)(ii) *This includes substitutes and paraprofessionals. These letters should be sent home with students in the applicable class. Please keep in mind you do not have to resubmit letters or send letters every 20 days. See attached resources and examples below to determine when letters should be sent. Example 1: Teacher 1 taught 3rd grade in Aug-Sept and is still teaching 3rd grade in Oct-Nov. One letter would need to be sent at the beginning of the year. Example 2: Teacher 2 taught Class A in Aug-Sept but is now teaching Class B in Oct-Nov. A letter would be sent to Class A families, and a new letter sent to Class B families. Please note another submission will open at the end of May to collect letters sent during the Spring semester (January-June).

Submission: ACT--Managing Participation for Spring 2022

Department: Assessment

Due Date: 12/14/2021

Details: Attached you will find instructions on completing managing participation for the Spring 2022 ACT. Please complete the process then answer one question for the submission. This is mandatory for all high schools with third year students. I have just been able to get ACT to fix the problem on their site, so I apologize for the extremely short notice on this. The entire process should take less than one minute to complete. Please contact hholliday@erskinecharters.org with questions.

Submission: SC Alt staff and student check for Spring 2022 testing

Department: Assessment

Due Date: 01/07/2022

Details: We have received the files from the SDE which were pulled based on precode and populated in the TIDE system. Attached you will find an individual school file with a tab for staff, students, and changes to be made. There is also a general document with directions for checking these files. Even if you do not have changes to make, there is a submission. Please see the directions for specifics. Please contact hholliday@erskinecharters.org with questions.

Announcement: SPED Roundtable - December

Contact Person: Sarah Love

Department(s): Special Education and 504

Start Date: 11/12/2021

End Date: 12/14/2021

Details: SPED Coordinators, please plan to attend our monthly roundtable via Zoom on December 14, 2021 at 1 pm using the following log in:

Join Zoom Meeting

<https://zoom.us/j/98695198379?pwd=YnFCdTZnMXU2UXpxUmZWOUd2aWMyUT09>

Meeting ID: 986 9519 8379

Announcement: News from the SC State Library, SC-DISCUS & Virtual Tutoring availability

Contact Person: Jason Jones

Department(s): Leadership, PowerSchool and IT

Start Date: 11/22/2021

End Date: 12/22/2021

Details: Discus – South Carolina’s Virtual Library provides free access to an electronic library that’s available 24/7 to South Carolina residents and is provided by the South Carolina State Library. Discus serves the information needs of all by providing a core collection of high-quality online resources – with a particular emphasis on supporting education.

•Schools can request specialized training from our Discus Training Coordinator and attend free Discus training.

•Schools receive free Discus promotional materials from the State Library.

Here is a link to the online form to request Discus participation: <http://www.surveymonkey.com/s/F8BQXQF>

SC Department of Education Partnership with SC State Library to Provide Virtual Tutoring 24x7 - Details can be found here: <https://ed.sc.gov/newsroom/news-releases/s-c-department-of-education-and-s-c-state-library-announce-partnership-to-provide-virtual-tutoring-support-to-south-carolina-students/>

Announcement: Let's Work Smart Monthly Drop-In Q&A Session

Contact Person: Haley Perez

Department(s): Leadership

Start Date: 11/30/2021

End Date: 12/14/2021

Details: The Institute is offering optional LWS Training Sessions. There will be an optional virtual drop-in session on Tuesday, December 14th from 1:00pm - 1:30pm. Although we are always available for assistance via email and phone, this is a designated time we will be available to answer questions and provide support if needed by your school. These are drop-in Q&A sessions to answer any questions related to LWS. Please see the attached memo for more information on additional training opportunities.

Announcement: Fall 2021 KRA school results

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 11/30/2021

End Date: 12/30/2021

Details: Attached you will find the school level results for Fall KRA testing. These results have been uploaded into Enrich so the results will become part of each student's historical test records. If you need assistance in interpreting these scores, please reach out to hholliday@erskinecharters.org.

Announcement: December PS Admin Meeting

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 12/01/2021

End Date: 12/16/2021

Details: The PowerSchool monthly webinar will be Dec. 16, 2021 at 9:00 am. Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/999791133>

You can also dial in using your phone. United States: +1 (224) 501-3412 Access Code: 999-791-133 New to GoToMeeting? Get the app now and be ready when your first meeting starts: <https://global.gotomeeting.com/install/999791133>

Announcement: SCASA Seminar Series Opportunities

Contact Person: Kristin Olcott

Department(s): Leadership

Start Date: 12/03/2021

End Date: 12/31/2021

Details: The Charter Institute at Erskine has paid for all schools to attend any of the SCASA Seminar Series professional development. Please visit <https://www.scasa.org/seminarseries> to register for any of the series you'd like to attend. It is at no cost to you or your school. If you have any questions or need assistance, please let me know. Here is a list of the remaining opportunities: Dec. 8 (In-Person): 2021 Office Professionals' Conference, Jan. 11: Supporting an ENTire School Community Through a Comprehensive Physical and Emotional Well-Being Plan, Feb. 8: MTSS, Mar. 8: Establishing and Supporting Collaborative Teams Who Thrive.

Announcement: Free I Love You Guys Training Announcement for December 14, 2021

Contact Person: Christy Junkins

Department(s): Leadership

Start Date: 12/05/2021

End Date: 12/14/2021

Details: Target Audience: Educators, Administrators, School and District Safety Teams, Campus Supervisors, Law Enforcement, Fire, EMS, Emergency Managers, Victim Advocates, VOADs, and others. For additional information, also visit https://iloveguys.org/srp_srm_workshop.html. These courses will assist districts with S709/59-63-910 compliance and training and are usually very expensive to book and host exclusively. The I Love U Guys Foundation is one of the premiere organizations in the world to teach these topics. We encourage school districts to send ALL of their SROs, administrators, teachers, and staff members to this important class. It is extremely rare to be able to attend this full-day course for FREE! Please take advantage of this opportunity! The courses will start at 8:30 AM, and ends around 4 PM. Lunch will be on your own. These are grant-funded training courses, and all costs for the course are being absorbed by the program so that you are not required to pay a registration fee, so please bring/provide your own refreshments and morning beverages. To register for the course, please contact SLED using the directions below. Title your email "I Love U Guys Training Attendance Request". Cut and paste the following into your registration email: Name: Agency/organization: Can you verify you will attend this course, if registered? Please send your registration/information email to wfreeman@sled.sc.gov. Once you have registered for the course, you will receive a confirmation email with final course details.

Announcement: WIDA ACCESS resources

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 12/08/2021

End Date: 01/21/2022

Details: Here are the resources as promised following our WIDA ACCESS training for spring 2022. Please contact hholliday@erskinecharters.org with any questions.

Announcement: Transcript training: Computer Units and Dual Enrollment

Contact Person: Heather Holliday

Department(s): Accountability , PowerSchool and IT

Start Date: 12/08/2021

End Date: 01/07/2022

Details: This training is appropriate for high school level staff who have responsibilities regarding coding of courses for graduation in Power School, Guidance Counselors, and School Leaders involved with Accountability and Transcripts. We will take an in depth look at determining if computer units and Dual Enrollment courses on a transcript count towards graduation and/or College Readiness Accountability. The link for the Zoom meeting is attached. The meeting is scheduled for Jan 7 from 2-3. Please contact hholliday@erskinecharters.org.

Announcement: Enrich--Optional Training--Creating test results exports

Contact Person: Heather Holliday

Department(s): Accountability , Assessment

Start Date: 12/08/2021

End Date: 02/04/2022

Details: This training would be appropriate for anyone who has admin level rights (including Instructional Coaches, Principals, Assistant Principals, Accountability staff, and Guidance Staff). We will learn how to access test results for a student as well as use the reports feature in Enrich to create an export of test data for a group of students. Included will be demonstrations of how to create the report, save the report, edit a report, and customize a report for your needs. The zoom link and information is in the attached document. The training will be February 4 from 2-3. Please contact hholliday@erskinecharters.org with any questions.

Announcement: SCDE Exchange Visitor Program - SPAIN

Contact Person: Paula Gray

Department(s): Human Resources and Benefits

Start Date: 12/08/2021

End Date: 01/07/2022

Details: Through a Memorandum of Understanding (MOU) with the Ministry of Education of Spain (MES), the South Carolina Department of Education (SCDE) is able to sponsor visiting teachers from Spain through the J1 visa program. The objectives of this agreement are to promote cultural and educational interactions between citizens of Spain and of the State of South Carolina, to foster knowledge and appreciation of the culture of these two communities, and to provide students with a bilingual and intercultural education that prepares them for future success.

This program offers South Carolina districts the opportunity to host highly qualified world language and immersion teachers from Spain to serve at K-12 schools. These teachers will travel to South Carolina on a J1 Exchange Visitor visa, valid for up to three years, with extensions for a 4th and 5th years possible. The exchange visitor teachers contracts are renewed on a yearly basis, provided they have a positive evaluation and continue in good standing to maintain their J-1 visa status. At the end of the program, teachers are expected to return to Spain to complete the cultural and educational exchange by sharing their experiences and knowledge acquired at their home schools.

The SCDE does not charge the district a placement fee to host a teacher. However, the district is expected to provide a level of assistance and/or services to these teachers, which the district may not be accustomed to provide to teachers who are sponsored by a for-profit agency. Host school districts are expected to:

- Identify a contact person available to discuss personnel issues during the selection process, interview and select the teacher(s) that will be placed in the district.
- Provide the teacher(s) with a full-time, yearlong teaching contract as a teacher of record, with equal salary, benefits, and professional development opportunities as their U.S. counterparts. Teachers from Spain must teach Spanish language or other subjects in Spanish (Immersion).
- Assist the teacher(s) upon their arrival in South Carolina, including providing transportation from the airport and two nights lodging in a hotel (if needed until more permanent housing arrangements are made).
- Assist teacher(s) with finding affordable and safe housing. The sooner teachers get settled in the community, the faster they can focus on their work.
- Provide new teacher orientation and administrative assistance with securing a Social Security Number, completing background checks, opening a bank account, etc.
- Provide a mentor from the same school, who will support the teacher(s) with any school/classroom issues. This mentoring relationship is key to the success of the program as it helps the teacher overcome the cultural barriers to integration into the new school environment.
- Evaluate the teacher(s) using the appropriate level of the Assisting, Developing, and Evaluating Professional Teaching (ADEPT) process.
- Ensure the teacher(s) are provided with opportunities to teach the staff and students about their culture, and to experience American culture outside the classroom setting.
- Provide additional support, as needed, to ensure a positive and successful for the students and the teacher(s).

Exchange Visitor Teachers from Spain are responsible for their travel expenses to and from South Carolina, as well as medical/accident insurance that meets the federal coverage requirements for the duration of program.

The MES' timeline for placement of teachers from Spain for the 2022-23 school year begins early and is, as follows:
12/13/2021

October - December:

Announcement: SCDE Exchange Visitor Program - GERMANY

Contact Person: Paula Gray

Department(s): Human Resources and Benefits

Start Date: 12/08/2021

End Date: 01/07/2022

Details: Through a Memorandum of Understanding (MOU) with the Senate of Berlin's Department of Education, Youth and Families (SenBJF), Germany, the South Carolina Department of Education (SCDE) is able to sponsor visiting teachers from Germany through the J1 visa program. The objectives of this agreement are to promote cultural and educational interactions between citizens of Germany and of the State of South Carolina, to foster knowledge and appreciation of the culture of these two communities, and to provide students with a bilingual and intercultural education that prepares them for future success.

This program offers South Carolina districts the opportunity to host highly qualified teachers from Germany to serve at K-12 schools. These teachers will travel to South Carolina on a J1 Exchange Visitor visa, valid for up to three years, with extensions for a 4th and 5th years possible. The exchange visitor teachers contracts are renewed on a yearly basis, provided they have a positive evaluation and continue in good standing to maintain their J-1 visa status. At the end of the program, teachers are expected to return to Germany to complete the cultural and educational exchange by sharing their experiences and knowledge acquired at their home schools.

Exchange Teachers from Germany are offered assignments in the subject area and grade level(s) in which they hold certification in Germany. If the assignment is in a World Language or Language Immersion classroom, the language of instruction will be German; all other placements (Science, Social Studies, Mathematics, Special Education, etc.) will be taught in English.

Pursuant to the MOU with SenBJF, for each contract offered to a German teacher by a participating South Carolina school district, one teacher from the same district will receive a scholarship (covering expenses incurred while attending the program: housing, local transportation, a per diem, and other program costs) to attend a two-week Educational Enrichment Program (EEP) in Berlin, in the summer.

The SCDE does not charge the district a placement fee to host a teacher. However, the district is expected to provide a level of assistance and/or services to these teachers, which the district may not be accustomed to provide to teachers who are sponsored by a for-profit agency. Host school districts are expected to:

- Identify a contact person available to discuss personnel issues during the selection process, interview and select the teacher(s) that will be placed in the district.
- Provide the teacher(s) with a full-time, yearlong teaching contract as a teacher of record, with equal salary, benefits, and professional development opportunities as their U.S. counterparts.
- Assist the teacher(s) upon their arrival in South Carolina, including providing transportation from the airport and two nights lodging in a hotel (if needed until more permanent housing arrangements are made).
- Assist teacher(s) with finding affordable and safe housing. The sooner teachers get settled in the community, the faster they can focus on their work.
- Provide new teacher orientation and administrative assistance with securing a Social Security Number, completing background checks, opening a bank account, etc.
- Provide a mentor from the same school, who will support the teacher(s) with any school/classroom issues. This mentoring relationship is key to the success of the program as it helps the teacher overcome the cultural barriers to integration into the new school environment.
- Evaluate the teacher(s) using the appropriate level of the Assisting, Developing, and Evaluating Professional Teaching (ADEPT) process.

12/13/2021 Ensure the teacher(s) are provided with opportunities to teach the staff and students about their culture, and to experience American culture outside the classroom setting. 7

Announcement: Enrich CCR and test tabs resources

Contact Person: Heather Holliday

Department(s): Accountability , Assessment

Start Date: 12/10/2021

End Date: 01/09/2022

Details: In this announcement you will find the following files and resources: the presentation used in the training on Dec 3; a document containing a link to the recording of the meeting; a requested "cheat sheet" with information about populating test scores and important fields. This is being provided to all should there be any who could not attend and wish to have access to the provided resources. Contact hholliday@erskinecharters.org with questions.

Announcement: GT qualifiers from Fall 2021 testing

Contact Person: Heather Holliday

Department(s): Assessment, Gift and Talented

Start Date: 12/10/2021

End Date: 01/09/2022

Details: Attached you will find the list of your students who have qualified for GT based on their Fall 2021 CoGat/IOWA scores. You can communicate this with families as you see fit as some of you serve GT and others do not. Parents should at least be notified of their qualification. Qualification should also be coded in PS. High achieving should not be coded unless you actively serve them in GT. Individual student profile sheets will be sent to you before Winter Break. A list of those who have qualified to take Performance Tasks Assessment will also be provided before the break.

Announcement: SCDE Exchange Visitor Program - FRANCE

Contact Person: Paula Gray

Department(s): Human Resources and Benefits

Start Date: 12/10/2021

End Date: 01/09/2022

Details: Through a Memorandum of Understanding (MOU) with La Région Académique Auvergne-Rhône-Alpes, the South Carolina Department of Education (SCDE) is able to sponsor visiting teachers from France through the J1 visa program. The objectives of this agreement are to promote cultural and educational exchanges between individuals from France and from the State of South Carolina, to support the teaching and learning of their respective languages and cultures, and to provide students in South Carolina with a high quality bilingual and intercultural education that prepares them for future success.

This program offers South Carolina districts the opportunity to host highly qualified world language and language immersion teachers from France to serve at K-12 schools. The visiting teachers are part of the French educational system and will travel to South Carolina within the Jules Verne program (teacher mobility program from the French Ministry of Education). Placements will be for two years and at the end of the program, teachers will return to France to complete the cultural and educational exchange by sharing their experiences and knowledge acquired in South Carolina.

The SCDE does not charge the district a placement fee to host a teacher. However, the district is expected to provide a level of assistance and/or services to these teachers, which the district may not be accustomed to provide to teachers who are sponsored by a for-profit agency. Host school districts are expected to:

- Identify a contact person available to discuss personnel issues during the selection process, interview and select the teacher(s) that will be placed in the district.
- Provide the teacher(s) with a full-time, yearlong teaching contract as a teacher of record, with equal salary, benefits, and professional development opportunities as their U.S. counterparts.
- Assist the teacher(s) upon their arrival in South Carolina, including providing transportation from the airport and two nights lodging in a hotel (if needed until more permanent housing arrangements are made).
- Assist teacher(s) with finding affordable and safe housing. The sooner teachers get settled in the community, the faster they can focus on their work.
- Provide new teacher orientation and administrative assistance with securing a Social Security Number, completing background checks, opening a bank account, etc.
- Provide a mentor from the same school, who will support the teacher(s) with any school/classroom issues. This mentoring relationship is key to the success of the program as it helps the teacher overcome the cultural barriers to integration into the new school environment.
- Evaluate the teacher(s) using the appropriate level of the Assisting, Developing, and Evaluating Professional Teaching (ADEPT) process.
- Ensure the teacher(s) are provided with opportunities to teach the staff and students about their culture, and to experience American culture outside the classroom setting.
- Provide additional support, as needed, to ensure a positive and successful for the students and the teacher(s).

Exchange Visitor Teachers from France are responsible for their travel expenses to and from South Carolina, as well as medical/accident insurance that meets the federal coverage requirements for the duration of program.

La Région Académique Auvergne-Rhône-Alpes' timeline for placement of teachers from France for the 2022-23 school year is as follows:

Announcement: CRDC Data Collection for 20-21

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 12/13/2021

End Date: 02/01/2022

Details: The Civil Rights Data Collection will be opening on Dec. 13, 2021 and remain open through February 2022. Schools will need to submit their CRDC data directly through the NCES website. More details will be forthcoming.