

Charter Institute at Erskine

INSTITUTE INSIGHTS

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FY23 SmartFusion Contact Form	08/15/2022	Ciera Bing	Federal Programs Fin...
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ARCS Standard 1a- SPED Policie...	08/24/2022	Sarah Love	Special Education an...
ARCS Standard 2a: 504 Policies...	08/24/2022	Sarah Love	Special Education an...
ARCS Standard 3a: MLP Policies...	08/24/2022	Sarah Love	Special Education an...
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Fall ACT preferences	08/19/2022	Heather Holliday	Assessment
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SPED Coordinators' Roundtable-...	07/20/2022 - 08/17/2022	Sarah Love	Special Education an...
New SPED Coordinators' Roundta...	07/20/2022 - 08/18/2022	Sarah Love	Special Education an...
MTSS Coordinators' Training	07/29/2022 - 08/31/2022	Laura Merrick	MTSS
School Website Requirement	08/03/2022 - 09/01/2022	John Li	Finance
STC Newsletter August 10	08/10/2022 - 08/24/2022	Heather Holliday	Assessment, Gift and...
State Testing Embargo Release ...	08/10/2022 - 09/09/2022	Heather Holliday	Accountability , Ass...
Adult Ed Graduates 21-22 for G...	08/11/2022 - 08/18/2022	Heather Holliday	Accountability , Pow...

Submission: FY23 Payroll Authorization Form

Department: Federal Programs Finance

Due Date: 08/15/2022

Details: If your school's payroll is finalized by a 3rd party, a representative from that vendor MUST sign as the approver. If this form is on file with the Institute, the school will no longer be required to sign each payroll register before submission for reimbursement, as the form is an attestation that the individuals listed are those responsible for reviewing and approving throughout FY23.***If your school chooses not to use this form, please submit a comment requesting "Exempt" status.***

Submission: FY23 SmartFusion Contact Form

Department: Federal Programs Finance

Due Date: 08/15/2022

Details: This purpose of this form is to assign an individual to receive approval and/or denial communication emails from SmartFusion for ALL federal programs expense claims. This form MUST be completed by the School Leader. Please keep in mind that the individual assigned will solely be responsible for resubmitting reimbursements within a timely manner and communicating all reimbursement needs to the school and the finance contact. Only one individual may be assigned for each school

Submission: Testing Calendar Completion--Google Doc

Department: Assessment

Due Date: 08/15/2022

Details: STCs were provided this information as an announcement in June. This is the same information currently as a submission. There are only questions to answer as a part of this submission--no document uploads. Contact hholliday@erskinecharters.org with questions.

Submission: KRA certificates and security affidavits for 22-23

Department: Assessment

Due Date: 08/31/2022

Details: Please upload all teacher and STC certificates for the 22-23 school year as well as their security affidavits for the KRA. This submission must be complete before you can begin testing at your site. Please contact hholiday@erskinecharters.org with questions.

Submission: School Contact Information Update

Department: Communications

Due Date: 08/19/2022

Details: Please contact Ashley Epperson at aeperson@erskinecharters.org/(803) 995-0527 with any questions.

Submission: ARCS Standard 1a- SPED Policies and Procedures

Department: Special Education and 504

Due Date: 08/24/2022

Details: ARCS Standard 1a: SPED Policies & Procedures. The school will submit its special education policies and procedures that are aligned to Institute, state, and federal IDEA requirements. Submission must include signed Assurances by the SPED Coordinator and School Leader.

Submission: ARCS Standard 2a: 504 Policies and Procedures

Department: Special Education and 504

Due Date: 08/24/2022

Details: ARCS 2a- Section 504 Policies and Procedures. The school will submit its 504 policies and procedures that are aligned to Institute, state, and federal 504 requirements for educating students with disabilities. Submissions must include signed Assurances by the 504 Coordinator and School Leader.

Submission: ARCS Standard 3a: MLP Policies and Procedures

Department: Special Education and 504

Due Date: 08/24/2022

Details: Schools have submitted all evidence required for meeting the requirements of Title III.

-School MLP P&P

-ML PS Coding

-School-level Training Completion

Submission: ARCS Standard 4a: MTSS Policies and Procedures

Department: Special Education and 504

Due Date: 09/09/2022

Details: School submits Institute policies and procedures that align with state requirements.

Submission: Fall ACT preferences

Department: Assessment

Due Date: 08/19/2022

Details: Please answer the one question submission regarding your school's preference on whether or not you plan to administer ACT in the Fall of 2022 to third year students for fourth year who did not take the ACT last year. These preferences will be communicated on your behalf to ACT. Offering ACT in the Fall IS NOT REQUIRED by the SCDE. Contact hholliday@erskinecharters.org with questions.

Submission: FY23 Parents Right to Know

Department: Title II

Due Date: 09/09/2022

Details: Under federal law, parents have the right to know: 1) whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; 2) whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; 3) the baccalaureate degree major of a teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

Submission: Proviso 1.3 Budget Requirement

Department: Finance

Due Date: 08/31/2022

Details: SECTION 59-20-80. School budgets must be made public; itemization of salaries.

Notwithstanding any other provision of law, each school board of trustees in this State shall annually make available to the general public its budget for that year, which budget shall include an itemized list of the average salaries paid to the superintendents, supervisors, administrators, principals, consultants, counselors and teachers employed by the district. No state aid shall be given to any school district whose board of trustees fails to comply with the provisions of this chapter.

Announcement: Fifth Day Count Technical Assistance Sessions

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance , Title I

Start Date: 07/07/2022

End Date: 08/29/2022

Details: In effort to continually provide adequate support for our schools, the Institute will conduct virtual technical assistance sessions to provide support and assistance to prepare for your school's upcoming 5th day count. The sessions will be held every Monday, beginning July 11, 2022 - August 29, 2022, from 10:30 a.m. – 11:30 a.m. These drop-in Q&A sessions are optional to attend, and no sign-up is required. Please find attached to this announcement the 1) FY23 5th Day Count Memo (resources and reminders), 2) FY23 5th Day Count power point slides, and 3) the 5th Day Count Technical Assistance Memo. The Technical Assistance memo contains the zoom link to attend the drop-in zoom sessions.

Announcement: SPED Coordinators' Roundtable-August

Contact Person: Sarah Love

Department(s): Special Education and 504

Start Date: 07/20/2022

End Date: 08/17/2022

Details: The August SPED Coordinators' Roundtable will be held on Wednesday, August 17, from 1 pm-2 pm. More information will be sent to SPED Coordinators.

Announcement: New SPED Coordinators' Roundtable

Contact Person: Sarah Love

Department(s): Special Education and 504

Start Date: 07/20/2022

End Date: 08/18/2022

Details: The New SPED Coordinators' Roundtable will be held on Thursday, August 18, from 12:00-12:30 pm. More information will follow.

Announcement: MTSS Coordinators' Training

Contact Person: Laura Merrick

Department(s): MTSS

Start Date: 07/29/2022

End Date: 08/31/2022

Details: MTSS Coordinators' Training will take place on Wednesday, August 31, from 10:00 am-4:00 pm. This will be a face-to-face training. More information will follow.

Announcement: School Website Requirement

Contact Person: John Li

Department(s): Finance

Start Date: 08/03/2022

End Date: 09/01/2022

Details: Proviso 1.30. (SDE: State Aid to Classrooms):

Pursuant to Section 59-20-80, each school board of directors must make its annual budget available on the school's website by September 1st of each fiscal year. The budget must include state, local, and federal educational investments.

Announcement: STC Newsletter August 10

Contact Person: Heather Holliday

Department(s): Assessment, Gift and Talented

Start Date: 08/10/2022

End Date: 08/24/2022

Details: Attached you will find the latest STC Newsletter. Please forward to the STC if you are a school leader and are unsure if your STC is receiving these communications. Contact hholliday@erskinecharters.org with questions.

Announcement: State Testing Embargo Release Date Memo from SCDE

Contact Person: Heather Holliday

Department(s): Accountability , Assessment

Start Date: 08/10/2022

End Date: 09/09/2022

Details: Attached is the memo from the South Carolina Department of Education concerning the school release date and public release date for the Spring 2022 state test results. These dates are very important to abide by. Please contact hholliday@erskinecharters.org with questions.

Announcement: Adult Ed Graduates 21-22 for Grad Rate Records

Contact Person: Heather Holliday

Department(s): Accountability , PowerSchool and IT

Start Date: 08/11/2022

End Date: 08/18/2022

Details: Attached is the list of students who have graduated with a high school diploma from Adult Ed for the 21-22 school year. If you have students you were tracking for Adult Ed or students who left who you suspected went to Adult Ed, please take the time to compare your graduation rate entries with this data. If you find one of your students on the list, go into the grad rate collection by Friday, August 15th and change their status accordingly. Please contact hholliday@erskinecharters.org with questions.