

Charter Institute at Erskine

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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: ARCS Standard 7: Credentials & Staffing

Department: Special Education and 504

Due Date: 09/16/2022

Details: Tier 1: Submit special education teacher licensure information and service providers credentials/contracts

Tier 2: Submit special education teacher licensure information and service providers credentials/contracts and submit licensure and teacher daily schedules

Tier 3: Submit special education teacher licensure information and service providers credentials/contracts, teacher daily schedules, and student schedules

Submission: ARCS Standard 8: Comparable Services

Department: Special Education and 504

Due Date: 09/30/2022

Details: Tier 1: Internal check of completed comparable services at 5 and 30 days.

Tier 2: Submit evidence that indicates a method of tracking all transfer students with IEPs with student data

Tier 3: Submit completed tracking document monthly that includes completion dates of all transfer students 5 day and 30 day IEP documentation

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: 2022-2023 Board Meeting Schedule

Department: Leadership

Due Date: 09/16/2022

Details: Please upload a copy of your 2022-2023 Board Meeting Schedule and also ensure that the schedule is posted on your school's website.

Submission: School Board Members List

Department: Leadership

Due Date: 09/23/2022

Details: Please complete the attached spreadsheet for your current Board members and notify us when there are any changes. Please also ensure that the Board member list on your website stays up-to-date. I understand this seems to be a repetitive task, but hopefully we will be able to maintain current records going forward. Thank you.

Submission: August 2022 Journal Entry Upload

Department: Finance

Due Date: 09/30/2022

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: ESSER II Amendment [Sept 15]

Department: Federal Programs Finance

Due Date: 09/15/2022

Details: If your school currently needs an amendment for ESSER II, please upload the completed, signed amendment form using the attached template. If your school does not need an amendment, please answer "No" in the survey to be removed from this submission. You do NOT have to upload anything if you select "No". The next amendment deadline is 11/15/2022. (No submissions will be accepted after 9/15/2022 at 7:00pm.

Submission: ESSER III Amendment [Sept 15]

Department: Federal Programs Finance

Due Date: 09/15/2022

Details: If your school currently needs an amendment for ESSER III, please upload the completed, signed amendment form using the attached template. If your school does not need an amendment, please answer "No" in the survey to be removed from this submission. You do NOT have to upload anything if you select "No". The next amendment deadline is 11/15/2022. (No submissions will be accepted after 9/15/2022 at 7:00pm.

Submission: ESSER III Additional Amendment [Sept 15]

Department: Federal Programs Finance

Due Date: 09/15/2022

Details: If your school currently needs an amendment for ESSER III, please upload the completed, signed amendment form using the attached template. If your school does not need an amendment, please answer "No" in the survey to be removed from this submission. You do NOT have to upload anything if you select "No". The next amendment deadline is 11/15/2022. (No submissions will be accepted after 9/15/2022 at 7:00pm.

Submission: FY23 CTE Perkins Plan Submission

Department: CTE

Due Date: 09/23/2022

Details: Please create your school's FY23 CTE Perkins plan at https://erskinecharters.formstack.com/forms/fy23_cte. After completing the Formstack, please upload in LWS the PDF submission that was emailed to you.

Submission: FY23 CTE Perkins Plan Submission

Department: CTE

Due Date: 09/23/2022

Details: Please create your school's FY23 CTE Perkins plan on Formstack. After completing the template, please upload in LWS the PDF submission that was emailed to you via Formstack.

Submission: FY23 CTE State (EIA) Plan Submission

Department: CTE

Due Date: 09/23/2022

Details: Please create your school's FY23 CTE State (EIA) plan on Formstack. After completing the template, please upload in LWS the PDF submission that was emailed to you via Formstack.

Submission: CoGat Test Administrator Names and contact request Fall 2022

Department: Assessment

Due Date: 09/12/2022

Details: Please complete the template for all Test Administrators and STCs who need access to the online testing platform for CoGat. If you are testing by paper, you will still want to enter the information so teachers have access to class data once student scores have been populated. Contact Heather Holliday with ques.

Announcement: Title IX Training Back to School Workshop

Contact Person: Laura Merrick

Department(s): Title IX

Start Date: 08/09/2022

End Date: 09/08/2022

Details: The Title IX Coordinator Back to School Workshop will be held virtually September 8th from 10-11:30.

Topic: Title IX Back to School Workshop

Time: Sep 8, 2022 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://erskinecharters.zoom.us/j/83725733145?pwd=UFBraGVkZGttVjhtcmF2TkVtVzIGUT09>

Meeting ID: 837 2573 3145

Passcode: 717175

One tap mobile

+13017158592,,83725733145#,,,,*717175# US (Washington DC)

+13092053325,,83725733145#,,,,*717175# US

Dial by your location

+1 301 715 8592 US (Washington DC)

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: New MLP School Coordinator Training

Contact Person: Sally Fickling

Department(s): Title III ESOL

Start Date: 08/15/2022

End Date: 09/08/2022

Details: The NEW MLP School Coordinator Training will be held on September 8, 2022. Further information will be sent to the MLP School Coordinators.

Announcement: Work-Based Learning Implementation Guide and Info

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 08/18/2022

End Date: 09/17/2022

Details: Please take time to review guidelines, reporting procedures, career ready qualifiers, and useful resources to help provide guidance and assistance with your daily roles and responsibility.

Announcement: STC Newsletter August 22

Contact Person: Heather Holliday

Department(s): Assessment, Gift and Talented , PowerSchool and IT

Start Date: 08/22/2022

End Date: 09/07/2022

Details: Attached you will find the latest STC newsletter. It is a few days earlier than expected, but there is a lot of information contained in this issue. Contact hholliday@erskinecharters.org with questions.

Announcement: DHEC Recycling Grant Opportunity

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance

Start Date: 08/22/2022

End Date: 09/09/2022

Details: DHEC's Office of Solid Waste Reduction and Recycling is offering K-12 schools the opportunity to apply for grant funding from the Recycling Education Grant Program. The grant program is available to schools to encourage the development of hands-on projects that teach the importance of source reduction and recycling. Schools may request up to \$1,500. Grant applications for the 2022-2023 school year will be awarded on a first-come, first-served basis until December 15, 2022. One grant application per school will be considered. For additional information, please visit the following link: <https://scdhec.gov/environment/recycling-waste-reduction/recycling-school/recycling-grant-funding-k-12-schools>

Announcement: Testing Precode Guide from SCDE

Contact Person: Heather Holliday

Department(s): Assessment, Gift and Talented , PowerSchool and IT

Start Date: 08/24/2022

End Date: 09/23/2022

Details: Attached you will find the latest testing precode guide for entering information into Power School. Please share with anyone who may need this. Contact hholliday@erskinecharters.org with questions.

Announcement: Final Pull - 5th Day Count

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance , Title I

Start Date: 08/25/2022

End Date: 09/13/2022

Details: For the purposes of Federal funding, all schools will have until Monday, September 12th, to ensure students are accurately coded in PowerSchool with the Lunch status of Free, Reduced, Paid and to update any students as Directly Certified. The Federal Programs department will pull the final and official 5th Day reports on Tuesday, September 13th. Please note that even though the final report will be pulled on September 13th, it will only capture the students present and accounted for on your school's 5th day. This "5th Day Report" will collect each school's percentage of students in poverty, the criteria used to determine school eligibility for Title I funding and allocation methodologies for multiple federal grants. August 29th is the final 5th Day Count Technical Assistance Drop-In on zoom, but please reach out to Lacy Lucas or Sarah Shealy at any time if you have concerns.

Announcement: Graduation Transcript Audit Meeting 1 22-23

Contact Person: Heather Holliday

Department(s): Accountability , PowerSchool and IT

Start Date: 08/25/2022

End Date: 09/07/2022

Details: High Schools with students in the 9GR20 cohort must send at least one representative to this meeting from 9:00-10:30. We will discuss a new addition to these audit files and the process we will use to audit transcripts this year. Finally, an specific audit of the computer unit needed for graduation has been completed and is included in the sheet which will be shared with schools following the meeting. An invite to high school Guidance Counselors and School Leaders will also be sent out via email. The link to the Zoom meeting is below for you to copy and paste into your browser. Contact hholliday@erskinecharters.org with questions.

<https://us05web.zoom.us/j/83074847028?pwd=OTVIVkxEOFZDYXQzYkFCay8zZElxZz09>

Announcement: New STC Academy September

Contact Person: Heather Holliday

Department(s): Assessment, PowerSchool and IT

Start Date: 08/25/2022

End Date: 09/13/2022

Details: All new STCs are required to attend the new STC Academy Zoom meeting from 1:00-3:00. This month's focus is Testing Precode in Power School. Staff members other than STCs may be invited for cross-training and the invitation shared. Please contact hholliday@erskinecharter.org with questions.

Zoom link for browsers: <https://us05web.zoom.us/j/85234625960?pwd=bEpBUDdoZUorSi8yc3B1aUVUbjBaQT09>

Announcement: CoGat training for STCs who have never administered CoGat

Contact Person: Heather Holliday

Department(s): Assessment, Gift and Talented

Start Date: 08/25/2022

End Date: 09/20/2022

Details: Any STC who has never served in that role in the administration of CoGat/IOWA testing should attend this training from 9:00-11:30. Any experienced STCs can attend this training or the afternoon training, whichever they choose. Contact hholliday@erskinecharters.org with questions.

Zoom link for your browser: <https://erskinecharters.zoom.us/j/84397299177?pwd=bFZZcitkM1VSanltd3RCSVISMjdVdz09>

Announcement: CoGat training for STCs who are experienced with the test

Contact Person: Heather Holliday

Department(s): Assessment, Gift and Talented

Start Date: 08/25/2022

End Date: 09/20/2022

Details: This is an option only for STCs who have served in that capacity to administer CoGat in the past. If the morning session was attended, then this session does not need to be attended...choose one. This meeting will go from 2:00-3:30. Contact hholliday@erskinecharters.org with questions.

Zoom link for your browser: <https://erskinecharters.zoom.us/j/81282303336?pwd=eIE5NDM4TU9ocDM1c3BvUnp6T3lvQT09>

Announcement: State Accountability Model for 22-23 with preview of 23-24

Contact Person: Heather Holliday

Department(s): Accountability

Start Date: 08/25/2022

End Date: 10/05/2022

Details: At least one person from each school must attend the State Accountability Model training from 10:00-11:30. The invitation can be shared with other members of the school's Accountability team. The measures for 22-23 will be reviewed and a preview of potential changes for 23-24 will be introduced. It is important for all schools to understand the various parts of the school's state report card to share with stakeholders at the school level. Please contact hholliday@erskinecharters.org with questions.

Zoom link for browser: <https://us05web.zoom.us/j/81334214059?pwd=L25hdGFEV1U1Wkk1RjI4ZjZNYXduZz09>

Announcement: New STC Academy October

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 08/25/2022

End Date: 10/11/2022

Details: This mandatory meeting is for new STCs. There are two primary goals for this meeting: planning for how to train staff and efficient test day procedures. Anyone involved in the admin side of testing at the school level may attend this training, but is mandatory for first and second year STCs. Contact hholliday@erskinecharters.org with questions.

Zoom link for browser: <https://us05web.zoom.us/j/85774041752?pwd=V09MTDdKMmRUVit0dTIDbWpqczlDZz09>

Announcement: Final Claims - ESSER I

Contact Person: Daniel Karpinski

Department(s): Federal Programs Finance

Start Date: 08/26/2022

End Date: 09/30/2022

Details: With the passing of the FY22 Reimbursement deadline, we have entered into the final opportunity to claim expiring FY20 ESSER I funds. The Finance team has provided your school with a carryover budget (attached). This remaining funding can be used for approved expenses from July 1, 2022 to September 30, 2022. Your school's approved activities can be found in the attached Carryover memo. The final deadline to submit claims in SmartFusion is September 30, 2022.

Announcement: Final Claims - Expiring Grants

Contact Person: Daniel Karpinski

Department(s): Federal Programs Finance

Start Date: 08/26/2022

End Date: 10/07/2022

Details: With the passing of the FY22 Reimbursement deadline, we have entered into the final opportunity to claim expiring funds. The Finance team has provided your school with carryover budgets (attached). This remaining funding can be used for approved expenses from July 1, 2022 to September 30, 2022. Your school's approved activities can be found in the attached Carryover memo. The deadline to submit requisitions for approved activities into SmartFusion for these funds is October 7, 2022.

Announcement: Board Meeting Agendas and Minutes - Reminders

Contact Person: Paula Gray

Department(s): Leadership

Start Date: 08/29/2022

End Date: 10/31/2022

Details: Please be sure to post all agendas on your website, along with any usual places around your school, at least 24 hours ahead of your regularly scheduled meetings. Please also email a copy of your agenda to Bill Roach at broach@erskinecharters.org at least 24 hours ahead of your meeting time. All approved minutes are to be posted on your website, and not just available for viewing at the school, within a reasonable timeframe, which would be prior to the next meeting. Thank you!

Announcement: Final Claims - GEER

Contact Person: Daniel Karpinski

Department(s): Federal Programs Finance

Start Date: 08/30/2022

End Date: 10/07/2022

Details: With the passing of the FY22 Reimbursement deadline, we are now entering into the final opportunity to claim expiring funds. The Finance team has reviewed your school's SmartFusion claims, confirmed the remaining funding, and provided your school with carryover budgets. This remaining funding can be used for approved expenses from July 1, 2022 to September 30, 2022. The deadline to submit requisitions for approved activities into SmartFusion for these funds is October 7, 2022.

Announcement: SPED Coordinator Roundtable-September

Contact Person: Sarah Love

Department(s): Special Education and 504

Start Date: 09/01/2022

End Date: 09/21/2022

Details: The September SPED Coordinator Roundtable will be held on September 21, 2022. More information will be sent to the SPED Coordinators prior to the meeting.

Announcement: New SPED Coordinators' Roundtable-September

Contact Person: Sarah Love

Department(s): Special Education and 504

Start Date: 09/01/2022

End Date: 09/15/2022

Details: The September NEW SPED Coordinator Roundtable will be held on September 15, 2022. More information will be sent to the SPED Coordinators prior to the meeting.

Announcement: PREPaRE Training Memo

Contact Person: Laura Merrick

Department(s): Leadership

Start Date: 09/03/2022

End Date: 10/14/2022

Details: The SCDE is offering PREPaRE training for free. The deadline to register is Sept.6.

<https://ed.sc.gov/newsroom/school-district-memoranda-archive/upcoming-fall-school-safety-trainings/upcoming-fall-school-safety-trainings-memo/>