

# Charter Institute at Erskine

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### **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: ARCS Standard 9: Evaluations**

**Department:** Special Education and 504

**Due Date:** 10/14/2022

Details: All Tiers: Submit evidence that indicates a method of tracking all initial evaluation and re-evaluations

**Submission: ARCS Standard 10: Discipline**

**Department:** Special Education and 504

**Due Date:** 10/14/2022

Details: All Tiers: Submit evidence that demonstrates the school's procedures of implementation for tracking and alerting staff of disciplinary removals for IEP and 504 students.

**Submission: 2022-2023 Board Meeting Schedule**

**Department:** Leadership

**Due Date:** 09/30/2022

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:** 10/07/2022

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: CERRA Fall 2022 Supply and Demand Survey**

**Department:** Human Resources and Benefits

**Due Date:** 09/26/2022

Details: Please fill out the attached survey. Please complete it no later than September 26th, 2022. Please contact me at randerson@erskinecharters.org if you have any questions. Thank you!

**Submission: 2022-2023 School Employee Salary Updates**

**Department:** Human Resources and Benefits

**Due Date:** 09/26/2022

Details: Please attach a copy of your most recent salary updates for your school employees. Please contact me at randerson@erskinecharters.org if you have any questions.

**Submission: School Test Results vs. State Report Card Data Accuracy Check**

**Department:** Accountability

**Due Date:** 09/26/2022

Details: The state is giving us a period of time to compare our test data with the data on the state report card file. See directions in Word document. If you would like to edit any information in the Summer Survey or Narrative, you can do so through the portal by Oct 13. This submission for data is due Sept 26.

**Submission: FY23 IDEA Preliminary Allocation and Planning**

**Department:** Federal Programs Finance

**Due Date:** 10/21/2022

Details: Please plan to have at least one staff member in attendance at the October 6th Federal Programs Training. We will cover the use of these funds and the planning process in depth during this time. The Institute will host open office hours via Zoom to provide support, answer questions, etc. related to finalizing the planning for these funds. These office hours are optional and will be held on Tuesday, October 11, 2022 and Thursday, October 13, 2022.

**Submission: FY23 Title II Preliminary Allocation and Planning**

**Department:** Title II

**Due Date:** 10/21/2022

Details: Please plan to have at least one staff member in attendance at the October 6th Federal Programs Training. We will cover the use of these funds and the planning process in depth during this time. The Institute will host open office hours via Zoom to provide support, answer questions, etc. related to finalizing the planning for these funds. These office hours are optional and will be held on Tuesday, October 11, 2022 and Thursday, October 13, 2022.

**Submission: 20 Day Letters (Aug-Sep 2022)**

**Department:** Title I

**Due Date:** 10/14/2022

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. These letters should be sent home with students in the applicable class. 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. A letter would need to be sent at the beginning of the year. Example 2: Teacher 2 taught Class A in Aug-Dec but is now teaching Class B in Jan-May. A letter would need to be sent at the beginning of each semester.

**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](mailto:hholliday@erskinecharters.org) with questions.

Zoom link for browser: <https://us05web.zoom.us/j/81334214059?pwd=L25hdGFhV1U1Wkk1RjI4ZjZNYXduZz09>

**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](mailto: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](mailto: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: 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/>

### **Announcement: Expiring Grants Reimbursement Reminder**

**Contact Person:** Daniel Karpinski

**Department(s):** Federal Programs Finance

**Start Date:** 09/06/2022

**End Date:** 09/30/2022

Details: For schools with remaining GEER, CTE, TSI, CSI or ESSER 1 funding expiring September 30, 2022 - This funding can be used for approved expenses made between July 1, 2022 and September 30, 2022. Please do not wait until the deadline to submit claims for this time period. With the small window of opportunity, submitting claims within the week they occur is highly recommended by the Institute.

### **Announcement: ESOL Endorsement Cohort Enrollment**

**Contact Person:** Sally Fickling

**Department(s):** Leadership, Title III ESOL

**Start Date:** 09/07/2022

**End Date:** 09/30/2022

Details: The Charter Institute at Erskine is committed to ensuring that Multilingual learners (MLs) attain English language proficiency and meet state academic standards. In order to ensure our ML programs are effectively implemented, the Institute wants to ensure each of our schools have appropriately credentialed and qualified teachers serving our ML students. Therefore, the Institute is pleased to be able to offer one teacher within each of our schools the opportunity to take 2 virtual graduate level classes through the University of South Carolina at Aiken at no cost to the teacher or the school. This ESOL Endorsement cohort will begin in October 2022 with EDUC A632 Multicultural Education for Diverse Learners during the Fall semester and EDUC A630 Principles & Strategies for Teaching Elementary and Secondary English Language Learners during the Spring 2023 semester. Upon successful completion of each of these courses, 6 graduate credit hours will have been earned for each teacher AND these classes will fulfill the ESOL endorsement requirements by the South Carolina Department of Education so that it can be added to his/her teaching certificate. Please complete the survey below to list the teacher to enroll for your school. [https://erskinecharters.formstack.com/forms/esol\\_endorsement\\_cohort](https://erskinecharters.formstack.com/forms/esol_endorsement_cohort)

### **Announcement: Grad Audit Transcript Start of Year Follow up with Files**

**Contact Person:** Heather Holliday

**Department(s):** Accountability , PowerSchool and IT, State and Academic Programs

**Start Date:** 09/07/2022

**End Date:** 10/07/2022

Details: This announcement contains information related specifically to each school's transcript files for students who should graduate Spring 2023. There are also general resources from the meeting which pertain to all schools. Contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) with questions.

### **Announcement: Finance and Federal Programs Joint Roundtable**

**Contact Person:** John Li

**Department(s):** Finance

**Start Date:** 09/07/2022

**End Date:** 10/06/2022

Details: Mark your calendar!

The Finance and Federal Programs teams are joining to host a roundtable on October 6. The Finance and Federal Programs Department will share important updates related to policies, processes, upcoming timelines and provide opportunities for dialogue around the importance of aligning your needs with your planned expenditures. More information will be coming!

### **Announcement: MLP School Coordinator Quarterly Training**

**Contact Person:** Sally Fickling

**Department(s):** Title III ESOL

**Start Date:** 09/12/2022

**End Date:** 10/13/2022

Details: MLP School Coordinator Quarterly Training will be held on October 13, 2022. Further information will be sent to school MLP Coordinators.

### **Announcement: Annual Finance and Federal Programs Training**

**Contact Person:** Sarah Shealy

**Department(s):** Additional Targeted Support and Improvement, Comprehensive Support and Improvement, CTE, Federal Programs Finance , Finance, Title I, Title II

**Start Date:** 09/14/2022

**End Date:** 10/06/2022

Details: The Finance and Federal Programs Departments are excited to announce the return of their joint annual in-person training on October 6, 2022, from 9:00am - 3:00pm. Please Register by Friday, September 23, 2022 - Registration Link: [https://erskinecharters.formstack.com/forms/annual\\_training\\_rsvp](https://erskinecharters.formstack.com/forms/annual_training_rsvp). These sessions are intended for both new and experienced staff who handle general or federal finances, grant planning or amendments, and federal program requirements such as Title I, Title II, or ESSER III. Attendance is not limited to Finance or Grant Coordinators; all staff interested in learning more about these processes are welcome to attend. Please keep in mind that this annual training is mandatory for all schools; at least one staff member must attend. We are looking forward to this time of learning and sharing and hope you and your teams will as well. If you know of any specific questions you would like to have addressed, please include them in your registration or feel free to reach out before the training, and we will ensure they are covered in the presentations.

**Announcement: School Test Coordinator Newsletter Sept 19, 2022**

**Contact Person:** Heather Holliday

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

**Start Date:** 09/19/2022

**End Date:** 10/05/2022

Details: Attached you will find the latest STC Newsletter. Please feel free to share with any applicable staff. Contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) with questions.

**Announcement: State Aid to Classroom Funding Allocator**

**Contact Person:** John Li

**Department(s):** Finance

**Start Date:** 09/23/2022

**End Date:** 10/23/2022

Details: Updated template to the estimated State Aid to Classroom funding to reflect the 5 Day Count.

**Announcement: October Title I Submissions**

**Contact Person:** Sarah Shealy

**Department(s):** Title I

**Start Date:** 09/23/2022

**End Date:** 10/14/2022

Details: Multiple Title I submissions are opening at the end of September with due dates at the end of October. These submissions will be: Parent Engagement (Compacts and Policies), 20 Day Letters, Title I Preliminary Allocation & Planning Meeting, and Parent Participation (Parent Events). These submissions contain actions required under ESSA as part of receiving Title I funds. Please access them in a timely manner to ensure your school has adequate time to complete them before the requested deadlines. They will collect Planning Meeting documentation and fulfill Parent Engagement requirements. Some actions may not be applicable to your school during this time frame - your school will be exempted from these submissions. All items within these submissions will be covered in the Federal Programs training on October 6th here at the Institute. Please contact any of the Federal Programs team with questions regarding the Title I program or program requirements. We are available via phone, email, Zoom, Teams, and personal site visits.

**Announcement: Fall/Winter EOC Training**

**Contact Person:** Heather Holliday

**Department(s):** Assessment

**Start Date:** 09/23/2022

**End Date:** 11/02/2022

Details: Mandatory training for all STCs who have students involved in Fall/Winter EOC testing at the end of the first semester of classes. The training will take place from 1-3. The list of schools was gleaned from the Test Calendar submission in LWS. Please contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) with questions.

Zoom link for your browser: <https://us05web.zoom.us/j/84681710289?pwd=ZzRnWHhDSVVBa0ZyLzU4MCM9aWmNhdz09>

**Announcement: New SPED Coordinators' Roundtable-October**

**Contact Person:** Sarah Love

**Department(s):** Special Education and 504

**Start Date:** 09/29/2022

**End Date:** 10/13/2022

Details: The October NEW SPED Coordinator Roundtable will be held on October 13, 2022. More information will be sent to the SPED Coordinators prior to the meeting.

**Announcement: SPED Coordinator Roundtable-October**

**Contact Person:** Sarah Love

**Department(s):** Special Education and 504

**Start Date:** 10/01/2022

**End Date:** 10/19/2022

Details: The October SPED Coordinator Roundtable will be held on October 19, 2022. More information will be sent to the SPED Coordinators prior to the meeting.