

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
ARCS Standard 9: Evaluations	10/14/2022	Sarah Love	Special Education an...
ARCS Standard 10: Discipline	10/14/2022	Sarah Love	Special Education an...
School Board Members List	10/07/2022	Paula Gray	Leadership
FY23 IDEA Preliminary Allocati...	10/21/2022	Sarah Shealy	Federal Programs Fin...
FY23 Title II Preliminary Allo...	10/21/2022	Sarah Shealy	Title II
FY23 Title I Preliminary Alloc...	10/21/2022	Sarah Shealy	Title I
FY22 Annual Audit	11/01/2022	John Li	Finance
FY22 YTD Financials	10/17/2022	John Li	Finance
20 Day Letters (Aug-Sep 2022)	10/14/2022	Sarah Shealy	Title I
FY23 Title I Parent Engagement	10/28/2022	Sarah Shealy	Title I
FY23 Title I Parent Participat...	10/28/2022	Sarah Shealy	Title I
September 2022 Journal Entry U...	10/31/2022	John Li	Finance
ARCS Standard 11: Equitable Ad...	11/01/2022	Sarah Love	Special Education an...
State Accountability Model for...	08/25/2022 - 10/05/2022	Heather Holliday	Accountability
New STC Academy October	08/25/2022 - 10/11/2022	Heather Holliday	Assessment
Final Claims - Expiring Grants	08/26/2022 - 10/07/2022	Daniel Karpinski	Federal Programs Fin...
Board Meeting Agendas and Minu...	08/29/2022 - 10/31/2022	Paula Gray	Leadership
Final Claims - GEER	08/30/2022 - 10/07/2022	Daniel Karpinski	Federal Programs Fin...
PREPaRE Training Memo	09/03/2022 - 10/14/2022	Laura Merrick	Leadership
Grad Audit Transcript Start of...	09/07/2022 - 10/07/2022	Heather Holliday	Accountability , Pow...
Finance and Federal Programs J...	09/07/2022 - 10/06/2022	John Li	Finance
MLP School Coordinator Quarter...	09/12/2022 - 10/13/2022	Sally Fickling	Title III ESOL
Annual Finance and Federal Pro...	09/14/2022 - 10/06/2022	Sarah Shealy	Additional Targeted ...
School Test Coordinator Newsle...	09/19/2022 - 10/05/2022	Heather Holliday	Assessment, Gift and...
State Aid to Classroom Funding...	09/23/2022 - 10/23/2022	John Li	Finance
October Title I Submissions	09/23/2022 - 10/14/2022	Sarah Shealy	Title I
Fall/Winter EOC Training	09/23/2022 - 11/02/2022	Heather Holliday	Assessment
New SPED Coordinators' Roundta...	09/29/2022 - 10/13/2022	Sarah Love	Special Education an...
PEBA Open Enrollment 2022	10/01/2022 - 10/31/2022	Robbie Anderson	Human Resources and ...
SPED Coordinator Roundtable-Oc...	10/01/2022 - 10/19/2022	Sarah Love	Special Education an...
New STC Academy November	10/03/2022 - 11/08/2022	Heather Holliday	Assessment, PowerSch...
STC Mid Year Training - Face t...	10/03/2022 - 11/15/2022	Heather Holliday	Assessment, PowerSch...

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: 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: 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: FY23 Title I Preliminary Allocation and Planning

Department: Title I

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. Please remember that it is best practice to share your school's Family Engagement Policy and School-Parent Compact prior to the Planning Meeting as feedback on both documents must be discussed during the meeting.

Submission: FY22 Annual Audit

Department: Finance

Due Date: 11/01/2022

Details: Description: As outlined in the Charter Contract, the audit and its findings must be submitted to the Institute by November 1, 2022.

Submission: FY22 YTD Financials

Department: Finance

Due Date: 10/17/2022

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: 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.

Submission: FY23 Title I Parent Engagement

Department: Title I

Due Date: 10/28/2022

Details: Title I Family Engagement activities should provide assistance to families/ parents in understanding content and achievement standards, assessments, how to monitor their child's progress, and provide materials and training to help their children succeed in school, such as literacy training and using technology as outlined in ESSA Section 1116(e)(2).

Submission: FY23 Title I Parent Participation

Department: Title I

Due Date: 10/28/2022

Details: Please review the checklists provided carefully. These checklists are how the SCDE and the Institute review your final documents for adherence to ESSA requirements. If your school was Title I in 2021-2022, memos concerning how your school's FY22 Policy and Compact met these requirements and additional guidance are included.

Submission: September 2022 Journal Entry Upload

Department: Finance

Due Date: 10/31/2022

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: ARCS Standard 11: Equitable Admissions

Department: Special Education and 504

Due Date: 11/01/2022

Details: All Tiers:

Evidence of implementation of clearly defined Enrollment procedures that are posted on school website (lottery vs. enrollment).

Evidence of a withdrawal rate of SWD at 5 and 30 days that is lower than 10%.

Comparison of SWD to local school district

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 - 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: 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: 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 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. 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 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 with questions.

Zoom link for your browser: <https://us05web.zoom.us/j/84681710289?pwd=ZzRnWHhDSVVBa0ZyLzU4MC9aWmNhZDZ09>

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: PEBA Open Enrollment 2022

Contact Person: Robbie Anderson

Department(s): Human Resources and Benefits

Start Date: 10/01/2022

End Date: 10/31/2022

Details: PEBA Open Enrollment will take place from October 1-31. During this time, school employees may make changes to their insurance. If they desire to make changes, they must do so no later than October 31st. All changes will be effective 01/01/2023. Please contact me at randerson@erskinecharters.org if you have any questions.

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.

Announcement: New STC Academy November

Contact Person: Heather Holliday

Department(s): Assessment, PowerSchool and IT

Start Date: 10/03/2022

End Date: 11/08/2022

Details: This mandatory training is for all first and second year new STCs. The training will be held from 1:00-3:00. Other members in the school may attend, but attendance is mandatory for all first and second year STCs. The focus for training this month is pulling precode from Power School to check for accuracy with other key members of staff (ex. Special Education Coordinator and Title III Coordinator). Contact hholliday@erskinecharters.org with questions.

Zoom link for browser: <https://us05web.zoom.us/j/88038566369?pwd=dHBiUEFyazlJUHpANjl2aWl2UVVLUt09>

Announcement: STC Mid Year Training - Face to Face

Contact Person: Heather Holliday

Department(s): Assessment, PowerSchool and IT

Start Date: 10/03/2022

End Date: 11/15/2022

Details: This face to face training will have specialized sessions for STCs as well as cross functional training with PS personnel. The meeting will be from 10-4 at the Institute offices in Columbia. Contact hholliday@erskinecharters.org with STC questions.