

Charter Institute at Erskine

INSTITUTE INSIGHTS

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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: 10/14/2022

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: 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 (Q1)

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: CTE--Fall OCTE Testing and Assessment Information Needed

Department: CTE

Due Date: 10/20/2022

Details: The SCDE has asked for us to submit a list of students who will be testing for a CTE certification area for FALL 2022--first semester testers only. Please read the attachment with directions, complete the spreadsheet template, and submit the updated spreadsheet. If you have no one testing for Fall, please contact hholliday@erskinecharters.org so you can be exempted from this submission. One spreadsheet for CIE will be submitted, not individual schools.

Submission: FY23 Quarter 1 Financials

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: GT vs. High Achieving Coding for Day 45 submission

Department: PowerSchool and IT

Due Date: 10/19/2022

Details: This submission has you compare the GT list as it appears in the state GIFT system with your PS coding for High Achieving add on weighting. These two lists must match. A list from GIFT is provided as long as you have students appearing in the GIFT system. There are also instructions on what to do to compare and reconcile these lists. If you don't serve students via GT, please ask to be exempted. Contact hholliday@erskinecharters.org with questions.

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 on Oct 11. 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 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: 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: 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: 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: 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=ZzRnWHhDSVVBa0ZyLzU4MC9aWmNhZD09>

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 on Nov 8 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=dHBiUEFyazlJUHpNjl2aWI2UVVLUt09>

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 on Nov 15 from 10-4 at the Institute offices in Columbia. Contact hholliday@erskinecharters.org with STC questions.

Announcement: CTE--NASA Space Grant Plant the Moon Challenge

Contact Person: Heather Holliday

Department(s): CTE

Start Date: 10/03/2022

End Date: 10/14/2022

Details: The attached flyer gives information about a grant opportunity to our CTE schools as applicable. The deadline is a quick turnaround for this grant (Oct 16), but wanted to share. Contact hholliday@erskinecharters.org with questions.

Announcement: CPI Instructor Interest Survey

Contact Person: Laura Merrick

Department(s): Leadership

Start Date: 10/05/2022

End Date: 10/12/2022

Details: The Institute would like to offer each school an opportunity to train one staff member to become a CPI Instructor. This training typically costs around \$4500 and is being offered to schools for free. Having a CPI Instructor on staff would enable each school to provide both initial and refresher trainings to all school employees at various times throughout the year.

If you would like to participate in the opportunity, please complete the below form identifying the candidate for this training.

https://erskinecharters.formstack.com/forms/cpi_training_interest_copy

Announcement: Teaching Fellows Application Information

Contact Person: Robbie Anderson

Department(s): Human Resources and Benefits

Start Date: 10/06/2022

End Date: 12/01/2022

Details: The SC Teaching Fellows Application window is October 1st- December 1st.

Here's what you need to know about the Teaching Fellows Program.

- Includes enrichment programs, professional development, and leadership opportunities
- Supplies up to a \$6,000 fellowship annually for four years (as long as the student is in the process of completing a degree leading to initial teacher certification and meets the criteria to continue in the Program)
- Requires participants to agree to teach in a South Carolina public school one year for each year funding is received and sign a Promissory Note along with a surety

Teaching Fellows must attend one of the eleven Teaching Fellows Institutions. These include Anderson University, Charleston Southern University, Clemson University, Coastal Carolina University, College of Charleston, Francis Marion University, Lander University, USC Aiken, USC Columbia, USC Upstate, and Winthrop University.

To apply for Teaching Fellows, a student must be:

- a United States citizen or will be an eligible non-citizen under State Residency statutes at the time of high school graduation (Please note - students categorized as Deferred Action for Childhood Arrivals (DACA) are not eligible for Teaching Fellows.)
- a legal resident of South Carolina (Please note - The Teaching Fellows Institution will verify residency after a student has been offered an award.)
- a high school senior or a junior who is graduating early

Here's what you need to know about the Teaching Fellows application:

- Kaleidoscope hosts the application.
- The Kaleidoscope system saves students' applications as they move through the process. This allows the student to complete the application over an extended period, as necessary. Students must use the same email address to create the application and log in.
- Students may edit their application, even after submission, as long as the edits occur before 11:59 PM on December 1, 2022.
- Students will be asked to enter their school counselor's name and email address during the application process. Once

Announcement: KRA Completion Rates as of Oct 7

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 10/07/2022

End Date: 10/12/2022

Details: Attached you will find your school's current completion rate file pulled from KRA as of Oct 7. Remember that you have until your 45th day to test and a few days after that to enter data. Most schools are rapidly approaching Day 45. If your school has 100% complete at this time, you will not receive additional files from The Institute. Additional updates will follow. If you need adjustments made to your online KRA rosters, those adjustments need to occur as soon as possible. Contact hholliday@erskinecharters.org with questions.

Announcement: New MLP School Coordinator Training

Contact Person: Sally Fickling

Department(s): Title III ESOL

Start Date: 10/10/2022

End Date: 11/10/2022

Details: NEW MLP School Coordinator Training will be held on November 11, 2022. Further information will be sent to school MLP Coordinators.

Announcement: School Counselor Academy/Roundtable 2 22-23

Contact Person: Heather Holliday

Department(s): State and Academic Programs

Start Date: 10/10/2022

End Date: 11/10/2022

Details: Join us for the second School Counselor Academy/Roundtable November 11 from 10-11:30. Agenda TBD. Contact hholliday@erskinecharters.org with questions. Link for your browser: <https://erskinecharters.zoom.us/j/82822392686?pwd=MXJ1aVIWdmMzN1VyalcwZE4vUnIDZz09>.

Announcement: CTE Meeting 2 for 22-23

Contact Person: Heather Holliday

Department(s): CTE

Start Date: 10/14/2022

End Date: 11/14/2022

Details: Mandatory training for all Career and Technical Education leads at the school level via zoom November 14 from 2-4. Contact Heather Holliday or Christy Junkins with questions. Zoom link for browser: <https://erskinecharters.zoom.us/j/86519564601?pwd=cklWbXhObTAvdHRCVDFVkovSm1MUT09>.