

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

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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
FY23 Title I Parent Engagement...	10/28/2022	Sarah Shealy	Title I
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September 2022 Journal Entry U...	10/31/2022	John Li	Finance
CTE--Fall OCTE Testing and Ass...	10/20/2022	Heather Holliday	CTE
FY23 Quarter 1 Financials	10/31/2022	John Li	Finance
GT vs. High Achieving Coding f...	10/19/2022	Heather Holliday	PowerSchool and IT
Board Meeting Agendas and Minu...	08/29/2022 - 10/31/2022	Paula Gray	Leadership
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Fall/Winter EOC Training	09/23/2022 - 11/02/2022	Heather Holliday	Assessment
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...
Teaching Fellows Application I...	10/06/2022 - 12/01/2022	Robbie Anderson	Human Resources and ...
New MLP School Coordinator Tra...	10/10/2022 - 11/10/2022	Sally Fickling	Title III ESOL
School Counselor Academy/Round...	10/10/2022 - 11/10/2022	Heather Holliday	State and Academic P...
Title I New Administrators Zoo...	10/11/2022 - 10/18/2022	Lacy Lucas	Federal Programs Fin...
KRA Completion Rates as of Oct...	10/12/2022 - 10/17/2022	Heather Holliday	Assessment
School Test Coordinator Newsle...	10/13/2022 - 10/25/2022	Heather Holliday	Assessment, Gift and...
CTE Meeting 2 for 22-23	10/14/2022 - 11/14/2022	Heather Holliday	CTE
Virtual SmartFusion Training	10/14/2022 - 10/24/2022	Daniel Karpinski	Federal Programs Fin...
PowerSchool Monthly Webinar	10/17/2022 - 10/21/2022	Jason Jones	PowerSchool and IT

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

**Department:** Leadership

**Due Date:** 10/31/2022

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:** 10/21/2022

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: 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 [hholiday@erskinechaters.org](mailto:hholiday@erskinechaters.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](mailto:hholliday@erskinecharters.org) with questions.

**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: 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: 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=ZzRnWHhDSVVBa0ZyLzU4MC9aWmNhdz09>

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

Zoom link for browser: <https://us05web.zoom.us/j/88038566369?pwd=dHBiUEFyazlJUHpaNjl2aWI2UVVLU09>

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

## **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 entered, the Kaleidoscope system will email the counselor and provide instructions on creating an account and uploading a transcript. Students can also download and deliver a letter to their counselor. Transcripts will be automatically attached to the student's application.
- Students will be asked to enter their references' names and email addresses during the application process. Once entered, the Kaleidoscope system will email each reference and provide instructions on creating an account and completing the reference survey. Students can also download and deliver a letter to their reference. Reference surveys will be automatically attached to the student's application.

- Applicants will have access to their personalized Kaleidoscope dashboard, where they MUST monitor the submission of their transcripts and reference surveys.

- Students must complete the application online via the Kaleidoscope system.

**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 10 from 10-11:30. Agenda TBD. Contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) with questions. Link for your browser: <https://erskinecharters.zoom.us/j/82822392686?pwd=MXJ1aVIWdmMzN1VyalcwZE4vUnIDZz09>.

**Announcement: Title I New Administrators Zoom Training**

**Contact Person:** Lacy Lucas

**Department(s):** Federal Programs Finance , Title I

**Start Date:** 10/11/2022

**End Date:** 10/18/2022

Details: The Federal Programs department will host a Title I Zoom training for any new Title I administrators and coordinators on Tuesday, October 18th. There are two opportunities for you to attend a virtual Title I Training. The first session will be from 10:00 am until 11:30 am. The second session will be from 12:30 pm until 2:00 pm. Calendar invitations with Zoom links were sent out to school leaders and Title I coordinators on Tuesday, October 11th. Although the announcement and invite states Title I New Administrators Training, all Title I administrators and coordinators are encouraged to attend. The trainings will be recorded if you are unable to attend. Please reach out if you have any questions. We look forward to seeing you on Tuesday, October 18th.

**Announcement: KRA Completion Rates as of Oct 12**

**Contact Person:** Heather Holliday

**Department(s):** Assessment

**Start Date:** 10/12/2022

**End Date:** 10/17/2022

Details: Attached you will find your school's current completion rate file pulled from KRA as of Oct 12. 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](mailto:hholliday@erskinecharters.org) with questions.

**Announcement: School Test Coordinator Newsletter Oct 13**

**Contact Person:** Heather Holliday

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

**Start Date:** 10/13/2022

**End Date:** 10/25/2022

Details: Here is the latest School Test Coordinator newsletter. Please share with anyone who may need this information. Contact hholliday@erskinecharters.org with questions.

**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=cklWbXhObTAvdHRCVDFVkowSm1MUT09>.

**Announcement: Virtual SmartFusion Training**

**Contact Person:** Daniel Karpinski

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

**Start Date:** 10/14/2022

**End Date:** 10/24/2022

Details: The Federal Programs Finance department is hosting a virtual SmartFusion training on how to run various reports. There are two opportunities to participate: October 24th from 10:00 am until 11:00 am and October 24th from 1:00 pm until 2:00 pm. Invitations were sent to school leaders on Wednesday, October 12th with the Zoom link to access the training. Please feel free to forward this invitation to anyone that would benefit from this training. If you are unable to attend, the Zoom will be recorded.

**Announcement: PowerSchool Monthly Webinar**

**Contact Person:** Jason Jones

**Department(s):** PowerSchool and IT

**Start Date:** 10/17/2022

**End Date:** 10/21/2022

Details: The PowerSchool monthly webinar is scheduled for Thursday from 9:00-11:00.

Link to join is: <https://erskinecharters.zoom.us/j/86984216437?pwd=aStFTjM5ZXpwUHd4aTVnQk85ZGg2Zz09>