

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
2022-2023 Board Meeting Schedu...	10/31/2022	Paula Gray	Leadership
FY22 Annual Audit	11/01/2022	John Li	Finance
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
FY23 Quarter 1 Financials	10/31/2022	John Li	Finance
Return to Instruction Plan - W...	11/04/2022	Sarah Shealy	Federal Programs Fin...
CoGat/IOWA post test submissio...	11/02/2022	Heather Holliday	Assessment
IGP Setup Confirmation	11/04/2022	Jason Jones	PowerSchool and IT
Board Meeting Agendas and Minu...	08/29/2022 - 10/31/2022	Paula Gray	Leadership
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 ...
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...
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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 & Winter Diploma U...	10/17/2022 - 11/16/2022	Jason Jones	PowerSchool and IT
KRA Completion Rates as of Oct...	10/18/2022 - 10/27/2022	Heather Holliday	Assessment
GT endorsement courses opportu...	10/19/2022 - 11/18/2022	Heather Holliday	Gift and Talented
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### **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: 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: 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: 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: Return to Instruction Plan - Winter 2022-23 Updates**

**Department:** Federal Programs Finance

**Due Date:** 11/04/2022

Details: ESSER III Return to Instruction Plans must be reviewed/updated every 6 months. There are three steps to this process. Step 1: Seek public input - The Institute has prepared a survey for all schools to use, and we will share the anonymous results with each school. Step 2: Update you school's Return to Instruction Plan as needed based on stakeholder feedback. The method of updating these plans is being evaluated (previously FormStack) and we will include instructions in the next submission. Step 3: The Institute will request your updated plans as applicable, and consolidate them into one "District" plan. Schools must post their individual plans onto their website, and the Institute must post a consolidated "District" plan as well.

**Submission: CoGat/IOWA post test submission**

**Department:** Assessment

**Due Date:** 11/02/2022

Details: Please submit a copy of your sign in training sheet and your security affidavits for CoGat/IOWA testing.

**Submission: IGP Setup Confirmation**

**Department:** PowerSchool and IT

**Due Date:** 11/04/2022

Details: Confirmation that the school has all required resources to complete IGPs.

**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: 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=ZzRnWHhDSVVBa0ZyLzU4MC9aWmNhZD09>

**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: 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=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](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 4 transcript. Students can also download and deliver a letter to their counselor. Transcripts will be automatically attached to the student's application.

**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: 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](mailto: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=cklWbXhObTAvdHRCVDFVvKowSm1MUT09>.

**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 & Winter Diploma Updates**

**Contact Person:** Jason Jones

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

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

**End Date:** 11/16/2022

Details: Here are a few reminders for Winter Diplomas. See attached.

**Announcement: KRA Completion Rates as of Oct 18**

**Contact Person:** Heather Holliday

**Department(s):** Assessment

**Start Date:** 10/18/2022

**End Date:** 10/27/2022

Details: Attached you will find your school's current completion rate file pulled from KRA as of Oct 18. Remember that you have/had until your 45th day to test all students. All data entries will need to be complete by the end of business THURSDAY, OCTOBER 27TH. Most schools are rapidly approaching or have passed 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 do not have 100% completion at this time. 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: GT endorsement courses opportunity--FREE!!**

**Contact Person:** Heather Holliday

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

**Start Date:** 10/19/2022

**End Date:** 11/18/2022

Details: From the SCDE: "Please find attached grant-funded GT endorsement courses through Converse. These are tuition free for current SC teachers. Note the advanced courses that are offered for teachers who are already GT endorsed." Please share this information with anyone in your school who is seeking GT endorsement or state renewal credits. Contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) with questions.

**Announcement: School Test Coordinator Newsletter Oct 21, 2022**

**Contact Person:** Heather Holliday

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

**Start Date:** 10/21/2022

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

Details: Attached you will find the most recent School Test Coordinator newsletter. Please forward information to those who need it. Contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) with questions.