

# Charter Institute at Erskine

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### **Submission: 2022 Annual Report**

**Department:** Charter Authorization

**Due Date:** 12/31/2022

Details: The Charter School Annual report is due annually to the charter sponsor by December 31st. This is a requirement of the SC Department of Education and SC Code Ann. 59-40-140 (H). Please use the template provided to complete the submission.

### **Submission: District of Residence (DOR) Supporting Documentation - Due by December 16, 2022**

**Department:** Federal Programs Finance

**Due Date:** 12/16/2022

Details: Individual student names will be sent to school administrators.

### **Submission: 20 Day Letters (Oct-Nov 2022)**

**Department:** Title I

**Due Date:** 12/16/2022

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. Please keep in mind you do not have to resubmit letters. 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 in now teaching Class B in Jan-May. A letter would need to be sent at the beginning of each semester.

**Submission: WIDA ACCESS testing pull 12-1-22**

**Department:** Assessment

**Due Date:** 12/12/2022

Details: Please use the list provided to confirm that your coding for Multilingual Learner testers for Spring 23 ACCESS is accurate. Any students with an "AW" or "blank" for their Eng Prof code should be updated as soon as possible. Final precode for this test will be pulled by the SCDE December 9. If you have no list, you had no students coded as ML students, but should confirm that here.

**Announcement: New STC Academy December--Mid Year**

**Contact Person:** Heather Holliday

**Department(s):** Assessment

**Start Date:** 11/01/2022

**End Date:** 12/12/2022

Details: This meeting will focus on: 1--Lessons learned; 2--How to move forward; and 3--Celebration. The meeting will be via Zoom for all first and second year STCs, but any member of the testing staff are welcome to attend. Contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) with questions.

Zoom link for your browser: <https://erskinecharters.zoom.us/j/83170457464?pwd=QXBuYWI5VnRkMG5ITzZjMVYrS1Zkdz09>

**Announcement: WIDA ACCESS STC Test training**

**Contact Person:** Heather Holliday

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

**Start Date:** 11/15/2022

**End Date:** 01/12/2023

Details: All STCs and Title III Coordinators should attend this meeting for training for the upcoming WIDA ACCESS testing. We will cover how to double check coding for who should test, scheduling of tests, required tests, accommodations, and the DRC platform. Please contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) with questions. The training will be via Zoom from 10-12.

Zoom link for browser: <https://erskinecharters.zoom.us/j/82919691445?pwd=aIR6TGdHMUovWFZXRtBzQmdBTzITUT09>

**Announcement: Qualifications for Special Education Teachers Pursuant to the Individuals with Disabilities Education Act (IDEA) - Memo**

**Contact Person:** Sarah Love

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

**Start Date:** 11/15/2022

**End Date:** 12/15/2022

Details: On October 4, 2022, the United States Department of Education (USED) issued a memorandum to state directors of special education regarding personnel qualifications under Part B of the Individuals with Disabilities Education Act (IDEA). Specifically, the memorandum addresses IDEA Part B requirements to ensure that special education teachers and related service providers are "appropriately and adequately prepared and trained" to meet the needs of the students they serve. The USED Office of Special Education Programs recognizes the challenges that states have faced related to the COVID-19 pandemic and the ongoing shortage of special education teachers and related service providers nationwide. Read the full text here: <https://ed.sc.gov/newsroom/school-district-memoranda-archive/qualifications-for-special-education-teachers-pursuant-to-the-individuals-with-disabilities-education-act-idea/qualifications-for-special-education-teachers-pursuant-to-the-individuals-with-disabilities-education/>

### **Announcement: DreamBox Webinar**

**Contact Person:** Kristin Olcott

**Department(s):** State and Academic Programs

**Start Date:** 11/17/2022

**End Date:** 12/30/2022

Details: A district-wide virtual Dreambox Training will be offered on November 30, 2022 from 3:30pm-4:30pm. Day-to-Day with DreamBox: Monitoring Essential Student Data- Gather insight into student progress by analyzing lesson data within DreamBox Lesson Highlights, Lesson Recommendations, and the Activity Feed Report. Educators will also gain strategies to support students who 'May Need Attention' with DreamBox. Please join if you use DreamBox at your school and would like to learn more about its features. Here is the link to join the webinar: <https://dreambox.zoom.us/j/97087329636>

### **Announcement: Operational Buses on GovDeals**

**Contact Person:** John Li

**Department(s):** Finance

**Start Date:** 11/17/2022

**End Date:** 01/01/2023

Details: The SC State Surplus Property Office has posted a few SCDE buses for sale. The buses are operational and currently located in Abbeville, SC. If interested, details can be found at [www.Govdeals.com](http://www.Govdeals.com) using the "Advanced Search" option. Choose Category: "Buses, Transit and School" and then select State: South Carolina to search all buses located in SC listed for sale. Not all of the listings shown on the 'search results' page belong to SCDE, but this seems to be the best way to view buses that are currently listed. Of course, the auctions close at various dates/times.

There is a contact name on each listing if you have questions or want to view the bus in person. State Surplus will continue to post buses for sale at different dates and locations across SC, so check back on this website, if you are interested.

### **Announcement: Spring Climate Survey Information for Spring 2023**

**Contact Person:** Heather Holliday

**Department(s):** Accountability

**Start Date:** 11/21/2022

**End Date:** 12/21/2022

Details: Please see the attached memo from the SCDE regarding the proposed window to conduct Spring Climate Surveys for Spring 2023 to be reported on Fall 2023 State Report Cards. Contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) with questions.

### **Announcement: Career Readiness Testing Memo from SCDE**

**Contact Person:** Heather Holliday

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

**Start Date:** 11/21/2022

**End Date:** 12/21/2022

Details: The SCDE has announced that WIN's Ready to Work will be the Career Readiness test. Please see the attached memo from the SCDE for further information. A couple of key dates include the testing window from March 27-April 14 and the Precode data due date of December 22. If you plan to give this test by paper, please go ahead and complete that part of precode for all 9GR21 students. If you have 12th graders to take the test, precode their box as well. Please contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) with questions.

**Announcement: CTE Meeting 3 for 22-23**

**Contact Person:** Heather Holliday

**Department(s):** CTE

**Start Date:** 11/28/2022

**End Date:** 01/09/2023

Details: Mandatory training for all Career and Technical Education school leads via zoom January 9 from 2-4. Contact Heather Holliday or Christy Junkins with questions. Zoom link for browser:

<https://erskinecharters.zoom.us/j/82712045978?pwd=RnJ2azM1KzAwL1ZHZzN0ZVBjKzdFQT09>.

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

**Contact Person:** Sarah Love

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

**Start Date:** 12/01/2022

**End Date:** 12/15/2022

Details: The December NEW SPED Coordinator Roundtable will be held on December 15, 2022. More information will be sent to the SPED Coordinators prior to the meeting.

**Announcement: ACT training for High School STCs**

**Contact Person:** Heather Holliday

**Department(s):** Assessment

**Start Date:** 12/01/2022

**End Date:** 01/17/2023

Details: This training is for all high schools offering ACT this spring season. The meeting is via Zoom from 1-3. Please contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) with questions. Zoom link for browser:

<https://erskinecharters.zoom.us/j/81202594824?pwd=SDZSZzVQNjd6eWI6eHR5UXVaSk9Rdz09>

**Announcement: School Test Coordinator Newsletter December 1**

**Contact Person:** Heather Holliday

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

**Start Date:** 12/01/2022

**End Date:** 12/16/2022

Details: Attached is the most recent School Test Coordinators Newsletter. Contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) with questions.

**Announcement: Graduation Transcript Audit Meeting 2 22-23**

**Contact Person:** Heather Holliday

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

**Start Date:** 12/05/2022

**End Date:** 02/03/2023

Details: This training is for anyone who is involved with the entry of student transfer records and the transcripts of graduating students. The meeting will be via Zoom from 1-3. Contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) with questions. Zoom link for your browser: <https://erskinecharters.zoom.us/j/89682916795?pwd=c2RoOGkyN1R3ZHZJSIRReVhtWTFzUT09>

**Announcement: FY23 Claims Reminder**

**Contact Person:** Sarah Shealy

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

**Start Date:** 12/11/2022

**End Date:** 12/17/2022

Details: Reminder that the deadline to submit expenses from July 1, 2022 to June 30, 2023 in SmartFusion is July 14, 2023. This date will be the final opportunity to claim ESSER II funds. Goods and services within these claims must be invoiced, received, and paid for by June 30, 2022 to fall into this timeline. Schools are required to seek reimbursement quarterly at minimum, with monthly or weekly submissions highly recommended. The Institute will continue to seek reimbursement from the SCDE at a minimum of monthly. Please continue to utilize the reporting features in SmartFusion to monitor your encumbrances and funding balances. The Institute will provide an update via memo recording approved funds and remainders for each grant at the end of January 2023 (Q1-Q2 expenses) and the end of April 2023 (Q1-Q3 expenses).

**Announcement: MLP School Coordinator Quarterly Training**

**Contact Person:** Sally Fickling

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

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

**End Date:** 01/12/2023

Details: MLP School Coordinator Quarterly Training will be held on January 12, 2023. Further information will be sent to school MLP Coordinators.

**Announcement: Performance Tasks Assessment STC Training**

**Contact Person:** Heather Holliday

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

**Start Date:** 12/15/2022

**End Date:** 02/07/2023

Details: This training is for all schools who have students in elementary grades who have qualified for additional GT testing through Performance Tasks Assessments. The training will be via Zoom from 1-3. Contact hholliday@erskinecharters.org with questions. Zoom link for your browser: <https://erskinecharters.zoom.us/j/84486010058?pwd=clM2cXQ0MTRieJRYSTRCUDI4VHZwQT09>

**Announcement: MTSS Coordinators' Training**

**Contact Person:** Laura Merrick

**Department(s):** MTSS

**Start Date:** 12/18/2022

**End Date:** 01/18/2023

Details: MTSS Coordinators' Training will be held on March 1, 2023. Further information will be sent to school MTSS Coordinators.