

# Charter Institute at Erskine

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**Submission: Time and Effort - FY23 Title I**

**Department:** Federal Programs Finance

**Due Date:** 01/31/2023

Details: Templates are provided in this submission along with guidance as to who should complete what type of record.

**Submission: Time and Effort - FY23 Title II**

**Department:** Federal Programs Finance

**Due Date:** 01/31/2023

Details: All school employees whose salaries are funded in part or in whole from federal funds must complete time and effort records. Please submit records as applicable for the 22-23 school year. This submission will collect records for work done between July 1, 2022 and December 31, 2022 only - do not include days in January 2023.

**Submission: Time and Effort - FY23 IDEA**

**Department:** Federal Programs Finance

**Due Date:** 01/31/2023

Details: All school employees whose salaries are funded in part or in whole from federal funds must complete time and effort records. Please submit records as applicable for the 22-23 school year. This submission will collect records for work done between July 1, 2022 and December 31, 2022 only - do not include days in January 2023.

**Submission: Time and Effort - FY23 CTE**

**Department:** Federal Programs Finance

**Due Date:** 01/31/2023

Details: All school employees whose salaries are funded in part or in whole from federal funds must complete time and effort records. Please submit records as applicable for the 22-23 school year. This submission will collect records for work done between July 1, 2022 and December 31, 2022 only - do not include days in January 2023.

**Submission: Time and Effort - FY23 ESSER II**

**Department:** Federal Programs Finance

**Due Date:** 01/31/2023

Details: All school employees whose salaries are funded in part or in whole from federal funds must complete time and effort records. Please submit records as applicable for the 22-23 school year. This submission will collect records for work done between July 1, 2022 and December 31, 2022 only - do not include days in January 2023.

**Submission: Time and Effort - FY23 ESSER III**

**Department:** Federal Programs Finance

**Due Date:** 01/31/2023

Details: All school employees whose salaries are funded in part or in whole from federal funds must complete time and effort records. Please submit records as applicable for the 22-23 school year. This submission will collect records for work done between July 1, 2022 and December 31, 2022 only - do not include days in January 2023.

**Submission: Employee Documentation - FY23 Title I**

**Department:** Federal Programs Finance

**Due Date:** 01/31/2023

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for employees paid with federal funds within your school during the 2022-2023 school year.

**Submission: Employee Documentation - FY23 Title II**

**Department:** Federal Programs Finance

**Due Date:** 01/31/2023

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for FY23 Title II funded employees within your school during the 2022-2023 school year.

**Submission: Employee Documentation - FY23 IDEA**

**Department:** Federal Programs Finance

**Due Date:** 01/31/2023

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for FY23 IDEA funded employees within your school during the 2022-2023 school year.

**Submission: Employee Documentation - FY23 CTE**

**Department:** Federal Programs Finance

**Due Date:** 01/31/2023

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for FY23 CTE funded employees within your school during the 2022-2023 school year.

**Submission: Employee Documentation - FY23 ESSER II**

**Department:** Federal Programs Finance

**Due Date:** 01/31/2023

Details: Please submit the required documents (Work Agreements, Schedule, and Job Description) for FY23 ESSER II funded employees within your school during the 2022-2023 school year.

**Submission: Employee Documentation - FY23 ESSER III**

**Department:** Federal Programs Finance

**Due Date:** 01/31/2023

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for ESSER III funded employees within your school during the 2022-2023 school year.

**Submission: Local Board Approved Courses**

**Department:** PowerSchool and IT

**Due Date:** 02/10/2023

Details: Courses with honors credit will also need to be approved via the Honors Framework.

**Submission: WIDA ACCESS testing precode check**

**Department:** Assessment

**Due Date:** 01/23/2023

Details: Attached you will find a list of students pulled by the SCDE for WIDA ACCESS testing from coding in PS. Please confirm your roster and submit the name of the person who checked that roster. Contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) with questions.

**Submission: SC Alt Precode Check Spring 2023**

**Department:** Assessment

**Due Date:** 01/27/2023

Details: Attached you will find the list of students who were pulled from PS based on correct coding entries for SC Alt testing for Spring 2023. The STC and the Special Education Coordinator at each school should meet to confirm the testing roster is accurate in preparation for upcoming testing. Please contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) with questions.

### **Submission: December 2022 Journal Entry Upload**

**Department:** Finance

**Due Date:** 02/03/2023

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 (Dec 2022 - Jan 2023)**

**Department:** Title I

**Due Date:** 02/03/2023

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: Grade 10 Tests Reimbursement**

**Department:** Assessment

**Due Date:** 02/03/2023

Details: The SCDE will reimburse your school for the cost of Grade 10 testing from Fall 22 for PSAT or pre-ACT if you administered that to your second year students. Please complete the attached form and put your school information in place of the District information. You will also need to upload your invoice from the test vendor. The invoice must show the number of tests administered at each grade level. Please 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:** 02/02/2023

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, February 2. Contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) with questions. Zoom link for your browser: <https://erskinecharters.zoom.us/j/89682916795?pwd=c2RoOGkyN1R3ZHZJSIRReVhtWTFzUT09>

### **Announcement: MTSS Plan Entry in Enrich**

**Contact Person:** Sally Fickling

**Department(s):** MTSS

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

**End Date:** 01/27/2023

Details: The deadline for entering MTSS Plans in Enrich has been extended to January 27, 2023. Please contact Laura Merrick or Sally Fickling if you have any questions regarding this process.

### **Announcement: Virtual McKinney-Vento Training**

**Contact Person:** Lacy Lucas

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

**Start Date:** 12/13/2022

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

Details: Join the Federal Programs team to learn more about McKinney-Vento - students experiencing homelessness - and resources available to serve these students. This virtual training will be held on Thursday, February 2, 2023 from 10:00 am -11:00 am. A calendar invite was sent out 12/13/2022 to McKinney-Vento Liaisons as well as school leaders. The Zoom link for this virtual session can be accessed here: <https://erskinecharters.zoom.us/j/86951627580>.

### **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, February 7. Contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) with questions. Zoom link for your browser: <https://erskinecharters.zoom.us/j/84486010058?pwd=cIM2cXQ0MTRiejRYSTRCUDI4VHZwQT09>

### **Announcement: MTSS Coordinators' Training**

**Contact Person:** Laura Merrick

**Department(s):** MTSS

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

**End Date:** 03/01/2023

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

### **Announcement: February 504 Coordinators' Training**

**Contact Person:** Sarah Love

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

**Start Date:** 01/01/2023

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

Details: 504 Coordinators' Training will occur on February 2, 2023. More information will be sent to 504 Coordinators.

### **Announcement: SPED Coordinator Roundtable-January**

**Contact Person:** Sarah Love

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

**Start Date:** 01/01/2023

**End Date:** 01/25/2023

Details: The January SPED Coordinator Roundtable will be held on January 25, 2023. More information will be sent to the SPED Coordinators prior to the meeting.

### **Announcement: New STC Academy February**

**Contact Person:** Heather Holliday

**Department(s):** Assessment

**Start Date:** 01/02/2023

**End Date:** 02/14/2023

Details: The focus of this month's STC Academy will be ACCESS and SC Alt testing as well as a DRC refresher. All first and second year STCs are required to attend this meeting. Any other testing staff or experienced STCs are welcome to attend. This meeting will occur via Zoom from 1-3, February 14. Please contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) with questions. Zoom link for browser: <https://erskinecharters.zoom.us/j/85746120911?pwd=TWwwTXE1TGhUT3VyTUFGOXlqdFgydz09>

### **Announcement: SC Alternate Testing Training for STCs**

**Contact Person:** Heather Holliday

**Department(s):** Assessment

**Start Date:** 01/02/2023

**End Date:** 02/21/2023

Details: This training is mandatory for any STC who has an Alt tester in their school in grades 3-12. It is highly recommended that other STCs attend in case they get a student who enrolls and needs this testing so training is already completed. This training will be via Zoom from 1-3, February 21. This specific training was requested by STCs during the 21-22 school year for the 22-23 school year. Contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) with questions. Zoom link for browser: <https://erskinecharters.zoom.us/j/87012495024?pwd=U3RHeV9rODZWOVJ2c1MxMVI3WW1odz09>

### **Announcement: ACEs (Adverse Childhood Experiences) Training**

**Contact Person:** Laura Merrick

**Department(s):** Leadership

**Start Date:** 01/03/2023

**End Date:** 01/25/2023

Details: ACEs (Adverse Childhood Experiences) Training

CIE will be offering a two-part virtual "Lunch and Learn" ACEs training on January 25th from 12:00 - 1:00 and February 1st from 12:00 - 1:00. This training will review adverse childhood experiences and discuss approaches and strategies that teachers can use to work with students. Each school can select three individuals to attend this training. The intended audience for this training is general education and special education teachers. Please register your staff members with this form. [https://erskinecharters.formstack.com/forms/aces\\_training](https://erskinecharters.formstack.com/forms/aces_training)

### **Announcement: Join SCASA for \$99 (First-Time Members Only)**

**Contact Person:** Robbie Anderson

**Department(s):** Human Resources and Benefits

**Start Date:** 01/05/2023

**End Date:** 01/31/2023

Details: Starting today, new members can join SCASA at less than half-price! For just \$99, you will receive full member benefits including membership in a professional affiliate, as well as free registration to the affiliate roundtable meetings. You will also receive a \$230 registration discount to the Innovative Ideas Institute (i3) and discounted or free registration to all SCASA conferences, events, and webinars. Please contact Robbie Anderson at [randerson@erskinecharters.org](mailto:randerson@erskinecharters.org) for more information.

**Announcement: New MLP School Coordinator Training**

**Contact Person:** Sally Fickling

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

**Start Date:** 01/09/2023

**End Date:** 02/09/2023

Details: New MLP School Coordinator Training will be held on February 9, 2023. Further information will be sent to school MLP Coordinators.

**Announcement: School Counselor Academy/Roundtable 3 22-23**

**Contact Person:** Heather Holliday

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

**Start Date:** 01/09/2023

**End Date:** 02/09/2023

Details: Join us for our third School Counselor Academy/Roundtable February 9 from 10-11:30. Agenda TBD. Contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) with questions. Zoom link for your browser: <https://erskinecharters.zoom.us/j/83761447637?pwd=QjBzUWEzdXpvYlhtaTFPK1lhY0QrUT09>

**Announcement: New Board Member Training**

**Contact Person:** Paula Gray

**Department(s):** Leadership

**Start Date:** 01/10/2023

**End Date:** 03/01/2023

Details: The next board training will be February 28th from 6-8, and registration will open on February 1st. The link will be posted on the State Department of Education website at <https://ed.sc.gov/districts-schools/school-choice/charter-schools-program/>.

**Announcement: FY23 Reimbursement Update - Q1 & Q2**

**Contact Person:** Sarah Shealy

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

**Start Date:** 01/10/2023

**End Date:** 02/23/2023

Details: In an effort to assist your school in monitoring its available grant funding, the Federal Programs Department will now provide a quarterly update to each school. This update will include funding available in FY23, the amount of funds in approved SmartFusion requisitions, and the amount of funds that have been reimbursed to the school to date. Please find attached your FY23 Quarter 1 and Quarter 2 update. As a reminder, the SCDE requires the Institute to seek quarterly reimbursement for approved federal grants. The Institute will submit monthly reimbursement requests to the SCDE, at a minimum, to better serve our schools with more frequent and timely reimbursements. Therefore, we strongly encourage monthly submissions. If you have any questions, please feel free to reach out to any staff member in Federal Programs. We are more than happy to take calls, email, or set up Zoom meetings to support you and your school.

**Announcement: EOC Spr 23 Ordering and Materials overview**

**Contact Person:** Heather Holliday

**Department(s):** Assessment

**Start Date:** 01/10/2023

**End Date:** 02/09/2023

Details: Attached you will find a guiding document on ordering materials through DRC should you have any students in need of paper materials or an oral script for a student who has oral paper testing and requires a Human Reader. An oral script is not used for online testing. Large print paper materials can also be ordered. Contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) with questions.

**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:** 01/29/2023

**End Date:** 02/04/2023

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).