

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: 2023-2024 Academic Calendar

Department: PowerSchool and IT

Due Date: 02/24/2023

Details: Please upload your 2023-2024 board approved academic calendar. Reminder: the calendar should include 180 instructional days along with 3 make-up days.

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: 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 is 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 with questions.

Submission: Amendment Window for All Grants

Department: Federal Programs Finance

Due Date: 02/03/2023

Details: In order to prepare for the upcoming amendment window which occurs February 6, 2023, through February 17, 2023, please indicate which of the following grants you will need to amend. Please note that ESSER III has additional requirements per the SC Department of Education. If an ESSER III amendment is requested, a staff member from Federal Programs will contact you to discuss what, if any, public input is needed.

Submission: SC READY Spr 23 January precode check

Department: Assessment

Due Date: 02/03/2023

Details: The attached precode was pulled by the SCDE Friday, January 20. This is the last large precode pull for Spring SC READY testing. Please ensure you are monitoring changes to accommodations and enrollment as changes past this point in PowerSchool may or may not appear in DRC and may have to be updated manually. Contact hholliday@erskinecharters.org with questions.

Submission: EOC Spring 2023 SCDE precode pull Jan 23

Department: Assessment

Due Date: 02/17/2023

Details: The attached precode file was pulled by the SCDE Jan 20. You will want to confirm the following: students scheduled into EOC classes are included in the file for Spring testing, accommodations for students are accurate in the file, teacher information is accurate. Any changes need to be made by scheduling in PS and will be pulled again March 15. Contact Heather Holliday with ques.

Announcement: HS State Accountability Update (Required)

Contact Person: Heather Holliday

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

Start Date: 12/05/2022

End Date: 02/02/2023

Details: THE ORIGINAL FOCUS OF THIS MEETING HAS BEEN CHANGED TO REVIEW IMPACTS TO THE REPORT CARD FOR FALL 2023 IN LIGHT OF SIGNIFICANTLY LOWER TESTING NUMBERS IN SPRING 2021. ALL HIGH SCHOOLS MUST SEND SOMEONE TO THIS TRAINING. IT WILL BE RECORDED! This training is for anyone who is involved with the records pertaining to high school state report cards. As many from your school who can attend, may attend. The meeting will be via Zoom from 1-3, February 2. Contact hholliday@erskinecharters.org with questions. Zoom link for your browser: <https://erskinecharters.zoom.us/j/89682916795?pwd=c2RoOGkyN1R3ZHZJSIRReVhtWTFzUT09>

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 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: 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 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 with questions. Zoom link for browser: <https://erskinecharters.zoom.us/j/87012495024?pwd=U3RHeVorODZWVJ2c1MxMVI3WW1odz09>

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 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 with questions. Zoom link for your browser: <https://erskinecharters.zoom.us/j/83761447637?pwd=QjBzUWEzdXpvYldtaTFPK1lhY0QrUT09>

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 with questions.

Announcement: Military Recruiter Memorandum

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 01/23/2023

End Date: 02/03/2023

Details: SCDE has an agreement to collect student directory information from high schools for grades 10-12. This data will be collected via PowerSchool for all students who have not opt-out of the directory/privacy notice. The opt-out questions are included in the eCollect survey for student military and data privacy. The eCollect survey is to be provided to all students annually. See attached memo for specific dates of data collection going forward.

Announcement: YMCA Discounts - Columbia Area (Ballentine and NW Family YMCA)

Contact Person: Paula Gray

Department(s): Human Resources and Benefits

Start Date: 01/23/2023

End Date: 02/22/2023

Details: The Columbia area YMCA's are offering discounts for memberships to educators in the Charter Institute at Erskine. Those interested need to show an ID from their school and mention that they are with the Charter Institute at Erskine. Please make sure that everyone located in or near the Columbia area is made aware. Please contact Paula Gray at pgray@erskinecharters.org if you have any questions or problems. Thank you!

Announcement: State Aid to Classroom Funding Allocator(Updated- 45 Day Count)

Contact Person: John Li

Department(s): Finance

Start Date: 01/25/2023

End Date: 02/03/2023

Details: Updated template to the estimated State Aid to Classroom funding to reflect the 45-Day Count.

Announcement: Personal Finance Standards Public Review

Contact Person: Heather Holliday

Department(s): CTE, State and Academic Programs

Start Date: 01/26/2023

End Date: 02/24/2023

Details: Online Public Review for the OCTE New 1/2 unit Personal Finance (5141) Course Standards is now available for public review and feedback through an online field review survey. The link to the online survey is included below. Everyone is invited to review the draft standards and provide feedback using the online forms below by February 25, 2023. The draft course standards can be accessed using this link: <https://ed.sc.gov/instruction/career-and-technical-education/programs-and-courses/cte-course-standards/>.

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).

Announcement: SPED Coordinator Roundtable-February

Contact Person: Sarah Love

Department(s): Special Education and 504

Start Date: 02/01/2023

End Date: 02/22/2023

Details: The February SPED Coordinator Roundtable will be held on February 22, 2023. More information will be sent to the SPED Coordinators prior to the meeting.

Announcement: New STC Academy March

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 02/01/2023

End Date: 03/14/2023

Details: The focus for this training is Organizing the Tasks of Spring Testing. This is a mandatory event for all first and second year STCs, but any experienced STCs may also attend. The meeting will take place via zoom from 1-3. Please Contact hholliday@erskinecharters.org with questions. Zoom link for browser: <https://erskinecharters.zoom.us/j/87603561684?pwd=RHFETIlYRUFhcCtKQjY3bG1nN0Rtdz09>