

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
2023-2024 Academic Calendar	02/24/2023	Jason Jones	PowerSchool and IT
Local Board Approved Courses	02/10/2023	Jason Jones	PowerSchool and IT
EOC Spring 2023 SCDE precode p...	02/17/2023	Heather Holliday	Assessment
FY23 Quarter 2 Financials	02/17/2023	John Li	Finance
Child Count Verification	02/06/2023	Sarah Love	Special Education an...
FY23 Title I Annual Meeting	02/17/2023	Karen Cook	Title I
Performance Tasks Assessment S...	12/15/2022 - 02/07/2023	Heather Holliday	Assessment, Gift and...
MTSS Coordinators' Training	12/18/2022 - 03/01/2023	Laura Merrick	MTSS
New STC Academy February	01/02/2023 - 02/14/2023	Heather Holliday	Assessment
SC Alternate Testing Training ...	01/02/2023 - 02/21/2023	Heather Holliday	Assessment
New MLP School Coordinator Tra...	01/09/2023 - 02/09/2023	Sally Fickling	Title III ESOL
School Counselor Academy/Round...	01/09/2023 - 02/09/2023	Heather Holliday	State and Academic P...
New Board Member Training	01/10/2023 - 03/01/2023	Paula Gray	Leadership
FY23 Reimbursement Update - Q1...	01/10/2023 - 02/23/2023	Sarah Shealy	Federal Programs Fin...
EOC Spr 23 Ordering and Materi...	01/10/2023 - 02/09/2023	Heather Holliday	Assessment
YMCA Discounts - Columbia Area...	01/23/2023 - 02/22/2023	Paula Gray	Human Resources and ...
Personal Finance Standards Pub...	01/26/2023 - 02/24/2023	Heather Holliday	CTE, State and Acade...
SPED Coordinator Roundtable-Fe...	02/01/2023 - 02/22/2023	Sarah Love	Special Education an...
New STC Academy March	02/01/2023 - 03/14/2023	Heather Holliday	Assessment
MLP School Coordinator Quarter...	02/06/2023 - 03/09/2023	Sally Fickling	Title III ESOL
MTSS Coordinators' Training	02/08/2023 - 03/08/2023	Laura Merrick	MTSS

### **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: 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.

**Submission: FY23 Quarter 2 Financials**

**Department:** Finance

**Due Date:** 02/17/2023

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: Child Count Verification**

**Department:** Special Education and 504

**Due Date:** 02/06/2023

Details: Please use the attached child count verification form to certify that you checked both the preliminary and final data included on the spreadsheets sent via email (1/30/23), and the students listed were enrolled in your school on 10/25/2022 with an active IEP. Upload the completed verification form on or before the due date.

**Submission: FY23 Title I Annual Meeting**

**Department:** Title I

**Due Date:** 02/17/2023

Details: Please upload the documentation for your school's 2022-23 Title I Annual Meeting. The documentation should include announcements/advertisements of the upcoming meeting, a sign in sheet, agenda and meeting minutes.

**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: 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=U3RHeVrODZWVJ2c1MxMVI3WW1odz09>

### **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=QjBzUWEzdXpvYldtaTFPK1hY0QrUT09>

### **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: 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](mailto:pgray@erskinecharters.org) if you have any questions or problems. Thank you!

### **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: 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](mailto:hholliday@erskinecharters.org) with questions. Zoom link for browser: <https://erskinecharters.zoom.us/j/87603561684?pwd=RHFETIlyRUFhcCtKQjY3bG1nN0Rtdz09>

**Announcement: MLP School Coordinator Quarterly Training**

**Contact Person:** Sally Fickling

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

**Start Date:** 02/06/2023

**End Date:** 03/09/2023

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

**Announcement: MTSS Coordinators' Training**

**Contact Person:** Laura Merrick

**Department(s):** MTSS

**Start Date:** 02/08/2023

**End Date:** 03/08/2023

Details: MTSS Coordinators' Training will be held on May 4, 2023. Further information will be sent to school MTSS Coordinators.