

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
2023-2024 Academic Calendar	02/24/2023	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
FY23 Title I Annual Meeting	02/17/2023	Karen Cook	Title I
South Carolina High School Cre...	02/24/2023	Sarah Love	Special Education an...
ARCS Standard 3b: MLP Implemen...	02/28/2023	Sally Fickling	Title III ESOL
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 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...
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
Family and Community Engagemen...	02/09/2023 - 04/05/2023	Lacy Lucas	Additional Targeted ...
Updates to Title I Timelines a...	02/10/2023 - 02/23/2023	Lacy Lucas	Federal Programs Fin...
PowerSchool Monthly Webinar	02/13/2023 - 02/17/2023	Jason Jones	PowerSchool and IT
CTE Meeting 4 for 22-23	02/13/2023 - 03/13/2023	Heather Holliday	CTE

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: 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: 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.

Submission: South Carolina High School Credential Information Sheet

Department: Special Education and 504

Due Date: 02/24/2023

Details: More information on the required PowerSchool entries can be found here:

<https://ed.sc.gov/newsroom/school-district-memoranda-archive/employability-credential-issuance-2023-data-entry/employability-credential-issuance-2023-data-entry-memo/>

Submission: ARCS Standard 3b: MLP Implementation

Department: Title III ESOL

Due Date: 02/28/2023

Details: School implements Institute MLP policies and procedures and collects/maintains evidence of implementation. Please submit requested evidence of MLP implementation.

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 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=U3RHeVrODZWVJ2c1MxMVI3WW1odz09>

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: 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: 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 with questions. Zoom link for browser: <https://erskinecharters.zoom.us/j/87603561684?pwd=RHFETllyRUFhcCtKQjY3bG1nN0Rtdz09>

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.

Announcement: Family and Community Engagement Webinar Series w/ SCDE

Contact Person: Lacy Lucas

Department(s): Additional Targeted Support and Improvement, Comprehensive Support and Improvement, Title I

Start Date: 02/09/2023

End Date: 04/05/2023

Details: Please see the attached memorandum from the SCDE regarding a wonderful opportunity for all of our schools to participate in a webinar geared towards Family and Community Engagement. There are multiple dates and topics.

Announcement: Updates to Title I Timelines and Processes - Virtual Meeting

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance , Title I

Start Date: 02/10/2023

End Date: 02/23/2023

Details: Please join the Federal Programs team as we discuss updates to the Title I timelines and processes. All school leaders are welcome to attend. This will be a virtual meeting held on February 23rd from 11:00 a.m. - 12:00 p.m. Here is the meeting link: <https://erskinecharters.zoom.us/j/87209773370?pwd=aW9sM2tOZm92VytQcGhFUHQ4R1NIQT09>. A calendar invite was sent out to Title I school leaders on Friday, February 10, 2023. If you did not receive it and would like to attend, please let us know.

Announcement: PowerSchool Monthly Webinar

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 02/13/2023

End Date: 02/17/2023

Details: The PowerSchool monthly webinar is scheduled for Thursday from 9:00-11:00.

Link to join is: <https://erskinecharters.zoom.us/j/86984216437?pwd=aStFTjM5ZXpwUHd4aTVnQk85ZGg2Zz09>

Announcement: CTE Meeting 4 for 22-23

Contact Person: Heather Holliday

Department(s): CTE

Start Date: 02/13/2023

End Date: 03/13/2023

Details: Mandatory meeting for all Career and Technical Education school leads via zoom March 13 from 2-4. Contact Heather Holliday or Christy Junkins with questions. Zoom link for browser: <https://erskinecharters.zoom.us/j/84847636403?pwd=Znh3MjFJM1k1KzdMemVBTy82ZldqQT09>.