

Charter Institute at Erskine

INSTITUTE INSIGHTS

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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
WIDA ACCESS post tests submiss...	03/10/2023	Heather Holliday	Assessment
Performance Tasks Post Testing...	03/03/2023	Heather Holliday	Assessment
SC Alt post testing	03/10/2023	Heather Holliday	Assessment
WIN pre testing submission	03/13/2023	Heather Holliday	Assessment
Governor's Graduate Letters	03/17/2023	Blythe Branham	PowerSchool and IT
January 2023 Foster File	03/03/2023	Blythe Branham	PowerSchool and IT
FY23 Teacher Feedback Survey	03/03/2023	Sarah Shealy	Federal Programs Fin...
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MTSS Coordinators' Training	12/18/2022 - 03/01/2023	Laura Merrick	MTSS
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New Board Member Training	01/10/2023 - 03/01/2023	Paula Gray	Leadership
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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...
CTE Meeting 4 for 22-23	02/13/2023 - 03/13/2023	Heather Holliday	CTE
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Spring EOC/SC READY/SC PASS Te...	02/22/2023 - 04/05/2023	Heather Holliday	Assessment
FY23 Claims Reminder	02/26/2023 - 03/04/2023	Sarah Shealy	Additional Targeted ...

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: 02/22/2023

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

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.

Submission: WIDA ACCESS post tests submission

Department: Assessment

Due Date: 03/10/2023

Details: Please provide your training sign in sheet and signed security affidavits. If you had to mail back materials, please include your tracking number in the Smart Forms section. If you did not mail back materials, please note "No materials to mail." in the Smart Forms section. Contact hholliday@erskinecharters.org with questions.

Submission: Performance Tasks Post Testing Information

Department: Assessment

Due Date: 03/03/2023

Details: Please submit your test training sign in sheets and signed security affidavits. Contact hholliday@erskinecharters.org with questions.

Submission: SC Alt post testing

Department: Assessment

Due Date: 03/10/2023

Details: Please submit scanned copies of the signed security affidavits. Contact hholliday@erskinecharters.org with questions.

Submission: WIN pre testing submission

Department: Assessment

Due Date: 03/13/2023

Details: Submission includes: file of "adults" who need access to WIN for testing; confirmation of Technology verification. Files provided include: current "adult" and student lists; directions for submission and general info from WIN; TAMs for computer and paper testing. Contact hholliday@erskinecharters.org with questions.

Submission: Governor's Graduate Letters

Department: PowerSchool and IT

Due Date: 03/17/2023

Details: Governor McMaster would like to send congratulatory letters to all high school graduating seniors this spring. Please complete the attached spreadsheet with names and mailing addresses of graduating seniors for the spring.

Submission: January 2023 Foster File

Department: PowerSchool and IT

Due Date: 03/03/2023

Details: Foster file to review and code in PowerSchool after verification that the student(s) qualifies.

Submission: FY23 Teacher Feedback Survey

Department: Federal Programs Finance

Due Date: 03/03/2023

Details: Teacher feedback is a vital part of gathering stakeholder input when planning for federal grants and writing your school's annual Comprehensive Needs Assessment. To help schools gather this feedback in a painless manner, the Institute creates a survey each year and then provides the anonymous results back to School Leaders. This data is in no way used to rate or judge your school. The results will only be used to help your school identify needs and areas for support during the 2023-2024 school year. This submission includes the link to the survey, please share it with your school staff.

Submission: FY23 Title I Stakeholder Survey

Department: Title I

Due Date: 03/03/2023

Details: Providing opportunities for feedback is a required part of running any Title I School Program. To aid schools in meeting this federal requirement, each year the Institute provides a survey for schools to share. This survey will gather feedback for you regarding the Title I Program, Student Achievement, and Parent/Family Engagement. When the survey closes, the anonymous results will be sent to School Leaders and Title I Coordinators to guide you during the FY22 Title I Annual Evaluation and FY23 CNA Process. This submission includes the link to the survey, please share it with your staff, parents, high school students, and applicable community members.

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: 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: 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: 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>.

Announcement: Fall/Winter 22-23 EOC Scores

Contact Person: Heather Holliday

Department(s): Accountability , Assessment

Start Date: 02/16/2023

End Date: 03/18/2023

Details: Attached you will find your school's final Fall/Winter 22-23 EOC scores. Contact hholliday@erskinecharters.org with questions.

Announcement: Fiscal and Student Services Conference

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance

Start Date: 02/17/2023

End Date: 03/23/2023

Details: The Fiscal and Student Services team invite you to attend our conference on March 23, 2023. Please see the attached save the date for more details. A registration link will be distributed February 23, 2023.

Announcement: Spring EOC/SC READY/SC PASS Test and DRC Training

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 02/22/2023

End Date: 04/05/2023

Details: This meeting will be the final face to face meeting for STCs for the 22-23 school year. We will focus on specific training for preparing for each of the spring tests. This is a mandatory meeting for ALL STCs. All participants are encouraged to bring their computer as well as class rosters for hands on preparation of materials for these tests. DRC training will also be a part of the day. Should schools wish to send two personnel to be trained in order to have a back up STC for testing, just ensure both team members are certified teachers. Please contact hholliday@erskinecharters.org with questions. The meeting will be from 10-4 at the Institute Office in Columbia.

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: 02/26/2023

End Date: 03/04/2023

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).