

Charter Institute at Erskine

INSTITUTE INSIGHTS

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Submission: ARCS Q3 Implementation Documentation

Department: Special Education and 504

Due Date: 03/28/2023

Details: Special Education: Select two students and provide service and accommodation logs. Provide list of students with MDRs and BIPs. Explain progress report tracking procedures. 504: Select two students and provide accommodation logs. Provide list of students with MDRs and BIPs.

Submission: College Freshman Report Spring 2023

Department: Assessment

Due Date: 04/14/2023

Details: It is time for to begin the collection of information for the annual College Freshman Report. Attached each school will find their individual student files. There are also many resources available to you in the documents section. When you have completed the file, please save it and submit it here. Each school will also submit a summary worksheet. Please contact hholliday@erskinecharters.org with questions.

Submission: CTECS Spring 2023 Assessment Ordering

Department: CTE

Due Date: 04/03/2023

Details: Attached you will find resources and information for ordering the CTECS tests for CTE completers for this year. If you are not administering any of these tests, please email hholliday@erskinecharters.org so you can be exempted from this submission. You will also find the spreadsheet onto which you will enter your school information. Heather will compile the information and send to the SCDE.

Submission: February 2023 Journal Entry Upload

Department: Finance

Due Date: 03/31/2023

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: PS 135th Day Reports

Department: PowerSchool and IT

Due Date: 03/31/2023

Details: Please submit your signed 135th day reports.

Submission: February 2023 Incident Management Errors

Department: PowerSchool and IT

Due Date: 03/27/2023

Details: February 2023 Incident Management Errors to correct in PowerSchool.

Submission: February 2023 Foster File

Department: PowerSchool and IT

Due Date: 03/27/2023

Details: February 2023 Foster File

Submission: 20 Day Letters (Feb-March 2023)

Department: Title I

Due Date: 03/31/2023

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: Read to Succeed PowerSchool Setup

Department: PowerSchool and IT

Due Date: 03/31/2023

Details: For all schools with 3rd grades, ACT 284 requires the school to offer a summer reading program for any student not reading on grade level. Please see the recorded webinar for correctly setting up the summer school in PowerSchool. Schools will need to confirm viewing the webinar and correct setup in PowerSchool.

<https://www.dropbox.com/s/od39ol6v22py27t/R2S%20Setup%20-%20Recording%204122022.mp4?dl=0>

Submission: KRA needs for Fall 2023

Department: Assessment

Due Date: 03/27/2023

Details: Please indicate the number of ADDITIONAL KRA kits you will need for your school for Fall 2023 for 5K classes. Any teacher leaving your school should leave their kit with the STC securely locked. These kits (1 per teacher) are for any new classroom additions or newly established schools for Fall 2023. I will collect new teacher name information at a later date. Contact hholliday@erskinecharters.org with questions.

Submission: FY23 Title I Parent Engagement (Q3)

Department: Title I

Due Date: 04/14/2023

Details: Title I Family Engagement activities should provide assistance to families/ parents in understanding content and achievement standards, assessments, how to monitor their child's progress, and provide materials and training to help their children succeed in school, such as literacy training and using technology as outlined in ESSA Section 1116(e)(2). Each school building has a parent and family engagement plan. The written plan must describe how the school will carry out the parent/family engagement activities. The plan is made available to the local community and is updated periodically to meet the changing needs of parents and the school.

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

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 02/22/2023

End Date: 04/18/2023

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 should bring a 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 April 18 from 10-4 at the Institute Office in Columbia.

Announcement: Spring Climate Survey for Report Cards: Resources for Schools

Contact Person: Heather Holliday

Department(s): Accountability , PowerSchool and IT

Start Date: 02/22/2023

End Date: 03/31/2023

Details: Attached you will find two documents: 1--A chart contained the essential questions asked about the surveys including a link to an information video from the SCDE; and 2--A resource document created by the SCDE which contains directions and visuals to assist schools with showing the various participant groups how to login to complete their survey. The window for completing surveys is February 27-April 14. Given the concerns from Spring 2022, we strongly advise that schools begin this process early in the window. Please contact hholliday@erskinecharters.org with questions pertaining to the Climate Survey for Accountability.

Announcement: Climate Survey for Parents - PDF Document

Contact Person: Jason Jones

Department(s): Accountability , PowerSchool and IT

Start Date: 02/27/2023

End Date: 03/27/2023

Details: Attached are the PDF documents for the climate survey for your parents. This includes the QR code for them on each page.

Announcement: Student Climate Survey Completion Report

Contact Person: Heather Holliday

Department(s): Accountability , PowerSchool and IT

Start Date: 03/09/2023

End Date: 04/08/2023

Details: You have been asking and JASON HAS ANSWERED!! Jason Jones created a report for you in PowerSchool to assist in your ability to determine your student completion of the climate surveys. The report will run for your active students in Grades 3 and above. Please see the attached document for the steps on how to run this report. Please share this information with applicable staff in your building. Contact hholliday@erskinecharters.org with questions.

Announcement: April Virtual SCTS 4.0 Evaluator Training

Contact Person: Kristin Olcott

Department(s): State and Academic Programs

Start Date: 03/13/2023

End Date: 04/07/2023

Details: Virtual SCTS 4.0 Evaluator Training will be held April 19, 20, and 21, 2023 from 8:30am-3:30pm each day in preparation for next school year. Please complete one registration form for each qualified educator to attend the Evaluator Training provided by the Institute. A qualified educator has at least 1 successful year on a continuing contract (GBE). Due to the nature of the training, space is limited. Schools will receive a notice confirming registered participants once the registration closes. The registration must be completed by the School Leader or ADEPT Coordinator by April 7, 2023. Please verify that the educator will be available on all three of the training dates before completing this registration. In order to receive credit, educators must attend each full session. Please copy and paste the link in your browser to register eligible participants: https://erskinecharters.formstack.com/forms/evaluator_training_registration_2023

Announcement: New STC Academy April--Final Meeting of Year

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 03/15/2023

End Date: 05/02/2023

Details: The focus of this final new STC Academy meeting will be on the reporting features in DRC and how to read the data files provided to them. This meeting is mandatory for all first and second year STCs, but experienced STCs are also welcome to attend. The meeting will occur via Zoom from 1-3. Contact hholliday@erskinecharters.org with questions. Zoom link for your browser: <https://erskinecharters.zoom.us/j/89876765752?pwd=SGxWZTRZd0R1YVo5ajYySlk2c3pjUT09>

Announcement: WIN Communication March 20, 2023

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 03/20/2023

End Date: 03/31/2023

Details: Please see the attached information from WIN. Information pertaining to lockdown browsers and students viewing the tutorial either on test day or before the test day is included in the communication. Please contact hholliday@erskinecharters.org with questions.

Announcement: Teacher list for Climate Survey

Contact Person: Heather Holliday

Department(s): Accountability , PowerSchool and IT

Start Date: 03/20/2023

End Date: 04/19/2023

Details: The SCDE has posted a list of your teachers pulled from the PCS system who will need to complete the climate survey for the state report card. If a staff member has an Termination date listed, they are showing as no longer with you in the state system and won't count in your ratings. They are included to confirm with you they will not be counted in the ratings. We hope this will help clarify who the SCDE has on their list for you for the teacher climate survey. Contact hholliday@erskinecharters.org with questions.

Announcement: IDEA ARP Claim Deadline Reminder

Contact Person: Jeanie Glover

Department(s): Federal Programs Finance

Start Date: 03/21/2023

End Date: 04/07/2023

Details: Reminder that the deadline to submit expenses for IDEA ARP funds in SmartFusion is March 30, 2023. This date will be the final opportunity to claim IDEA ARP funds. Goods and services within these claims must invoiced, received, and paid for by March 30, 2023. If you have any questions, please reach out to Jeanie Glover at jglover@erskinecharters.org.

Announcement: FY23 TSI, ATSI, CSI, or Priority Funding Allocations

Contact Person: Jeanie Glover

Department(s): Additional Targeted Support and Improvement, Comprehensive Support and Improvement, Federal Programs Finance

Start Date: 03/21/2023

End Date: 05/05/2023

Details: This announcement is a follow up to emails sent by Jeanie Glover to School Leaders on 3/21/23. The SC Department of Education has identified your school as in need of Targeted Assistance (TSI), Additional Targeted Assistance (ATSI), Comprehensive Support (CSI), or has other Priority needs. The SCDE's allocation to your school is attached in a memo outlining your school's designation status(s). A virtual meeting was held on 3/17/23, please find the slides attached as well. A recording is available on the Institute's website at: <https://erskinecharters.org/federal-programs-professional-development-2/>

Announcement: Accountability Manual Updated March 2, 2023

Contact Person: Heather Holliday

Department(s): Accountability

Start Date: 03/21/2023

End Date: 04/20/2023

Details: Attached you will find the most recent accountability manual for 2022-2023. Contact hholliday@erskinecharters.org with questions.

Announcement: State Aid to Classroom Funding Allocator (FY24 Projections)

Contact Person: John Li

Department(s): Finance

Start Date: 03/23/2023

End Date: 04/30/2023

Details: FY24 projection template to the estimated State Aid to Classroom funding.

Announcement: Fiscal and Student Services Spring Training Feedback

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance

Start Date: 03/24/2023

End Date: 04/07/2023

Details: Thank you to all the school leaders that attended or sent team members from their school to the Fiscal and Student Services Spring Training on Thursday, March 23, 2023. If you were not able to complete the feedback survey that afternoon, it is still open. Please also forward to team members that were in attendance. Copy and paste this URL into your browser: <https://forms.gle/t7EkHFGkPNfgu5kZ9>

Announcement: FY23 Feedback Survey Results

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance , Title I, Title II

Start Date: 03/24/2023

End Date: 04/23/2023

Details: Thank you for sharing and completing this year's Feedback Surveys. Not only do these surveys provide your school with valuable input for FY24 planning, but they also meet several Federal Grant Programming requirements. Attached in this announcement is a memo containing the link(s) to your school's responses. The results are laid out in a table and/or chart format to show overall responses and unique answers when available. If other views are needed please reach out and we will adjust as possible.

Announcement: April 504 Coordinators' Training

Contact Person: Sarah Love

Department(s): Special Education and 504

Start Date: 03/27/2023

End Date: 04/27/2023

Details: 504 Coordinator Training will be held on April 27, 2023. Further information will be sent to school 504 Coordinators.

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: 04/02/2023

End Date: 04/08/2023

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).