

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
FY24 Title I Employee Document...	08/31/2023	Lacy Lucas	Title I
FY24 Title II Employee Documen...	08/31/2023	Lacy Lucas	Federal Programs Fin...
2023-2024 FY23 CTE EIA Employe...	08/31/2023	Lacy Lucas	Federal Programs Fin...
FY24 IDEA Employee Documents	08/31/2023	Lacy Lucas	Federal Programs Fin...
FY23 School Improvement Employ...	08/31/2023	Lacy Lucas	Federal Programs Fin...
CTE Preorder of Instructional ...	08/31/2023	Heather Holliday	CTE
FY24 CTE EIA and Perkins Plan	08/22/2023	Lacy Lucas	Federal Programs Fin...
School Testing Calendar Submis...	08/22/2023	Christopher Seay	Assessment
STC update from DRC and SCDE A...	08/25/2023	Heather Holliday	Assessment
Inventory of Fixed Assets	09/15/2023	Angelica Rodrigu...	Finance
WIDA Screener Training Deadlin...	08/31/2023	Christopher Seay	Assessment
ARCS Standard 1a: SPED Policie...	08/25/2023	Anna Hightower	Special Education an...
FY25 Enrollment Projections	09/01/2023	Angelica Rodrigu...	Finance
Proviso 1.3 Budget Requirement	08/30/2023	Angelica Rodrigu...	Finance
ARCS Standard 2a: 504 Policies...	08/25/2023	Anna Hightower	Special Education an...
Teacher Supply Check Records	09/15/2023	Angelica Rodrigu...	Finance
July 2023 Journal Entry Upload	09/01/2023	Angelica Rodrigu...	Finance
SC Alt Scores Spring 2023	08/28/2023	Heather Holliday	Assessment
WIDA Screener and ACCESS updat...	08/28/2023	Heather Holliday	Assessment
College Board, PSAT, and summe...	08/28/2023	Heather Holliday	Assessment
Adult Education Graduates List...	08/23/2023	Heather Holliday	Accountability
23-24 State Funded Reading Coa...	09/06/2023	Callison	Leadership
2023-2024 State-Funded Reading...	09/06/2023	Callison	Leadership
ACT Student Upload - Fall 2023	08/25/2023	Christopher Seay	Assessment
Goalbook Users	08/25/2023	Sally Fickling	Special Education an...
July 2023 Board Financial Stat...	09/14/2023	Angelica Rodrigu...	Finance
2023 Model Safe Schools Checkl...	08/30/2023	Callison	Leadership
ARCS Standard 4: Training	09/01/2023	Anna Hightower	Special Education an...
SCDE Assessment and Standards ...	08/25/2023	Heather Holliday	Assessment
Day 5 funding reports	09/01/2023	Jessica Crowe	PowerSchool and IT
FY24 Teacher Supply Check	07/24/2023 - 08/23/2023	Amanda Tucker	Finance
STC Kick Off - August 30th	07/25/2023 - 08/30/2023	Christopher Seay	Assessment
Title III/MLP and ACCESS Testi...	08/02/2023 - 09/01/2023	Sally Fickling	Title III ESOL
Multilingual Learner Enrollmen...	08/03/2023 - 09/30/2023	Sally Fickling	Title III ESOL
First Ten Days Fire Drill Remi...	08/04/2023 - 08/31/2023	Callison	Leadership
SPED Coordinator Roundtable- A...	08/07/2023 - 08/23/2023	Bralyn Wood	Special Education an...
SCDE School Safety Grant	08/07/2023 - 09/01/2023	Amanda Tucker	Finance
What's Up Wednesdays	08/08/2023 - 09/07/2023	Lacy Lucas	Federal Programs Fin...
PADEPP Principal Evaluator Tra...	08/08/2023 - 08/31/2023	Callison	Leadership
District of Residence Coding i...	08/09/2023 - 09/01/2023	Jeanie Glover	Federal Programs Fin...
New STC Academy - September 12...	08/14/2023 - 09/12/2023	Christopher Seay	Assessment
Teachers as Researchers Opport...	08/15/2023 - 09/07/2023	Callison	Leadership
DHEC School Nurse Hiring Infor...	08/15/2023 - 09/14/2023	Callison	Leadership
LETRS Administrator and Readin...	08/16/2023 - 08/31/2023	Callison	Leadership
Work-Based Learning Implementa...	08/17/2023 - 09/16/2023	Jason Jones	PowerSchool and IT
Finance & Federal Programs Tra...	08/17/2023 - 09/14/2023	Kristy Cansler	Federal Programs Fin...
SC Association of Title I Admi...	08/17/2023 - 09/15/2023	Kristy Cansler	Additional Targeted ...
Chronic Absenteeism, Dropout D...	08/22/2023 - 09/28/2023	Jason Jones	PowerSchool and IT

**Submission: FY24 Title I Employee Documents**

**Department:** Title I

**Due Date:** 08/31/2023

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for employees paid with federal funds within your school during the 2023-2024 school year.

**Submission: FY24 Title II Employee Documents**

**Department:** Federal Programs Finance

**Due Date:** 08/31/2023

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for employees paid with federal funds within your school during the 2023-2024 school year.

**Submission: 2023-2024 FY23 CTE EIA Employee Documents**

**Department:** Federal Programs Finance

**Due Date:** 08/31/2023

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for employees paid with federal funds within your school during the 2023-2024 school year.

**Submission: FY24 IDEA Employee Documents**

**Department:** Federal Programs Finance

**Due Date:** 08/31/2023

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for employees paid with federal funds within your school during the 2023-2024 school year.

**Submission: FY23 School Improvement Employee Documents**

**Department:** Federal Programs Finance

**Due Date:** 08/31/2023

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for employees paid with federal funds within your school during the 2023-2024 school year.

**Submission: CTE Preorder of Instructional Materials 23-24**

**Department:** CTE

**Due Date:** 08/31/2023

Details: Attached you will find information from the SCDE regarding preorder of CTE instructional materials (Sep18-Oct16). All orders are submitted through your school's Destiny login. Your school cannot currently have a balance nor can you have an already open order to submit another order. Use this document as a guide to what materials you may need in order to teach the curriculum and pathways already identified by your school for the 23-24 school year. Contact Heather Holliday with questions.

**Submission: FY24 CTE EIA and Perkins Plan**

**Department:** Federal Programs Finance

**Due Date:** 08/22/2023

Details: Please see attached memo regarding your school's FY24 CTE EIA and Perkins preliminary allocation. Plans are due in Google by Tuesday, August 22, 2023. When your school's plan is complete, please mark "Yes" in the LWS submission.

**Submission: School Testing Calendar Submission**

**Department:** Assessment

**Due Date:** 08/22/2023

Details: Use this link to access the google sheet to complete your school testing calendar for 2023 - 2024. Be sure to check all tabs when completing your calendar. Links to trainings are included within the document as well.

Feedback will be provided to each school upon completion. Contact Christopher Seay with questions.  
<https://docs.google.com/spreadsheets/d/1yj94zmPSFd0z9L2SMBwP-7DJOziQGDVQqCy9SiZkPNI/edit?usp=sharing>

**Submission: STC update from DRC and SCDE Aug 4**

**Department:** Assessment

**Due Date:** 08/25/2023

Details: Attached you will find the most recent update from DRC. The main update pertains to technology files updated and uploaded to DRC. Your technology staff will need access to these files to ensure all technology requirements are ready prior to any testing on the DRC platform. Contact Heather Holliday with questions.

**Submission: Inventory of Fixed Assets**

**Department:** Finance

**Due Date:** 09/15/2023

Details: Fixed Asset needs to follow the guidelines set by SCDE. Physical Inventory must follow federal inventory guidelines.

**Submission: WIDA Screener Training Deadline is August 31st**

**Department:** Assessment

**Due Date:** 08/31/2023

Details: All WIDA Screener certification modules must be completed by August 31, 2023. Please make sure that everyone involved with the WIDA screener is aware of this deadline. If you have any questions, please contact Christopher Seay.

**Submission: ARCS Standard 1a: SPED Policies and Procedures**

**Department:** Special Education and 504

**Due Date:** 08/25/2023

Details: Standard 1a. IDEA Policies & Procedures. The school will submit its special education policies and procedures that are aligned to Institute, state and federal IDEA requirements. Submissions must include signed assurances by the SPED Coordinator and School Leader.

**Submission: FY25 Enrollment Projections**

**Department:** Finance

**Due Date:** 09/01/2023

Details: Projections should be broken out by funding classification, and please provide the rationale for projected enrollment that includes growth. We will work with the school throughout the year to monitor and make adjustments to the projection as needed. If enrollment changes are material as defined by the amendment guidelines, a charter amendment form must be completed. Please refer to your Charter Contract and Charter if you have any questions related to your enrollment. If you have any questions or need any assistance, please feel free to reach out to me.

**Submission: Proviso 1.3 Budget Requirement**

**Department:** Finance

**Due Date:** 08/30/2023

Details: SECTION 59-20-80. School budgets must be made public; itemization of salaries.

Notwithstanding any other provision of law, each school board of trustees in this State shall annually make available to the general public its budget for that year, which budget shall include an itemized list of the average salaries paid to the superintendents, supervisors, administrators, principals, consultants, counselors and teachers employed by the district. No state aid shall be given to any school district whose board of trustees fails to comply with the provisions of this chapter.

**Submission: ARCS Standard 2a: 504 Policies and Procedures**

**Department:** Special Education and 504

**Due Date:** 08/25/2023

Details: Standard 2a. 504 Policies and Procedures. The school will submit its 504 policies and procedures that are aligned to Institute, state and federal requirements. Submissions must include signed assurances by the 504 Coordinator and School Leader.

**Submission: Teacher Supply Check Records**

**Department:** Finance

**Due Date:** 09/15/2023

Details: Under the South Carolina General Appropriations Act for 2023-2024, Proviso 1A.9, the schools are given an allocation of \$350 for each teacher, certified and non-certified, and full-time or part-time to offset expenses incurred by eligible employees for supplies directly related to the education of students. This includes all positions coded in PCS as teaching positions, guidance counselors, Library Media Specialists, Speech Therapists, Career Specialists, and ROTC Instructors (PCS Codes 03 – 11, 17, 18, and 23). In accordance with this proviso, a check in the amount of \$350 must be given to each teacher as soon as funding has been received from the Institute. Please also note that any supplies/materials/equipment purchased with the teacher supply funding is that of the teacher and not the school in which the teacher is employed. If a teacher leaves the employment of the school, supplies are taken by the teacher upon their departure.

**Submission: July 2023 Journal Entry Upload**

**Department:** Finance

**Due Date:** 09/01/2023

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: SC Alt Scores Spring 2023**

**Department:** Assessment

**Due Date:** 08/28/2023

Details: Attached you will find your school's SC Alt scores. These scores have been uploaded into Enrich and are ready for your review or use in reports for students if needed. For this submission, there is a one question requirement of the name of the school personnel who has received the scores. Contact Heather Holliday with questions.

**Submission: WIDA Screener and ACCESS updates August 2023**

**Department:** Assessment

**Due Date:** 08/28/2023

Details: Attached you will find update information from WIDA regarding Screening and Testing of students for the 23-24 school year. Please share this information as needed with members of your team, especially your Title III Coordinator and EL Teacher. There is one question required for this submission. Contact Heather Holliday with questions.

**Submission: College Board, PSAT, and summer webinar info and reminders 8.14.23**

**Department:** Assessment

**Due Date:** 08/28/2023

Details: As College Board (including SAT and PSAT) move towards digital testing, I thought a reminder of these summer updates may be important for you. There is one question required for this submission. Please contact Christopher Seay with questions.

**Submission: Adult Education Graduates List 8.14.23**

**Department:** Accountability

**Due Date:** 08/23/2023

Details: We have received the list of Adult Education Graduates from the SCDE. You will find that attached to this submission. If you think any of your non-graduates from Spring 2023 may have received a diploma through Adult Ed, you can search for the student on this list. If the student appears here, ensure you change appropriate coding in PS and on your Enrich grade rate file. Contact Heather Holliday with questions.

**Submission: 23-24 State Funded Reading Coach/Interventionist Information**

**Department:** Leadership

**Due Date:** 09/06/2023

Details: Your school is eligible to use the state funding for a Reading Coach, Reading Interventionist, or Reading/Coach Interventionist Split. Please note: the eligible Reading Coach must be listed in the SC Educator system with a position code of "87" to have funding released.

**Submission: 2023-2024 State-Funded Reading Coaches Information**

**Department:** Leadership

**Due Date:** 09/06/2023

Details: Please note: the eligible Reading Coach must be listed in the SC Educator system with a position code of "87" to have funding released.

**Submission: ACT Student Upload - Fall 2023**

**Department:** Assessment

**Due Date:** 08/25/2023

Details: Please use the attached templates to create your student upload files for the Fall ACT. The PDF file is there to provide information on setting up the file correctly for upload. Once completed we will get them uploaded into the ACT system. If you have any questions please contact Christopher Seay for more information.

**Submission: Goalbook Users**

**Department:** Special Education and 504

**Due Date:** 08/25/2023

Details: Please list the names of the special education staff at your school who need access to Goalbook using the provided template.

**Submission: July 2023 Board Financial Statements**

**Department:** Finance

**Due Date:** 09/14/2023

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: 2023 Model Safe Schools Checklist**

**Department:** Leadership

**Due Date:** 08/30/2023

Details: To meet the requirements of Proviso 1A.37, please copy and paste the following link into your browser to fill out the Formstack for 2023 Model Safe Schools Checklist: [https://erskinecharters.formstack.com/forms/2023\\_model\\_safe\\_school\\_checklist](https://erskinecharters.formstack.com/forms/2023_model_safe_school_checklist) Once you complete the Formstack, please complete the Smart Form within this submission. Contact Callison Madsen at [cmadsen@erskinecharters.org](mailto:cmadsen@erskinecharters.org) if you have any questions.

**Submission: ARCS Standard 4: Training**

**Department:** Special Education and 504

**Due Date:** 09/01/2023

Details: Tier 1: Submit sign in Sheets

Tier 2: Submit Sign in sheets and Training Agenda. Submit accommodation tracking procedure.

Tier 3: Submit Sign in sheets and Training Agenda. Submit accommodation tracking procedure with tracking form. Provide evidence of implementation.

**Submission: SCDE Assessment and Standards Update Aug 18**

**Department:** Assessment

**Due Date:** 08/25/2023

Details: Attached you will find a general list of memos and then the specific memos released by the SCDE this week. Please reach out to Heather Holliday with questions.

**Submission: Day 5 funding reports**

**Department:** PowerSchool and IT

**Due Date:** 09/01/2023

Details: The attached are the current 5th day funding reports. If you are comfortable with the report as generated please sign and send back. If not, please reach out to me and let me know.

**Announcement: FY24 Teacher Supply Check**

**Contact Person:** Amanda Tucker

**Department(s):** Finance

**Start Date:** 07/24/2023

**End Date:** 08/23/2023

Details: Teacher supply funding is \$350 for certified and noncertified teachers. The funds must be disbursed in a manner separate and distinct from their payroll check on the first-day teachers, by contract, are required to be in attendance at school for the current contract year.

**Announcement: STC Kick Off - August 30th**

**Contact Person:** Christopher Seay

**Department(s):** Assessment

**Start Date:** 07/25/2023

**End Date:** 08/30/2023

Details: The School Test Coordinator Kick Off Training Session will be held on August 30th from 10:00 AM - 4:00 PM. This session will be held in person (Face to Face) at the offices of The Charter Institute at Erskine. The address is 1201 Main Street, Suite 300, Columbia, SC 29201. Every school must send at least one representative but may send more if needed. We recommend parking in the Lady Street Garage. Please register for the event using the following link: <https://forms.gle/SehiEz4XydFBysNWA>

**Announcement: Title III/MLP and ACCESS Testing Coordinators Contact Information Request**

**Contact Person:** Sally Fickling

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

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

**End Date:** 09/01/2023

Details: Please complete the form linked below to share the contact information for your Title III/MLP and ACCESS Testing Coordinators. <https://forms.gle/dyahKhHcKrJKnxw77>

**Announcement: Multilingual Learner Enrollment**

**Contact Person:** Sally Fickling

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

**Start Date:** 08/03/2023

**End Date:** 09/30/2023

Details: The purpose of this memorandum is to supplement a previous memorandum, Multilingual Learner Enrollment, and to provide additional information regarding common questions received by the South Carolina Department of Education (SCDE). Initial grade placement for all students enrolling in South Carolina public schools, including multilingual learners and immigrant students, must be with same-age classmates regardless of the grade level. At the high school level, a student must be placed with age-level peers when possible (e.g., homeroom, electives, lunch, etc.), and decisions for coursework should be based on the student's transcript, if available. While classes should be scheduled accordingly to meet course prerequisites and graduation requirements, students must have the opportunity to interact and advance with peers. When applicable, school districts must be proactive and thoughtful in planning around specific grade-level activities or requirements (e.g., graduation, 9GR specific assessments). Districts must communicate with students and families in a language they understand and prefer for any decisions regarding participation in specific grade level requirements.

**Announcement: First Ten Days Fire Drill Reminder**

**Contact Person:** Callison

**Department(s):** Leadership

**Start Date:** 08/04/2023

**End Date:** 08/31/2023

Details: This is a gentle reminder that the South Carolina Fire Code requires that fire drills be conducted monthly, that they include all building occupants, and that the first drill be conducted within the first 10 days of the beginning of classes. Please ensure you are documenting all safety drills. A safety drill log is attached for your reference. If you have any questions, contact Callison Madsen at [cmadsen@erskinecharters.org](mailto:cmadsen@erskinecharters.org).

**Announcement: SPED Coordinator Roundtable- August**

**Contact Person:** Bralyn Wood

**Department(s):** Special Education and 504

**Start Date:** 08/07/2023

**End Date:** 08/23/2023

Details: The August SPED Coordinator Roundtable will be held on August 23, 2023 at 1:00pm. Please see the zoom link below. Join Zoom Meeting: <https://erskinecharters.zoom.us/j/9686851889?pwd=OWZXXNnNUNWFKVWI6ZUFLZFZEVjcxZz09>  
Meeting ID: 968 685 1889 Passcode: 486470

**Announcement: SCDE School Safety Grant**

**Contact Person:** Amanda Tucker

**Department(s):** Finance

**Start Date:** 08/07/2023

**End Date:** 09/01/2023

Details: School Safety Grant applications must be submitted to SCDE by September 1. State confirmed applications are submitted by the school. Please see below for details:

Proviso 1.81 of the FY 2024 Appropriations Act authorizes the South Carolina Department of Education (SCDE) to distribute up to \$20,000,000 to public school districts and charter school districts to make upgrades aligned with school safety priorities.

Eligible school facility upgrades shall include:

classroom/internal door locks

window film/covers or bulletproof glass or bulletproof film for windows

secure school entry points and access control

electronic or other technology

CONTACT: James Rawl, [jbrawl@ed.sc.gov](mailto:jbrawl@ed.sc.gov)

### **Announcement: What's Up Wednesdays**

**Contact Person:** Lacy Lucas

**Department(s):** Federal Programs Finance

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

**End Date:** 09/07/2023

Details: Federal Programs will be hosting What's Up Wednesday on the first Wednesday of every month to provide timely and relevant information and updates. Mark your calendars for the following dates: September 6, 2023; October 4, 2023; November 1, 2023; December 6, 2023; February 7, 2024; March 6, 2024; May 1, 2024. We will not meet in January, April, or June of 2024. These meetings will be held via Zoom from 9:00 am - 10:00 am. You can access the Zoom link here: <https://erskinecharters.zoom.us/j/86264725913>.

### **Announcement: PADEPP Principal Evaluator Training 2023-2024**

**Contact Person:** Callison

**Department(s):** Leadership

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

**End Date:** 08/31/2023

Details: The Program for Assisting, Developing, and Evaluating Principal Performance (PADEPP) Evaluator Training is available for any new principal evaluators. The available dates are August 28th and September 7th. The deadline to register is 2 weeks prior to the training date. If you are interested in enrolling, please contact Callison Madsen at [cmadsen@erskinecharters.org](mailto:cmadsen@erskinecharters.org).

### **Announcement: District of Residence Coding in Powerschool**

**Contact Person:** Jeanie Glover

**Department(s):** Federal Programs Finance

**Start Date:** 08/09/2023

**End Date:** 09/01/2023

Details: School administrators should ensure that student information is entered into Powerschool and District of Residence is properly coded based on current residency information. This information will be used as part of the 5th Day extraction for the State to determine funding. Schools should have this information coded in Powerschool by their 10th day of school. As a reminder, funding now follows the child from their zoned school district, so it is important that the District of Residence information is entered correctly.

### **Announcement: New STC Academy - September 12th**

**Contact Person:** Christopher Seay

**Department(s):** Assessment

**Start Date:** 08/14/2023

**End Date:** 09/12/2023

Details: New STC Academy will be held on September 12th from 1:00 PM - 3:00 PM via Zoom. The topic of this session will be An Introduction into Testing Precode. This training is mandatory for all STCs new to their role and optional for any returning STCs. <https://erskinecharters.zoom.us/j/83825807057?pwd=VkvjBDBFWUx6V3NjZUNTOUR0TTIpdz09>

### **Announcement: Teachers as Researchers Opportunity**

**Contact Person:** Callison

**Department(s):** Leadership

**Start Date:** 08/15/2023

**End Date:** 09/07/2023

Details: TEACHERS AS RESEARCHERS OPPORTUNITY-

The Teacher as Researcher Initiative, a partnership between South Carolina Department of Education, Marzano Research and Education Analytics, is a comprehensive program that aims to enhance collaboration, drive evidence-based instruction, and foster a culture of growth among your staff. If you're searching for a powerful structure to drive evidence-based instruction, improve the student experience, and foster a culture of growth among your staff, look no further than the Teacher as Researcher Initiative. This transformative opportunity has the potential to revolutionize your school's instructional practices and collaboration, leading to a more profound impact on student success.

Best of all, this is FREE to districts. We are currently registering schools for the 2023-2024 school year, register your school today!

Link to register:

[https://marzanoresearch.qualtrics.com/jfe/form/SV\\_6mxYOHuDYvkC6eq](https://marzanoresearch.qualtrics.com/jfe/form/SV_6mxYOHuDYvkC6eq)

Interested in learning more about the initiative or have any questions? Visit our website to learn more about what makes this initiative a game-changer for your school or reach out to Michelle Lane at [sc-tar@marzanoresearch.com](mailto:sc-tar@marzanoresearch.com).

Link to Marzano Research website:

<https://www.marzanoresearch.com/practice-areas/teacher-as-researcher/sc-teacher-as-researcher/>

Please contact Callison Madsen at [cmadsen@erskinecharters.org](mailto:cmadsen@erskinecharters.org) if you have any questions.

### **Announcement: DHEC School Nurse Hiring Information**

**Contact Person:** Callison

**Department(s):** Leadership

**Start Date:** 08/15/2023

**End Date:** 09/14/2023

Details: From State School Nurse Consultant, Victoria Ladd:

Hiring LPNs in charters is very challenging because an LPN license is different than an RN license. The LPN has limits and must be supervised by an RN at all times. The RN can be in another building but must be available by phone or pager at all times. The LPN also cannot write Individual Health Plans and these are required by SC statute for many students with chronic disease and some acute illnesses. Only an RN can write these plans. Only an RN can do initial trainings so if the school needs the nurse to train staff to administer an EpiPen it must be an RN the first time and the RN must develop the training. The LPN can do repeat trainings for those who previously were trained by the RN. If new staff come on board mid year, the RN does the initial training for them

Please contact Callison Madsen at [cmadsen@erskinecharters.org](mailto:cmadsen@erskinecharters.org) if you have any questions.

### **Announcement: LETRS Administrator and Reading Coach PLC**

**Contact Person:** Callison

**Department(s):** Leadership

**Start Date:** 08/16/2023

**End Date:** 08/31/2023

Details: The Office of Early Learning and Literacy is offering a training series for administrators and reading coaches on implementing LETRS practices. Please see attached memo from SCDE for registration details.

In order to register, participants must be actively participating (completing and/or facilitating implementation) in LETRS Volume 1 or Volume 2 during the 2023–24 school year. Participants must also be prepared to attend bi-monthly PLC meetings having completed the identified sessions (see below). Registration will close on Thursday, August 31, 2023.

Please contact Callison Madsen at [cmadsen@erskinecharters.org](mailto:cmadsen@erskinecharters.org) if you have any questions.

### **Announcement: Work-Based Learning Implementation Guide and Info**

**Contact Person:** Jason Jones

**Department(s):** PowerSchool and IT

**Start Date:** 08/17/2023

**End Date:** 09/16/2023

Details: Please take time to review guidelines, reporting procedures, career ready qualifiers, and useful resources to help provide guidance and assistance with your daily roles and responsibility.

### **Announcement: Finance & Federal Programs Training**

**Contact Person:** Kristy Cansler

**Department(s):** Federal Programs Finance , Title I, Finance, Leadership

**Start Date:** 08/17/2023

**End Date:** 09/14/2023

Details: All school leaders, school business officers, finance and federal programs coordinators are invited to attend the Finance and Federal Programs "Kick-Off" training on Thursday, September 14, 2023, from 9:00 a.m. - 3:00 p.m., at the Capital City Club in Columbia, SC. Important updates related to policies, processes, timelines, and the importance of aligning your needs with your planned expenditures will be shared. Wear your favorite team's jersey or colors! Please register by Friday, September 8th using the below registration link. <https://docs.google.com/forms/d/1jRoWm794EWJs2NHLUgEnVy9Oeduc6mRSEC80Tne7-6l/edit>

### **Announcement: SC Association of Title I Administrators (SCATA) Conference**

**Contact Person:** Kristy Cansler

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

**Start Date:** 08/17/2023

**End Date:** 09/15/2023

Details: Title I Schools are invited to attend the 56th annual South Carolina Association of Title I Administrators (SCATA) conference October 24th - October 27th at the Embassy Suites at Kingston Plantation in Myrtle Beach, SC.

More information regarding the SCATA conference, including registration and hotel information, can be found using the below link.

**Announcement: Chronic Absenteeism, Dropout Data Incident Management, and Truancy Webinars**

**Contact Person:** Jason Jones

**Department(s):** PowerSchool and IT

**Start Date:** 08/22/2023

**End Date:** 09/28/2023

Details: The, "Office of Student Intervention Services," at the SC Department of Education will be offering Webinar's covering the following topics:

>Chronic Absenteeism, Dropout, Incident Management and Truancy Update Webinar

>New Dropout Coordinators Webinar (District Level)

>Dropout Webinar

>Truancy Webinar

>Chronic Absenteeism Webinar

>Incident Management 101 Webinar

If you would like to attend any of these opportunities, Please see the document attached to click the link and register!