

Charter Institute at Erskine

INSTITUTE INSIGHTS

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Submission: Staff Check #1 for Climate Survey Spring 2024

Department: Accountability

Due Date: 01/15/2024

Details: We will complete of staff checks between PS & PCS prior to the start of Spr 24 climate survey windows. This is the 1st one. You will find an attachment describing the steps you need to take to process and check your individual school file. You have until January to complete this task, but we encourage you to begin confirming these lists and submitting needed forms. Please completed your edited spreadsheet for this submission. Contact Heather Holliday with questions.

Submission: FY24 Title I Parent and Family Engagement - 1st Semester

Department: Title I

Due Date: 01/31/2024

Details: Please upload documentation of parent and family engagement events by January 31st, 2024, that were held in the first semester. These events should build parent capacity. Examples include parent conferences where individual assessment data is shared, STEM, technology, math, and literacy nights, etc.

Submission: NCAA Clearinghouse Information

Department: Accountability

Due Date: 01/15/2024

Details: The NCAA Clearinghouse has provided three reports for your schools based on data in their database. I have attached those reports for you to use as you wish. Please share this with the appropriate staff members at your school.

Submission: CSAR Collection Period 1

Department: State and Academic Programs

Due Date: 01/19/2024

Details: It is time to begin collecting the data for the CSAR Period 1 report. The presentation used with School Counselors for this training is attached for your reference as is a Word document with directions and a link to submit your school's data. If this does not fall into your purview, please get with your School Counselor to complete this information. Contact Heather Holliday with questions.

Submission: PS 90th Day Reports

Department: PowerSchool and IT

Due Date: 01/31/2024

Details: Please submit your 90th day reports. These do not need to be signed.

Submission: Early Graduates Roster and Transcripts, Winter 2024

Department: PowerSchool and IT

Due Date: 01/31/2024

Details: Schools with Winter Graduates should submit a roster of students for graduation along with final transcripts for review. If you have no early graduates, submit your school's calendar in the documents requested.

Submission: SC Ready Precode File

Department: PowerSchool and IT

Due Date: 01/31/2024

Details: SC Ready Precode File

Submission: Bank Account Deposit Form - Update

Department: Finance

Due Date: 01/31/2024

Details: Please work with you financial institution to complete the attached to ensure that the Institute has the most updated file. As a requirement, the school must demonstrate control of its cash in a collateralized bank account owned by the school board. If applicable, the school board's EMO/CMO are not owners and signatories on the school board's bank account.

Submission: FY24 Title I Fall Time and Effort

Department: Federal Programs Finance

Due Date: 01/31/2024

Details: Federal law requires all employees, including teachers, paraprofessionals, and other staff that are paid with federal funds to document the time and effort they spend within that program. The portion of the federally paid salary should be reflective of the time and effort the individual has put forth for that federal program. Fall time and effort for federally funded employees are due January 31, 2024.

Submission: FY24 IDEA Fall Time and Effort

Department: Federal Programs Finance

Due Date: 01/31/2024

Details: Federal law requires all employees, including teachers, paraprofessionals, and other staff that are paid with federal funds to document the time and effort they spend within that program. The portion of the federally paid salary should be reflective of the time and effort the individual has put forth for that federal program. Fall time and effort for federally funded employees are due January 31, 2024.

Submission: ESSER III Fall Time and Effort 23-24

Department: Federal Programs Finance

Due Date: 01/31/2024

Details: Federal law requires all employees, including teachers, paraprofessionals, and other staff that are paid with federal funds to document the time and effort they spend within that program. The portion of the federally paid salary should be reflective of the time and effort the individual has put forth for that federal program. Fall time and effort for federally funded employees are due January 31, 2024.

Submission: FY24 Title II Fall Time and Effort

Department: Federal Programs Finance

Due Date: 01/31/2024

Details: Federal law requires all employees, including teachers, paraprofessionals, and other staff that are paid with federal funds to document the time and effort they spend within that program. The portion of the federally paid salary should be reflective of the time and effort the individual has put forth for that federal program. Fall time and effort for federally funded employees are due January 31, 2024.

Submission: FY24 CTE Perkins Fall Time and Effort

Department: Federal Programs Finance

Due Date: 01/31/2024

Details: Federal law requires all employees, including teachers, paraprofessionals, and other staff that are paid with federal funds to document the time and effort they spend within that program. The portion of the federally paid salary should be reflective of the time and effort the individual has put forth for that federal program. Fall time and effort for federally funded employees are due January 31, 2024.

Submission: FY23 School Improvement Fall Time and Effort

Department: Federal Programs Finance

Due Date: 01/31/2024

Details: Federal law requires all employees, including teachers, paraprofessionals, and other staff that are paid with federal funds to document the time and effort they spend within that program. The portion of the federally paid salary should be reflective of the time and effort the individual has put forth for that federal program. Fall time and effort for federally funded employees are due January 31, 2024.

Submission: FY24 School Improvement Fall Time and Effort

Department: Federal Programs Finance

Due Date: 01/31/2024

Details: Federal law requires all employees, including teachers, paraprofessionals, and other staff that are paid with federal funds to document the time and effort they spend within that program. The portion of the federally paid salary should be reflective of the time and effort the individual has put forth for that federal program. Fall time and effort for federally funded employees are due January 31, 2024.

Submission: COVID-19 Tests Available from U.S. Department of Health and Human Services

Department: State and Academic Programs

Due Date: 01/31/2024

Details: The U.S. Department of Education (ED), in partnership with the U.S. Department of Health and Human Services (HHS), is offering free, rapid, at-home COVID-19 tests to interested schools while supplies last. Please complete the Smart Form by January 31st to receive the COVID-19 tests for your school. Distribution plans will be communicated once the tests are received. For questions, please contact Callison Madsen at cmadsen@erskinecharters.org.

Announcement: Virtual SCTS 4.0 Evaluator Training Spring 2024

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 11/08/2023

End Date: 02/21/2024

Details: SCTS 4.0 Evaluator Training is provided by the Institute in preparation for next school year. The training is virtual and will consist of three full days of synchronous and asynchronous training and assignments. It will take place from February 28th to March 1st, 2024, running from 8:30 AM to 3:30 PM each day. The deadline to register is February 21st. Please complete one Formstack registration for each qualified educator recommended by your school to attend:

https://erskinecharters.formstack.com/forms/evaluator_training_registration_february_2024 Contact Callison Madsen at cmadsen@erskinecharters.org with questions.

Announcement: Summer Reading Camp Community Partnership Grant Opportunity 2024

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 11/30/2023

End Date: 02/07/2024

Details: The SCDE has announced the Request for Proposals for the 2024 Summer Reading Camp Community Partnership Grant is now available online (under Proviso 1.56 of the General Appropriations Act). Approximately \$700,000 in funding will be distributed on a competitive basis. The deadline to apply is 5:00 p.m., February 7, 2024. Email notice of intent to apply is requested by January 10, 2024. Please see the attached memo for more information. Copy and paste this link into your browser to apply: https://scde.formstack.com/forms/2024_src_cpg Contact Callison Madsen at cmadsen@erskinecharters.org with questions.

Announcement: South Carolina Department of Education LETRS Requirement

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 12/15/2023

End Date: 04/30/2024

Details: Pursuant to Proviso 1A.73, the SC Department of Education (SCDE) will require professional learning in the science of reading for every educator working with students in kindergarten through grade three certified in early childhood, elementary, and special education. The professional learning is entitled Language Essentials for Teachers of Reading and Spelling, (LETRS). Please see the attached memo with details highlighted for reference if needed. For questions, please contact Callison Madsen at cmadsen@erskinecharters.org.

Announcement: In-Person Educator Training for 2023 SC CCR ELA Standards

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 01/03/2024

End Date: 02/23/2024

Details: The SCDE Office of Assessment and Standards announced free, one-day, in-person professional development opportunities for educators preparing to implement the new English language arts standards. Please see the attached memo for dates and registration deadlines. Spaces are limited. Copy and paste this link to register:

<https://docs.google.com/forms/d/e/1FAIpQLSewvtwMm1oRR9nRHiAkx3lpvnP8oNwbojTAkvC38mJ3KttAzW/viewform> For questions, please contact Callison Madsen at cmadsen@erskinecharters.org.

Announcement: Webinars to Support Educator Implementation of 2023 SC CCR ELA Standards

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 01/03/2024

End Date: 02/23/2024

Details: The SCDE Office of Assessment and Standards ELA standards team announced free webinars via Microsoft Teams to support implementation and instruction around the 2023 SC CCR ELA Standards. Please see the attached document for dates and times. Secure your spot via the following form: <https://docs.google.com/forms/d/e/1FAIpQLScmYAMrddC-UCmkJlgiReILeTv1b23btIZ-66tMsKO2wnsNtw/viewform> For questions, please contact Callison Madsen at cmadsen@erskinecharters.org.

Announcement: South Carolina High School Employability Credential Issuance School Year 2023-24

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 01/04/2024

End Date: 02/03/2024

Details: See attached Memo from the SCDE regarding coding for the High School Employability credential requirements.

Announcement: K-12 School District Digital Accessibility Learning Opportunities

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 01/04/2024

End Date: 02/03/2024

Details: Please share the attached memo from the SCDE about Website and digital accessibility with your technology coordinators.

Announcement: SPED Coordinator Academy- January

Contact Person: Bralyn Wood

Department(s): Special Education and 504

Start Date: 01/05/2024

End Date: 01/17/2024

Details: The January SPED Coordinator Academy will be held on January 17, 2024 at 2:00pm. Please see the zoom link below.

Join Zoom Meeting

<https://erskinecharters.zoom.us/j/9686851889?pwd=OWZXNnNUNWFKVWI6ZUFLZFZEVjcxZz09>

Meeting ID: 968 685 1889

Passcode: 486470

Announcement: National Youth Science Camp Nominations

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 01/08/2024

End Date: 01/15/2024

Details: The National Youth Science Camp is currently accepting nominations of current high school juniors or seniors for its 2024 in-person camp in the Monongahela National Forest in West Virginia. Please see the attached memo for additional information, including the nomination form. Nominations are due by January 15th, 2024. For questions, contact Callison Madsen at cmadsen@erskinecharters.org.

Announcement: CIE Testing Newsletter for January 8, 2024

Contact Person: Christopher Seay

Department(s): Assessment

Start Date: 01/08/2024

End Date: 02/07/2024

Details: Testing Update and Calendar for January 8th. STCs have also received this via email. If you have any questions, please contact Christopher Seay.

Announcement: PREPaRE Workshop 1 and Workshop 2 Core Training (3rd Edition)

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 01/11/2024

End Date: 01/25/2024

Details: The SCDE Office of Student Support will host PREPaRE (3rd Edition) Core Workshop 1 (WS1) and Core Workshop 2 (WS2) training. The workshops, led by Dr. Melissa L. Reeves, are designed for those who serve on school threat assessment teams (including but not limited to school administrators, educators, counselors, school psychologists, safety directors, resource officers, and other staff). These sessions will provide information, strategies, and resources to improve school climate and safety. Please review the training information and deadlines in the attached document. For questions, contact Callison Madsen at cmadsen@erskinecharters.org.

Announcement: Early Learning Office Professional Learning Opportunities for Spring 2024

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 01/12/2024

End Date: 01/26/2024

Details: The SCDE Office of Early Learning and Literacy (OELL) will offer free professional learning opportunities (PLOs) for teachers, teaching assistants, reading coaches, instructional coaches, and administrators. The PLOs will consist of face-to-face experiences focused on early learning and literacy instructional strategies. Topics covered will meet CERDEP professional development requirements. The attached memo provides details on PLOs that will be offered during spring 2024 and summer 2024. For questions, contact Callison Madsen at cmadsen@erskinecharters.org.

Announcement: PREPaRE Workshop 1 and Workshop 2 Core Training

Contact Person: Sally Fickling

Department(s): Leadership, MTSS, Special Education and 504, Title III ESOL

Start Date: 01/12/2024

End Date: 02/23/2024

Details: The South Carolina Department of Education (SCDE) Office of Student Support will host PREPaRE (3rd Edition) Core Workshop 1 (WS1) and Core Workshop 2 (WS2) training. The

workshops, led by Dr. Melissa L. Reeves, are designed for those who serve on school threat assessment teams (including but not limited to school administrators, educators, counselors,

school psychologists, safety directors, resource officers, and other staff). These sessions will provide information, strategies, and resources to improve school climate and safety. Please

review the training information contained in the linked memo.

Announcement: SC School-based Behavioral Threat Assessment and Management Guide

Contact Person: Sally Fickling

Department(s): Leadership, MTSS, Special Education and 504, Title III ESOL

Start Date: 01/12/2024

End Date: 02/11/2024

Details: The South Carolina Department of Education (SCDE) is pleased to release the South Carolina School-Based Behavioral Threat Assessment and Management Guide (2nd Edition). This

resource, developed in collaboration with administrators, educators, and other external stakeholders, is intended to provide guidance to schools as they establish or strengthen threat

assessment teams and implement threat assessment protocols. Please see the linked memo in LWS for more information.

Announcement: Leaders Making Readers Literacy Conference

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 01/12/2024

End Date: 01/31/2024

Details: The SCDE The Office of Early Learning and Literacy (OELL) Leaders Making Readers Literacy Conference will be held virtually on Tuesday, February 13, 2024. This conference is intended for school leaders who work with Summer Reading Camps (SRC), literacy instruction and interventions, and Multi-Tiered System of Supports (MTSS). The deadline for registration is February 8, 2024. See the attached memo for more details. Please copy and paste this link to register for and learn more about the conference: <https://forms.gle/oHKN9xjbr8F4Sdc8A> For questions, please contact Callison Madsen at cmadsen@erskinecharters.org.

Announcement: New STC Academy - February 13th

Contact Person: Christopher Seay

Department(s): Assessment

Start Date: 01/15/2024

End Date: 02/13/2024

Details: New STC Academy will be held on February 13th from 1:00 PM - 3:00 PM via Zoom. The topic of this session will be DRC Training (Testing Platform for State Spring Assessments). This training is mandatory for all STCs new to their role and optional for any returning STCs. <https://erskinecharters.zoom.us/j/81250723168?pwd=S3ZFcFRsYVo4bWR6b2JNUHdXN0FSUT09>

Announcement: SCDE Student Contact Information and Student Privacy Memo

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT, Special Education and 504

Start Date: 01/15/2024

End Date: 01/26/2024

Details: Please see attached document.

Announcement: Quarter 2 Federal Claims Deadline

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 01/19/2024

End Date: 01/31/2024

Details: The SCDE requires that all districts submit reimbursements requests for every grant each quarter of the fiscal year. Goods and/or services received by the end of each quarter should be invoiced, paid, and claimed within 45 days after the close of the quarter. The SCDE expectation is that goods and/or services are claimed within the quarter they are received. The deadlines to submit requisitions in SmartFusion are: Quarter 1 - October 30, 2023, Quarter 2 - January 30, 2024, Quarter 3 - April 30, 2024, and Quarter 4 - July 12, 2024. Please see the slides attached.

Announcement: Let's Work Smart Q3 Drop In Opportunity

Contact Person: Sarah Shealy

Department(s): Leadership

Start Date: 01/19/2024

End Date: 01/30/2024

Details: A drop in Q & A opportunity for LWS will be held on January 30 at 10am. Drop in Q & A opportunities for LWS will be held on September 19, November 28, January 30, and March 26. Though staff are always available for questions, these will be dedicated "open office hours" for school users to join zoom and request live demonstrations or ask questions. A live calendar invitation is attached, please select "copy to My Calendar" if you wish to attend. Please see the included memo for dates, times, and zoom links. Past webinars, mini trainings, and a user guide are available at the Institute's website under Our Schools > School Leaders Resources > Let's Work Smart.