

Charter Institute at Erskine

INSTITUTE INSIGHTS

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Paper Testing Waiver Applicati...	08/05/2022	Heather Holliday	Assessment
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Assessment--Updated State Memo...	07/14/2022 - 08/13/2022	Heather Holliday	Assessment
SPED Coordinator Kickoff Train...	07/20/2022 - 08/01/2022	Sarah Love	Special Education an...
Title III Coordinator Kickoff ...	07/20/2022 - 08/02/2022	Sally Fickling	Title III ESOL
SPED Coordinators' Roundtable-...	07/20/2022 - 08/17/2022	Sarah Love	Special Education an...
New SPED Coordinators' Roundta...	07/20/2022 - 08/18/2022	Sarah Love	Special Education an...
MTSS Coordinators' Training	07/22/2022 - 08/22/2022	Laura Merrick	MTSS
STC Newsletter July 27, 2022	07/27/2022 - 08/10/2022	Heather Holliday	Assessment, Gift and...
MTSS Coordinators' Training	07/29/2022 - 08/31/2022	Laura Merrick	MTSS

Submission: FY23 Payroll Authorization Form

Department: Federal Programs Finance

Due Date: 08/15/2022

Details: If your school's payroll is finalized by a 3rd party, a representative from that vendor MUST sign as the approver. If this form is on file with the Institute, the school will no longer be required to sign each payroll register before submission for reimbursement, as the form is an attestation that the individuals listed are those responsible for reviewing and approving throughout FY23. ***If your school chooses not to use this form, please submit a comment requesting "Exempt" status.***

Submission: FY23 SmartFusion Contact Form

Department: Federal Programs Finance

Due Date: 08/15/2022

Details: This purpose of this form is to assign an individual to receive approval and/or denial communication emails from SmartFusion for ALL federal programs expense claims. This form MUST be completed by the School Leader. Please keep in mind that the individual assigned will solely be responsible for resubmitting reimbursements within a timely manner and communicating all reimbursement needs to the school and the finance contact. Only one individual may be assigned for each school

Submission: Testing Calendar Completion--Google Doc

Department: Assessment

Due Date: 08/15/2022

Details: STCs were provided this information as an announcement in June. This is the same information currently as a submission. There are only questions to answer as a part of this submission--no document uploads. Contact hholliday@erskinecharters.org with questions.

Submission: KRA certificates and security affidavits for 22-23

Department: Assessment

Due Date: 08/31/2022

Details: Please upload all teacher and STC certificates for the 22-23 school year as well as their security affidavits for the KRA. This submission must be complete before you can begin testing at your site. Please contact hholiday@erskinecharters.org with questions.

Submission: June 2022 Journal Entry Upload

Department: Finance

Due Date: 08/05/2022

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: Paper Testing Waiver Application for SC READY and PASS 22-23

Department: Assessment

Due Date: 08/05/2022

Details: Please complete the formstack link included in the attachment to indicate your wishes to apply or not apply for paper testing for the 22-23 school year. You must include the reason why you are seeking this as a school and the waivers are not automatically granted. If you are not going to apply for a waiver, please complete the one question as "No" and you will be exempted from the other part of the submission. Contact hholiday@erskinecharters.org with questions.

Submission: School Contact Information Update

Department: Communications

Due Date: 08/19/2022

Details: Please contact Ashley Epperson at aeperson@erskinecharters.org/(803) 995-0527 with any questions.

Announcement: New Mileage Rate effective July 1, 2022

Contact Person: Angelica Rodriguez

Department(s): Finance

Start Date: 07/04/2022

End Date: 08/03/2022

Details: The General Appropriations Act provides for mileage reimbursements at the standard business mileage rate established by the Internal Revenue Service. Beginning on July 1, 2022, the Internal Revenue Service rate will be 62.5 cents per mile. Reimbursement for trips taken on or after July 1, 2022, will be at the rate of 62.5 cents per mile.

Announcement: New Funding Budget Workshop

Contact Person: John Li

Department(s): Finance

Start Date: 07/07/2022

End Date: 08/06/2022

Details: As we enter into a new budget year with new funding methodology, we are offering the opportunity to schedule a budget workshop with each school leader to meet and discuss the new funding formula. If your school would like to take advantage of this opportunity, please email John Li at jli@erskinecharters.org to schedule the workshop.

Announcement: Annual Update of Lunch Forms and District of Residence Reminder

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance , Title I

Start Date: 07/07/2022

End Date: 08/06/2022

Details: The annual collection of each student's proof of District of Residence and the verification of their Free or Reduced Lunch status is a vital part of ensuring your school's eligibility for federal funding each year. Please find attached to this announcement resources concerning 1) District of Residence Requirements, 2) the USDE Enrollment Rights for Children, 3) the NLP/USDA Lunch Program Form, 4) an Alternate Income Form template for non-NSLP/USDA schools, and 5) the 2022-2023 Income Eligibility Guidelines. These resources can also be found on the Institute's website at: <https://erskinecharters.org/federal-programs/title-i-school-resources/>

Announcement: Fifth Day Count Technical Assistance Sessions

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance , Title I

Start Date: 07/07/2022

End Date: 08/29/2022

Details: In effort to continually provide adequate support for our schools, the Institute will conduct virtual technical assistance sessions to provide support and assistance to prepare for your school's upcoming 5th day count. The sessions will be held every Monday, beginning July 11, 2022 - August 29, 2022, from 10:30 a.m. – 11:30 a.m. These drop-in Q&A sessions are optional to attend, and no sign-up is required. Please find attached to this announcement the 1) FY23 5th Day Count Memo (resources and reminders), 2) FY23 5th Day Count power point slides, and 3) the 5th Day Count Technical Assistance Memo. The Technical Assistance memo contains the zoom link to attend the drop-in zoom sessions.

Announcement: Assessment--Updated State Memo regarding test dates 22-23

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 07/14/2022

End Date: 08/13/2022

Details: Attached you will find the updated memo from the SCDE regarding testing windows for the 22-23 school year. This will not be the last version, but I will share as new ones become available. Contact hholliday@erskinecharters.org with questions.

Announcement: SPED Coordinator Kickoff Training

Contact Person: Sarah Love

Department(s): Special Education and 504

Start Date: 07/20/2022

End Date: 08/01/2022

Details: SPED Coordinator Kickoff Training will be held Monday, August 1, from 9:30-3:00. More information will be sent to coordinators.

Announcement: Title III Coordinator Kickoff Training

Contact Person: Sally Fickling

Department(s): Title III ESOL

Start Date: 07/20/2022

End Date: 08/02/2022

Details: Title III Coordinator Kickoff Training will be held on Tuesday, August 2, from 1pm - 3 pm. More information will be sent to Title III Coordinators.

Announcement: SPED Coordinators' Roundtable-August

Contact Person: Sarah Love

Department(s): Special Education and 504

Start Date: 07/20/2022

End Date: 08/17/2022

Details: The August SPED Coordinators' Roundtable will be held on Wednesday, August 17, from 1 pm-2 pm. More information will be sent to SPED Coordinators.

Announcement: New SPED Coordinators' Roundtable

Contact Person: Sarah Love

Department(s): Special Education and 504

Start Date: 07/20/2022

End Date: 08/18/2022

Details: The New SPED Coordinators' Roundtable will be held on Thursday, August 18, from 12:00-12:30 pm. More information will follow.

Announcement: MTSS Coordinators' Training

Contact Person: Laura Merrick

Department(s): MTSS

Start Date: 07/22/2022

End Date: 08/22/2022

Details: MTSS Coordinators' Training will occur on Monday, August 22, from 1:00-3:00 pm. More information will follow.

Announcement: STC Newsletter July 27, 2022

Contact Person: Heather Holliday

Department(s): Assessment, Gift and Talented

Start Date: 07/27/2022

End Date: 08/10/2022

Details: Attached you will find the latest STC newsletter. Please contact hholliday@erskinecharters.org with questions.

Announcement: MTSS Coordinators' Training

Contact Person: Laura Merrick

Department(s): MTSS

Start Date: 07/29/2022

End Date: 08/31/2022

Details: MTSS Coordinators' Training will take place on Wednesday, August 31, from 10:00 am-4:00 pm. This will be a face-to-face training. More information will follow.