Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
FY23 Payroll Authorization For...	08/15/2022	Ciera Bing	Federal Programs Fin...
FY23 SmartFusion Contact Form	08/15/2022	Ciera Bing	Federal Programs Fin...
Testing Calendar Completion--G...	08/15/2022	Heather Holliday	Assessment
KRA certificates and security ...	08/31/2022	Heather Holliday	Assessment
School Contact Information Upd...	08/19/2022	Ashley Epperson	Communications
ARCS Standard 1a- SPED Policie...	08/24/2022	Sarah Love	Special Education an...
ARCS Standard 2a: 504 Policies...	08/24/2022	Sarah Love	Special Education an...
ARCS Standard 3a: MLP Policies...	08/24/2022	Sarah Love	Special Education an...
Fifth Day Count Technical Assi...	07/07/2022 - 08/29/2022	Sarah Shealy	Federal Programs Fin...
Assessment--Updated State Memo...	07/14/2022 - 08/13/2022	Heather Holliday	Assessment
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
School Website Requirement	08/03/2022 - 09/01/2022	John Li	Finance
Feedback Request: FY23 Title I...	08/04/2022 - 08/12/2022	Sarah Shealy	Title IV

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 hholliday@erskinecharters.org with questions.

Submission: School Contact Information Update

Department: Communications

Due Date: 08/19/2022

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

Submission: ARCS Standard 1a- SPED Policies and Procedures

Department: Special Education and 504

Due Date: 08/24/2022

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

Submission: ARCS Standard 2a: 504 Policies and Procedures

Department: Special Education and 504

Due Date: 08/24/2022

Details: ARCS 2a- Section 504 Policies and Procedures. The school will submit its 504 policies and procedures that are aligned to Institute, state, and federal 504 requirements for educating students with disabilities. Submissions must include signed Assurances by the 504 Coordinator and School Leader.

Submission: ARCS Standard 3a: MLP Policies and Procedures

Department: Special Education and 504

Due Date: 08/24/2022

Details: Schools have submitted all evidence required for meeting the requirements of Title III.

-School MLP P&P

-ML PS Coding

-School-level Training Completion

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 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.

Announcement: School Website Requirement

Contact Person: John Li

Department(s): Finance

Start Date: 08/03/2022

End Date: 09/01/2022

Details: Proviso 1.30. (SDE: State Aid to Classrooms):

Pursuant to Section 59-20-80, each school board of directors must make its annual budget available on the school's website by September 1st of each fiscal year. The budget must include state, local, and federal educational investments.

Announcement: Feedback Request: FY23 Title IV Needs Survey

Contact Person: Sarah Shealy

Department(s): Title IV

Start Date: 08/04/2022

End Date: 08/12/2022

Details: The Institute has been notified of its preliminary FY23 Title IV allocation. These funds are used by the Institute to provide trainings and resources to the District as a whole under 3 allowable areas of need: 1) Providing Access to a Well Rounded Education, 2) Improving the Safety and Health of Students, & 3) Increasing the Effective Use of Technology. We have put together a short survey to gather your input in how the Institute should spend this funding. We request your input by Friday, August 12, 2022. The survey can be found at: https://erskinecharters.formstack.com/forms/titleivsurvey_fy23. The link has also been emailed to all School Leaders as of 08/04/2022. We thank you in advance for your feedback.