Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
KRA certificates and security ...	08/31/2022	Heather Holliday	Assessment
July 2022 Journal Entry Upload	08/31/2022	John Li	Finance
ARCS Standard 3a: MLP Policies...	09/02/2022	Sarah Love	Title III ESOL
ARCS Standard 4a: MTSS Policie...	09/09/2022	Sarah Love	Special Education an...
ARCS Standard 6: Training	09/02/2022	Sarah Love	Special Education an...
ARCS Standard 7: Credentials &...	09/16/2022	Sarah Love	Special Education an...
FY23 Parents Right to Know	09/09/2022	Sarah Shealy	Title II
Proviso 1.3 Budget Requirement	08/31/2022	John Li	Finance
FY24 Enrollment Projections	09/02/2022	John Li	Finance
Fifth Day Count Technical Assi...	07/07/2022 - 08/29/2022	Sarah Shealy	Federal Programs Fin...
MTSS Coordinators' Training	07/29/2022 - 08/31/2022	Laura Merrick	MTSS
School Website Requirement	08/03/2022 - 09/01/2022	John Li	Finance
Title IX Training	08/09/2022 - 09/08/2022	Laura Merrick	Title IX
State Testing Embargo Release ...	08/10/2022 - 09/09/2022	Heather Holliday	Accountability , Ass...
New MLP School Coordinator Tra...	08/15/2022 - 09/08/2022	Sally Fickling	Title III ESOL
Work-Based Learning Implementa...	08/18/2022 - 09/17/2022	Jason Jones	PowerSchool and IT
STC Newsletter August 22	08/22/2022 - 09/07/2022	Heather Holliday	Assessment, Gift and...
DHEC Recycling Grant Opportuni...	08/22/2022 - 09/09/2022	Lacy Lucas	Federal Programs Fin...
Testing Precode Guide from SCD...	08/24/2022 - 09/23/2022	Heather Holliday	Assessment, Gift and...
Final Pull - 5th Day Count	08/25/2022 - 09/13/2022	Lacy Lucas	Federal Programs Fin...
Graduation Transcript Audit Me...	08/25/2022 - 09/07/2022	Heather Holliday	Accountability , Pow...
New STC Academy September	08/25/2022 - 09/13/2022	Heather Holliday	Assessment, PowerSch...
CoGat training for STCs who ha...	08/25/2022 - 09/20/2022	Heather Holliday	Assessment, Gift and...
CoGat training for STCs who ar...	08/25/2022 - 09/20/2022	Heather Holliday	Assessment, Gift and...
State Accountability Model for...	08/25/2022 - 10/05/2022	Heather Holliday	Accountability
New STC Academy October	08/25/2022 - 10/11/2022	Heather Holliday	Assessment
Fall/Winter EOC Training	08/25/2022 - 11/02/2022	Heather Holliday	Assessment
New STC Academy November	08/25/2022 - 11/08/2022	Heather Holliday	Assessment, PowerSch...
Final Claims - ESSER I	08/26/2022 - 09/30/2022	John Li	Federal Programs Fin...
Final Claims - Expiring Grants	08/26/2022 - 10/07/2022	John Li	Federal Programs Fin...
SPED Coordinator Roundtable-Se...	09/01/2022 - 09/21/2022	Sarah Love	Special Education an...
New SPED Coordinators' Roundta...	09/01/2022 - 09/15/2022	Sarah Love	Special Education an...

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: July 2022 Journal Entry Upload

Department: Finance

Due Date: 08/31/2022

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: ARCS Standard 3a: MLP Policies and Procedures

Department: Title III ESOL

Due Date: 09/02/2022

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

Submission: ARCS Standard 4a: MTSS Policies and Procedures

Department: Special Education and 504

Due Date: 09/09/2022

Details: School submits Institute policies and procedures that align with state requirements.

Submission: ARCS Standard 6: Training

Department: Special Education and 504

Due Date: 09/02/2022

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: ARCS Standard 7: Credentials & Staffing

Department: Special Education and 504

Due Date: 09/16/2022

Details: Tier 1: Submit special education teacher licensure information and service providers credentials/contracts

Tier 2: Submit special education teacher licensure information and service providers credentials/contracts and submit licensure and teacher daily schedules

Tier 3: Submit special education teacher licensure information and service providers credentials/contracts, teacher daily schedules, and student schedules

Submission: FY23 Parents Right to Know

Department: Title II

Due Date: 09/09/2022

Details: Under federal law, parents have the right to know: 1) whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; 2) whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; 3) the baccalaureate degree major of a teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

Submission: Proviso 1.3 Budget Requirement

Department: Finance

Due Date: 08/31/2022

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: FY24 Enrollment Projections

Department: Finance

Due Date: 09/02/2022

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.

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: 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 9:30 am-3:30 pm in our offices. This will be a face-to-face training. Please RSVP with the below link.

https://erskinecharters.formstack.com/forms/22_23_backtoschoolmtssliteracyrsvp

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: Title IX Training

Contact Person: Laura Merrick

Department(s): Title IX

Start Date: 08/09/2022

End Date: 09/08/2022

Details: Title IX Coordinator training will be held virtually September 8th from 10-11:30. More information to follow.

Announcement: State Testing Embargo Release Date Memo from SCDE

Contact Person: Heather Holliday

Department(s): Accountability , Assessment

Start Date: 08/10/2022

End Date: 09/09/2022

Details: Attached is the memo from the South Carolina Department of Education concerning the school release date and public release date for the Spring 2022 state test results. These dates are very important to abide by. Please contact hholliday@erskinecharters.org with questions.

Announcement: New MLP School Coordinator Training

Contact Person: Sally Fickling

Department(s): Title III ESOL

Start Date: 08/15/2022

End Date: 09/08/2022

Details: The NEW MLP School Coordinator Training will be held on September 8, 2022. Further information will be sent to the MLP School Coordinators.

Announcement: Work-Based Learning Implementation Guide and Info

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 08/18/2022

End Date: 09/17/2022

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: STC Newsletter August 22

Contact Person: Heather Holliday

Department(s): Assessment, Gift and Talented , PowerSchool and IT

Start Date: 08/22/2022

End Date: 09/07/2022

Details: Attached you will find the latest STC newsletter. It is a few days earlier than expected, but there is a lot of information contained in this issue. Contact hholliday@erskinecharters.org with questions.

Announcement: DHEC Recycling Grant Opportunity

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance

Start Date: 08/22/2022

End Date: 09/09/2022

Details: DHEC's Office of Solid Waste Reduction and Recycling is offering K-12 schools the opportunity to apply for grant funding from the Recycling Education Grant Program. The grant program is available to schools to encourage the development of hands-on projects that teach the importance of source reduction and recycling. Schools may request up to $1,500. Grant applications for the 2022-2023 school year will be awarded on a first-come, first-served basis until December 15, 2022. One grant application per school will be considered. For additional information, please visit the following link: https://scdhec.gov/environment/recycling-waste-reduction/recycling-school/recycling-grant-funding-k-12-schools

Announcement: Testing Precode Guide from SCDE

Contact Person: Heather Holliday

Department(s): Assessment, Gift and Talented , PowerSchool and IT

Start Date: 08/24/2022

End Date: 09/23/2022

Details: Attached you will find the latest testing precode guide for entering information into Power School. Please share with anyone who may need this. Contact hholliday@erskinecharters.org with questions.

Announcement: Final Pull - 5th Day Count

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance , Title I

Start Date: 08/25/2022

End Date: 09/13/2022

Details: For the purposes of Federal funding, all schools will have until Monday, September 12th, to ensure students are accurately coded in PowerSchool with the Lunch status of Free, Reduced, Paid and to update any students as Directly Certified. The Federal Programs department will pull the final and official 5th Day reports on Tuesday, September 13th. Please note that even though the final report will be pulled on September 13th, it will only capture the students present and accounted for on your school's 5th day. This "5th Day Report" will collect each school's percentage of students in poverty, the criteria used to determine school eligibility for Title I funding and allocation methodologies for multiple federal grants. August 29th is the final 5th Day Count Technical Assistance Drop-In on zoom, but please reach out to Lacy Lucas or Sarah Shealy at any time if you have concerns.

Announcement: Graduation Transcript Audit Meeting 1 22-23

Contact Person: Heather Holliday

Department(s): Accountability , PowerSchool and IT

Start Date: 08/25/2022

End Date: 09/07/2022

Details: High Schools with students in the 9GR20 cohort must send at least one representative to this meeting from 9:00-10:30. We will discuss a new addition to these audit files and the process we will use to audit transcripts this year. Finally, an specific audit of the computer unit needed for graduation has been completed and is included in the sheet which will be shared with schools following the meeting. An invite to high school Guidance Counselors and School Leaders will also be sent out via email. The link to the Zoom meeting is below for you to copy and paste into your browser. Contact hholliday@erskinecharters.org with questions.

https://us05web.zoom.us/j/83074847028?pwd=OTVIVkxEOFZDYXQzbkFCay8zZElxZz09

Announcement: New STC Academy September

Contact Person: Heather Holliday

Department(s): Assessment, PowerSchool and IT

Start Date: 08/25/2022

End Date: 09/13/2022

Details: All new STCs are required to attend the new STC Academy Zoom meeting from 1:00-3:00. This month's focus is Testing Precode in Power School. Staff members other than STCs may be invited for cross-training and the invitation shared. Please contact hholliday@erskinecharter.org with questions.

Zoom link for browsers: https://us05web.zoom.us/j/85234625960?pwd=bEpBUDdoZUorSi8yc3B1aUVUbjBaQT09

Announcement: CoGat training for STCs who have never administered CoGat

Contact Person: Heather Holliday

Department(s): Assessment, Gift and Talented

Start Date: 08/25/2022

End Date: 09/20/2022

Details: Any STC who has never served in that role in the administration of CoGat/IOWA testing should attend this training from 9:00-11:30. Any experienced STCs can attend this training or the afternoon training, whichever they choose. Contact hholliday@erskinecharters.org with questions.

Zoom link for your browser: https://erskinecharters.zoom.us/j/84397299177?pwd=bFZZcitkM1VSanltd3RCSVISMjdVdz09

Announcement: CoGat training for STCs who are experienced with the test

Contact Person: Heather Holliday

Department(s): Assessment, Gift and Talented

Start Date: 08/25/2022

End Date: 09/20/2022

Details: This is an option only for STCs who have served in that capacity to administer CoGat in the past. If the morning session was attended, then this session does not need to be attended...choose one. This meeting will go from 2:00-3:30. Contact hholliday@erskinecharters.org with questions.

Zoom link for your browser: https://erskinecharters.zoom.us/j/81282303336?pwd=elE5NDM4TU9ocDM1c3BvUnp6T3IvQT09

Announcement: State Accountability Model for 22-23 with preview of 23-24

Contact Person: Heather Holliday

Department(s): Accountability

Start Date: 08/25/2022

End Date: 10/05/2022

Details: At least one person from each school must attend the State Accountability Model training from 10:00-11:30. The invitation can be shared with other members of the school's Accountability team. The measures for 22-23 will be reviewed and a preview of potential changes for 23-24 will be introduced. It is important for all schools to understand the various parts of the school's state report card to share with stakeholders at the school level. Please contact hholliday@erskinecharters.org with questions.

Zoom link for browser: https://us05web.zoom.us/j/81334214059?pwd=L25hdGFEV1U1Wkk1RjI4ZjZNYXduZz09

Announcement: New STC Academy October

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 08/25/2022

End Date: 10/11/2022

Details: This mandatory meeting is for new STCs. There are two primary goals for this meeting: planning for how to train staff and efficient test day procedures. Anyone involved in the admin side of testing at the school level may attend this training, but is is mandatory for first and second year STCs. Contact hholliday@erskinecharters.org with questions.

Zoom link for browser: https://us05web.zoom.us/j/85774041752?pwd=V09MTDdKMmRUVit0dTlDbWpqczlDZz09

Announcement: Fall/Winter EOC Training

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 08/25/2022

End Date: 11/02/2022

Details: Mandatory training for all STCs who have students involved in Fall/Winter EOC testing at the end of the first semester of classes. The list of schools was gleaned from the Test Calendar submission in LWS. Please contact hholliday@erskinechaarters.org with questions.

Zoom link for your browser: https://us05web.zoom.us/j/84681710289?pwd=ZzRnWHhDSVVBa0ZyLzU4MC9aWmNhdz09

Announcement: New STC Academy November

Contact Person: Heather Holliday

Department(s): Assessment, PowerSchool and IT

Start Date: 08/25/2022

End Date: 11/08/2022

Details: This mandatory training is for all first and second year new STCs. The training will be held from 1:00-3:00. Other members in the school may attend. The focus for training this month is pulling precode from Power School to check for accuracy with other key members of staff (ex. Special Education Coordinator and Title III Coordinator). Contact hholliday@erskinecharters.org with questions.

Zoom link for browser: https://us05web.zoom.us/j/88038566369?pwd=dHBiUEFyazlJUHpaNjl2aWl2UVVLUT09

Announcement: Final Claims - ESSER I

Contact Person: John Li

Department(s): Federal Programs Finance

Start Date: 08/26/2022

End Date: 09/30/2022

Details: With the passing of the FY22 Reimbursement deadline, we have entered into the final opportunity to claim expiring FY20 ESSER I funds. The Finance team has provided your school with a carryover budget (attached). This remaining funding can be used for approved expenses from July 1, 2022 to September 30, 2022. Your school's approved activities can be found in the attached Carryover memo. The final deadline to submit claims in SmartFusion is September 30, 2022.

Announcement: Final Claims - Expiring Grants

Contact Person: John Li

Department(s): Federal Programs Finance

Start Date: 08/26/2022

End Date: 10/07/2022

Details: With the passing of the FY22 Reimbursement deadline, we have entered into the final opportunity to claim expiring funds. The Finance team has provided your school with carryover budgets (attached). This remaining funding can be used for approved expenses from July 1, 2022 to September 30, 2022. Your school's approved activities can be found in the attached Carryover memo. The deadline to submit requisitions for approved activities into SmartFusion for these funds is October 7, 2022.

Announcement: SPED Coordinator Roundtable-September

Contact Person: Sarah Love

Department(s): Special Education and 504

Start Date: 09/01/2022

End Date: 09/21/2022

Details: The September SPED Coordinator Roundtable will be held on September 21, 2022. More information will be sent to the SPED Coordinators prior to the meeting.

Announcement: New SPED Coordinators' Roundtable-September

Contact Person: Sarah Love

Department(s): Special Education and 504

Start Date: 09/01/2022

End Date: 09/15/2022

Details: The September NEW SPED Coordinator Roundtable will be held on September 15, 2022. More information will be sent to the SPED Coordinators prior to the meeting.