Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
ARCS Standard 8: Comparable Se...	09/30/2022	Sarah Love	Special Education an...
ARCS Standard 5: Title IX	09/30/2022	Sarah Love	Special Education an...
ARCS Standard 9: Evaluations	10/14/2022	Sarah Love	Special Education an...
ARCS Standard 10: Discipline	10/14/2022	Sarah Love	Special Education an...
School Board Members List	09/23/2022	Paula Gray	Leadership
August 2022 Journal Entry Uplo...	09/30/2022	John Li	Finance
FY23 CTE Perkins Plan Submissi...	09/23/2022	Lacy Lucas	CTE
FY23 CTE State (EIA) Plan Subm...	09/23/2022	Lacy Lucas	CTE
CERRA Fall 2022 Supply and Dem...	09/26/2022	Robbie Anderson	Human Resources and ...
2022-2023 School Employee Sala...	09/26/2022	Robbie Anderson	Human Resources and ...
Testing Precode Guide from SCD...	08/24/2022 - 09/23/2022	Heather Holliday	Assessment, Gift and...
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
Final Claims - ESSER I	08/26/2022 - 09/30/2022	Daniel Karpinski	Federal Programs Fin...
Final Claims - Expiring Grants	08/26/2022 - 10/07/2022	Daniel Karpinski	Federal Programs Fin...
Board Meeting Agendas and Minu...	08/29/2022 - 10/31/2022	Paula Gray	Leadership
Final Claims - GEER	08/30/2022 - 10/07/2022	Daniel Karpinski	Federal Programs Fin...
SPED Coordinator Roundtable-Se...	09/01/2022 - 09/21/2022	Sarah Love	Special Education an...
PREPaRE Training Memo	09/03/2022 - 10/14/2022	Laura Merrick	Leadership
Expiring Grants Reimbursement ...	09/06/2022 - 09/30/2022	Daniel Karpinski	Federal Programs Fin...
ESOL Endorsement Cohort Enroll...	09/07/2022 - 09/30/2022	Sally Fickling	Leadership, Title II...
School Test Coordinator Newsle...	09/07/2022 - 09/21/2022	Heather Holliday	Assessment, PowerSch...
Grad Audit Transcript Start of...	09/07/2022 - 10/07/2022	Heather Holliday	Accountability , Pow...
Finance and Federal Programs J...	09/07/2022 - 10/06/2022	John Li	Finance
School Counselor Academy/Round...	09/08/2022 - 09/21/2022	Heather Holliday	State and Academic P...
MLP School Coordinator Quarter...	09/12/2022 - 10/13/2022	Sally Fickling	Title III ESOL
Annual Finance and Federal Pro...	09/14/2022 - 10/06/2022	Sarah Shealy	Additional Targeted ...
Fall/Winter EOC Training	09/23/2022 - 11/02/2022	Heather Holliday	Assessment

Submission: ARCS Standard 8: Comparable Services

Department: Special Education and 504

Due Date: 09/30/2022

Details: Tier 1: Internal check of completed comparable services at 5 and 30 days.

Tier 2: Submit evidence that indicates a method of tracking all transfer students with IEPs with student data

Tier 3: Submit completed tracking document monthly that includes completion dates of all transfer students 5 day and 30 day IEP documentation

Submission: ARCS Standard 5: Title IX

Department: Special Education and 504

Due Date: 09/30/2022

Details: All Tiers: Schools have submitted all evidence required for meeting the requirements of Title IX.

-Completed Training

-Handbook and website review

Submission: ARCS Standard 9: Evaluations

Department: Special Education and 504

Due Date: 10/14/2022

Details: All Tiers: Submit evidence that indicates a method of tracking all initial evaluation and re-evaluations

Submission: ARCS Standard 10: Discipline

Department: Special Education and 504

Due Date: 10/14/2022

Details: All Tiers: Submit evidence that demonstrates the school's procedures of implementation for tracking and alerting staff of disciplinary removals for IEP and 504 students.

Submission: School Board Members List

Department: Leadership

Due Date: 09/23/2022

Details: Please complete the attached spreadsheet for your current Board members and notify us when there are any changes. Please also ensure that the Board member list on your website stays up-to-date. I understand this seems to be a repetitive task, but hopefully we will be able to maintain current records going forward. Thank you.

Submission: August 2022 Journal Entry Upload

Department: Finance

Due Date: 09/30/2022

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: FY23 CTE Perkins Plan Submission

Department: CTE

Due Date: 09/23/2022

Details: Please create your school's FY23 CTE Perkins plan on Formstack. After completing the template, please upload in LWS the PDF submission that was emailed to you via Formstack.

Submission: FY23 CTE State (EIA) Plan Submission

Department: CTE

Due Date: 09/23/2022

Details: Please create your school's FY23 CTE State (EIA) plan on Formstack. After completing the template, please upload in LWS the PDF submission that was emailed to you via Formstack.

Submission: CERRA Fall 2022 Supply and Demand Survey

Department: Human Resources and Benefits

Due Date: 09/26/2022

Details: Please fill out the attached survey. Please complete it no later than September 26th, 2022. Please contact me at randerson@erskinecharters.org if you have any questions. Thank you!

Submission: 2022-2023 School Employee Salary Updates

Department: Human Resources and Benefits

Due Date: 09/26/2022

Details: Please attach a copy of your most recent salary updates for your school employees. Please contact me at randerson@erskinecharters.org if you have any questions.

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: 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=bFZZcitkM1VSanltd3RCSVlSMjdVdz09

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: Final Claims - ESSER I

Contact Person: Daniel Karpinski

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: Daniel Karpinski

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: Board Meeting Agendas and Minutes - Reminders

Contact Person: Paula Gray

Department(s): Leadership

Start Date: 08/29/2022

End Date: 10/31/2022

Details: Please be sure to post all agendas on your website, along with any usual places around your school, at least 24 hours ahead of your regularly scheduled meetings. Please also email a copy of your agenda to Bill Roach at broach@erskinecharters.org at least 24 hours ahead of your meeting time. All approved minutes are to be posted on your website, and not just available for viewing at the school, within a reasonable timeframe, which would be prior to the next meeting. Thank you!

Announcement: Final Claims - GEER

Contact Person: Daniel Karpinski

Department(s): Federal Programs Finance

Start Date: 08/30/2022

End Date: 10/07/2022

Details: With the passing of the FY22 Reimbursement deadline, we are now entering into the final opportunity to claim expiring funds. The Finance team has reviewed your school's SmartFusion claims, confirmed the remaining funding, and provided your school with carryover budgets. This remaining funding can be used for approved expenses from July 1, 2022 to September 30, 2022. 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: PREPaRE Training Memo

Contact Person: Laura Merrick

Department(s): Leadership

Start Date: 09/03/2022

End Date: 10/14/2022

Details: The SCDE is offering PREPaRE training for free. The deadline to register is Sept.6. https://ed.sc.gov/newsroom/school-district-memoranda-archive/upcoming-fall-school-safety-trainings/upcoming-fall-school-safety-trainings-memo/

Announcement: Expiring Grants Reimbursement Reminder

Contact Person: Daniel Karpinski

Department(s): Federal Programs Finance

Start Date: 09/06/2022

End Date: 09/30/2022

Details: For schools with remaining GEER, CTE, TSI, CSI or ESSER 1 funding expiring September 30, 2022 - This funding can be used for approved expenses made between July 1, 2022 and September 30, 2022. Please do not wait until the deadline to submit claims for this time period. With the small window of opportunity, submitting claims within the week they occur is highly recommended by the Institute.

Announcement: ESOL Endorsement Cohort Enrollment

Contact Person: Sally Fickling

Department(s): Leadership, Title III ESOL

Start Date: 09/07/2022

End Date: 09/30/2022

Details: The Charter Institute at Erskine is committed to ensuring that Multilingual learners (MLs) attain English language proficiency and meet state academic standards. In order to ensure our ML programs are effectively implemented, the Institute wants to ensure each of our schools have appropriately credentialed and qualified teachers serving our ML students. Therefore, the Institute is pleased to be able to offer one teacher within each of our schools the opportunity to take 2 virtual graduate level classes through the University of South Carolina at Aiken at no cost to the teacher or the school. This ESOL Endorsement cohort will begin in October 2022 with EDUC A632 Multicultural Education for Diverse Learners during the Fall semester and EDUC A630 Principles & Strategies for Teaching Elementary and Secondary English Language Learners during the Spring 2023 semester. Upon successful completion of each of these courses, 6 graduate credit hours will have been earned for each teacher AND these classes will fulfill the ESOL endorsement requirements by the South Carolina Department of Education so that it can be added to his/her teaching certificate. Please complete the survey below to list the teacher to enroll for your school. https://erskinecharters.formstack.com/forms/esol_endorsement_cohort

Announcement: School Test Coordinator Newsletter Sept 7

Contact Person: Heather Holliday

Department(s): Assessment, PowerSchool and IT

Start Date: 09/07/2022

End Date: 09/21/2022

Details: Attached you will find the latest STC newsletter. Please share with any parties you feel need this information. Contact hholliday@erskinecharters.org with questions.

Announcement: Grad Audit Transcript Start of Year Follow up with Files

Contact Person: Heather Holliday

Department(s): Accountability , PowerSchool and IT, State and Academic Programs

Start Date: 09/07/2022

End Date: 10/07/2022

Details: This announcement contains information related specifically to each school's transcript files for students who should graduate Spring 2023. There are also general resources from the meeting which pertain to all schools. Contact hholliday@erskinecharters.org with questions.

Announcement: Finance and Federal Programs Joint Roundtable

Contact Person: John Li

Department(s): Finance

Start Date: 09/07/2022

End Date: 10/06/2022

Details: Mark your calendar!

The Finance and Federal Programs teams are joining to host a roundtable on October 6. The Finance and Federal Programs Department will share important updates related to policies, processes, upcoming timelines and provide opportunities for dialogue around the importance of aligning your needs with your planned expenditures. More information will be coming!

Announcement: School Counselor Academy/Roundtable 1 22-23

Contact Person: Heather Holliday

Department(s): State and Academic Programs

Start Date: 09/08/2022

End Date: 09/21/2022

Details: Join us for this meeting to hear from SCDE staff Anna Duvall on Professional Development Opportunities available for Counselors and reminders from the state level. The meeting is set for Sept 21 from 10-11. We will also collect feedback from participants on needs for training and support this year as we seek to provide additional support for School Counselor personnel in the 22-23 school year. Contact hholliday@erskinecharters.org with questions. Zoom link for your browser: https://erskinecharters.zoom.us/j/86453212099?pwd=RVZIMlpacEVqZUphUmUzVVlmSld3dz09.

Announcement: MLP School Coordinator Quarterly Training

Contact Person: Sally Fickling

Department(s): Title III ESOL

Start Date: 09/12/2022

End Date: 10/13/2022

Details: MLP School Coordinator Quarterly Training will be held on October 13, 2022. Further information will be sent to school MLP Coordinators.

Announcement: Annual Finance and Federal Programs Training

Contact Person: Sarah Shealy

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

Start Date: 09/14/2022

End Date: 10/06/2022

Details: The Finance and Federal Programs Departments are excited to announce the return of their joint annual in-person training on October 6, 2022, from 9:00am - 3:00pm. Please Register by Friday, September 23, 2022 - Registration Link: https://erskinecharters.formstack.com/forms/annual_training_rsvp. These sessions are intended for both new and experienced staff who handle general or federal finances, grant planning or amendments, and federal program requirements such as Title I, Title II, or ESSER III. Attendance is not limited to Finance or Grant Coordinators; all staff interested in learning more about these processes are welcome to attend. Please keep in mind that this annual training is mandatory for all schools; at least one staff member must attend. We are looking forward to this time of learning and sharing and hope you and your teams will as well. If you know of any specific questions you would like to have addressed, please include them in your registration or feel free to reach out before the training, and we will ensure they are covered in the presentations.

Announcement: Fall/Winter EOC Training

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 09/23/2022

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 training will take place from 1-3. 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