Charter Institute at Erskine

INSTITUTE INSIGHTS

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2022-2023 Board Meeting Schedu...	10/31/2022	Paula Gray	Leadership
School Board Members List	11/01/2022	Paula Gray	Leadership
FY22 Annual Audit	11/01/2022	John Li	Finance
September 2022 Journal Entry U...	10/31/2022	John Li	Finance
Solicitation for New State-Fun...	11/30/2022	John Li	Finance
FY23 Quarter 1 Financials	10/31/2022	John Li	Finance
Return to Instruction Plan - W...	11/04/2022	Sarah Shealy	Federal Programs Fin...
CoGat/IOWA post test submissio...	11/02/2022	Heather Holliday	Assessment
IGP Setup Confirmation	11/04/2022	Jason Jones	PowerSchool and IT
PS 45th Day Reports	11/11/2022	Jason Jones	PowerSchool and IT
Board Meeting Agendas and Minu...	08/29/2022 - 10/31/2022	Paula Gray	Leadership
Fall/Winter EOC Training	09/23/2022 - 11/02/2022	Heather Holliday	Assessment
PEBA Open Enrollment 2022	10/01/2022 - 10/31/2022	Robbie Anderson	Human Resources and ...
New STC Academy November	10/03/2022 - 11/08/2022	Heather Holliday	Assessment, PowerSch...
STC Mid Year Training - Face t...	10/03/2022 - 11/15/2022	Heather Holliday	Assessment, PowerSch...
Teaching Fellows Application I...	10/06/2022 - 12/01/2022	Robbie Anderson	Human Resources and ...
New MLP School Coordinator Tra...	10/10/2022 - 11/10/2022	Sally Fickling	Title III ESOL
School Counselor Academy/Round...	10/10/2022 - 11/10/2022	Heather Holliday	State and Academic P...
CTE Meeting 2 for 22-23	10/14/2022 - 11/14/2022	Heather Holliday	CTE
PowerSchool & Winter Diploma U...	10/17/2022 - 11/16/2022	Jason Jones	PowerSchool and IT
GT endorsement courses opportu...	10/19/2022 - 11/18/2022	Heather Holliday	Gift and Talented
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Joint 504, MTSS, SPED Roundtab...	11/01/2022 - 11/17/2022	Sarah Love	MTSS, Special Educat...
New STC Academy December--Mid ...	11/01/2022 - 12/12/2022	Heather Holliday	Assessment

Submission: 2022-2023 Board Meeting Schedule

Department: Leadership

Due Date: 10/31/2022

Details: Please upload a copy of your 2022-2023 Board Meeting Schedule and also ensure that the schedule is posted on your school's website.

Submission: School Board Members List

Department: Leadership

Due Date: 11/01/2022

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: FY22 Annual Audit

Department: Finance

Due Date: 11/01/2022

Details: Description: As outlined in the Charter Contract, the audit and its findings must be submitted to the Institute by November 1, 2022.

Submission: September 2022 Journal Entry Upload

Department: Finance

Due Date: 10/31/2022

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: Solicitation for New State-Funded SROs, Training, and Equipment

Department: Finance

Due Date: 11/30/2022

Details: The South Carolina Department of Public Safety's Office of Highway Safety and Justice Programs (OHSJP) will be releasing a new School Resource Officer (SRO) Program solicitation, which will accept requests for the following:

•New state-funded SRO positions, including training and equipment for those positions, in schools that do not have an SRO;

The application will consist of two parts: Part 1. The school will complete a brief application form, to be signed by the school leader, which will include:

-Contact information for the school and the law enforcement agency;

-A memo from your local law enforcement agency that indicates the agency is able to assign a full-time SRO to the school within 90 days from the award of funding. Training and equipment details or costs will not be required to be provided by the agency. Part 2. The Institute will work with your law enforcement agency to build a budget request.

Please work with your local law enforcement agency to pre-plan for the solicitation. Please note that the school will not automatically receive the funding by completing the application. The Institute will keep you posted on when the application becomes available. Please reach out to John Li, 803-849-2459, if you have any questions.

Submission: FY23 Quarter 1 Financials

Department: Finance

Due Date: 10/31/2022

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: Return to Instruction Plan - Winter 2022-23 Updates

Department: Federal Programs Finance

Due Date: 11/04/2022

Details: ESSER III Return to Instruction Plans must be reviewed/updated every 6 months. There are three steps to this process. Step 1: Seek public input - The Institute has prepared a survey for all schools to use, and we will share the anonymous results with each school. Step 2: Update you school's Return to Instruction Plan as needed based on stakeholder feedback. The method of updating these plans is being evaluated (previously FormStack) and we will include instructions in the next submission. Step 3: The Institute will request your updated plans as applicable, and consolidate them into one "District" plan. Schools must post their individual plans onto their website, and the Institute must post a consolidated "District" plan as well.

Submission: CoGat/IOWA post test submission

Department: Assessment

Due Date: 11/02/2022

Details: Please submit a copy of your sign in training sheet and your security affidavits for CoGat/IOWA testing.

Submission: IGP Setup Confirmation

Department: PowerSchool and IT

Due Date: 11/04/2022

Details: Confirmation that the school has all required resources to complete IGPs.

Submission: PS 45th Day Reports

Department: PowerSchool and IT

Due Date: 11/11/2022

Details: Please submit your signed 45th day reports.

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: 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@erskinecharters.org with questions.

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

Announcement: PEBA Open Enrollment 2022

Contact Person: Robbie Anderson

Department(s): Human Resources and Benefits

Start Date: 10/01/2022

End Date: 10/31/2022

Details: PEBA Open Enrollment will take place from October 1-31. During this time, school employees may make changes to their insurance. If they desire to make changes, the must do so no later than October 31st. All changes will be effective 01/01/2023. Please contact me at randerson@erskinecharters.org if you have any questions.

Announcement: New STC Academy November

Contact Person: Heather Holliday

Department(s): Assessment, PowerSchool and IT

Start Date: 10/03/2022

End Date: 11/08/2022

Details: This mandatory training is for all first and second year new STCs. The training will be held on Nov 8 from 1:00-3:00. Other members in the school may attend, but attendance is mandatory for all first and second year STCs. 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: STC Mid Year Training - Face to Face

Contact Person: Heather Holliday

Department(s): Assessment, PowerSchool and IT

Start Date: 10/03/2022

End Date: 11/15/2022

Details: This face to face training will have specialized sessions for STCs as well as cross functional training with PS personnel. The meeting will be on Nov 15 from 10-4 at the Institute offices in Columbia. Contact hhollliday@erskinecharters.org with STC questions.

Announcement: Teaching Fellows Application Information

Contact Person: Robbie Anderson

Department(s): Human Resources and Benefits

Start Date: 10/06/2022

End Date: 12/01/2022

Details: The SC Teaching Fellows Application window is October 1st- December 1st.

Here's what you need to know about the Teaching Fellows Program.

•Includes enrichment programs, professional development, and leadership opportunities

•Supplies up to a $6,000 fellowship annually for four years (as long as the student is in the process of completing a degree leading to initial teacher certification and meets the criteria to continue in the Program)

•Requires participants to agree to teach in a South Carolina public school one year for each year funding is received and sign a Promissory Note along with a surety

Teaching Fellows must attend one of the eleven Teaching Fellows Institutions. These include Anderson University, Charleston Southern University, Clemson University, Coastal Carolina University, College of Charleston, Francis Marion University, Lander University, USC Aiken, USC Columbia, USC Upstate, and Winthrop University.

To apply for Teaching Fellows, a student must be:

•a United States citizen or will be an eligible non-citizen under State Residency statutes at the time of high school graduation (Please note - students categorized as Deferred Action for Childhood Arrivals (DACA) are not eligible for Teaching Fellows.)

•a legal resident of South Carolina (Please note - The Teaching Fellows Institution will verify residency after a student has been offered an award.)

•a high school senior or a junior who is graduating early

Here's what you need to know about the Teaching Fellows application:

•Kaleidoscope hosts the application.

•The Kaleidoscope system saves students' applications as they move through the process. This allows the student to complete the application over an extended period, as necessary. Students must use the same email address to create the application and log in.

•Students may edit their application, even after submission, as long as the edits occur before 11:59 PM on December 1, 2022.

•Students will be asked to enter their school counselor's name and email address during the application process. Once entered, the Kaleidoscope system will email the counselor and provide instructions on creating an account and uploading a transcript. Students can also download and deliver a letter to their counselor. Transcripts will be automatically attached to the student's application.

•Students will be asked to enter their references' names and email addresses during the application process. Once entered, the Kaleidoscope system will email each reference and provide instructions on creating an account and completing the reference survey. Students can also download and deliver a letter to their reference. Reference surveys will be automatically attached to the student's application.

•Applicants will have access to their personalized Kaleidoscope dashboard, where they MUST monitor the submission of their transcripts and reference surveys.

•Students must complete the application online via the Kaleidoscope system.

Announcement: New MLP School Coordinator Training

Contact Person: Sally Fickling

Department(s): Title III ESOL

Start Date: 10/10/2022

End Date: 11/10/2022

Details: NEW MLP School Coordinator Training will be held on November 11, 2022. Further information will be sent to school MLP Coordinators.

Announcement: School Counselor Academy/Roundtable 2 22-23

Contact Person: Heather Holliday

Department(s): State and Academic Programs

Start Date: 10/10/2022

End Date: 11/10/2022

Details: Join us for the second School Counselor Academy/Roundtable November 10 from 10-11:30. Agenda TBD. Contact hholliday@erskinecharters.org with questions. Link for your browser: https://erskinecharters.zoom.us/j/82822392686?pwd=MXJ1aVlWdmMzN1VyalcwZE4vUnlDZz09.

Announcement: CTE Meeting 2 for 22-23

Contact Person: Heather Holliday

Department(s): CTE

Start Date: 10/14/2022

End Date: 11/14/2022

Details: Mandatory training for all Career and Technical Education leads at the school level via zoom November 14 from 2-4. Contact Heather Holliday or Christy Junkins with questions. Zoom link for browser: https://erskinecharters.zoom.us/j/86519564601?pwd=cklWbXhObTAvdHRCVDFFVkowSm1MUT09.

Announcement: PowerSchool & Winter Diploma Updates

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 10/17/2022

End Date: 11/16/2022

Details: Here are a few reminders for Winter Diplomas. See attached.

Announcement: GT endorsement courses opportunity--FREE!!

Contact Person: Heather Holliday

Department(s): Gift and Talented

Start Date: 10/19/2022

End Date: 11/18/2022

Details: From the SCDE: "Please find attached grant-funded GT endorsement courses through Converse. These are tuition free for current SC teachers. Note the advanced courses that are offered for teachers who are already GT endorsed." Please share this information with anyone in your school who is seeking GT endorsement or state renewal credits. Contact hholliday@erskinecharters.org with questions.

Announcement: School Test Coordinator Newsletter Oct 21, 2022

Contact Person: Heather Holliday

Department(s): Assessment, Gift and Talented

Start Date: 10/21/2022

End Date: 11/02/2022

Details: Attached you will find the most recent School Test Coordinator newsletter. Please forward information to those who need it. Contact hholliday@erskinecharters.org with questions.

Announcement: Recording from SmartFusion Training on 10/24/2022

Contact Person: Daniel Karpinski

Department(s): Federal Programs Finance

Start Date: 10/28/2022

End Date: 11/07/2022

Details: Thank you to those who attended the SmartFusion training for leaders on Monday, October 24, 2022. For those who were unable to attend, a recording is available at the following link: https://www.dropbox.com/s/4k498z5p2m14uay/SmartFusion Training on 10.24.2022.mp4?dl=0.

Announcement: Joint 504, MTSS, SPED Roundtable

Contact Person: Sarah Love

Department(s): MTSS, Special Education and 504

Start Date: 11/01/2022

End Date: 11/17/2022

Details: A Joint 504, MTSS, and SPED Coordinator Roundtable will be held on November 17, 2022. More information will be sent to the all Coordinators prior to the meeting.

Announcement: New STC Academy December--Mid Year

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 11/01/2022

End Date: 12/12/2022

Details: This meeting will focus on: 1--Lessons learned; 2--How to move forward; and 3--Celebration. The meeting will be via Zoom for all first and second year STCs, but any member of the testing staff are welcome to attend. Contact hholliday@erskinecharters.org with questions.

Zoom link for your browser: https://erskinecharters.zoom.us/j/83170457464?pwd=QXBuYWI5VnRkMG5ITzZjMVYrS1Zkdz09