Charter Institute at Erskine

INSTITUTE INSIGHTS

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Submission: November 2022 Journal Entry Upload

Department: Finance

Due Date: 01/06/2023

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: Time and Effort - FY23 Title I

Department: Federal Programs Finance

Due Date: 01/31/2023

Details: Templates are provided in this submission along with guidance as to who should complete what time of record.

Submission: Time and Effort - FY23 Title II

Department: Federal Programs Finance

Due Date: 01/31/2023

Details: All school employees whose salaries are funded in part or in whole from federal funds must complete time and effort records. Please submit records as applicable for the 22-23 school year. This submission will collect records for work done between July 1, 2022 and December 31, 2022 only - do not include days in January 2023.

Submission: Time and Effort - FY23 IDEA

Department: Federal Programs Finance

Due Date: 01/31/2023

Details: All school employees whose salaries are funded in part or in whole from federal funds must complete time and effort records. Please submit records as applicable for the 22-23 school year. This submission will collect records for work done between July 1, 2022 and December 31, 2022 only - do not include days in January 2023.

Submission: Time and Effort - FY23 CTE

Department: Federal Programs Finance

Due Date: 01/31/2023

Details: All school employees whose salaries are funded in part or in whole from federal funds must complete time and effort records. Please submit records as applicable for the 22-23 school year. This submission will collect records for work done between July 1, 2022 and December 31, 2022 only - do not include days in January 2023.

Submission: Time and Effort - FY23 ESSER II

Department: Federal Programs Finance

Due Date: 01/31/2023

Details: All school employees whose salaries are funded in part or in whole from federal funds must complete time and effort records. Please submit records as applicable for the 22-23 school year. This submission will collect records for work done between July 1, 2022 and December 31, 2022 only - do not include days in January 2023.

Submission: Time and Effort - FY23 ESSER III

Department: Federal Programs Finance

Due Date: 01/31/2023

Details: All school employees whose salaries are funded in part or in whole from federal funds must complete time and effort records. Please submit records as applicable for the 22-23 school year. This submission will collect records for work done between July 1, 2022 and December 31, 2022 only - do not include days in January 2023.

Submission: Employee Documentation - FY23 Title I

Department: Federal Programs Finance

Due Date: 01/31/2023

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for employees paid with federal funds within your school during the 2022-2023 school year.

Submission: Employee Documentation - FY23 Title II

Department: Federal Programs Finance

Due Date: 01/31/2023

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description for FY23 Title II funded employees within your school during the 2022-2023 school year.

Submission: Employee Documentation - FY23 IDEA

Department: Federal Programs Finance

Due Date: 01/31/2023

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for FY23 IDEA funded employees within your school during the 2022-2023 school year.

Submission: Employee Documentation - FY23 CTE

Department: Federal Programs Finance

Due Date: 01/31/2023

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for FY23 CTE funded employees within your school during the 2022-2023 school year.

Submission: Employee Documentation - FY23 ESSER II

Department: Federal Programs Finance

Due Date: 01/31/2023

Details: Please submit the required documents (Work Agreements, Schedule, and Job Description) for FY23 ESSER II funded employees within your school during the 2022-2023 school year.

Submission: Employee Documentation - FY23 ESSER III

Department: Federal Programs Finance

Due Date: 01/31/2023

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for ESSER III funded employees within your school during the 2022-2023 school year.

Submission: Table 2

Department: Special Education and 504

Due Date: 01/12/2023

Details: The SC Department of Education requires the Table 2 Personnel report to be submitted yearly. In order to submit accurately complete the report, we must first gather the information from the schools.

Table 2 is based on the number of full-time equivalent personnel employed or contracted to provide special education and related services on the child count date. (October 25, 2022)

Table 2 is a count of Full-time equivalency (FTE) not a count of people

For reporting Special Education staff whose service time is divided between students with disabilities and students in the general population, base the reported FTE on only the percentage of time the Special Education staff works specifically with students receiving special education and related services. Note: For related service providers, keep in mind that this is for personnel that are serving students as listed in their IEPs, so your PE teacher or school nurse would NOT be counted unless students have adaptive PE or nursing services listed in their IEPs.

Fully Certified-This category includes personnel who hold appropriate State certification or licensure for the position held

More information can be found in the attachment and at the following on the South Carolina Department of Education website: https://ed.sc.gov/districts-schools/special-education-services/data-and-technology-d-t/data-collection-and-reporting/data-collection-instructions/table-2-personnel/

Instructions:

Fill in each section carefully (please note speech therapists are listed separately from special education teachers and related service providers)

Provide the information for part time, full time and contract personnel.

The dates to be considered are ONLY for personnel you had active on October 25, 2022(child count date)

Only consider those providing services directly to the students. Example: if you have a special education coordinator who does not serve any students, please do not include him/her.

For all contract and part time employees calculate the amount of time served divided by 40 hours. Example: If a speech therapist works for 10 Hours per week, calculate 10/40. The amount time this speech therapist served is .25 (FTE can be in decimal format: Round decimals to the hundredth place (i.e., two decimal places)

Another Example for a part time employee: a part time special ed. teacher working 4 hours a day in a 8 hour work day, would be reported .50   (total of 20 hours of total a work week is 40 hours= 20/40= .50)

Place zeros (0) in categories where no personnel are employed.

Submission: FY23 Title I Parent Engagement (Q2)

Department: Title I

Due Date: 01/20/2023

Details: Title I Family Engagement activities should provide assistance to families/ parents in understanding content and achievement standards, assessments, how to monitor their child's progress, and provide materials and training to help their children succeed in school, such as literacy training and using technology as outlined in ESSA Section 1116(e)(2). Each school building has a parent and family engagement plan. The written plan must describe how the school will carry out the parent/family engagement activities. The plan is made available to the local community and is updated periodically to meet the changing needs of parents and the school.

Submission: PS 90th Day Reports

Department: PowerSchool and IT

Due Date: 01/20/2023

Details: Please submit your signed 90th day reports.

Announcement: WIDA ACCESS STC Test training

Contact Person: Heather Holliday

Department(s): Assessment, PowerSchool and IT

Start Date: 11/15/2022

End Date: 01/12/2023

Details: All STCs and Title III Coordinators should attend this meeting for training for the upcoming WIDA ACCESS testing. We will cover how to double check coding for who should test, scheduling of tests, required tests, accommodations, and the DRC platform. Please contact hholliday@erskinecharters.org with questions. The training will be via Zoom from 10-12.

Zoom link for browser: https://erskinecharters.zoom.us/j/82919691445?pwd=alR6TGdHMUovWFZXRTBzQmdBTzlTUT09

Announcement: CTE Meeting 3 for 22-23

Contact Person: Heather Holliday

Department(s): CTE

Start Date: 11/28/2022

End Date: 01/09/2023

Details: Mandatory training for all Career and Technical Education school leads via zoom January 9 from 2-4. Contact Heather Holliday or Christy Junkins with questions. Zoom link for browser: hhttps://erskinecharters.zoom.us/j/82712045978?pwd=RnJ2azM1KzAwL1ZHZzN0ZVBjKzdFQT09.

Announcement: ACT training for High School STCs

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 12/01/2022

End Date: 01/17/2023

Details: This training is for all high schools offering ACT this spring season. The meeting is via Zoom from 1-3. Please contact hholliday@erskinecharters.org with questions. Zoom link for browser: https://erskinecharters.zoom.us/j/81202594824?pwd=SDZSZzVQNjd6eWl6eHR5UXVaSk9Rdz09

Announcement: Graduation Transcript Audit Meeting 2 22-23

Contact Person: Heather Holliday

Department(s): Accountability , PowerSchool and IT

Start Date: 12/05/2022

End Date: 02/03/2023

Details: This training is for anyone who is involved with the entry of student transfer records and the transcripts of graduating students. The meeting will be via Zoom from 1-3. Contact hholliday@erskinecharters.org with questions. Zoom link for your browser: https://erskinecharters.zoom.us/j/89682916795?pwd=c2RoOGkyN1R3ZHZJSlRReVhtWTFzUT09

Announcement: MLP School Coordinator Quarterly Training

Contact Person: Sally Fickling

Department(s): Title III ESOL

Start Date: 12/12/2022

End Date: 01/12/2023

Details: MLP School Coordinator Quarterly Training will be held on January 12, 2023. Further information will be sent to school MLP Coordinators.

Announcement: Text Dependent Analysis Training

Contact Person: Kristin Olcott

Department(s): State and Academic Programs

Start Date: 12/12/2022

End Date: 01/06/2023

Details: A series of Text Dependent Analysis Training Sessions will be offered throughout January and February for Institute teachers. Please copy and paste the link for an outline of the training sessions: https://docs.google.com/document/d/1h5B_FRfFkRqV77nZanQCIh1LutbrPsn3ry0V0dQTa24/edit?usp=sharing. The sessions will take place at The Charter Institute at Erskine, 1201 Main Street, Suite 300, Columbia, SC 29201. Lunch and snacks will be provided for all day sessions. Snacks will be provided for half day sessions. Copy and paste this link in your browser to see the registration links: https://docs.google.com/document/d/1Dqu6hFdFDXu9NxYFzkvrPSg2vJeXT5MNEkW68j8_qcA/edit?usp=sharing. Email kolcott@erskinecharters.org with any questions.

Announcement: MTSS Plan Entry in Enrich

Contact Person: Sally Fickling

Department(s): MTSS

Start Date: 12/12/2022

End Date: 01/27/2023

Details: The deadline for entering MTSS Plans in Enrich has been extended to January 27, 2023. Please contact Laura Merrick or Sally Fickling if you have any questions regarding this process.

Announcement: Virtual McKinney-Vento Training

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance

Start Date: 12/13/2022

End Date: 02/02/2023

Details: Join the Federal Programs team to learn more about McKinney-Vento - students experiencing homelessness - and resources available to serve these students. This virtual training will be held on Thursday, February 2, 2023 from 10:00 am -11:00 am. A calendar invite was sent out 12/13/2022 to McKinney-Vento Liaisons as well as school leaders. The Zoom link for this virtual session can be accessed here: https://erskinecharters.zoom.us/j/86951627580.

Announcement: Virtual Time and Effort Training

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance

Start Date: 12/13/2022

End Date: 01/19/2023

Details: The Federal Programs team will present information regarding the completion of Time and Effort certification for employees funded in part or in whole with Federal dollars. The virtual training will be held on Thursday, January 19, 2023, from 10:00 am - 11:00 am. A calendar invitation was sent on December 13, 2022, to all school leaders and Federal Grants Coordinators. The Zoom link can also be found here: https://erskinecharters.zoom.us/j/81118992185.

Announcement: Math Nation Algebra Training- Session 2

Contact Person: Kristin Olcott

Department(s): State and Academic Programs

Start Date: 12/13/2022

End Date: 01/05/2023

Details: The second session of our Math Nation Algebra Training series will be Thursday, January 5, 2023 from 9am-12pm at 1201 Main Street, Suite 300, Columbia, SC 29201. Please register teachers by January 2, 2023 here: https://erskinecharters.formstack.com/forms/mathnationalgebrasession2. Contact kolcott@erskinecharter.org with any questions.

Announcement: Performance Tasks Assessment STC Training

Contact Person: Heather Holliday

Department(s): Assessment, Gift and Talented

Start Date: 12/15/2022

End Date: 02/07/2023

Details: This training is for all schools who have students in elementary grades who have qualified for additional GT testing through Performance Tasks Assessments. The training will be via Zoom from 1-3. Contact hholliday@erskinecharters.org with questions. Zoom link for your browser: https://erskinecharters.zoom.us/j/84486010058?pwd=clM2cXQ0MTRiejRYSTRCUDl4V HZwQT09

Announcement: MTSS Coordinators' Training

Contact Person: Laura Merrick

Department(s): MTSS

Start Date: 12/18/2022

End Date: 01/18/2023

Details: MTSS Coordinators' Training will be held on March 1, 2023. Further information will be sent to school MTSS Coordinators.

Announcement: February 504 Coordinators' Training

Contact Person: Sarah Love

Department(s): Special Education and 504

Start Date: 01/01/2023

End Date: 02/02/2023

Details: 504 Coordinators' Training will occur on February 2, 2023. More information will be sent to 504 Coordinators.

Announcement: SPED Coordinator Roundtable-January

Contact Person: Sarah Love

Department(s): Special Education and 504

Start Date: 01/01/2023

End Date: 01/25/2023

Details: The January SPED Coordinator Roundtable will be held on January 25, 2023. More information will be sent to the SPED Coordinators prior to the meeting.

Announcement: New SPED Coordinators' Roundtable-January

Contact Person: Sarah Love

Department(s): Special Education and 504

Start Date: 01/01/2023

End Date: 01/19/2023

Details: The January NEW SPED Coordinator Roundtable will be held on January 19, 2023. More information will be sent to the SPED Coordinators prior to the meeting.

Announcement: FY23 Claims Reminder

Contact Person: Sarah Shealy

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

Start Date: 01/01/2023

End Date: 01/07/2023

Details: Reminder that the deadline to submit expenses from July 1, 2022 to June 30, 2023 in SmartFusion is July 14, 2023. This date will be the final opportunity to claim ESSER II funds. Goods and services within these claims must be invoiced, received, and paid for by June 30, 2022 to fall into this timeline. Schools are required to seek reimbursement quarterly at minimum, with monthly or weekly submissions highly recommended. The Institute will continue to seek reimbursement from the SCDE at a minimum of monthly. Please continue to utilize the reporting features in SmartFusion to monitor your encumbrances and funding balances. The Institute will provide an update via memo recording approved funds and remainders for each grant at the end of January 2023 (Q1-Q2 expenses) and the end of April 2023 (Q1-Q3 expenses).

Announcement: New STC Academy February

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 01/02/2023

End Date: 02/14/2023

Details: The focus of this month's STC Academy will be ACCESS and SC Alt testing as well as a DRC refresher. All first and second year STCs are required to attend this meeting. Any other testing staff or experienced STCs are welcome to attend. This meeting will occur via Zoom from 1-3. Please contact hholliday@erskinecharters.org with questions. Zoom link for browser: https://erskinecharters.zoom.us/j/85746120911?pwd=TWwwTXE1TGNUT3VyTUFGOXlqdFgydz09

Announcement: SC Alternate Testing Training for STCs

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 01/02/2023

End Date: 02/21/2023

Details: This training is mandatory for any STC who has an Alt tester in their school in grades 3-12. It is highly recommended that other STCs attend in case they get a student who enrolls and needs this testing so training is already completed. This training will be via Zoom from 1-3. This specific training was requested by STCs during the 21-22 school year for the 22-23 school year. Contact hholliday@erskinecharters.org with questions. Zoom link for browser: https://erskinecharters.zoom.us/j/87012495024?pwd=U3RHeVorODZWOVJ2c1MxMVl3WW1odz09