Charter Institute at Erskine

INSTITUTE INSIGHTS

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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 type 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: PS 90th Day Reports

Department: PowerSchool and IT

Due Date: 01/20/2023

Details: Please submit your signed 90th day reports.

Submission: Early Graduates Roster and Transcripts, Winter 2023

Department: PowerSchool and IT

Due Date: 01/20/2023

Details: Schools with Winter Graduates should submit a roster of students for graduation along with final transcripts for review. If you have no early graduates, submit your school's calendar in the documents requested.

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: 20 Day Letters (Dec 2022 - Jan 2023)

Department: Title I

Due Date: 02/03/2023

Details: In accordance with the Every Student Succeeds Act of 2015, all schools are required to provide timely notice to parents when students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject level in which the teacher has been assigned. ESSA Sec. 1112 (e)(1)(B)(ii) *This includes substitutes. These letters should be sent home with students in the applicable class. Please keep in mind you do not have to resubmit letters. See attached resources and examples below to determine when letters should be sent. Example 1: Teacher 1 taught 3rd grade in Aug-Sept and is still teaching 3rd grade in Oct-Nov. A letter would need to be sent at the beginning of the year. Example 2: Teacher 2 taught Class A in Aug-Dec but in now teaching Class B in Jan-May. A letter would need to be sent at the beginning of each semester.

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: 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: 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: 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: 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

Announcement: ACEs (Adverse Childhood Experiences) Training

Contact Person: Laura Merrick

Department(s): Leadership

Start Date: 01/03/2023

End Date: 01/25/2023

Details: ACEs (Adverse Childhood Experiences) Training

CIE will be offering a two-part virtual "Lunch and Learn" ACEs training on January 25th from 12:00 - 1:00 and February 1st from 12:00 - 1:00. This training will review adverse childhood experiences and discuss approaches and strategies that teachers can use to work with students.   Each school can select three individuals to attend this training. The intended audience for this training is general education and special education teachers.   Please register your staff members with this form. https://erskinecharters.formstack.com/forms/aces_training

Announcement: School Test Coordinator Newsletter January 4, 2023

Contact Person: Heather Holliday

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

Start Date: 01/04/2023

End Date: 01/18/2023

Details: Attached you will find the newest School Test Coordinator Newsletter. Share as needed and contact hholliday@erskinecharters.org with questions.

Announcement: Join SCASA for $99 (First-Time Members Only)

Contact Person: Robbie Anderson

Department(s): Human Resources and Benefits

Start Date: 01/05/2023

End Date: 01/31/2023

Details: Starting today, new members can join SCASA at less than half-price! For just $99, you will receive full member benefits including membership in a professional affiliate, as well as free registration to the affiliate roundtable meetings. You will also receive a $230 registration discount to the Innovative Ideas Institute (i3) and discounted or free registration to all SCASA conferences, events, and webinars. Please contact Robbie Anderson at randerson@erskinecharters.org for more information.

Announcement: School Leadership Executive Institute (SLEI) Cohort 50

Contact Person: Robbie Anderson

Department(s): Human Resources and Benefits

Start Date: 01/05/2023

End Date: 01/11/2023

Details: The Office of Educator Effectiveness and Leadership Development is offering a professional development opportunity for dynamic principals. The South Carolina School Leadership Executive Institute (SLEI) has a partnership with Truist Leadership Institute designed to equip principals from districts across the state with the insight, knowledge, and competencies necessary to lead innovative and successful schools. In partnership with the Truist Leadership Institute, the South Carolina Department of Education has developed and implemented a rigorous, seven-month institute for principals. The cohort is designed to enhance principal's skills in three areas: Instructional Leadership, Leading Change, and Engagement and Motivational Strategies. The cohort will include strategies like small and large group discussion, teamwork, Socratic seminars, simulations, scenarios, self-reflection, 360° feedback, problem solving, inquiry cycles, coaching teachers, human capital, case studies, study teams, and networking. With instructional leadership at its core, participants will leverage key strategies to address challenges and shifts in the field of education. They are looking for dynamic principals with three or more years of experience to fill their class of 24 educators. Please contact Robbie Anderson at randerson@erskinecharters.org for more information.

Announcement: New MLP School Coordinator Training

Contact Person: Sally Fickling

Department(s): Title III ESOL

Start Date: 01/09/2023

End Date: 02/09/2023

Details: New MLP School Coordinator Training will be held on February 9, 2023. Further information will be sent to school MLP Coordinators.

Announcement: School Counselor Academy/Roundtable 3 22-23

Contact Person: Heather Holliday

Department(s): State and Academic Programs

Start Date: 01/09/2023

End Date: 02/09/2023

Details: Join us for our third School Counselor Academy/Roundtable February 9 from 10-11:30. Agenda TBD. Contact hholliday@erskinecharters.org with questions. Zoom link for your browser: https://erskinecharters.zoom.us/j/83761447637?pwd=QjBzUWEzdXpvYldtaTFPK1lhY0QrUT09