

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: 2023-2024 Academic Calendar

Department: PowerSchool and IT

Due Date: 02/10/2023

Details: Please upload your 2023-2024 board approved academic calendar. Reminder: the calendar should include 180 instructional days along with 3 make-up days.

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: Local Board Approved Courses

Department: PowerSchool and IT

Due Date: 02/10/2023

Details: Courses with honors credit will also need to be approved via the Honors Framework.

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

Department: Finance

Due Date: 01/20/2023

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; •Training and equipment for existing state-funded SROs

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; •An indication of whether funding is requested to be provided to current law enforcement partner(s) for training and/or equipment for existing state-funded SROs. Training and equipment details or costs will not be required to be provided by the district; •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 of award. 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: ACT student list for upload

Department: Assessment

Due Date: 01/17/2023

Details: Attached you will find your 9GR21 export for ACT testing. I have completed all columns with the exception of "delivery format". You will need to do two things to this file. 1--Confirm all students are on here who need to take ACT & delete those who don't take the test; and 2--indicate "p" for paper or "o" for online for "delivery format" for each student. Submit your edited file and Heather will upload to ACT. If you do not submit any edits, the list attached here will be uploaded for you.

Submission: WIDA ACCESS testing precode check

Department: Assessment

Due Date: 01/23/2023

Details: Attached you will find a list of students pulled by the SCDE for WIDA ACCESS testing from coding in PS. Please confirm your roster and submit the name of the person who checked that roster. Contact hholliday@erskinecharters.org with questions.

Submission: SC Alt Precode Check Spring 2023

Department: Assessment

Due Date: 01/27/2023

Details: Attached you will find the list of students who were pulled from PS based on correct coding entries for SC Alt testing for Spring 2023. The STC and the Special Education Coordinator at each school should meet to confirm the testing roster is accurate in preparation for upcoming testing. Please contact hholliday@erskinecharters.org with questions.

Submission: SC READY Spr 23 initial precode check

Department: Assessment

Due Date: 01/20/2023

Details: Attached you will find your initial precode for SC READY as pulled in December by the SCDE. Another pull will be made January 23rd. Directions are included for checking the accuracy of the file. Any changes to the entries must be completed in PowerSchool, not on the spreadsheet. It is recommended that this be a team effort. The only part of this submission is to confirm receipt of the initial information for you to check. Contact hholliday@erskinecharters.org with question.

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: 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, January 17. Please contact hholliday@erskinecharters.org with questions. Zoom link for browser: <https://erskinecharters.zoom.us/j/81202594824?pwd=SDZSZzVQNjd6eWI6eHR5UXVaSk9Rdz09>

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: 02/02/2023

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, February 2. Contact hholliday@erskinecharters.org with questions. Zoom link for your browser: <https://erskinecharters.zoom.us/j/89682916795?pwd=c2RoOGkyN1R3ZHZJSIRReVhtWTFzUT09>

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, February 7. Contact hholliday@erskinecharters.org with questions. Zoom link for your browser: <https://erskinecharters.zoom.us/j/84486010058?pwd=cIM2cXQ0MTRiejRYSTRCUDI4VHZwQT09>

Announcement: MTSS Coordinators' Training

Contact Person: Laura Merrick

Department(s): MTSS

Start Date: 12/18/2022

End Date: 03/01/2023

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: 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, February 14. Please contact hholliday@erskinecharters.org with questions. Zoom link for browser: <https://erskinecharters.zoom.us/j/85746120911?pwd=TWwwTXE1TGhUT3VyTUFGOXlqdFgydz09>

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, February 21. 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=U3RHeVrODZWVJ2c1MxMVI3WW1odz09>

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: 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>

Announcement: New Board Member Training

Contact Person: Paula Gray

Department(s): Leadership

Start Date: 01/10/2023

End Date: 03/01/2023

Details: The next board training will be February 28th from 6-8, and registration will open on February 1st. The link will be posted on the State Department of Education website at <https://ed.sc.gov/districts-schools/school-choice/charter-schools-program/>.

Announcement: FY23 Reimbursement Update - Q1 & Q2

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 01/10/2023

End Date: 02/23/2023

Details: In an effort to assist your school in monitoring its available grant funding, the Federal Programs Department will now provide a quarterly update to each school. This update will include funding available in FY23, the amount of funds in approved SmartFusion requisitions, and the amount of funds that have been reimbursed to the school to date. Please find attached your FY23 Quarter 1 and Quarter 2 update. As a reminder, the SCDE requires the Institute to seek quarterly reimbursement for approved federal grants. The Institute will submit monthly reimbursement requests to the SCDE, at a minimum, to better serve our schools with more frequent and timely reimbursements. Therefore, we strongly encourage monthly submissions. If you have any questions, please feel free to reach out to any staff member in Federal Programs. We are more than happy to take calls, email, or set up Zoom meetings to support you and your school.

Announcement: EOC Spr 23 Ordering and Materials overview

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 01/10/2023

End Date: 02/09/2023

Details: Attached you will find a guiding document on ordering materials through DRC should you have any students in need of paper materials or an oral script for a student who has oral paper testing and requires a Human Reader. An oral script is not used for online testing. Large print paper materials can also be ordered. Contact hholliday@erskinecharters.org with questions.

Announcement: PowerSchool Monthly Webinar

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 01/16/2023

End Date: 01/20/2023

Details: The PowerSchool monthly webinar is scheduled for Thursday from 9:00-11:00.

Link to join is: <https://erskinecharters.zoom.us/j/86984216437?pwd=aStFTjM5ZXpwUHd4aTVnQk85ZGg2Zz09>