Charter Institute at Erskine

INSTITUTE INSIGHTS

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MTSS Coordinators' Training	12/18/2022 - 01/18/2023	Laura Merrick	MTSS

Submission: 2022 Annual Report

Department: Charter Authorization

Due Date: 12/31/2022

Details: The Charter School Annual report is due annually to the charter sponsor by December 31st. This is a requirement of the SC Department of Education and SC Code Ann. 59-40-140 (H). Please use the template provided to complete the submission.

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: 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.

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: DreamBox Webinar

Contact Person: Kristin Olcott

Department(s): State and Academic Programs

Start Date: 11/17/2022

End Date: 12/30/2022

Details: A district-wide virtual Dreambox Training will be offered on November 30, 2022 from 3:30pm-4:30pm. Day-to-Day with DreamBox: Monitoring Essential Student Data- Gather insight into student progress by analyzing lesson data within DreamBox Lesson Highlights, Lesson Recommendations, and the Activity Feed Report. Educators will also gain strategies to support students who 'May Need Attention' with DreamBox. Please join if you use DreamBox at your school and would like to learn more about its features. Here is the link to join the webinar: https://dreambox.zoom.us/j/97087329636

Announcement: Operational Buses on GovDeals

Contact Person: John Li

Department(s): Finance

Start Date: 11/17/2022

End Date: 01/01/2023

Details: The SC State Surplus Property Office has posted a few SCDE buses for sale. The buses are operational and currently located in Abbeville, SC. If interested, details can be found at www.Govdeals.com using the "Advanced Search" option. Choose Category: "Buses, Transit and School" and then select State: South Carolina to search all buses located in SC listed for sale. Not all of the listings shown on the 'search results' page belong to SCDE, but this seems to be the best way to view buses that are currently listed. Of course, the auctions close at various dates/times.

There is a contact name on each listing if you have questions or want to view the bus in person. State Surplus will continue to post buses for sale at different dates and locations across SC, so check back on this website, if you are interested.

Announcement: Spring Climate Survey Information for Spring 2023

Contact Person: Heather Holliday

Department(s): Accountability

Start Date: 11/21/2022

End Date: 12/21/2022

Details: Please see the attached memo from the SCDE regarding the proposed window to conduct Spring Climate Surveys for Spring 2023 to be reported on Fall 2023 State Report Cards. Contact hholliday@erskinecharters.org with questions.

Announcement: Career Readiness Testing Memo from SCDE

Contact Person: Heather Holliday

Department(s): Assessment, PowerSchool and IT

Start Date: 11/21/2022

End Date: 12/21/2022

Details: The SCDE has announced that WIN's Ready to Work will be the Career Readiness test. Please see the attached memo from the SCDE for further information. A couple of key dates include the testing window from March 27-April 14 and the Precode data due date of December 22. If you plan to give this test by paper, please go ahead and complete that part of precode for all 9GR21 students. If you have 12th graders to take the test, precode their box as well. Please contact hholliday@erskinecharters.org with questions.

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=clM2cXQ0MTRiejRYSTRCUDl4VHZwQT09

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.