Charter Institute at Erskine

INSTITUTE INSIGHTS

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WIN pre testing submission	03/13/2023	Heather Holliday	Assessment
Governor's Graduate Letters	03/17/2023	Blythe Branham	PowerSchool and IT
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CTECS Spring 2023 Assessment O...	04/03/2023	Heather Holliday	CTE
FERPA Training Verification	03/20/2023	Sarah Love	Special Education an...
February 2023 Journal Entry Up...	03/31/2023	John Li	Finance
PS 135th Day Reports	03/31/2023	Jason Jones	PowerSchool and IT
20 Day Letters (Feb-March 2023...	03/31/2023	Sarah Shealy	Title I
Read to Succeed PowerSchool Se...	03/31/2023	Jason Jones	PowerSchool and IT
New STC Academy March	02/01/2023 - 03/14/2023	Heather Holliday	Assessment
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CTE Meeting 4 for 22-23	02/13/2023 - 03/13/2023	Heather Holliday	CTE
Fall/Winter 22-23 EOC Scores	02/16/2023 - 03/18/2023	Heather Holliday	Accountability , Ass...
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Student Services Newsletter	02/28/2023 - 03/17/2023	Bralyn Wood	MTSS, Title III ESOL...
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Submission: 2023-2024 Academic Calendar

Department: PowerSchool and IT

Due Date: 03/17/2023

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: Local Board Approved Courses

Department: PowerSchool and IT

Due Date: 03/24/2023

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

Submission: WIN pre testing submission

Department: Assessment

Due Date: 03/13/2023

Details: Submission includes: file of "adults" who need access to WIN for testing; confirmation of Technology verification. Files provided include: current "adult" and student lists; directions for submission and general info from WIN; TAMs for computer and paper testing. Contact hholliday@erskinecharters.org with questions.

Submission: Governor's Graduate Letters

Department: PowerSchool and IT

Due Date: 03/17/2023

Details: Governor McMaster would like to send congratulatory letters to all high school graduating seniors this spring. Please complete the attached spreadsheet with names and mailing addresses of graduating seniors for the spring.

Submission: ARCS Q3 Implementation Documentation

Department: Special Education and 504

Due Date: 03/28/2023

Details: Special Education: Select two students and provide service and accommodation logs. Provide list of students with MDRs and BIPs. Explain progress report tracking procedures.

504: Select two students and provide accommodation logs. Provide list of students with MDRs and BIPs.

Submission: CTECS Spring 2023 Assessment Ordering

Department: CTE

Due Date: 04/03/2023

Details: Attached you will find resources and information for ordering the CTECS tests for CTE completers for this year. If you are not administering any of these tests, please email hholliday@erskinecharters.org so you can be exempted from this submission. You will also find the spreadsheet onto which you will enter your school information. Heather will compile the information and send to the SCDE.

Submission: FERPA Training Verification

Department: Special Education and 504

Due Date: 03/20/2023

Details: This online training course was developed by the Student Privacy Policy Office's Privacy Technical Assistance Center as an introduction to the Family Educational Rights and Privacy Act (FERPA), and its requirements relating to the privacy and security of Personally Identifiable Information (PII) in student records. This course addresses FERPA basics, explores requirements for the protection of student records for Local Education Agencies (LEAs), addresses who may and may not access student records, when those records may be shared, and discusses several of the applicable exceptions to the FERPA requirement for consent.

Submission: February 2023 Journal Entry Upload

Department: Finance

Due Date: 03/31/2023

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: PS 135th Day Reports

Department: PowerSchool and IT

Due Date: 03/31/2023

Details: Please submit your signed 135th day reports.

Submission: 20 Day Letters (Feb-March 2023)

Department: Title I

Due Date: 03/31/2023

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.

Submission: Read to Succeed PowerSchool Setup

Department: PowerSchool and IT

Due Date: 03/31/2023

Details: For all schools with 3rd grades, ACT 284 requires the school to offer a summer reading program for any student not reading on grade level. Please see the recorded webinar for correctly setting up the summer school in PowerSchool. Schools will need to confirm viewing the webinar and correct setup in PowerSchool. https://www.dropbox.com/s/q2ghtfopjhec7jb/Set%20Up%20Read%20to%20Succeed%20Summer%20Camps%20-%20School%20Level_Recording%204122022.mp4?dl=0

Announcement: New STC Academy March

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 02/01/2023

End Date: 03/14/2023

Details: The focus for this training is Organizing the Tasks of Spring Testing. This is a mandatory event for all first and second year STCs, but any experienced STCs may also attend. The meeting will take place via zoom from 1-3. Please Contact hholliday@erskinecharters.org with questions. Zoom link for browser: https://erskinecharters.zoom.us/j/87603561684?pwd=RHFETllyRUFhcCtKQjY3bG1nN0Rtdz09

Announcement: Family and Community Engagement Webinar Series w/ SCDE

Contact Person: Lacy Lucas

Department(s): Additional Targeted Support and Improvement, Comprehensive Support and Improvement, Title I

Start Date: 02/09/2023

End Date: 04/05/2023

Details: Please see the attached memorandum from the SCDE regarding a wonderful opportunity for all of our schools to participate in a webinar geared towards Family and Community Engagement. There are multiple dates and topics.

Announcement: CTE Meeting 4 for 22-23

Contact Person: Heather Holliday

Department(s): CTE

Start Date: 02/13/2023

End Date: 03/13/2023

Details: Mandatory meeting for all Career and Technical Education school leads via zoom March 13 from 2-4. Contact Heather Holliday or Christy Junkins with questions. Zoom link for browser: https://erskinecharters.zoom.us/j/84847636403?pwd=Znh3MjFJM1k1KzdMemVBTy82ZldqQT09.

Announcement: Fall/Winter 22-23 EOC Scores

Contact Person: Heather Holliday

Department(s): Accountability , Assessment

Start Date: 02/16/2023

End Date: 03/18/2023

Details: Attached you will find your school's final Fall/Winter 22-23 EOC scores. Contact hholliday@erskinecharters.org with questions.

Announcement: Spring EOC/SC READY/SC PASS Test and DRC Training

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 02/22/2023

End Date: 04/05/2023

Details: This meeting will be the final face to face meeting for STCs for the 22-23 school year. We will focus on specific training for preparing for each of the spring tests. This is a mandatory meeting for ALL STCs. All participants are encouraged to bring their computer as well as class rosters for hands on preparation of materials for these tests. DRC training will also be a part of the day. Should schools wish to send two personnel to be trained in order to have a back up STC for testing, just ensure both team members are certified teachers. Please contact hholliday@erskinecharters.org with questions. The meeting will be from 10-4 at the Institute Office in Columbia.

Announcement: Spring Climate Survey for Report Cards: Resources for Schools

Contact Person: Heather Holliday

Department(s): Accountability , PowerSchool and IT

Start Date: 02/22/2023

End Date: 03/31/2023

Details: Attached you will find two documents: 1--A chart contained the essential questions asked about the surveys including a link to an information video from the SCDE; and 2--A resource document created by the SCDE which contains directions and visuals to assist schools with showing the various participant groups how to login to complete their survey. The window for completing surveys is February 27-April 14. Given the concerns from Spring 2022, we strongly advise that schools begin this process early in the window. Please contact hholliday@erskinecharters.org with questions pertaining to the Climate Survey for Accountbaility.

Announcement: Climate Survey for Parents - PDF Document

Contact Person: Jason Jones

Department(s): Accountability , PowerSchool and IT

Start Date: 02/27/2023

End Date: 03/27/2023

Details: Attached are the PDF documents for the climate survey for your parents. This includes the QR code for them on each page.

Announcement: Student Services Newsletter

Contact Person: Bralyn Wood

Department(s): MTSS, Title III ESOL, Title IX

Start Date: 02/28/2023

End Date: 03/17/2023

Details: Please use the following link to access the Students Services Newsletter

https://www.canva.com/design/DAFaAGKufLc/hLvCmHQudROJy_USs8pIew/view?utm_content=DAFaAGKufLc&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink

Announcement: New SPED Coordinators' Roundtable-March

Contact Person: Sarah Love

Department(s): Special Education and 504

Start Date: 03/01/2023

End Date: 03/16/2023

Details: The March NEW SPED Coordinator Roundtable will be held on March 16, 2023. More information will be sent to the SPED Coordinators prior to the meeting.

Announcement: PowerSchool Monthly Meeting (Scheduling for Next Year)

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 03/06/2023

End Date: 03/17/2023

Details: The PowerSchool monthly meeting will be face to face on March 15 and 16. March 15th will be optional for PowerScheduler focusing on next year scheduling, and will followup with March 16th with part 2 and the monthly webinar.

Announcement: PowerSchool Monthly Webinar

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 03/06/2023

End Date: 03/17/2023

Details: The PowerSchool monthly webinar is scheduled for Thursday March 16 from 9:00-11:00.

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

Announcement: Student Climate Survey Completion Report

Contact Person: Heather Holliday

Department(s): Accountability , PowerSchool and IT

Start Date: 03/09/2023

End Date: 04/08/2023

Details: You have been asking and JASON HAS ANSWERED!! Jason Jones created a report for you in PowerSchool to assist in your ability to determine your student completion of the climate surveys. The report will run for your active students in Grades 3 and above. Please see the attached document for the steps on how to run this report. Please share this information with applicable staff in your building. Contact hholliday@erskinecharters.org with questions.

Announcement: New STC Academy April--Final Meeting of Year

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 03/15/2023

End Date: 05/02/2023

Details: The focus of this final new STC Academy meeting will be on the reporting features in DRC and how to read the data files provided to them. This meeting is mandatory for all first and second year STCs, but experienced STCs are also welcome to attend. The meeting will occur via Zoom from 1-3. Contact hholliday@erskinecharters.org with questions. Zoom link for your browser: https://erskinecharters.zoom.us/j/89876765752?pwd=SGxWZTRZd0R1YVo5ajYySlk2c3pjUT09