Charter Institute at Erskine

INSTITUTE INSIGHTS

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Local Board Approved Courses	03/24/2023	Jason Jones	PowerSchool and IT
ARCS Q3 Implementation Documen...	03/28/2023	Sarah Love	Special Education an...
College Freshman Report Spring...	04/14/2023	Heather Holliday	Assessment
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
February 2023 Incident Managem...	03/27/2023	Blythe Branham	PowerSchool and IT
February 2023 Foster File	03/27/2023	Blythe Branham	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
FY23 Title I Parent Engagement...	04/14/2023	Sarah Shealy	Title I
Family and Community Engagemen...	02/09/2023 - 04/05/2023	Lacy Lucas	Additional Targeted ...
Spring EOC/SC READY/SC PASS Te...	02/22/2023 - 04/05/2023	Heather Holliday	Assessment
Spring Climate Survey for Repo...	02/22/2023 - 03/31/2023	Heather Holliday	Accountability , Pow...
Climate Survey for Parents - P...	02/27/2023 - 03/27/2023	Jason Jones	Accountability , Pow...
Student Climate Survey Complet...	03/09/2023 - 04/08/2023	Heather Holliday	Accountability , Pow...
April Virtual SCTS 4.0 Evaluat...	03/13/2023 - 04/07/2023	Kristin Olcott	State and Academic P...
New STC Academy April--Final M...	03/15/2023 - 05/02/2023	Heather Holliday	Assessment

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: 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: College Freshman Report Spring 2023

Department: Assessment

Due Date: 04/14/2023

Details: It is time for to begin the collection of information for the annual College Freshman Report. Attached each school will find their individual student files. There are also many resources available to you in the documents section. When you have completed the file, please save it and submit it here. Each school will also submit a summary worksheet. Please contact hholliday@erskinecharters.org with questions.

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: February 2023 Incident Management Errors

Department: PowerSchool and IT

Due Date: 03/27/2023

Details: February 2023 Incident Management Errors to correct in PowerSchool.

Submission: February 2023 Foster File

Department: PowerSchool and IT

Due Date: 03/27/2023

Details: February 2023 Foster File

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/od39ol6v22py27t/R2S%20Setup%20-%20Recording%204122022.mp4?dl=0

Submission: FY23 Title I Parent Engagement (Q3)

Department: Title I

Due Date: 04/14/2023

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.

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: 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 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: April Virtual SCTS 4.0 Evaluator Training

Contact Person: Kristin Olcott

Department(s): State and Academic Programs

Start Date: 03/13/2023

End Date: 04/07/2023

Details: Virtual SCTS 4.0 Evaluator Training will be held April 19, 20, and 21, 2023 from 8:30am-3:30pm each day in preparation for next school year. Please complete one registration form for each qualified educator to attend the Evaluator Training provided by the Institute. A qualified educator has at least 1 successful year on a continuing contract (GBE). Due to the nature of the training, space is limited. Schools will receive a notice confirming registered participants once the registration closes. The registration must be completed by the School Leader or ADEPT Coordinator by April 7, 2023. Please verify that the educator will be available on all three of the training dates before completing this registration. In order to receive credit, educators must attend each full session. Please copy and paste the link in your browser to register eligible participants: https://erskinecharters.formstack.com/forms/evaluator_training_registration_2023

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