Charter Institute at Erskine

INSTITUTE INSIGHTS

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Let's Work Smart Q1 Drop In Op...	09/08/2023 - 09/19/2023	Sarah Shealy	Leadership
Let's Work Smart Q1 Drop In Op...	09/08/2023 - 09/19/2023	Sarah Shealy	Leadership

Submission: FY24 Title I Employee Documents

Department: Title I

Due Date: 09/13/2023

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for employees paid with federal funds within your school during the 2023-2024 school year.

Submission: FY24 Title II Employee Documents

Department: Federal Programs Finance

Due Date: 09/13/2023

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for employees paid with federal funds within your school during the 2023-2024 school year.

Submission: FY24 IDEA Employee Documents

Department: Federal Programs Finance

Due Date: 09/13/2023

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for employees paid with federal funds within your school during the 2023-2024 school year.

Submission: FY23 School Improvement Employee Documents

Department: Federal Programs Finance

Due Date: 09/13/2023

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for employees paid with federal and/or state funds within your school during the 2023-2024 school year.

Submission: FY24 Title I Annual Meeting

Department: Title I

Due Date: 09/29/2023

Details: Please see the attached email that was sent Monday, July 24, 2023 regarding Title I Annual Meetings. Additionally, submit the required documents (Meeting Notices, Agenda, Sign-In Sheets, PowerPoint and/or other handouts, Meeting Minutes) by Friday, September 29, 2023. **Meeting Notices should document HOW the notices were distributed to stakeholders.**

Submission: Inventory of Fixed Assets

Department: Finance

Due Date: 09/15/2023

Details: Fixed Asset needs to follow the guidelines set by SCDE. Physical Inventory must follow federal inventory guidelines.

Submission: Teacher Supply Check Records

Department: Finance

Due Date: 09/15/2023

Details: Under the South Carolina General Appropriations Act for 2023-2024, Proviso 1A.9, the schools are given an allocation of $350 for each teacher, certified and non-certified, and full-time or part-time to offset expenses incurred by eligible employees for supplies directly related to the education of students. This includes all positions coded in PCS as teaching positions, guidance counselors, Library Media Specialists, Speech Therapists, Career Specialists, and ROTC Instructors (PCS Codes 03 – 11, 17, 18, and 23). In accordance with this proviso, a check in the amount of $350 must be given to each teacher as soon as funding has been received from the Institute. Please also note that any supplies/materials/equipment purchased with the teacher supply funding is that of the teacher and not the school in which the teacher is employed. If a teacher leaves the employment of the school, supplies are taken by the teacher upon their departure.

Submission: 23-24 State Funded Reading Coach/Interventionist Information

Department: Leadership

Due Date: 09/06/2023

Details: Your school is eligible to use the state funding for a Reading Coach, Reading Interventionist, or Reading/Coach Interventionist Split. Please note: the eligible Reading Coach must be listed in the SC Educator system with a position code of "87" to have funding released.

Submission: 2023-2024 State-Funded Reading Coaches Information

Department: Leadership

Due Date: 09/06/2023

Details: Please note: the eligible Reading Coach must be listed in the SC Educator system with a position code of "87" to have funding released.

Submission: July 2023 Board Financial Statements

Department: Finance

Due Date: 09/14/2023

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: FY24 CTE Employee Documents

Department: Federal Programs Finance

Due Date: 09/22/2023

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for employees paid with Perkins or EIA (state) funds within your school during the 2023-2024 school year.

Submission: School Level Initial CTE meeting documentation

Department: CTE

Due Date: 09/08/2023

Details: Please scan a copy of your agenda and any minutes or notes you have from your initial school level CTE meeting for purposes of documentation. We referred to this during our first CTE meeting a couple of weeks ago. Please contact Heather Holliday should you need any additional information. Thanks!

Submission: ARCS Standard 5: Credentials and Staffing

Department: Special Education and 504

Due Date: 09/15/2023

Details: Tier 1: Submit special education teacher licensure information and service providers credentials/contracts

Tier 2: Submit special education teacher licensure information and service providers credentials/contracts and submit licensure and teacher daily schedules

Tier 3: Submit special education teacher licensure information and service providers credentials/contracts, teacher daily schedules, and student schedules

Submission: KRA student additions

Department: Assessment

Due Date: 09/06/2023

Details: After your 1st KRA student uploads have been completed, additional 5K students may enroll. Use the link in the attached document to access a form to submit the new student's information. The entries will be checked & uploads completed weekly. The requirement of this submission is to confirm you have received and understand this process. The due date is only to confirm for the submission. Entries can be made on the form until the end of the 1st nine weeks. Contact Christopher Seay with questions.

Submission: STC update from DRC and SCDE August 28

Department: Assessment

Due Date: 09/05/2023

Details: The attachment is the latest communication regarding state testing. Important dates and information are included. Please note and ensure that someone attends the Technology Training on September 13th. I am unsure of all of the details at this time, but it will be no longer than 2 hours via zoom. These updates will be important to ensure smooth testing for EOCs, SC READY, and WIDA screener and ACCESS this year. Contact Heather Holliday with questions.

Submission: ARCS Standard 6: Comparable Services

Department: Special Education and 504

Due Date: 09/29/2023

Details: Tier 1: Internal check of completed comparable services at 5 and 30 days.

Tier 2: Submit evidence that indicates a method of tracking all transfer students with IEPs with student data

Tier 3: Submit completed tracking document monthly that includes completion dates of all transfer students 5 day and 30 day IEP documentation

Submission: CTE MOU agreements with local colleges

Department: CTE

Due Date: 09/08/2023

Details: Please upload a copy of any MOUs that you have in place with local Technical Schools or Universities through which students may earn credits in CTE courses. If you do not have any MOUs in place for this, please leave a comment so you may be exempted from the submission. Contact Heather Holliday with questions.

Submission: School Improvement Professional Development Interest Survey

Department: Leadership

Due Date: 09/15/2023

Details: Please copy and paste the following link into your browser to fill out the School Improvement Professional Development Interest Survey: https://erskinecharters.formstack.com/forms/school_improvement_training_interest_survey Once you complete the Formstack, please complete the Smart Form within this submission. Contact Al Bogan at abogan@erskinecharters.org if you have any questions.

Submission: 2023-2024 Salary Updates

Department: Human Resources and Benefits

Due Date: 09/30/2023

Details: Please submit a list of your employees' salaries for SY 2023-2024. The purpose of the salary updates is to update your employees' salaries in PCS and in PEBA, if applicable. Please contact Robbie Anderson if you have any questions.

Submission: Career Readiness Testing Training Registration and Technology Readiness

Department: Assessment

Due Date: 09/29/2023

Details: South Carolina Career Readiness Testing is providing training for our school STCs during September and October. Please submit your training registration date and your technology readiness. If you have any questions or need assistance, please contact Christopher Seay.

Submission: August 2023 Journal Entry Upload

Department: Finance

Due Date: 09/30/2023

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: STC update from DRC and SCDE Sept 4

Department: Assessment

Due Date: 09/11/2023

Details: Please open the attachment for testing updates from the test vendor and the SCDE. There is a link for your technology staff to register for the September 13th training in this newsletter. Please contact Heather Holliday with questions.

Submission: GT vs. High Achieving Coding for Day 45 submission

Department: PowerSchool and IT

Due Date: 10/01/2023

Details: This submission has you compare the GT list as it appears in the state GIFT system with your PS coding for High Achieving add on weighting. These two lists must match. A list from GIFT is provided as long as you have students appearing in the GIFT system. There are also instructions on what to do to compare and reconcile these lists. If you don't serve students via GT, please ask to be exempted. Contact hholliday@erskinecharters.org with questions.

Announcement: Multilingual Learner Enrollment

Contact Person: Sally Fickling

Department(s): Title III ESOL

Start Date: 08/03/2023

End Date: 09/30/2023

Details: The purpose of this memorandum is to supplement a previous memorandum, Multilingual Learner Enrollment, and to provide additional information regarding common questions received by the South Carolina Department of Education (SCDE). Initial grade placement for all students enrolling in South Carolina public schools, including multilingual learners and immigrant students, must be with same-age classmates regardless of the grade level. At the high school level, a student must be placed with age-level peers when possible (e.g., homeroom, electives, lunch, etc.), and decisions for coursework should be based on the student's transcript, if available. While classes should be scheduled accordingly to meet course prerequisites and graduation requirements, students must have the opportunity to interact and advance with peers. When applicable, school districts must be proactive and thoughtful in planning around specific grade-level activities or requirements (e.g., graduation, 9GR specific assessments). Districts must communicate with students and families in a language they understand and prefer for any decisions regarding participation in specific grade level requirements.

Announcement: What's Up Wednesdays

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance

Start Date: 08/08/2023

End Date: 09/07/2023

Details: Federal Programs will be hosting What's Up Wednesday on the first Wednesday of every month to provide timely and relevant information and updates. Mark your calendars for the following dates: September 6, 2023; October 4, 2023; November 1, 2023; December 6, 2023; February 7, 2024; March 6, 2024; May 1, 2024. We will not meet in January, April, or June of 2024. These meetings will be held via Zoom from 9:00 am - 10:00 am. You can access the Zoom link here: https://erskinecharters.zoom.us/j/86264725913.

Announcement: New STC Academy - September 12th

Contact Person: Christopher Seay

Department(s): Assessment

Start Date: 08/14/2023

End Date: 09/12/2023

Details: New STC Academy will be held on September 12th from 1:00 PM - 3:00 PM via Zoom. The topic of this session will be An Introduction into Testing Precode. This training in mandatory for all STCs new to their role and optional for any returning STCs.   https://erskinecharters.zoom.us/j/83825807057?pwd=VkVjbDBFWUx6V3NjZUNTOUR0TTlpdz09

Announcement: Teachers as Researchers Opportunity

Contact Person: Callison

Department(s): Leadership

Start Date: 08/15/2023

End Date: 09/07/2023

Details: The Teacher as Researcher Initiative, a partnership between South Carolina Department of Education, Marzano Research and Education Analytics, is a comprehensive program that aims to enhance collaboration, drive evidence-based instruction, and foster a culture of growth among your staff. If you're searching for a powerful structure to drive evidence-based instruction, improve the student experience, and foster a culture of growth among your staff, look no further than the Teacher as Researcher Initiative. This transformative opportunity has the potential to revolutionize your school's instructional practices and collaboration, leading to a more profound impact on student success. Best of all, this is FREE to districts. We are currently registering schools for the 2023-2024 school year, register your school today! Link to register: https://marzanoresearch.qualtrics.com/jfe/form/SV_6mxYOHuDYvkC6eq Link to Marzano Research website: https://www.marzanoresearch.com/practice-areas/teacher-as-researcher/sc-teacher-as-researcher/ Please contact Callison Madsen at cmadsen@erskinecharters.org if you have any questions.

Announcement: DHEC School Nurse Hiring Information

Contact Person: Callison

Department(s): Leadership

Start Date: 08/15/2023

End Date: 09/14/2023

Details: From State School Nurse Consultant, Victoria Ladd: Hiring LPNs in charters is very challenging because an LPN license is different than an RN license. The LPN has limits and must be supervised by an RN at all times. The RN can be in another building but must be available by phone or pager at all times. The LPN also cannot write Individual Health Plans and these are required by SC statute for many students with chronic disease and some acute illnesses. Only an RN can write these plans. Only an RN can do initial trainings so if the school needs the nurse to train staff to administer an EpiPen it must be an RN the first time and the RN must develop the training. The LPN can do repeat trainings for those who previously were trained by the RN. If new staff come on board mid year, the RN does the initial training for them. Please contact Callison Madsen at cmadsen@erskinecharters.org if you have any questions.

Announcement: Work-Based Learning Implementation Guide and Info

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 08/17/2023

End Date: 09/16/2023

Details: Please take time to review guidelines, reporting procedures, career ready qualifiers, and useful resources to help provide guidance and assistance with your daily roles and responsibility.

Announcement: Finance & Federal Programs Training

Contact Person: Kristy Cansler

Department(s): Federal Programs Finance , Title I, Finance, Leadership

Start Date: 08/17/2023

End Date: 09/14/2023

Details: All school leaders, school business officers, finance and federal programs coordinators are invited to attend the Finance and Federal Programs "Kick-Off" training on Thursday, September 14, 2023, from 9:00 a.m. - 3:00 p.m., at the Capital City Club in Columbia, SC. Important updates related to policies, processes, timelines, and the importance of aligning your needs with your planned expenditures will be shared. Wear your favorite team's jersey or colors! Please register by Friday, September 8th using the following registration link. https://docs.google.com/forms/d/1jRoWm794EWJs2NHLUgEnVy9Oeduc6 mRSEC80Tne7-6I/edit

Announcement: SC Association of Title I Administrators (SCATA) Conference

Contact Person: Kristy Cansler

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

Start Date: 08/17/2023

End Date: 09/15/2023

Details: Title I Schools are invited to attend the 56th annual South Carolina Association of Title I Administrators (SCATA) conference October 24th - October 27th at the Embassy Suites at Kingston Plantation in Myrtle Beach, SC. More information regarding the SCATA conference, including registration and hotel information, can be found using the following link.

http://www.sctitle1.org/FallConf.htm

Announcement: Reading Coach Training Opportunities 23-24 (Year One, Year Two, and Beyond)

Contact Person: Callison

Department(s): Leadership

Start Date: 08/21/2023

End Date: 09/04/2023

Details: The Office of Early Learning and Literacy provides Read to Succeed (R2S) Reading Coaches with two years of professional learning. In order to receive the R2S Literacy Coach Endorsement, coaches must complete two courses: Principles of Coaching and Action Research. This two year training will provide coaches with the R2S Literacy Coach Endorsement and certificates of completion. Please see attached memo from SCDE for registration details. Registration for these trainings closes on September 4, 2023. Please contact Callison Madsen at cmadsen@erskinecharters.org if you have any questions.

Announcement: Clever and PowerSchool Data Announcement

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 08/21/2023

End Date: 09/30/2023

Details: We are noticing some common errors in PowerSchool that affect your student and teacher's access to applications such as NWEA MAP testing and Dreambox, etc. Clever accounts and data access is derived from the data in PowerSchool. Please check the following fields in PowerSchool for verification: Please ensure students to have the, "Gender," "Race" and "State_ID" Fields correctly populated. If these fields are not correct, this could potentially interfere with the student successfully utilizing the NWEA Application. Also, Please make sure you have your students in their appropriate course sections. If the student is not entered into a course, they will not roster in the NWEA Application inside of Clever. For teachers, please update/correct any missing, "E-mail," or "State_ID," Fields. Also, please make sure your teachers are assigned to sections as this could also affect what teachers are seeing when the login to Clever. If you find yourself needing further assistance, please do not hesitate to email Jessica Crowe (jcrowe@erskinecharters.org) at your earliest convenience.

Announcement: Chronic Absenteeism, Dropout Data Incident Management, and Truancy Webinars

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 08/22/2023

End Date: 09/28/2023

Details: The, "Office of Student Intervention Services," at the SC Department of Education will be offering Webinar's covering the following topics: >Dropout Webinar >Truancy Webinar >Chronic Absenteeism Webinar >Incident Management 101 Webinar

If you would like to attend any of these opportunities, Please see the document attached to click the link and register!

Announcement: McKinney-Vento Liaison Training

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance

Start Date: 08/22/2023

End Date: 09/19/2023

Details: Please join us for McKinney-Vento Liaison Training on Tuesday, September 19, 2023, from 9:00 am - 10:30 am. We will discuss requirements of the law, identification strategies, coding, scenarios, and more! The meeting will be held via Zoom. You can access the link here: https://erskinecharters.zoom.us/j/81314477340. A calendar invite was also sent out to McKinney-Vento Liaison contacts.

Announcement: Mental Health and Behavior Intervention Training

Contact Person: Sarah Love

Department(s): Leadership, Special Education and 504

Start Date: 08/30/2023

End Date: 09/15/2023

Details: The South Carolina Department of Education's Office of Student Intervention Services is offering a series of school mental health training courses, and behavior intervention training opportunities. Please review the session descriptions and share the information with appropriate administrators, educators, and other school staff. Each session will be repeated, so please only register to attend one session per topic. There is no cost to attend this series of professional development opportunities; however, registration is required.

https://files.constantcontact.com/c3e69b7b501/c8e64b64-81bc-4bb1-8f4e-701b9a81594b.pdf

Announcement: SPED Coordinator Roundtable- September

Contact Person: Bralyn Wood

Department(s): Special Education and 504

Start Date: 09/01/2023

End Date: 09/13/2023

Details: The September SPED Coordinator Roundtable will be held on September 13, 2023 at 1:00pm. Please see the zoom link below.

Join Zoom Meeting

https://erskinecharters.zoom.us/j/9686851889?pwd=OWZXNnNUNWFKVWl6ZUFLZFZEVjcxZz09

Meeting ID: 968 685 1889

Passcode: 486470

Announcement: Transcript Training Opportunity

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 09/06/2023

End Date: 09/06/2023

Details: 2023-2024 Transcript Training; Presented by Laura McNair (SCDE) in partnership with CIE The training is an in-person training opportunity.

Time: 9:00 AM - 4:00 PM

Date: September 06, 2023

Training Location: Charter Institute at Erskine

1201 Main St, Suite 300

Columbia, SC 29201

Link: https://erskinecharters.formstack.com/forms/2023_2024_transcripts_training

Announcement: SPED Coordinator Academy- September

Contact Person: Bralyn Wood

Department(s): Special Education and 504

Start Date: 09/08/2023

End Date: 09/20/2023

Details: The September SPED Coordinator Academy will be held on September 20, 2023 at 2:00pm. Please see the zoom link below.

Join Zoom Meeting

https://erskinecharters.zoom.us/j/9686851889?pwd=OWZXNnNUNWFKVWl6ZUFLZFZEVjcxZz09

Meeting ID: 968 685 1889

Passcode: 486470

Announcement: Let's Work Smart Q1 Drop In Opportunity

Contact Person: Sarah Shealy

Department(s): Leadership

Start Date: 09/08/2023

End Date: 09/19/2023

Details: A drop in Q & A opportunity for LWS will be held on September 19 at 10am. Though staff are always available for questions, these will be dedicated "open office hours" for school users to join zoom and request live demonstrations or ask questions. Please see the included memo for dates, times, and zoom links. Past webinars, mini trainings, and a user guide are available at the Institute's website under Our Schools > School Leaders Resources > Let's Work Smart.

Announcement: Let's Work Smart Q1 Drop In Opportunity

Contact Person: Sarah Shealy

Department(s): Leadership

Start Date: 09/08/2023

End Date: 09/19/2023

Details: Two types of optional virtual training opportunities will be available this year for the Let's Work Smart platform: A start of the year training and quarterly Q & A sessions. There will be 3 different opportunities to attend a start of year training: July 24, July 31, and August 7 (all 3 are the same training). The drop in Q & A sessions will be held on September 19, November 28, January 30, and March 26. Please see the included memo for dates, times, and zoom links. It is highly recommended that any new school staff attend a start of the year session. If desired, please email Sarah Shealy at sshealy@erskinecharters.org to be sent a calendar invitation for your chosen dates. Past webinars, mini trainings, and a user guide are available at the Institute's website under Our Schools > School Leaders Resources > Let's Work Smart.