

# Charter Institute at Erskine

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### **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](mailto: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](mailto: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: 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.

**Submission: March 2023 Journal Entry Upload**

**Department:** Finance

**Due Date:** 04/30/2023

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: FY23 Quarter 3 Financials**

**Department:** Finance

**Due Date:** 04/28/2023

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.

**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:** 04/18/2023

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 should bring a 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](mailto:hholliday@erskinecharters.org) with questions. The meeting will be April 18 from 10-4 at the Institute Office in Columbia.

### **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](mailto: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](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](mailto:hholliday@erskinecharters.org) with questions. Zoom link for your browser: <https://erskinecharters.zoom.us/j/89876765752?pwd=SGxWZTRZd0R1YVVo5ajYySlk2c3pjUT09>

### **Announcement: Teacher list for Climate Survey**

**Contact Person:** Heather Holliday

**Department(s):** Accountability , PowerSchool and IT

**Start Date:** 03/20/2023

**End Date:** 04/19/2023

Details: The SCDE has posted a list of your teachers pulled from the PCS system who will need to complete the climate survey for the state report card. If a staff member has an Termination date listed, they are showing as no longer with you in the state system and won't count in your ratings. They are included to confirm with you they will not be counted in the ratings. We hope this will help clarify who the SCDE has on their list for you for the teacher climate survey. Contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) with questions.

**Announcement: IDEA ARP Claim Deadline Reminder**

**Contact Person:** Jeanie Glover

**Department(s):** Federal Programs Finance

**Start Date:** 03/21/2023

**End Date:** 04/07/2023

Details: Reminder that the deadline to submit expenses for IDEA ARP funds in SmartFusion is March 30, 2023. This date will be the final opportunity to claim IDEA ARP funds. Goods and services within these claims must be invoiced, received, and paid for by March 30, 2023. If you have any questions, please reach out to Jeanie Glover at [jglover@erskinecharters.org](mailto:jglover@erskinecharters.org).

**Announcement: FY23 TSI, ATSI, CSI, or Priority Funding Allocations**

**Contact Person:** Jeanie Glover

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

**Start Date:** 03/21/2023

**End Date:** 05/05/2023

Details: This announcement is a follow up to emails sent by Jeanie Glover to School Leaders on 3/21/23. The SC Department of Education has identified your school as in need of Targeted Assistance (TSI), Additional Targeted Assistance (ATSI), Comprehensive Support (CSI), or has other Priority needs. The SCDE's allocation to your school is attached in a memo outlining your school's designation status(s). A virtual meeting was held on 3/17/23, please find the slides attached as well. A recording is available on the Institute's website at: <https://erskinecharters.org/federal-programs-professional-development-2/>

**Announcement: Accountability Manual Updated March 2, 2023**

**Contact Person:** Heather Holliday

**Department(s):** Accountability

**Start Date:** 03/21/2023

**End Date:** 04/20/2023

Details: Attached you will find the most recent accountability manual for 2022-2023. Contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) with questions.

**Announcement: State Aid to Classroom Funding Allocator (FY24 Projections)**

**Contact Person:** John Li

**Department(s):** Finance

**Start Date:** 03/23/2023

**End Date:** 04/30/2023

Details: FY24 projection template to the estimated State Aid to Classroom funding.

**Announcement: Fiscal and Student Services Spring Training Feedback**

**Contact Person:** Lacy Lucas

**Department(s):** Federal Programs Finance

**Start Date:** 03/24/2023

**End Date:** 04/07/2023

Details: Thank you to all the school leaders that attended or sent team members from their school to the Fiscal and Student Services Spring Training on Thursday, March 23, 2023. If you were not able to complete the feedback survey that afternoon, it is still open. Please also forward to team members that were in attendance. Copy and paste this URL into your browser: <https://forms.gle/t7EkHFGkPNfgu5kZ9>

**Announcement: FY23 Feedback Survey Results**

**Contact Person:** Sarah Shealy

**Department(s):** Federal Programs Finance , Title I, Title II

**Start Date:** 03/24/2023

**End Date:** 04/23/2023

Details: Thank you for sharing and completing this year's Feedback Surveys. Not only do these surveys provide your school with valuable input for FY24 planning, but they also meet several Federal Grant Programming requirements. Attached in this announcement is a memo containing the link(s) to your school's responses. The results are laid out in a table and/or chart format to show overall responses and unique answers when available. If other views are needed please reach out and we will adjust as possible.

**Announcement: Awards Banquet Date and Performances**

**Contact Person:** Ashley Epperson

**Department(s):** Leadership

**Start Date:** 03/27/2023

**End Date:** 05/18/2023

Details: The 2023 Charter Institute at Erskine Awards Banquet will be hosted Thursday, May 18, 2023. The reception will begin at 4:00, with the Awards Banquet program beginning at 5:00. A 5-Year Celebration will directly follow the Banquet. An email will be sent to all attendees with this information and registration information, but please circulate this information to your nominees within your school.

Registration Link: [https://erskinecharters.formstack.com/forms/2023\\_awards\\_banquet\\_rsvp](https://erskinecharters.formstack.com/forms/2023_awards_banquet_rsvp)

Additionally, we are seeking performance groups to perform at the Banquet. If your school has a dance team, choir, or orchestra/band interested in performing, please email [aeperson@erskinecharters.org](mailto:aeperson@erskinecharters.org).

Thank you!

**Announcement: April 504 Coordinators' Training**

**Contact Person:** Sarah Love

**Department(s):** Special Education and 504

**Start Date:** 03/27/2023

**End Date:** 04/27/2023

Details: 504 Coordinator Training will be held on April 27, 2023. Further information will be sent to school 504 Coordinators.

**Announcement: Advanced Placement Training Opportunity**

**Contact Person:** Heather Holliday

**Department(s):** Assessment, Gift and Talented

**Start Date:** 03/30/2023

**End Date:** 04/29/2023

Details: Please see attached--communication from SCDE regarding AP training opportunities for teachers. Contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) with questions or further contact information.

**Announcement: CTE April Coding in PowerSchool info from SCDE**

**Contact Person:** Heather Holliday

**Department(s):** CTE, PowerSchool and IT

**Start Date:** 03/30/2023

**End Date:** 04/29/2023

Details: Please see the attached information and reminders concerning CTE coding in PS for 10 month placement information. Please contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) or [cjunkins@erskinecharters.org](mailto:cjunkins@erskinecharters.org) with questions.

**Announcement: FY23 Claims Reminder**

**Contact Person:** Sarah Shealy

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

**Start Date:** 04/02/2023

**End Date:** 04/08/2023

Details: Reminder that the deadline to submit expenses from July 1, 2022 to June 30, 2023 in SmartFusion is July 14, 2023. This date will be the final opportunity to claim ESSER II funds. Goods and services within these claims must be invoiced, received, and paid for by June 30, 2022 to fall into this timeline. Schools are required to seek reimbursement quarterly at minimum, with monthly or weekly submissions highly recommended. The Institute will continue to seek reimbursement from the SCDE at a minimum of monthly. Please continue to utilize the reporting features in SmartFusion to monitor your encumbrances and funding balances. The Institute will provide an update via memo recording approved funds and remainders for each grant at the end of January 2023 (Q1-Q2 expenses) and the end of April 2023 (Q1-Q3 expenses).

**Announcement: Graduation Rate Collection Training Class of 23 (9GR20)**

**Contact Person:** Heather Holliday

**Department(s):** Accountability , PowerSchool and IT

**Start Date:** 04/03/2023

**End Date:** 05/11/2023

Details: This training is mandatory for all personnel in a school involved with the collection of data for the school's annual graduation rate. Training will be centered around the Enrich process as well as documentation needed for possible audit purposes. There should be at least one representative from each school who has a graduating class of students with a 9GR20. Contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) with questions. This meeting will be via zoom from 10:00-11:30. Zoom link for your browser: <https://erskinecharters.zoom.us/j/85695819076?pwd=WmZac21RVWtVYm96TXlpWk5pMjBCdz09>

**Announcement: School Counselor Academy/Roundtable 4 22-23**

**Contact Person:** Heather Holliday

**Department(s):** State and Academic Programs

**Start Date:** 04/03/2023

**End Date:** 05/04/2023

Details: Join us for the final School Counselor Academy/Roundtable of the year May 4 from 10-11:30. Agenda TBD. Contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) with questions. Zoom link for your browser:  
<https://erskinecharters.zoom.us/j/89627689174?pwd=QTlleDUwUFkvdXhKRGFxaXN2SDhRUT09>.