

Charter Institute at Erskine

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Submission: FY24 Preliminary Budget

Department: Finance

Due Date: 05/15/2023

Details: As outlined in Section 8.1, Budget, of the Charter Contract, the School must use the same budget codes as are required of school districts in the State. The budget shall be based on documented SCDE estimated revenues in accordance with the allocations in S.C. Code Ann. § 59-40-140(A)-(C). The School shall establish and maintain adequate operating reserves in order to avoid possible financial hardships. When determining the reserve amount, the School shall take into account such factors as the School's mission and longterm strategy, current and future commitments and day-to-day operating costs. On or before April 30 of each year, the School shall submit to the Sponsor the School's preliminary proposed budget for the upcoming school year, with the School's final budget submitted to the Sponsor by July 01 subject to modifications throughout the year as are required or are permitted.

Submission: Civil Rights Data Collection School Information

Department: PowerSchool and IT

Due Date: 05/02/2023

Details: Please complete the formstack survey regarding current year school level information for Civil Rights Data Collection. https://erskinecharters.formstack.com/forms/civil_rights_data_collection_22_23

Submission: PCS Verification**Department:** Human Resources and Benefits**Due Date:** 05/15/2023

Details: Please review your school's PCS report dated April 6, 2023 in your shared folder in Dropbox. Confirm if your report is correct or needs any changes. If there are needed additions or terminations of staff members, please send a new PCS Form as soon as possible. Please contact Robbie Anderson at randerson@erskinecharters.org if you have any questions.

Submission: FY23 Annual Audit Engagement**Department:** Finance**Due Date:** 05/31/2023

Details: Description: As outlined in the Charter Contract, the audit and its findings must be submitted to the Institute by November 1, 2022.

Submission: Continuous Improvement Plan for School Designations**Department:** Leadership**Due Date:** 05/25/2023

Details: Continuous Improvement Plan for School Designations are located in your FY23 School Grants Folder. Required for Priority, CSI, TSI, & ATSI designated schools only. Please contact Christy Junkins if you have any questions or need assistance.

Submission: FY24 Comprehensive Needs Assessment (CNA)**Department:** Federal Programs Finance**Due Date:** 05/31/2023

Details: Schools should prepare and complete their 2023-2024 CNA by May 31, 2023. This submission includes resources and a prep tool to complete the FY24 CNA in FormStack. The CNA should supplement and reflect your school's Charter Promises, Mission and Vision, and School Renewal or Improvement Plan. A comprehensive needs assessment should take into account information on the academic achievement of all children in relation to the challenging State academic standards, particularly the needs of those children who are failing, or are at-risk of failing, to meet the challenging State academic standards and any other factors as determined by the local educational agency. ESSA Section 1114(b)(6). This tool will assist with evaluating data from a variety of sources to identify and prioritize needs within your school. Please note that ALL federally-funded expenditures must tie back to a need demonstrated in this Comprehensive Needs Assessment. Resources included in this submission are: Naomi Morgan's CNA slides from the Institute's joint conference on 3/28/23, CNA Guidance from NCLB (2015), and slides from the SCDE (2020). The FormStack Link is: https://erskinecharters.formstack.com/forms/cna_2023_2024

Submission: Teacher Climate Survey and Participation Rates information**Department:** Accountability**Due Date:** 05/15/2023

Details: Please see the Word documents: SCDE memo information and How to process the document. Each of you also has a spreadsheet containing teacher level data which should be processed should changes need to be submitted regarding the specific teacher information. There is also information on on your student and teacher overall participation rates. Contact Heather Holliday with questions.

Submission: April 2023 Journal Entry Upload

Department: Finance

Due Date: 05/31/2023

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.

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=SGxWZTRZd0R1YVVo5ajYySlk2c3pjUT09>

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: 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 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. Thank you!

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 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 with questions. Zoom link for your browser: <https://erskinecharters.zoom.us/j/89627689174?pwd=QTlleDUwUFkvdXhKRGFxaXN2SDhRUT09>.

Announcement: State Level KRA training for 23-24

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 04/04/2023

End Date: 05/04/2023

Details: In preparation for the Fall 2023 administration of 4K and 5K readiness assessments, the following virtual trainings are being offered statewide. Pre-registration is required. One flyer is aimed for School Test Coordinators or other school leaders who may wish to add Trainer certification. The other is for New Teachers so they can attend training. Each of the trainings takes place in two parts and attendance at both parts is required. Registration is also required with the information on the flyers. Please contact hholliday@erskinecharters.org with questions.

Announcement: Pre-K (4K) myIGDIs training information

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 04/04/2023

End Date: 05/04/2023

Details: Attached you will find resources for On Demand training for your 4K teachers to refresh their skills for this spring or next fall in administering myIGDIs. Should you have any new 4K teachers join you for next year, this training will be required for them to complete. Contact hholliday@erskinecharters.org with questions.

Announcement: Free Enterprise Leadership Challenge Camp - Student Opportunity

Contact Person: Ashley Epperson

Department(s): Leadership

Start Date: 04/06/2023

End Date: 06/30/2023

Details: The Free Enterprise Leadership Challenge (FELC) is a five-day summer program open to high school students entering the 10th, 11th, and 12th grades held on college campuses around the country. Erskine College will be hosting one session from July 16 to 20. Interested students must register by July 10. Please see the attached flyer for more information. Visit <https://www.felcexperience.org/felc-registration> to register. Please contact aeperson@erskinecharters.org with any questions.

Announcement: New MLP School Coordinator Training

Contact Person: Sally Fickling

Department(s): Title III ESOL

Start Date: 04/10/2023

End Date: 05/11/2023

Details: New MLP School Coordinator Training will be held on May 11, 2023. Further information will be sent to school MLP Coordinators.

Announcement: SPED Coordinator Roundtable-May

Contact Person: Sarah Love

Department(s): Special Education and 504

Start Date: 04/17/2023

End Date: 05/03/2023

Details: The May SPED Coordinator Roundtable will be held on May 3, 2023. More information will be sent to the SPED Coordinators prior to the meeting.

Announcement: Planning for Post-ESSER Presentation

Contact Person: Jeanie Glover

Department(s): Federal Programs Finance

Start Date: 04/20/2023

End Date: 05/04/2023

Details: Thank you to all of our school leaders, federal programs coordinators, and finance coordinators for attending the Planning for Post-ESSER presentation on April 20, 2023. The presentation is linked on our website under Federal Programs - Professional Development and Trainings. You can also access it here: <https://www.dropbox.com/s/ttljwonzljzj6o/Planning%20for%20Post%20ESSER%204.20.2023.pdf?dl=0>.

Announcement: National Student Clearinghouse Data from SCDE

Contact Person: Heather Holliday

Department(s): Accountability

Start Date: 04/21/2023

End Date: 05/21/2023

Details: The SCDE has purchased access to data from the National Student Clearinghouse for your student classes from 2015 through 2022. You have five files for your school. There is also one general file for everyone with information from the SCDE. This data pertains to postsecondary information for your graduates. The SCDE hopes this will be valuable data for your schools. The Institute has had no part in creating the files as they were given to us directly from the SCDE. Please contact hholliday@erskinecharters.org with questions.

Announcement: CTE Final Meeting of the Year for 22-23

Contact Person: Heather Holliday

Department(s): CTE

Start Date: 04/24/2023

End Date: 05/31/2023

Details: Mandatory End of Year meeting for all Career and Technology Education school leads via zoom May 31 from 2-4. Contact Heather Holliday or Christy Junkins with questions. Zoom link for your browser: <https://erskinecharters.zoom.us/j/86563871787?pwd=NGhTL2hQOUhLNG1pMIJ4enVaTG9RUT09>.

Announcement: Activity Coding Manual Notice

Contact Person: Jason Jones

Department(s): Leadership, PowerSchool and IT

Start Date: 04/24/2023

End Date: 05/05/2023

Details: In the past SCDE did not define the credit hours for each course. With the new Course Activity Codes Catalog, courses are now defined in more detail, explicitly listing the credit types and credit hours each course shall be assigned. It is imperative that you plan now for the changes the new standardized Course Activity Code represents. Deviations from the new Course Activity Code Catalog may prevent the school's data from being uploaded to the state and impact future reporting including but not limited to student transcripts, graduation status and school funding.

Announcement: Students Not Tested Guideline for 2023

Contact Person: Jason Jones

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

Start Date: 04/25/2023

End Date: 05/25/2023

Details: Sharing information from SCDE for Students Not Testing Guidance. See attached.

Announcement: Preparing for End of Year with Federal Grants Slides

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance

Start Date: 04/27/2023

End Date: 05/12/2023

Details: Thank you to everyone that attended the Federal Programs training on April 27, 2023 on Preparing for End of Year. The slides are now linked on the Institute's website under Our Team > Federal Programs > Professional Development and Trainings. You may also access the slides here: <https://www.dropbox.com/s/rl0867ivfp7e10c/Preparing%20for%20End-of-Year%20with%20Federal%20Grants.pdf?dl=0>.

Announcement: Student Services Newsletter

Contact Person: Bralyn Wood

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

Start Date: 04/28/2023

End Date: 05/12/2023

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

https://www.canva.com/design/DAFhC5QBZcQ/HvkN3JOV4_kTzAXaiOkehA/view?utm_content=DAFhC5QBZcQ&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink

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: 04/30/2023

End Date: 05/06/2023

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.