

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
FY24 Preliminary Budget	05/15/2023	Angelica Rodrigu...	Finance
Civil Rights Data Collection S...	05/09/2023	Jason Jones	PowerSchool and IT
PCS Verification	05/15/2023	Robbie Anderson	Human Resources and ...
FY23 Annual Audit Engagement	05/31/2023	Angelica Rodrigu...	Finance
Continuous Improvement Plan fo...	05/25/2023	Christy Junkins	Leadership
FY24 Comprehensive Needs Asses...	05/31/2023	Sarah Shealy	Federal Programs Fin...
Teacher Climate Survey and Par...	05/15/2023	Heather Holliday	Accountability
April 2023 Journal Entry Uploa...	05/31/2023	John Li	Finance
CEEB College Entrance Exam Boa...	05/19/2023	Jason Jones	PowerSchool and IT
Formative Testing Preferences ...	05/18/2023	Heather Holliday	Assessment
CTE End of Year Info from SCDE	05/12/2023	Heather Holliday	CTE
Awards Banquet Date and Perfor...	03/27/2023 - 05/18/2023	Ashley Epperson	Leadership
Graduation Rate Collection Tra...	04/03/2023 - 05/11/2023	Heather Holliday	Accountability , Pow...
Free Enterprise Leadership Cha...	04/06/2023 - 06/30/2023	Ashley Epperson	Leadership
New MLP School Coordinator Tra...	04/10/2023 - 05/11/2023	Sally Fickling	Title III ESOL
National Student Clearinghouse...	04/21/2023 - 05/21/2023	Heather Holliday	Accountability
CTE Final Meeting of the Year ...	04/24/2023 - 05/31/2023	Heather Holliday	CTE
Students Not Tested Guideline ...	04/25/2023 - 05/25/2023	Jason Jones	Accountability , Ass...
Preparing for End of Year with...	04/27/2023 - 05/12/2023	Lacy Lucas	Federal Programs Fin...
Student Services Newsletter	04/28/2023 - 05/12/2023	Bralyn Wood	MTSS, Title III ESOL...
Additional Title I Funding	05/03/2023 - 05/12/2023	Lacy Lucas	Title I
Erskine College Summer Opportu...	05/03/2023 - 06/29/2023	Christy Junkins	Leadership, State an...
MTSS Data Submission	05/04/2023 - 05/31/2023	Laura Merrick	MTSS
New Cohorts Beginning in Fall ...	05/04/2023 - 06/30/2023	Robbie Anderson	Human Resources and ...
FY23 Reimbursement Update - Q3	05/05/2023 - 05/19/2023	Sarah Shealy	Additional Targeted ...

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: 05/09/2023

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.

Submission: CEEB College Entrance Exam Board Application

Department: PowerSchool and IT

Due Date: 05/19/2023

Details: This code will be used by students to indicate the school where of attendance for scores to be sent.

Submission: Formative Testing Preferences 23-24

Department: Assessment

Due Date: 05/18/2023

Details: It is the time of year when we need to collect information in preparation for next year's formative testing. Please open the Word Document attached to find the link to the Google form. Once complete, please answer the question in this submission to confirm you have submitted your response. Contact Heather Holliday with questions.

Submission: CTE End of Year Info from SCDE

Department: CTE

Due Date: 05/12/2023

Details: The attachment in this submission contains end of year information from the SCDE regarding Data Collection and Office Hours for any assistance you may need. The only part of this submission is to confirm receipt of this information by answering one question.

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: 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: 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: 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: Additional Title I Funding

Contact Person: Lacy Lucas

Department(s): Title I

Start Date: 05/03/2023

End Date: 05/12/2023

Details: Additional Title I funding was allocated to Title I schools on Wednesday, April 26, 2023. Notifications were sent via email. As a reminder, plans are due in Google by Friday, May 12, 2023. If your school wishes to forgo these funds, please notify Lacy Lucas (llucas@erskinecharters.org) by Friday, May 5, 2023.

Announcement: Erskine College Summer Opportunities for 10-12th graders

Contact Person: Christy Junkins

Department(s): Leadership, State and Academic Programs

Start Date: 05/03/2023

End Date: 06/29/2023

Details: Erskine College is offering a mini-medical camp and two dual enrollment courses over the summer. Please see attachment for details.

Announcement: MTSS Data Submission

Contact Person: Laura Merrick

Department(s): MTSS

Start Date: 05/04/2023

End Date: 05/31/2023

Details: Please see the below MTSS formstack to be completed by 5/31/2023. Please note that there are a few changes in this form from previous years due to changes from the SCDE.

<https://erskinecharters.formstack.com/forms/mtssreporting2023>

Announcement: New Cohorts Beginning in Fall 2023

Contact Person: Robbie Anderson

Department(s): Human Resources and Benefits

Start Date: 05/04/2023

End Date: 06/30/2023

Details: Please see the announcement from the SC Department of Education regarding the School Leadership Executive Institute and Institute for District Administrators Cohorts below:

Audience: Experienced Principals

The School Leadership Executive Institute (SLEI) is designed to support veteran principals with the knowledge, skills, and competencies to lead innovative and successful schools. SLEI is facilitated in partnership with the Truist Leadership Institute in Greensboro, North Carolina.

Contact: Dr. Gerard Edwards, gedwards@ed.sc.gov, 803-896-0224.

Cohort 51 A- Registration Link: <https://scde.formstack.com/forms/slei51a>

September 14, 2023 Orientation

Columbia, SC (Face-to-face)

October 10-13, 2023

Greensboro, North Carolina (Face-to-face)

October 30, 2023. 3:00-5:00 PM ET

(Virtual)

November 9-10, 2023

Columbia, SC (Face-to-face)

December 12, 2023

Columbia, SC (Face-to-face)

January 26, 2024

Columbia, SC (Face-to-face)

March 14-15, 2024

05/08/2023

Columbia, SC (Face-to-face)

Announcement: FY23 Reimbursement Update - Q3

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: 05/05/2023

End Date: 05/19/2023

Details: In an effort to assist your school in monitoring its available grant funding, the Federal Programs Department provides a quarterly update to each school. This update will include funding available in FY23, the amount of funds encumbered in SmartFusion, and the amount of funds that have been reimbursed to the school to date. Please find attached your FY23 Quarter 3 update. Please review your school's remaining balances carefully as we enter the final quarter. July 14, 2022 is the deadline to submit expenses through June 30, 2022 in SmartFusion for reimbursement. June 2022 payroll may be submitted in SmartFusion up until August 8, 2023. If you have any questions or concerns regarding spending out remaining funds or funding rollover, please reach out to the Federal Programs team.