

Charter Institute at Erskine

INSTITUTE INSIGHTS

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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: 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: SC READY post test submission

Department: Assessment

Due Date: 06/05/2023

Details: For this submission, please submit copies of Test Security Affidavits, the training sign in sheet, and seating charts for testing. One question is also required: tracking number of returned secure materials OR a note of N/A should there be no materials to return. Contact hholliday@erskinecharters.org with questions.

Submission: EOC post test submission

Department: Assessment

Due Date: 06/05/2023

Details: For this submission, please submit copies of Test Security Affidavits, the training sign in sheet, and seating charts for testing. One question is also required: tracking number of returned secure materials OR a note of N/A should there be no materials to return. Contact hholliday@erskinecharters.org with questions.

Submission: End of Year Checklist

Department: PowerSchool and IT

Due Date: 06/09/2023

Details: PowerSchool Admins should see the attached End-of-Year guide and confirm steps have been taken to ensure a successful end of year process for your school.

Submission: 20 Day Letters (April-June 2023)

Department: Title I

Due Date: 06/09/2023

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: FY23 Title I Parent Engagement (Q4)

Department: Title I

Due Date: 06/09/2023

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: 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: 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: 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: 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

05/15/2023

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.

Announcement: Personal Finance Course Requirements

Contact Person: Jason Jones

Department(s): Accountability , Leadership, PowerSchool and IT, State and Academic Programs

Start Date: 05/11/2023

End Date: 06/10/2023

Details: Please see attached memo regarding the 0.5 credit course requirements for Personal Finance. This requirement is effective 23-24 school year for the enrolling 9th grade class cohort. 9GR=24

Announcement: PowerSchool Monthly Webinar/Newsletter

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 05/15/2023

End Date: 05/19/2023

Details: The PowerSchool monthly meeting is cancelled. Please be on the lookout for the PowerSchool Newsletter for this month.