

Charter Institute at Erskine

INSTITUTE INSIGHTS

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Submission: Time and Effort - FY23 Title I

Department: Federal Programs Finance

Due Date: 06/30/2023

Details: Templates are provided in this submission along with guidance as to who should complete what type of record.

Submission: Time and Effort - FY23 Title II

Department: Federal Programs Finance

Due Date: 06/30/2023

Details: All school employees whose salaries are funded in part or in whole from federal funds must complete time and effort records. Please submit records as applicable for the 22-23 school year. This submission will collect records for work done between July 1, 2022 and December 31, 2022 only - do not include days in January 2023.

Submission: Time and Effort - FY23 IDEA

Department: Federal Programs Finance

Due Date: 06/30/2023

Details: All school employees whose salaries are funded in part or in whole from federal funds must complete time and effort records. Please submit records as applicable for the 22-23 school year. This submission will collect records for work done between July 1, 2022 and December 31, 2022 only - do not include days in January 2023.

Submission: Time and Effort - FY23 CTE

Department: Federal Programs Finance

Due Date: 06/30/2023

Details: All school employees whose salaries are funded in part or in whole from federal funds must complete time and effort records. Please submit records as applicable for the 22-23 school year. This submission will collect records for work done between July 1, 2022 and December 31, 2022 only - do not include days in January 2023.

Submission: Time and Effort - FY23 ESSER II

Department: Federal Programs Finance

Due Date: 06/30/2023

Details: All school employees whose salaries are funded in part or in whole from federal funds must complete time and effort records. Please submit records as applicable for the 22-23 school year. This submission will collect records for work done between July 1, 2022 and December 31, 2022 only - do not include days in January 2023.

Submission: Time and Effort - FY23 ESSER III

Department: Federal Programs Finance

Due Date: 06/30/2023

Details: All school employees whose salaries are funded in part or in whole from federal funds must complete time and effort records. Please submit records as applicable for the 22-23 school year. This submission will collect records for work done between July 1, 2022 and December 31, 2022 only - do not include days in January 2023.

Submission: FY22 CSI Employee Time & Effort Collection

Department: Federal Programs Finance

Due Date: 06/30/2023

Details: All employees paid in full or in part with federal funds must keep specific documents to officially certify the amount of time they spent on grant activities. Either a semi-annual certification or a personnel activity report (PAR) must be submitted. (All employees whose work is funded fully (100%) by a single cost objective or grant award must complete a semi-annual cert. A PAR must be completed if an employee is funded partially on one or more grant cost objectives.)

Submission: Potential Accountability Changes High School EOC Files

Department: Accountability

Due Date: 06/28/2023

Details: There are two general attachments for everyone--the presentation from the meeting and a list of all SC public high schools for reference. You each have three spreadsheets--English 2, Algebra, and Biology. These are what you should review. The only part of the submission is to answer the confirmation question that you have received these files and information. Changes should be made directly in Enrich. Please contact Heather Holliday with any questions.

Submission: CTE End of Year Data Check

Department: CTE

Due Date: 06/28/2023

Details: The SCDE will provide multiple checks on the End of Year CTE data as pulled from PS. Updated files will be added to this submission as they become available. All changes and updates must be made directly to PowerSchool and not to these spreadsheets. The only part of the submission is to confirm the name of the school personnel who will be responsible for confirming the accuracy of the data in these files. Contact Heather Holliday with questions.

Submission: Summer Surveys and Report Card Narratives

Department: Accountability

Due Date: 06/30/2023

Details: Attached are resources for completing these summer tasks. This is the initial post. An additional post will be created after July 1. There are three overall tasks: 1--Revise the school narrative and post here by June 30; 2--Complete the Summer Survey by July 10 (can revise later); 3--Complete Teacher Attendance Survey (date TBD). You will need access to the SCDE Member Center to complete. Contact Jason Jones for Member Center and Heather Holliday with questions.

Submission: FY24 Board Approved Budget

Department: Finance

Due Date: 06/30/2023

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: Industry Credentials from 2022-2023

Department: CTE

Due Date: 06/30/2023

Details: Provide copy of Industry Credentials or score report for any student who earned an Industry Credential in 2022-2023. If you have any questions, please contact Heather Holliday at hholliday@erskinecharters.org.

Submission: CTE Professional Development Evidence

Department: CTE

Due Date: 06/30/2023

Details: Evidence of attending CTE professional development. Please contact Heather Holliday at hholliday@erskinecharters.org if you have any questions.

Submission: Work Based Learning Evidence for 2022-2023

Department: CTE

Due Date: 06/30/2023

Details: Evidence of Work Based Learning Placement: training agreements, evaluation tool, activities, etc for the 2022-2023 school year. Please contact Heather Holliday at hholliday@erskinecharters.org if you have any questions.

Submission: May 2023 Journal Entry Upload

Department: Finance

Due Date: 06/30/2023

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: PS 180th Day Reports

Department: PowerSchool and IT

Due Date: 06/23/2023

Details: Please submit your signed 180th day reports.

Submission: Digital Testing for 23-24 PSAT and SAT

Department: Assessment

Due Date: 06/30/2023

Details: College Board is moving to digital testing for the 23-24 school year. Schools need to begin planning for this shift now. Attached you will find a memo with tasks and resources designed for the school's STC and leadership as well as several resource documents from College Board. There are ordering deadlines very early next fall to be prepared for. Please contact Heather Holliday with questions. This submission requires the name of the PSAT/SAT contact for your school.

Submission: Submit the CRDC Report from PowerSchool

Department: PowerSchool and IT

Due Date: 06/23/2023

Details: PowerSchool admins should run the CRDC report in PowerSchool and submit here.

Submission: FY23 Federal Inventory Reconciliation

Department: Federal Programs Finance

Due Date: 06/23/2023

Details: Federal inventory reconciliation is due June 30, 2023. Please download each federal inventory once completed, have them signed, and submit as one PDF document in LWS. The signed, downloaded copy is to be kept for 7 years. Please reach out if you have any questions.

Submission: WIN Career Readiness Scores Spr 23

Department: Assessment

Due Date: 06/30/2023

Details: The WIN scores were released this evening. The scores have already been uploaded for you into Enrich, but this submission will provide you with your individual school's results. The only requirement to this submission is to confirm the name of the person who can confirm receipt of the scores. Please contact Heather Holliday with questions.

Submission: Return to Instruction Plan - Spring Update

Department: Federal Programs Finance

Due Date: 06/30/2023

Details: ESSER III Return to Instruction Plans must be reviewed/updated every 6 months. There are three steps to this process. Step 1: Seek public input - The Institute has prepared a survey for all schools to use, and we will share the anonymous results with each school. Step 2: Update you school's Return to Instruction Plan as needed based on stakeholder feedback. Step 3: The Institute will request your updated plans as applicable, and consolidate them into one "District" plan. Schools must post their individual plans onto their website, and the Institute must post a consolidated "District" plan as well. The SCDE deadline for the Institute to complete this requirement is June 30, 2023.

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: 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: 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. 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>. Sessions are: 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 Columbia, SC (Face-to-face). Cohort 51 B- Registration Link:

<https://scde.formstack.com/forms/slei51b>. Sessions are: September 14, 2023, Orientation, Columbia, SC (Face-to-face), October 17-20, 2023, Greensboro, North Carolina (Face-to-face), November 6, 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 Columbia, SC (Face-to-face). Institute for District Administrators (IDA) Audience: District Administrators. The Institute for District Administrators is designed to support district-level leaders with the knowledge, skills, and characteristics needed to lead a highly-effective district team. The cohort focuses on strong instructional leadership and bolsters vision, culture, systems leadership, and interpersonal skills. Contact: Dr. Gerard Edwards, gedwards@ed.sc.gov, 803-896-0224. Cohort 25 Registration Link IDA 25: <https://scde.formstack.com/forms/ida25>. Sessions are: September 26-27, 2023, Columbia, SC (Face-to-face), November 14-15, 2023, Columbia, SC (Face-to-face), January 30-31, 2024, Columbia, SC (Face-to-face), March 26-27, 2024, Columbia, SC (Face-to-face). Please contact Robbie Anderson at randerson@erskinecharters.org if you have any questions.

Announcement: ESSER II Expiring June 30th, 2023

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 05/15/2023

End Date: 06/30/2023

Details: As a reminder, ESSER II will expire for schools on June 30th, 2023. Reimbursements may be submitted in SmartFusion until July 14, 2023. Salaries and Benefits accrued for work performed in June may be submitted in SmartFusion until August 8, 2023.

Announcement: FY23 Inventory Reconciliation

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance

Start Date: 05/15/2023

End Date: 06/30/2023

Details: Inventory for all federal grants should be updated and reconciled by the end of the fiscal year on June 30, 2023. The school's Google sheet must reflect any changes that were made to the item, such as disposition or transfer, change in location, update of condition, etc. Forms for disposition, transfer, and lost/stolen/missing items can be found on the Federal Programs page of the Institute's website under inventory in the resources dropdown. Once the reconciliation is complete, print and file a copy for your school's records. Records must be kept for six years after the end of the grant. Please reach out if you have any questions while completing this process.

Announcement: SCASA Memberships 2023-2024

Contact Person: Robbie Anderson

Department(s): Human Resources and Benefits

Start Date: 05/16/2023

End Date: 06/23/2023

Details: It is time to register for the 2023-2024 SCASA Memberships. Please email a list of those interested to Robbie Anderson at randerson@erskinecharters.org. Please include the name, email address, phone number, position title, and preferred roundtables of those interested in membership. A copy of SCASA benefits of memberships and a list of roundtables are attached. The group membership fee is discounted compared to the individual rate. Please submit the list of names to me no later than Friday, June 23rd. Please contact me if you have any questions.

Announcement: FY24 Title I and Title II Preliminary Plans and Allocations

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance

Start Date: 05/25/2023

End Date: 06/30/2023

Details: Preliminary Title I and Title II allocation memos for FY24 were sent via email the week of May 22, 2023. The preliminary Title I plan is due in Google (linked in email) Friday, June 16, 2023. The preliminary Title II plan is due in Google (linked in email) Friday, July 14, 2023. Please reach out if you have any questions.

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

Contact Person: John Li

Department(s): Finance

Start Date: 06/01/2023

End Date: 06/30/2023

Details: FY24 projection template to the estimated State Aid to Classroom funding. A separate tab is created for the House version and the Senate version.

Announcement: Updated MAP Linking Study

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 06/02/2023

End Date: 06/30/2023

Details: NWEA has provided an updated linking study. The document is attached for you use as needed. Contact Heather Holliday with questions.

Announcement: CTE Free and Live Webinars--PD Available

Contact Person: Heather Holliday

Department(s): CTE

Start Date: 06/05/2023

End Date: 06/30/2023

Details: The attachment to the announcement includes information on free and live webinars for CTE PD made available from SCDE. Contact Heather Holliday with questions.

Announcement: CCR ELA Standards Updates for 23-24

Contact Person: Heather Holliday

Department(s): Accountability , Gift and Talented , State and Academic Programs

Start Date: 06/12/2023

End Date: 06/30/2023

Details: The SCDE has released a document which contains Standards Updates for ELA including: a crosswalk of standards, Gifted and Talented Standards, Multilingual Learner Insights, Special Education Insights, and Vertical Articulations. Please share this information with anyone in the school to whom this may be related. Please contact Heather Holliday with questions.

Announcement: Enrich Transfer to new URL

Contact Person: Jason Jones

Department(s): Accountability , Assessment, Leadership, PowerSchool and IT, Special Education and 504, State and Academic Programs , Title I, Title III ESOL

Start Date: 06/12/2023

End Date: 06/30/2023

Details: We are transitioning hosting services for Enrich platform. Expect a maintenance window which will take the site down on Friday June 16th. Afterwards the new url will be: <https://erskinecharters.enrichcloudsc.com/>

Announcement: Memo: Essentials of Sciences Coursework for SC High School Credential

Contact Person: Sarah Love

Department(s): New Schools, Special Education and 504

Start Date: 06/13/2023

End Date: 06/30/2023

Details: For the 2023-24 school year, there will be implementation of the 2021 SCCCRC Science Standards. As a result, the SC High School Employability Credential Essentials of Sciences were revised to align with the new SCCCRC Science Standards for Essentials of Science I: Biology and Essentials of Science II: Physical Science. In addition, there will be a second course option to meet the second science course requirement. Students may choose between Essentials of Science II: Physical Science or Essentials of Science III: Earth & Space Science. The course code for the new course Essentials of Science III: Earth & Space Science is 3922__0W.

Essentials of Science course performance expectations will be included in the Coursework Section on the SC High School Employability Credential Website and will be forthcoming.

Announcement: Class Rank file update

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 06/14/2023

End Date: 06/30/2023

Details: When pulling the class rank report in PowerSchool, they neglected to include the school name in the report. The date the report is run is included in the file name but the school name is not included. When sharing with the Commission on Higher Ed, you must include the report date , school name and grade level in the file name. Do not change the file format.

Also see attached letter from CHE.