

Charter Institute at Erskine

INSTITUTE INSIGHTS

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FY23 YTD Financials	08/18/2023	Angelica Rodrigu...	Finance
June 2023 Journal Entry Upload	07/31/2023	Angelica Rodrigu...	Finance
23-24 School Contacts Update	08/11/2023	Ashley Epperson	Communications
CTE Document Resource Links fo...	07/28/2023	Heather Holliday	CTE
NWEA Admin accounts for 23-24	07/28/2023	Heather Holliday	Assessment
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SC READY School Data File	07/31/2023	Heather Holliday	Accountability
Formative Testing Confirmation...	07/28/2023	Heather Holliday	Assessment
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Submission: IRS - 990 Filing (for FY24)

Department: Finance

Due Date: 07/31/2023

Details: Please submit the most recent IRS 990 filing. This submission will be required going forward.

Submission: FY23 YTD Financials

Department: Finance

Due Date: 08/18/2023

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: June 2023 Journal Entry Upload

Department: Finance

Due Date: 07/31/2023

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: 23-24 School Contacts Update

Department: Communications

Due Date: 08/11/2023

Details: The Institute is conducting its annual update of school contacts. In order to streamline this process, the Institute has edited the roles so that schools have fewer fields to complete. A second tab has also been included with descriptions for each role. Please download the attached template and complete it for your school, then reupload. If you would like to reference your sheet from last year and do not have a copy, email aeperson@erskinecharters.org. Please contact Ashley Epperson at aeperson@erskinecharters.org/(803) 995-0527 with any questions.

Submission: CTE Document Resource Links for 23-24

Department: CTE

Due Date: 07/28/2023

Details: Attached you will find a Word document containing links to some of the most used CTE sites and documents. As any additional resources are released, I will be sure to add to the document. The only requirement of this submission is to enter the name of the person who will be the primary CTE contact for your school for 23-24. Please contact Heather Holliday with any questions.

Submission: NWEA Admin accounts for 23-24

Department: Assessment

Due Date: 07/28/2023

Details: Please complete the Google form to indicate the name and contact information of any school level admin you determine need admin access to NWEA for MAP testing for 23-24. You will receive a confirmation email once admin have been confirmed in the system. The submission requires the name of the person completing the Google form. Please contact Heather Holliday with questions.

Submission: PowerSchool Start of Year Resources

Department: PowerSchool and IT

Due Date: 07/28/2023

Details: Attached to this ticket is a stack of PowerSchool documents for which you should be aware and following the guidelines throughout the year. Any questions to these documents should be addressed to Erskine and Cantey.

Submission: Parchment E-Transcript Setup for High Schools

Department: PowerSchool and IT

Due Date: 08/04/2023

Details: This is a setup agreement with Parchment for High Schools.

Submission: SC READY School Data File

Department: Accountability

Due Date: 07/31/2023

Details: Attached you will find your school data file for Spring 2023 SC READY. Two other general documents will help you determine the data you see in each column. Remember that parents can receive individual student data but that the overall data is still embargoed. Standards and student level data are available in this file. There is one question to answer for this submission. Please contact Heather Holliday with questions.

Submission: Formative Testing Confirmation 23-23

Department: Assessment

Due Date: 07/28/2023

Details: Please see the attached document and confirm that we have the correct information regarding the formative testing platform you will use for 23-24. Contact Heather Holliday with questions.

Submission: Expiring Grants Amendment Request

Department: Federal Programs Finance

Due Date: 08/04/2023

Details: Please indicate which FY23 (Title I, Title II, IDEA) and FY22 (CSI, ATSI) expiring grants your school needs to amend by checking the box next to the grant. If your school does not need to amend any expiring grants, please check "none." As a reminder, schools will have until August 16, 2023 to complete the amendments in Google. The remaining funds may only be used for allowable expenses from July 1, 2023, until September 30, 2023. Amendment instructions are attached to this submission.

Submission: EOC Spring data files by school

Department: Accountability

Due Date: 07/31/2023

Details: Attached you will find your school data file for Spring 2023 EOC exams. Two other general documents will help you determine the data you see in each column. Remember that parents can receive individual student data but that the overall data is still embargoed. Standards and student level data are available in this file. There is one question to answer for this submission. Please contact Heather Holliday with questions.

Submission: STC update from DRC and SCDE July 24-28

Department: Assessment

Due Date: 07/31/2023

Details: Attached you will find the latest update from DRC which includes dates on which reports and scores should be available. Please contact Heather Holliday with questions.

Submission: Day 5 Data Acknowledgement

Department: PowerSchool and IT

Due Date: 08/11/2023

Details: Sign and upload the acknowledgement form that training and documentation for 5th Day data reporting and funding have been provided to your PowerSchool Admin. Your signature acknowledges your understanding of the student data required to be entered into PowerSchool for the 5-Day Count. You understand that this data must be entered into PowerSchool by your school's fifth day. You understand that your lunch status must be updated annually after July 1 and that EFA codes must be accurate and cannot be changed after the deadline. You also acknowledge training and documentation have been provided to you outlining the fields and data that are required for the 5-Day Count.

Submission: Summer Graduates Roster and Transcripts, Summer 2023

Department: PowerSchool and IT

Due Date: 08/11/2023

Details: Schools with Summer Graduates should submit a roster of students for graduation along with final transcripts for review. If you have no summer graduates, please submit a statement to that affect.

Announcement: Let's Work Smart Training Opportunities

Contact Person: Sarah Shealy

Department(s): Accountability , Additional Targeted Support and Improvement, Assessment, Charter Applications , Charter Authorization , Communications, Comprehensive Support and Improvement, CTE, Federal Programs Finance , Finance, Gift and Talented , Human Resources and Benefits, Leadership, MTSS, New Schools, PowerSchool and IT, School Facilities, Special Education and 504, State and Academic Programs , Title I, Title III ESOL, Title IX

Start Date: 07/07/2023

End Date: 08/07/2023

Details: Two types of optional virtual training opportunities will be available this year for the Let's Work Smart platform: A start of the year training and quarterly Q & A sessions. There will be 3 different opportunities to attend a start of year training: July 24, July 31, and August 7 (all 3 are the same training). The drop in Q & A sessions will be held on September 19, November 28, January 30, and March 26. Please see the included memo for dates, times, and zoom links. It is highly recommended that any new school staff attend a start of the year session. If desired, please email Sarah Shealy at sshealy@erskinecharters.org to be sent a calendar invitation for your chosen dates. Past webinars, mini trainings, and a user guide are available at the Institute's website under Our Schools > School Leaders Resources > Let's Work Smart.

Announcement: Amendment Window for Carryover and Expiring Funds

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance

Start Date: 07/10/2023

End Date: 08/04/2023

Details: An amendment window for FY23 Title I, FY23 Title II, FY23 IDEA, FY22 CSI, and FY22 ATSI will open in August to ensure these funds are spent by September 30, 2023. Schools will have from July 31 – August 4 to let us know through a LWS Submission if their Google sheets need to be unlocked for this purpose. Schools will have from August 9 – until August 16th to make amendments to the following grants, if applicable: FY23 Title I, FY23 Title II, FY23 IDEA, FY22 CSI, and FY22 ATSI. Please note, these funds may only be used for allowable expenses from July 1, 2023, until September 30, 2023.

Announcement: Readiness Assessments for Students with Disabilities- 4K and 5K

Contact Person: Bralyn Wood

Department(s): Special Education and 504, Title III ESOL

Start Date: 07/13/2023

End Date: 08/12/2023

Details: TO: District Test Coordinators, District Test Coordinators for Alternate Assessment, & District Special Education Directors

The updated guidance document (attached) provides information for ensuring meaningful participation for students with disabilities when taking the prekindergarten (4K) and kindergarten (5K) readiness assessment and replaces the previous version of the guidance document.