

Charter Institute at Erskine

INSTITUTE INSIGHTS

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IRS - 990 Filing (for FY24)	07/31/2023	Angelica Rodrigu...	Finance
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
Parchment E-Transcript Setup f...	08/04/2023	Jessica Crowe	PowerSchool and IT
SC READY School Data File	07/31/2023	Heather Holliday	Accountability
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EOC Spring data files by schoo...	07/31/2023	Heather Holliday	Accountability
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Amendment Window for Carryover...	07/10/2023 - 08/04/2023	Lacy Lucas	Federal Programs Fin...
Readiness Assessments for Stud...	07/13/2023 - 08/12/2023	Bralyn Wood	Special Education an...
FY24 Teacher Supply Check	07/24/2023 - 08/23/2023	Amanda Tucker	Finance
New STC Academy - August 8th	07/25/2023 - 08/08/2023	Christopher Seay	Assessment
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Summer P-EBT FAQ	07/26/2023 - 08/11/2023	Jason Jones	PowerSchool and IT

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 [\(803\) 995-0527](mailto:aeperson@erskinecharters.org) with any questions.

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: 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: FY24 IDEA Preliminary Allocation

Department: Federal Programs Finance

Due Date: 08/18/2023

Details: Please see attached memo regarding your school's FY24 IDEA preliminary allocation. Plans are due in Google by Friday, August 18, 2023. When your school's plan is complete, please mark "Yes" in the LWS submission.

Submission: Day 5 Data Acknowledgement

Department: PowerSchool and IT

Due Date: 08/11/2023

Details: Please upload the necessary forms showing that your PowerSchool admin has received the training, as well as the documentation for 5th Day data reporting and funding. Your signature will acknowledge the following, all training and documentation has been provided to you sharing the fields and data that are required for the 5-Day Count. The data has been entered into PowerSchool by your school's fifth day; The lunch status must be updated annually after July 1 and EFA codes must be accurate.

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.

Announcement: FY24 Teacher Supply Check

Contact Person: Amanda Tucker

Department(s): Finance

Start Date: 07/24/2023

End Date: 08/23/2023

Details: Teacher supply funding is \$350 for certified and noncertified teachers. The funds must be disbursed in a manner separate and distinct from their payroll check on the first-day teachers, by contract, are required to be in attendance at school for the current contract year.

Announcement: New STC Academy - August 8th

Contact Person: Christopher Seay

Department(s): Assessment

Start Date: 07/25/2023

End Date: 08/08/2023

Details: New STC Academy will be held on August 8th from 1:00 PM - 3:00 PM via Zoom. The topic of this session will be The Role and Importance of Scheduling to Testing. This training is mandatory for all STCs new to their role and optional for any returning STCs. <https://erskinecharters.zoom.us/j/87012735037?pwd=K09ZRFdiY1RjblmdXF5b2FNyTh3dz09>

Announcement: STC Kick Off - August 30th

Contact Person: Christopher Seay

Department(s): Assessment

Start Date: 07/25/2023

End Date: 08/30/2023

Details: The School Test Coordinator Kick Off Training Session will be held on August 30th from 10:00 AM - 4:00 PM. This session will be held in person (Face to Face) at the offices of The Charter Institute at Erskine. The address is 1201 Main Street, Suite 300, Columbia, SC 29201. Every school must send at least one representative but may send more if needed. We recommend parking in the Lady Street Garage. Please register for the event using the following link: <https://forms.gle/SehIEz4XydFByNWA>

Announcement: Summer P-EBT FAQ

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 07/26/2023

End Date: 08/11/2023

Details: See attached memo from SCDE about Summer P-EBT Disbursement to qualifying students. Parents may need to go to linked website to update/validate their address.