

Charter Institute at Erskine

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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: 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: FY24 Title I Employee Documents

Department: Title I

Due Date: 08/31/2023

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for employees paid with federal funds within your school during the 2023-2024 school year.

Submission: FY24 Title II Employee Documents

Department: Federal Programs Finance

Due Date: 08/31/2023

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for employees paid with federal funds within your school during the 2023-2024 school year.

Submission: FY23 CTE EIA Employee Documents

Department: Federal Programs Finance

Due Date: 08/31/2023

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for employees paid with federal funds within your school during the 2023-2024 school year.

Submission: FY24 IDEA Employee Documents

Department: Federal Programs Finance

Due Date: 08/31/2023

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for employees paid with federal funds within your school during the 2023-2024 school year.

Submission: FY23 School Improvement Employee Documents

Department: Federal Programs Finance

Due Date: 08/31/2023

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for employees paid with federal funds within your school during the 2023-2024 school year.

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: FY24 Title I Planning Meeting

Department: Title I

Due Date: 08/11/2023

Details: Please upload a single PDF with your school's Title I Planning meeting notice, agenda, sign-in sheet, and minutes of the meeting. These items were due on Friday, June 16, 2023. Since planning meeting documentation is one of the requirements for receiving federal funding, we are unable to approve reimbursement requests until the documentation is received and approved.

Submission: 2023-2024 Board Meeting Schedule

Department: Human Resources and Benefits

Due Date: 08/11/2023

Details: Please upload a copy of your 2023-2024 school board meeting list. Thank you!

Submission: CTE Preorder of Instructional Materials 23-24

Department: CTE

Due Date: 08/31/2023

Details: Attached you will find information from the SCDE regarding preorder of CTE instructional materials (Sep18-Oct16). All orders are submitted through your school's Destiny login. Your school cannot currently have a balance nor can you have an already open order to submit another order. Use this document as a guide to what materials you may need in order to teach the curriculum and pathways already identified by your school for the 23-24 school year. Contact Heather Holliday with questions.

Submission: FY24 CTE EIA and Perkins Plan

Department: Federal Programs Finance

Due Date: 08/22/2023

Details: Please see attached memo regarding your school's FY24 CTE EIA and Perkins preliminary allocation. Plans are due in Google by Tuesday, August 22, 2023. When your school's plan is complete, please mark "Yes" in the LWS submission.

Submission: School Testing Calendar Submission

Department: Assessment

Due Date: 08/22/2023

Details: Use this link to access the google sheet to complete your school testing calendar for 2023 - 2024. Be sure to check all tabs when completing your calendar. Links to trainings are included within the document as well.

Feedback will be provided to each school upon completion. Contact Christopher Seay with questions.
<https://docs.google.com/spreadsheets/d/1yj94zmPSFd0z9L2SMBwP-7DJOziQGDVQqCy9SiZkPNI/edit?usp=sharing>

Submission: STC update from DRC and SCDE Aug 4

Department: Assessment

Due Date: 08/25/2023

Details: Attached you will find the most recent update from DRC. The main update pertains to technology files updated and uploaded to DRC. Your technology staff will need access to these files to ensure all technology requirements are ready prior to any testing on the DRC platform. Contact Heather Holliday with questions.

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.

Submission: Day 5 funding reports

Department: PowerSchool and IT

Due Date: 09/01/2023

Details: The attached are the current 5th day funding reports. If you are comfortable with the report as generated please sign and send back. If not, please reach out to me and let me know.

Announcement: FY23 SmartFusion Deadlines for Federal Reimbursement

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 07/05/2023

End Date: 08/08/2023

Details: Reminder that the deadline to submit expenses from July 1, 2022 to June 30, 2023 in SmartFusion is July 14, 2023. Salaries and Benefits accrued for work performed in June may be submitted in SmartFusion until August 8, 2023. This date will be the final opportunity to claim ESSER II and FY22 CTE State funds. Goods and services within these claims must be invoiced, received, and paid for by June 30, 2022 to fall into this timeline. Included in this announcement are memos and budget reports detailing encumbered/reimbursed funds as of Jun 22, 2023 (emailed to school leaders and federal finance coordinators on 6/26/23).

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: 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.

Announcement: Funding Workshop

Contact Person: John Li

Department(s): Finance

Start Date: 08/01/2023

End Date: 08/11/2023

Details: The initial funding for FY24 was processed on Monday, July 31. The Finance Department is offering a one-on-one funding workshop to provide a comparison of your school's allocation, breakdown of the initial funding, and projected funding at the 5-Day Count. To schedule the workshop, please email qli@erskinecharters.org with your availability. Please reach out to John Li should you have any questions.

Announcement: Title III/MLP and ACCESS Testing Coordinators Contact Information Request

Contact Person: Sally Fickling

Department(s): Title III ESOL

Start Date: 08/02/2023

End Date: 09/01/2023

Details: Please complete the form linked below to share the contact information for your Title III/MLP and ACCESS Testing Coordinators.

<https://forms.gle/dyahKhHcKrJKnxw77>

Announcement: Finance and Federal Programs Joint Training

Contact Person: Amanda Tucker

Department(s): Finance

Start Date: 08/03/2023

End Date: 09/14/2023

Details: Mark your calendar!

The Finance and Federal Programs teams are joining to host a roundtable on September 14, 2023. The Finance and Federal Programs Department will share important updates related to policies, processes, upcoming timelines and provide opportunities for dialogue around the importance of aligning your needs with your planned expenditures. More information will be coming!

Announcement: Multilingual Learner Enrollment

Contact Person: Sally Fickling

Department(s): Title III ESOL

Start Date: 08/03/2023

End Date: 09/30/2023

Details: The purpose of this memorandum is to supplement a previous memorandum, Multilingual Learner Enrollment, and to provide additional information regarding common questions received by the South Carolina Department of Education (SCDE).

Initial grade placement for all students enrolling in South Carolina public schools, including multilingual learners and immigrant students, must be with same-age classmates regardless of the grade level. At the high school level, a student must be placed with age-level peers when possible (e.g., homeroom, electives, lunch, etc.), and decisions for coursework should be based on the student's transcript, if available. While classes should be scheduled accordingly to meet course prerequisites and graduation requirements, students must have the opportunity to interact and advance with peers. When applicable, school districts must be proactive and thoughtful in planning around specific grade-level activities or requirements (e.g., graduation, 9GR specific assessments). Districts must communicate with students and families in a language they understand and prefer for any decisions regarding participation in specific grade level requirements.

Announcement: McKinney Vento Survey

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance

Start Date: 08/04/2023

End Date: 08/14/2023

Details: An email was sent to 2022-2023 McKinney-Vento liaisons of Thursday, August 3rd, 2023 at 5:35 p.m. regarding the below information. If your school's MV liaison has changed, please see below.

In preparation for a desk audit from the State Department of Education on Tuesday, August 15th, we need to collect some information from your school regarding serving students experiencing homelessness (McKinney Vento students). Please take approximately 5-10 minutes to complete this survey by Monday, August 14th. Survey link: <https://forms.gle/TU71F4smgUSEH7n8> We sincerely appreciate your time and input.

Announcement: First Ten Days Fire Drill Reminder

Contact Person: Callison

Department(s): Leadership

Start Date: 08/04/2023

End Date: 08/31/2023

Details: This is a gentle reminder that the South Carolina Fire Code requires that fire drills be conducted monthly, that they include all building occupants, and that the first drill be conducted within the first 10 days of the beginning of classes.

Please ensure you are documenting all safety drills. A safety drill log is attached for your reference. If you have any questions, contact Callison Madsen at cmadsen@erskinecharters.org.

Announcement: SPED Coordinator Academy- August

Contact Person: Bralyn Wood

Department(s): Special Education and 504

Start Date: 08/04/2023

End Date: 08/16/2023

Details: The August SPED Coordinator Academy will be held on August 16, 2023 at 2:00pm. Please see the zoom link below.

Join Zoom Meeting

<https://erskinecharters.zoom.us/j/9686851889?pwd=OWZXNnNUNWFKVWI6ZUFLZFZEVjcxZz09>

Meeting ID: 968 685 1889

Passcode: 486470

Announcement: SPED Coordinator Roundtable- August

Contact Person: Bralyn Wood

Department(s): Special Education and 504

Start Date: 08/07/2023

End Date: 08/23/2023

Details: The August SPED Coordinator Roundtable will be held on August 23, 2023 at 1:00pm. Please see the zoom link below.

Join Zoom Meeting

<https://erskinecharters.zoom.us/j/9686851889?pwd=OWZXNnNUNWFKVWI6ZUFLZFZEVjcxZz09>

Meeting ID: 968 685 1889

Passcode: 486470

Announcement: August Monthly Webinar

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 08/10/2023

End Date: 08/10/2023

Details: The PowerSchool monthly meeting:

(Virtual)

Date: August 10, 2023

Time: 9:00 AM- 10:30 AM

Below you will find the link to join:

Link to join: <https://erskinecharters.zoom.us/j/86984216437>