

Charter Institute at Erskine

INSTITUTE INSIGHTS

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Submission: FY24 Title I Annual Meeting

Department: Title I

Due Date: 09/29/2023

Details: Please see the attached email that was sent Monday, July 24, 2023 regarding Title I Annual Meetings. Additionally, submit the required documents (Meeting Notices, Agenda, Sign-In Sheets, PowerPoint and/or other handouts, Meeting Minutes) by Friday, September 29, 2023. **Meeting Notices should document HOW the notices were distributed to stakeholders.**

Submission: Inventory of Fixed Assets

Department: Finance

Due Date: 09/30/2023

Details: Fixed Asset needs to follow the guidelines set by SCDE. Physical Inventory must follow federal inventory guidelines.

Submission: ARCS Standard 6: Comparable Services

Department: Special Education and 504

Due Date: 09/29/2023

Details: Tier 1: Internal check of completed comparable services at 5 and 30 days.

Tier 2: Submit evidence that indicates a method of tracking all transfer students with IEPs with student data

Tier 3: Submit completed tracking document monthly that includes completion dates of all transfer students 5 day and 30 day IEP documentation

Submission: 2023-2024 Salary Updates

Department: Human Resources and Benefits

Due Date: 09/30/2023

Details: Please submit a list of your employees' salaries for SY 2023-2024. The purpose of the salary updates is to update your employees' salaries in PCS and in PEBA, if applicable. Please contact Robbie Anderson if you have any questions.

Submission: Career Readiness Testing Training Registration and Technology Readiness

Department: Assessment

Due Date: 09/29/2023

Details: South Carolina Career Readiness Testing is providing training for our school STCs during September and October. Please submit your training registration date and your technology readiness. If you have any questions or need assistance, please contact Christopher Seay.

Submission: August 2023 Journal Entry Upload

Department: Finance

Due Date: 09/30/2023

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: August 2023 Board Financial Statements

Department: Finance

Due Date: 09/30/2023

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: 2023-2024 CERRA Supply and Demand Survey

Department: Human Resources and Benefits

Due Date: 10/02/2023

Details: CERRA's Fall 2023 Supply and Demand Survey is now available. It contains five worksheets, with the first one consisting of survey instructions. Please read the instructions carefully before completing the four remaining worksheets. Be sure to scroll down to the bottom of each worksheet as most contain multiple tables. Each worksheet includes an auto-sum feature; therefore, you are not required to enter totals. Please contact me if you have any questions.

Submission: WIDA Screener resources for Title III Staff

Department: Title III ESOL

Due Date: 09/28/2023

Details: Attached you will find a document containing a link to a folder of resources pertaining to the WIDA screener. Questions have been asked about where to locate these resources. They can be found on the WIDA secure portal, but we have downloaded them for you and placed them in a folder for easy access. The only part of this submission is to confirm receipt of the resources. Contact Heather Holliday with questions.

Submission: WIDA Screener resources for STCs

Department: Assessment

Due Date: 09/28/2023

Details: Attached you will find a document containing a link to a folder of resources pertaining to the WIDA screener. Questions have been asked about where to locate these resources. They can be found on the WIDA secure portal, but we have downloaded them for you and placed them in a folder for easy access. The only part of this submission is to confirm receipt of the resources. Contact Heather Holliday with questions.

Submission: IGP Setup Confirmation

Department: PowerSchool and IT

Due Date: 09/29/2023

Details: Confirmation that the school has all required resources to complete IGPs.

Submission: STC update from DRC and SCDE Sept 18

Department: Assessment

Due Date: 09/25/2023

Details: Attached you will find the latest update from the SCDE and DRC. Please take special note of the one highlighted item in the memo. The only requirement of this submission is to enter the name of the person who confirms receipt of the memo. Please reach out to Christopher Seay if you have any questions.

Submission: Grade 2 GT Testing (CogAT/IOWA) Student Rosters Check

Department: Assessment

Due Date: 09/29/2023

Details: On Friday, September 22, 2023, your students rosters will be online in DataManager. STCs need to check these rosters to make sure that all students are rostered correctly. Any questions or issues should be directed to Christopher Seay for assistance.

Submission: Teacher Climate Survey Results from Spring 2023

Department: Accountability

Due Date: 10/04/2023

Details: Attached you will find the chart containing the results from the Teacher Climate Surveys administered Spring 2023. Many schools use these results to help write school climate goals for the school year. The only requirement of this submission is to enter the name of the person who confirms receipt of the data. Contact Heather Holliday with questions.

Submission: College and Career Readiness School Level Data from SCDE

Department: Accountability

Due Date: 10/04/2023

Details: Attached you will find your school level data from the SCDE which will be reported on Fall 2023 report card. This data is informational and there is nothing actionable you need to do; however, if you see major data discrepancies, please reach out to Heather Holliday. The only required part of this submission is to enter the name of the person who confirms receipt of the data.

Submission: Data Sharing Questions for Education Analytics

Department: Assessment

Due Date: 09/28/2023

Details: As the next step in getting the data sharing set up between EA and your school, the questions contained in the template need to be answered and submitted here. Please complete the questions in the Excel template and then resubmit the completed version. We will pass this along to Education Analytics. You may need to consult your IT folks for assistance. Contact Heather Holliday with questions.

Submission: FY24 State Technical Assistance Funds - MOA and Updated CIP Requirements

Department: Federal Programs Finance

Due Date: 10/20/2023

Details: As referenced in the 9/21/2023 email from Jeanie Glover, the SCDE Office of School Transformation (OST) has released FY24 State Technical Assistance Funds for Priority and CSI schools. These are NEW funds. Included in this submission is an Allocation Memo detailing requirements, the MOA that must be signed, and (if CSI) the Assurances required by the SCDE. The Assurances are for reference only. Read these documents carefully, as they outline the responsibilities of the school, the school board, the Institute, and the SCDE itself. School Improvement Teams must update the CIP. The school leader and the school Board Chair must sign the MOA. When fully signed, upload it to LWS. Superintendent Runyan will sign last and a copy will be loaded into a LWS Announcement for your records. The SCDE will not approve or release this funding until they receive the fully signed MOA and approve of the activities in the updated CIP. This deadline is based on the SCDE's timeline requirements. Please reach out to Karen Cook or Jeanie Glover immediately if you have questions.

Submission: Dual Enrollment MOAs

Department: Assessment

Due Date: 10/06/2023

Details: Please use this submission to scan your school's MOAs with colleges or universities to offer Dual Enrollment to your students. If you submitted an MOA for CTE classes that also cover general Dual Enrollment classes or you have no MOAs to offer Dual Enrollment to your students, you can request to be exempted from this submission. Please reach out to Heather Holliday with questions.

Submission: STC update from DRC and SCDE Sept 25

Department: Assessment

Due Date: 10/02/2023

Details: Please see the attached memo from DRC and SCDE. Specific changes and updates this week are made to the SC READY calendar of events for Spring 2024. Contact Christopher Seay with questions.

Submission: 20 Day Letters (Aug-Sept 2023)

Department: Title I

Due Date: 10/13/2023

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 and related arts/special area teachers. These letters should be sent home with students in the applicable class. 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 is now teaching Class B in Jan-May. A letter would need to be sent at the beginning of each semester.

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: Clever and PowerSchool Data Announcement

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 08/21/2023

End Date: 09/30/2023

Details: We are noticing some common errors in PowerSchool that affect your student and teacher's access to applications such as NWEA MAP testing and Dreambox, etc. Clever accounts and data access is derived from the data in PowerSchool. Please check the following fields in PowerSchool for verification: Please ensure students to have the, "Gender," "Race" and "State_ID" Fields correctly populated. If these fields are not correct, this could potentially interfere with the student successfully utilizing the NWEA Application. Also, Please make sure you have your students in their appropriate course sections. If the student is not entered into a course, they will not roster in the NWEA Application inside of Clever. For teachers, please update/correct any missing, "E-mail," or "State_ID," Fields. Also, please make sure your teachers are assigned to sections as this could also affect what teachers are seeing when the login to Clever. If you find yourself needing further assistance, please do not hesitate to email Jessica Crowe (jcrowe@erskinecharters.org) at your earliest convenience.

Announcement: Chronic Absenteeism, Dropout Data Incident Management, and Truancy Webinars

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 08/22/2023

End Date: 09/28/2023

Details: The, "Office of Student Intervention Services," at the SC Department of Education will be offering Webinar's covering the following topics: >Dropout Webinar >Truancy Webinar >Chronic Absenteeism Webinar >Incident Management 101 Webinar. If you would like to attend any of these opportunities, Please see the document attached to click the link and register!

Announcement: CERRA Mentor Training

Contact Person: Callison Madsen

Department(s): Leadership

Start Date: 09/05/2023

End Date: 11/10/2023

Details: CERRA is offering a virtual Mentor Trainings September 26-27, 2023 and December 4-5, 2023, as well as an in person training November 14-15, 2023. If you need certified mentors for your first-year Induction teachers, please contact cmadsen@erskinecharters.org for the password and link to register your teachers. When registering teachers, please be sure to use the name that is on their teaching certificate. They are responsible for bringing a copy of their teaching certificate to in-person trainings and having their CID ready for virtual trainings. Please note that educators attending virtual trainings need a quiet space with minimal distractions for the full two days. Always enter the participant's email address so that we can communicate directly with them prior to the training.

Announcement: CogAT Training for STCs on September 25, 2023

Contact Person: Christopher Seay

Department(s): Assessment

Start Date: 09/07/2023

End Date: 09/25/2023

Details: CogAT Training for STCs will be held on September 25, 2023. Experienced STCs will be trained from 11:00 AM - 1:00 PM at <https://erskinecharters.zoom.us/j/88393128578?pwd=VUFIM3lqdTNzQkllcVYzMk1Wem9Kdz09> and New STCs will be trained from 1:00 PM - 3:00 PM at <https://erskinecharters.zoom.us/j/86125143796?pwd=Z2ZBbmZYbWhlbHFqY3ZMS2JPWjY2Zz09>. If you have any questions or need assistance please contact Christopher Seay.

Announcement: Carolina CrED Micro-credentials

Contact Person: Callison Madsen

Department(s): Leadership

Start Date: 09/08/2023

End Date: 09/25/2023

Details: The SCDE Personalized Learning Team has partnered with the University of South Carolina's CarolinaCrED to offer micro-credentials for SC educators. Please review the attached memo for more information. Sign up for an information session on September 25, 2023 from 4:00pm-5:00pm. Copy and paste this link into your browser to register: <https://us06web.zoom.us/meeting/register/tZwodu-hpz0tG9dR1IMBzXMszySjR7wrfu1#/registration> Contact Callison Madsen at cmadsen@erskinecharters.org with questions.

Announcement: Elementary Math Professional Learning Opportunity

Contact Person: Al Bogan

Department(s): Leadership

Start Date: 09/08/2023

End Date: 09/29/2023

Details: A professional learning opportunity has been scheduled for Thursday, October 5, 2023. Dawn Jacobs, SCDE Education Associate for Elementary Math, is the presenter. Number Sense - Base Ten and Number Sense - Fractions have been identified as areas of weakness on SC Ready. The intended audience is grade 3 - 5 math teachers and math instructional support leaders. Participants will be able to explain what number sense is and will acquire strategies and routines that can be implemented to foster students' development of number sense. Please consider registering teachers and staff members who will benefit from this training and who are willing to share strategies and routines with other teachers at the school. Complete one registration form for each participant from your school. Registration is limited to 30 participants. Copy and paste this link into your browser to register: <https://forms.gle/g1vfnvgAZamB2BTA9> Contact Al Bogan at abogan@erskinecharters.org with questions.

Announcement: New STC Academy - October 10th

Contact Person: Christopher Seay

Department(s): Assessment

Start Date: 09/11/2023

End Date: 10/10/2023

Details: New STC Academy will be held on October 10th from 1:00 PM - 3:00 PM via Zoom. The topic of this session will be How to Conduct Effective Test Administrator Training. This training is mandatory for all STCs new to their role and optional for any returning STCs. <https://erskinecharters.zoom.us/j/83550012377?pwd=eIR5T3BKb1vWjY2Z0ZQekhHejQzZz09>

Announcement: Roll-Over Budgets Posted to SmartFusion and Ready to Claim

Contact Person: Kristy Cansler

Department(s): Additional Targeted Support and Improvement, Comprehensive Support and Improvement, CTE, Federal Programs Finance , Title I

Start Date: 09/15/2023

End Date: 09/30/2023

Details: Roll-over budgets for your funds remaining at the end of FY23 are in SmartFusion. These funds must be obligated by 9/30/23. Claims for these funds must be submitted in SF by 10/30/23. As the SCDE approves amendments, this announcement will be updated. Once all budgets are approved and entered into SF, an email notification will be sent to appropriate contacts at the school. Current posted grants: FY23 IDEA; FY23 CTE; FY23 Title II; FY23 Amended Title II; FY23 Title I; ESSER III.

If you submitted an amendment for a grant rolling over the amendment will be posted as soon as the SCDE gives approval.

Announcement: Middle School Math Professional Learning Opportunity

Contact Person: Al Bogan

Department(s): Leadership

Start Date: 09/15/2023

End Date: 10/06/2023

Details: A professional learning opportunity has been scheduled for Thursday, October 12, 2023. Across the state we do an excellent job of teaching our content! However, most often it is presented at the DOK 1 level. Middle Grades teachers and instructional coaches are invited to meet with Dr. Tiffany Arnold, the director of South Carolina Math Nation, to learn how to use {FREE} Math Nation resources to up the rigor to the DOK 2 and 3 levels that are presented on SC Ready. Let her help you teach to the intent of the SCCCR Standards. Please consider registering teachers and staff members who will benefit from this training and who are willing to share strategies and routines with other teachers at the school. Complete one registration form for each participant from your school. Registration is limited to 30 participants. Copy and paste this link into your browser to register: <https://erskinecharters.formstack.com/forms/mathnationpd>. Contact Al Bogan at abogan@erskinecharters.org with questions.

Announcement: ELA Professional Learning Opportunity Text Dependent Questioning and Analysis Grades 3-5

Contact Person: Al Bogan

Department(s): Leadership

Start Date: 09/19/2023

End Date: 10/18/2023

Details: A professional learning opportunity is scheduled from 9:00 - 12:00 on Monday, October 23, 2023. Brenna McCormick, Ed.D, SDE ELA Support Education Associate, is the presenter. Writing and Informational Text have been identified as areas of weakness on SC Ready. Participants will learn about text-dependent questioning and analysis as an instructional strategy. The intended audience is ELA teachers in grades 3 - 5 and ELA instructional support leaders. Please consider registering teachers and staff members who will benefit from the training and who are willing to share strategies with other teachers at the school. Complete one registration form for each participant from your school. Registration is limited to 30 participants. Lunch will be provided. Copy and paste this link into your browser to register: https://erskinecharters.formstack.com/forms/ela_pd

Contact Al Bogan at abogan@erskinecharters.org with questions.

Announcement: Directory Information for Military Recruiters

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 09/21/2023

End Date: 10/06/2023

Details: SCDE has an agreement to collect student directory information from high schools for grades 10-12. This data will be collected via PowerSchool for all students who have not opt-out of the directory/privacy notice. The opt-out questions are included in the eCollect survey for student military and data privacy. The eCollect survey is to be provided to all students annually. CIE will collect data as of October 6, 2023.

Announcement: State Aid to Classroom Funding Allocator (FY24 5 Day Update)

Contact Person: John Li

Department(s): Finance

Start Date: 09/25/2023

End Date: 10/06/2023

Details: Updated Allocation Template reflecting the 5-day count for State Aid to Classroom funding. Please use this template for projecting your 5-Day Update and revenue planning as we prepare for the 45-Day Count.

Announcement: SPED Coordinator Roundtable- October

Contact Person: Bralyn Wood

Department(s): Special Education and 504

Start Date: 09/25/2023

End Date: 10/11/2023

Details: The October SPED Coordinator Roundtable will be held on October 11, 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