

Charter Institute at Erskine

INSTITUTE INSIGHTS

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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: 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: 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: Student Growth Target Setting Files

Department: Accountability

Due Date: 10/06/2023

Details: Attached please find your school's SC READY Growth Target setting files for Spring 2024; the summary graph showing growth from 2022 to 2023; the Kid's First Conference presentation about the new student growth model; and the data dictionary and sample file explaining the Student Target Setting files. The only required part of this submission is to enter the name of the person who confirms receipt of the data.

Submission: CTE Program of Study Form

Department: CTE

Due Date: 10/13/2023

Details: If you are a school using Dual Enrollment credits towards a completer program, the SCDE requires us to have a Program of Study form completed for each of the programs involved. These should be outlined in your MOA as well. We have already collected these. If you have no Dual Enrollment credits being used towards completer status, you may ask to be exempted from the submission. Contact Heather Holliday with questions.

Submission: September 2023 Board Financial Statements

Department: Finance

Due Date: 10/27/2023

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: FY23 Annual Audit

Department: Finance

Due Date: 11/01/2023

Details: Description: As outlined in the Charter Contract, the audit and its findings must be submitted to the Institute by November 1, 2022.

Submission: CogAT IOWA Additional Materials Requests

Department: Assessment

Due Date: 10/06/2023

Details: Please submit all additional materials requests through this message before October 6, 2023. If you have any questions or need additional directions please contact Christopher Seay at cseay@erskinecharters.org.

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.

Submission: September 2023 Journal Entry Upload

Department: Finance

Due Date: 10/27/2023

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 45th Day Reports**Department:** PowerSchool and IT**Due Date:** 11/01/2023

Details: Please submit your signed 45th day reports.

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: 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=eIR5T3BKb1lvWjY2Z0ZQekhHejQzZz09>

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

Announcement: Required Reporting, Certification, Background Checks, and Evaluation of Purchased Service Teachers

Contact Person: Sarah Love

Department(s): Special Education and 504

Start Date: 09/25/2023

End Date: 10/11/2023

Details: Please see the following SCDE which clarifies South Carolina requirements for school districts in the employment, certification, evaluation, and vetting of Purchased-Service Teachers.

<https://ed.sc.gov/newsroom/school-district-memoranda-archive/required-reporting-certification-background-checks-and-evaluation-of-purchased-service-teachers/required-reporting-certification-background-checks-and-evaluation-of-purchased-service-teachers-memo/>

Announcement: SPED Coordinator Academy- October

Contact Person: Bralyn Wood

Department(s): Special Education and 504

Start Date: 10/06/2023

End Date: 10/18/2023

Details: The October SPED Coordinator Academy will be held on October 18, 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