

Charter Institute at Erskine

INSTITUTE INSIGHTS

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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: 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: 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: ARCS Standard 8: Discipline

Department: Special Education and 504

Due Date: 10/13/2023

Details: Disciplinary removals of students with disabilities are done so in accordance with IDEA and Section 504 requirements and at a similar rate to non-disabled students. Removals are documented in the Incident Management in PowerSchool. The school has evidence of implementation of the school's policies and procedures that describe the method for tracking removals for disciplinary reasons as well as systems for IEP and 504 teams to meet to review plans and develop interventions. All Schools: Submit evidence that demonstrates the school's procedures of implementation for tracking and alerting staff of disciplinary removals for IEP and 504 students.

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: GT vs. High Achieving coding Fall 2023

Department: Gift and Talented

Due Date: 10/16/2023

Details: It is time to ensure that our two lists agree. There is an attachment which provides directions on how to complete this task. Please contact Heather Holliday with questions.

Submission: LETRS Professional Development Cycle

Department: Leadership

Due Date: 10/13/2023

Details: SCDE has proposed a state wide rollout of LETRS training for all K-3 teachers, school administrators, reading coaches, reading interventionists, and K-3 special education teachers. Please complete the questions to indicate the number of each group that will be in training. If you do not wish to participate, please type 0 for the number of questions. Contact Callison Madsen at cmadsen@erskinecharters.org if you have any questions.

Submission: Parent Survey Results Spring 2023

Department: Accountability

Due Date: 10/16/2023

Details: Attached you will find your school's Parent Survey results from Spring 2023. Feel free to use these to direct any School Improvement efforts. Contact Heather Holliday with questions. The only part of this submission is to confirm receipt of the data.

Submission: KRA Completion Percentage Updates

Department: Assessment

Due Date: 10/27/2023

Details: Attached you will find the most recent download of your completion percentages by teacher. Once your school has reached 100% you will no longer receive updates and/or files. The only part of this submission is to confirm the date at which you receive 100%. If you have any questions, please contact Christopher Seay.

Submission: EOCEP Pre-Code Verification for Fall 2023

Department: Assessment

Due Date: 10/23/2023

Details: EOCEP Pre-Code verification files and directions are attached. Once all data has been verified please respond to this with the name of the person conducting the verification of the pre-code data and making sure the appropriate changes have been made in PowerSchool.

Submission: Formative Testing Quote/Invoice Fall 23 for reimbursement

Department: Assessment

Due Date: 10/31/2023

Details: It is the time of year when I need to begin collecting the paperwork for reimbursement from the SCDE for formative testing. If you are an iReady school, I need the ProForma quote specifically designed for the SCDE. For STAR, I will need a copy of your invoice. For now, do not worry about the proof of payment, just the Quote or Invoice per your test. Contact Heather Holliday with questions.

Submission: FY24 Title I Parent Participation

Department: Title I

Due Date: 10/31/2023

Details: Title I schools must annually create/update a "Parent and Family Engagement Policy" and a "School-Parent Compact" in partnership with parents as part of their overall Family Engagement Program. Please upload final documents here.

Submission: Continuity of Safe, In-Person Instruction Plans

Department: Federal Programs Finance

Due Date: 11/03/2023

Details: Continuity of Safe, In-Person Instruction Plans (a.k.a. Return to Instruction Plan) must be reviewed/updated every 6 months. There are three steps to this process. Step 1: Seek public input - The Institute has prepared a survey for all schools to use, and we will share the anonymous results with each school. The survey should be shared by October 20th and will close on November 3rd. Results will be shared with schools the week of November 6th. Step 2: Update your school's Continuity of Safe, In-Person Instruction Plan as needed based on stakeholder feedback. Step 3: The Institute will request your updated plans, as applicable. Schools should post their updated plans on their website.

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: 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. The training location is Suite 340 in the Institute office, 1201 Main Street, Columbia. Lunch will be provided. 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: 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: Charter School Ambassador Nominations

Contact Person: Ashley Epperson

Department(s): Leadership

Start Date: 10/02/2023

End Date: 10/27/2023

Details: The Institute is accepting new Charter School Ambassador nominations until October 27, 2023. Charter School Ambassadors are students nominated by their school staff who will represent their school and the Charter Institute at Erskine statewide. A nominated individual must be an enrolled student with a Charter Institute at Erskine's school between the 8th and 11th grades. Nominees should be individuals who have greatly benefited from being associated with the charter system and/or overcame educational obstacles by attending a charter school. Nominations can be submitted here:

https://erskinecharters.formstack.com/forms/charter_school_ambassadors_nomination_2324. Please contact aeperson@erskinecharters.org for further information.

Announcement: ESSER Coding in Powerschool

Contact Person: Jeanie Glover

Department(s): Federal Programs Finance

Start Date: 10/03/2023

End Date: 10/31/2023

Details: The General Assembly and Education Oversight Committee are collecting data based on the funded activities in our ESSER plans. Students who participate in an ESSER-funded activity should be coded in Powerschool based upon the following categories: 1) Summer School; 2) Afterschool/Saturday School Programs; 3) Math Intervention; 4) Reading Intervention; 5) Virtual Tutoring; 6) Social Emotional Learning (SEL) Intervention Program (Tier 2 or 3 Support). The SCDE will extract this information with regular quarterly extractions for the 45th, 90th, 135th, and 180th days. If you have no remaining ESSER funding for the 2023-2024 school year or if you do not utilize your funding for any of the six categories, you will not need to code your students. If you have questions about Powerschool coding processes, please contact Jason Jones at jjones@erskinecharters.org. If you have questions about which students should be coded, please contact Jeanie Glover at jglover@erskinecharters.org.

Announcement: ESSER Coding in Powerschool

Contact Person: Jeanie Glover

Department(s): PowerSchool and IT

Start Date: 10/03/2023

End Date: 10/31/2023

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Announcement: MTSS Training and Update for School MTSS Coordinators

Contact Person: Al Bogan

Department(s): Leadership, MTSS, State and Academic Programs

Start Date: 10/04/2023

End Date: 10/26/2023

Details: On Thursday, October 26, training will be a joint meeting provided for school Literacy Leaders and MTSS Coordinators during the literacy leaders scheduled meeting time. The training will be in Suite 340 of the Charter Institute at Erskine office at 1201 Main Street, Columbia, from 9:00 a.m. until noon. Charlene Gleaton, Education Associate with the South Carolina Department of Education, will be the presenter. On May 18, 2018, Governor Henry McMaster signed into law ACT 213, which directed districts to implement MTSS beginning in the 2019-20 school year. MTSS is a data-driven framework to identify and address academic and behavioral challenges, target support to students in three progressing tiers, and monitor student progress to make decisions informed by data. Please plan to have the MTSS Coordinator from your school attend this meeting.

Announcement: ESOL Endorsement Courses Cohort

Contact Person: Sally Fickling

Department(s): Leadership, Title III ESOL

Start Date: 10/05/2023

End Date: 10/13/2023

Details: The Institute is pleased to partner with USC-Aiken to provide the two courses required for ESOL Endorsement at no charge to Institute schools. Please have interested teachers complete the form through the link below to register. https://erskinecharters.formstack.com/forms/second_esol_endorsement_cohort

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=OWZXNnNUNWFKVWl6ZUFLZFZEVjcxZz09>

Announcement: Fall EOCEP Training for STCs (November 8th)

Contact Person: Christopher Seay

Department(s): Assessment

Start Date: 10/09/2023

End Date: 11/08/2023

Details: Our Fall EOCEP STC Training will take place on Wednesday, November 8th from 1:00 PM - 3:00 PM. STCs should join the virtual meeting via Zoom at <https://erskinecharters.zoom.us/j/83701544091?pwd=bzE2WFhFTE91cXN1OFp5WnkxZnNCdz09>. Please contact Christopher Seay with any questions.

Announcement: STC Mid Year Meeting for Winter Testing

Contact Person: Christopher Seay

Department(s): Assessment

Start Date: 10/13/2023

End Date: 11/13/2023

Details: Our Mid Year STC Meeting will be held on Monday, November 13th from 10:00 AM - 3:30 PM at The Charter Institute at Erskine's office in room 340. Our office is located at 1201 Main St Ste 300, Columbia, SC 29201. This meeting is being held face to face and is mandatory for all STCs. Please bring your devices for the meeting and contact Christopher Seay with any questions.