

Charter Institute at Erskine

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Submission: School Financial Policies

Department: Finance

Due Date: 11/30/2023

Details: Organizational finance policies are critical to clarify roles, authority, and responsibilities for financial management and function. The Institute requires that all schools under our sponsorship maintain policies that mirror the best practices outlined in the Institute's own framework policies. Please complete the attached document by either adopting the Institutes policy or stating your School's policies procedures.

Submission: 2023-2024 District of Residence Audit

Department: Federal Programs Finance

Due Date: 11/15/2023

Details: A student's District of Residence serves as a factor in determining a school's federal allocation; therefore, information must be coded correctly in PowerSchool, and Proof of Residency to support coding must be maintained at the school level. An audit of documentation is conducted annually on a small percentage of a school's population. Please coordinate with your school's PowerSchool administrator to upload one piece of current supporting documentation for each child's address by Wednesday, November 15, 2023.

Submission: ARCS Standard 3b: MLP Implementation Submission 1

Department: Title III ESOL

Due Date: 11/15/2023

Details: Please submit the requested documents to show your school's implementation of MLP policies and procedures.

Submission: October 2023 Board Financial Statements

Department: Finance

Due Date: 11/30/2023

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: October 2023 Journal Entry Upload

Department: Finance

Due Date: 11/30/2023

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: Health Education Materials

Department: State and Academic Programs

Due Date: 11/14/2023

Details: In accordance with Proviso 1.41 (SDE: Health Education), please provide the title and publisher of all health education materials used in the classroom to be published on the Charter Institute at Erskine website. Please complete the Smart Form within this submission. Please contact Callison Madsen at cmadsen@erskinecharters.org with questions.

Submission: Health Education Materials Confirmation

Department: State and Academic Programs

Due Date: 11/15/2023

Details: Please see the attached document to review your school's health education materials as listed on the Charter Institute at Erskine website in accordance with Proviso 1.41 (SDE: Health Education). To confirm or update this information, complete the Smart Form within this submission. Please contact Callison Madsen at cmadsen@erskinecharters.org with questions.

Submission: Graduation Transcript Audit files Fall 23

Department: Accountability

Due Date: 11/15/2023

Details: An audit of all active 9GR21 students has been completed. You will find two files included for you--a spreadsheet of results and the accompanying transcripts. The spreadsheet has two tabs--a student list and courses and findings for you to review to help determine this year's cohort needs. Please note, not all Dual Enrollment courses will pull on this report. Please reach out to Heather Holliday should you have questions.

Submission: Dropout Verification Process December 2023

Department: PowerSchool and IT

Due Date: 11/17/2023

Details: Attached is a Word document which provides directions for this process. Schools should check SCDE Member Center Dropout Reports for updated lists. Please contact hholliday@erskinecharters.org or jjones@erskinecharters.org with questions.

Submission: STC update from DRC and SCDE Nov 6

Department: Assessment

Due Date: 11/13/2023

Details: The current memo includes information about the new user guide for the updated DRC portal, Test Management opening on Nov 13 for Fall/Winter EOC (to check rosters), secure materials deliver for Fall/Winter EOCs, and precode dates for Spring 2024 EOCs. Please reach out to Heather Holliday with questions.

Submission: Continuity of Safe, In-Person Instruction Plans - Steps 2 and 3

Department: Federal Programs Finance

Due Date: 11/30/2023

Details: Continuity of Safe, In-Person Instruction Plans (a.k.a. Return to Instruction Plans) must be reviewed/updated every 6 months. There are three steps to this process. Step 1: Seek public input (completed) - The Institute prepared a survey for all schools to use, and input has been shared, if collected, with this submission. Step 2: Update you school's Continuity of Safe, In-Person Instruction Plan as needed based on your stakeholder feedback. Step 3: Submit your updated plans, as applicable. Schools should post their updated plans on their website.

Submission: STC update from DRC and SCDE Nov 13

Department: Assessment

Due Date: 11/20/2023

Details: Here is the latest update from DRC and the SCDE. Updated information in the calendar table includes information about precode for spring testing that will be important to note on your personal calendar. Please reach out to Heather Holliday with 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.

Announcement: Updated SC READY Student Target Setting Spreadsheet

Contact Person: Naomi Morgan

Department(s): Leadership

Start Date: 10/16/2023

End Date: 11/15/2023

Details: This file provides updated student Added-Value Target Setting spreadsheets from the South Carolina Department of Education. The data provided are the same as what was included in the SC READY Growth Target setting files for Spring 2024 shared through LWS earlier this month, but they are based on more up-to-date enrollment information from PowerSchool.

Announcement: Teacher Efficacy Data 2022-2023

Contact Person: Naomi Morgan

Department(s): Leadership

Start Date: 10/23/2023

End Date: 11/30/2023

Details: This file provides the average score on state summative assessment strand data by content area and teacher for the 2022-2023 school year. The range of possible scores for the strand data is a 1 to 3, with 1 being the lowest possible score and 3 being the highest possible score.

Announcement: Updated Student Target Setting Spreadsheet

Contact Person: Naomi Morgan

Department(s): Leadership

Start Date: 10/31/2023

End Date: 11/30/2023

Details: This file provides updated student Added-Value Target Setting spreadsheets from the South Carolina Department of Education.

Announcement: SPED Coordinator Roundtable- November

Contact Person: Bralyn Wood

Department(s): Special Education and 504

Start Date: 11/03/2023

End Date: 11/15/2023

Details: The November SPED Coordinator Roundtable will be held on November 15, 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: SPED Coordinator Academy- November

Contact Person: Bralyn Wood

Department(s): Special Education and 504

Start Date: 11/03/2023

End Date: 11/14/2023

Details: The November SPED Coordinator Academy will be held on November 14, 2023 at 2:00pm. Please see the zoom link below.

Join Zoom Meeting

<https://erskinecharters.zoom.us/j/9686851889?pwd=OWZXNnNUNWFKVWl6ZUFLZFZEVjcxZz09>

Meeting ID: 968 685 1889

Passcode: 486470

Announcement: Fall Academic Accountability (23-24)

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 11/03/2023

End Date: 12/03/2023

Details: Attached you will find the Fall Academic Accountability Memo from Laura McNair. This document contains information about: Diplomas, Credit Recovery, Retakes and more.

Announcement: Virtual SCTS 4.0 Evaluator Training Spring 2024

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 11/08/2023

End Date: 02/21/2024

Details: SCTS 4.0 Evaluator Training is provided by the Institute in preparation for next school year. The training is virtual and will consist of three full days of synchronous and asynchronous training and assignments. It will take place from February 28th to March 1st, 2024, running from 8:30 AM to 3:30 PM each day. The deadline to register is February 21st. Please complete one Formstack registration for each qualified educator recommended by your school to attend:

https://erskinecharters.formstack.com/forms/evaluator_training_registration_february_2024 Contact Callison Madsen at cmadsen@erskinecharters.org with questions.

Announcement: Virtual Monthly Math Meeting

Contact Person: Al Bogan

Department(s): MTSS, State and Academic Programs

Start Date: 11/09/2023

End Date: 11/15/2023

Details: The next virtual Math meeting is scheduled for Thursday, November 16, from 3:30 p.m. - 5:00 p.m. Sarah Zaengle is coordinating the monthly meetings for math leaders and teachers to provide professional development and collaboration as avenues to improve learning outcomes for students. Based on discussion during the initial meeting, topics of interest have been identified. Algebra 1: improving EOC scores and foundational skills. Grades 6-8: professional development, math fluency, and assisting struggling students. Grades 3-5: developing common assessments. The link for the meeting is provided for you to share with staff members interested in participating in a Professional Learning Community that focuses on math instruction. <https://www.google.com/url?q=https://us02web.zoom.us/j/2614183455&sa=D&source=calendar&ust=1699901423567675&usg=AOvVaw0iFRuitDtO-NwLplfgze7M>

Announcement: Let's Work Smart Q2 Drop In Opportunity

Contact Person: Sarah Shealy

Department(s): Leadership

Start Date: 11/17/2023

End Date: 11/28/2023

Details: A drop in Q & A opportunity for LWS will be held on November 28 at 10am. Though staff are always available for questions, these will be dedicated "open office hours" for school users to join zoom and request live demonstrations or ask questions. A live calendar invitation is attached, please select "copy to My Calendar" if you wish to attend. Please see the included memo for dates, times, and zoom links. 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.