

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
October 2023 Month-to-Date Fin...	12/15/2023	Angelica Rodrigu...	Finance
October 2023 Journal Entry Upl...	12/15/2023	Angelica Rodrigu...	Finance
Table 2 Submission 2023-2024	12/31/2023	Bralyn Wood	Special Education an...
20 Day Letters (Oct-Nov 2023)	12/15/2023	Lacy Lucas	Title I
SC-Alt Roster Confirmations	12/15/2023	Christopher Seay	Assessment
November 2023 Month-to-Date Fi...	12/31/2023	Angelica Rodrigu...	Finance
November 2023 Journal Entry Up...	12/31/2023	Angelica Rodrigu...	Finance
Performance Tasks Testing List...	12/15/2023	Heather Holliday	Assessment
Virtual SCTS 4.0 Evaluator Tra...	11/08/2023 - 02/21/2024	Callison Madsen	State and Academic P...
SCATA/NAFEPA Scholarship Oppor...	11/13/2023 - 12/15/2023	Lacy Lucas	Federal Programs Fin...
Summer Reading Camp Community ...	11/30/2023 - 02/07/2024	Callison Madsen	State and Academic P...
SPED Coordinator Roundtable- D...	12/01/2023 - 12/13/2023	Bralyn Wood	Special Education an...
SPED Coordinator Academy- Dece...	12/01/2023 - 12/12/2023	Bralyn Wood	Special Education an...
New STC Academy - January 9th	12/11/2023 - 01/09/2024	Christopher Seay	Assessment

Submission: October 2023 Month-to-Date Financial Statements

Department: Finance

Due Date: 12/15/2023

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: 12/15/2023

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: Table 2 Submission 2023-2024

Department: Special Education and 504

Due Date: 12/31/2023

Details: Description: Table 2 reports personnel employed to provide special education and related services to students with disabilities and is measured by FULL TIME EQUIVALENT (FTE). Please use the directions sent via email/attached to complete and upload the Table 2 Spreadsheet by December 31, 2023.

Submission: 20 Day Letters (Oct-Nov 2023)

Department: Title I

Due Date: 12/15/2023

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: SC-Alt Roster Confirmations

Department: Assessment

Due Date: 12/15/2023

Details: Please review the attached information and verify if your SC-Alt rosters are correct. If you do not have an attached file but have SC-Alt students, please get corrections in as soon as possible. All school corrections should be confirmed in your responses to this submission and information sent to Christopher Seay. If your students are in grades 9 - 12, confirm that the subjects are correct in columns Y through AB. If you have any questions, please contact Christopher Seay for assistance.

Submission: November 2023 Month-to-Date Financial Statements

Department: Finance

Due Date: 12/31/2023

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: November 2023 Journal Entry Upload

Department: Finance

Due Date: 12/31/2023

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Submission: Performance Tasks Testing List Spr 24

Department: Assessment

Due Date: 12/15/2023

Details: A mailing is coming your way this week or early next week with physical lists of this information along with the profile sheets of any newly qualified GT based on CoGat. We are providing this digital list for you in case it helps in your preparations or if you wish to do a mail merge letter for parents. Contact Heather Holliday or Chris Seay with questions.

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: SCATA/NAFEPA Scholarship Opportunity

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance , Leadership, State and Academic Programs

Start Date: 11/13/2023

End Date: 12/15/2023

Details: The South Carolina Association of Title I Administrators will award 21 scholarships in the Spring of 2024 to deserving students. For the SCATA scholarships, qualifying seniors in each SCATA region have the opportunity to compete for a \$1,500 (first place), one \$1,000 (second place), or one \$500 (third place) scholarship. The top two applicants in each region will be considered at the state level for the national NAFEPA scholarship. Please review the attached documents for additional information, the application, and checklist. Applications are due to Lacy Lucas (llucas@erskinecharters.org) in PDF format by December 15, 2023. Recipients and schools will be notified of scholarship awards on or before Thursday, February 8, 2024. You DO NOT have to be a Title I school to submit applications.

Announcement: Summer Reading Camp Community Partnership Grant Opportunity 2024

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 11/30/2023

End Date: 02/07/2024

Details: The SCDE has announced the Request for Proposals for the 2024 Summer Reading Camp Community Partnership Grant is now available online (under Proviso 1.56 of the General Appropriations Act). Approximately \$700,000 in funding will be distributed on a competitive basis. The deadline to apply is 5:00 p.m., February 7, 2024. Email notice of intent to apply is requested by January 10, 2024. Please see the attached memo for more information. Copy and paste this link into your browser to apply: https://scde.formstack.com/forms/2024_src_cpg Contact Callison Madsen at cmadsen@erskinecharters.org with questions.

Announcement: SPED Coordinator Roundtable- December

Contact Person: Bralyn Wood

Department(s): Special Education and 504

Start Date: 12/01/2023

End Date: 12/13/2023

Details: The December SPED Coordinator Roundtable will be held on December 13, 2023 at 1:00pm. Please see the zoom link below.

Join Zoom Meeting

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

Meeting ID: 968 685 1889

Announcement: SPED Coordinator Academy- December

Contact Person: Bralyn Wood

Department(s): Special Education and 504

Start Date: 12/01/2023

End Date: 12/12/2023

Details: The December SPED Coordinator Academy will be held on December 12, 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: New STC Academy - January 9th

Contact Person: Christopher Seay

Department(s): Assessment

Start Date: 12/11/2023

End Date: 01/09/2024

Details: New STC Academy will be held on January 9th from 1:00 PM - 3:00 PM via Zoom. The topic of this session will be How to check precode from PowerSchool and ACCESS & SC Alt things to watch for. This training is mandatory for all STCs new to their role and optional for any returning STCs. <https://erskinecharters.zoom.us/j/82032949250?pwd=em5EM3Y4aVVpOXhXVHFvQ0ovS0RGQT09>