

Charter Institute at Erskine

INSTITUTE INSIGHTS

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2024-2025 Academic Calendar	02/15/2024	Jessica Crowe	PowerSchool and IT
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PS 90th Day Reports	01/31/2024	Jessica Crowe	PowerSchool and IT
Early Graduates Roster and Tra...	01/31/2024	Jessica Crowe	PowerSchool and IT
SC Ready Precode File	01/31/2024	Blythe Branham	PowerSchool and IT
Bank Account Deposit Form - Up...	01/31/2024	Angelica Rodrigu...	Finance
FY24 Title I Fall Time and Eff...	01/31/2024	Lacy Lucas	Federal Programs Fin...
FY24 IDEA Fall Time and Effort	01/31/2024	Lacy Lucas	Federal Programs Fin...
ESSER III Fall Time and Effort...	01/31/2024	Lacy Lucas	Federal Programs Fin...
FY24 Title II Fall Time and Ef...	01/31/2024	Lacy Lucas	Federal Programs Fin...
FY24 CTE Perkins Fall Time and...	01/31/2024	Lacy Lucas	Federal Programs Fin...
FY23 School Improvement Fall T...	01/31/2024	Lacy Lucas	Federal Programs Fin...
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COVID-19 Tests Available from ...	01/31/2024	Callison Madsen	State and Academic P...
December 2023 Month-to-Date Fi...	02/15/2024	Angelica Rodrigu...	Finance
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Summer Reading Camp Community ...	11/30/2023 - 02/07/2024	Callison Madsen	State and Academic P...
South Carolina Department of E...	12/15/2023 - 04/30/2024	Callison Madsen	State and Academic P...
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Webinars to Support Educator I...	01/03/2024 - 02/23/2024	Callison Madsen	State and Academic P...
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SC School-based Behavioral Thr...	01/12/2024 - 02/11/2024	Sally Fickling	Leadership, MTSS, Sp...
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SCDE Student Contact Informati...	01/15/2024 - 01/26/2024	Jessica Crowe	PowerSchool and IT, ...
Civil Rights Data Collection 2...	01/16/2024 - 01/31/2024	Jason Jones	PowerSchool and IT
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Virtual SCTS 4.0 Evaluator Tra...	01/18/2024 - 01/31/2024	Callison Madsen	State and Academic P...
Quarter 2 Federal Claims Deadl...	01/19/2024 - 01/31/2024	Sarah Shealy	Federal Programs Fin...
Awards Banquet Guidelines 2024	01/19/2024 - 03/15/2024	Ashley Epperson	Communications, Lead...
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Military Recruiter Memorandum	01/22/2024 - 02/02/2024	Jason Jones	PowerSchool and IT

Submission: 2024-2025 Academic Calendar

Department: PowerSchool and IT

Due Date: 02/15/2024

Details: Please upload your 2024-2025 board approved academic calendar. Reminder: the calendar should include 180 instructional days along with 3 make-up days.

Submission: FY24 Title I Parent and Family Engagement - 1st Semester

Department: Title I

Due Date: 01/31/2024

Details: Please upload documentation of parent and family engagement events by January 31st, 2024, that were held in the first semester. These events should build parent capacity. Examples include parent conferences where individual assessment data is shared, STEM, technology, math, and literacy nights, etc.

Submission: PS 90th Day Reports

Department: PowerSchool and IT

Due Date: 01/31/2024

Details: Please submit your 90th day reports. These do not need to be signed.

Submission: Early Graduates Roster and Transcripts, Winter 2024

Department: PowerSchool and IT

Due Date: 01/31/2024

Details: Schools with Winter Graduates should submit a roster of students for graduation along with final transcripts for review. If you have no early graduates, submit your school's calendar in the documents requested.

Submission: SC Ready Precode File

Department: PowerSchool and IT

Due Date: 01/31/2024

Details: SC Ready Precode File

Submission: Bank Account Deposit Form - Update

Department: Finance

Due Date: 01/31/2024

Details: Please work with your financial institution to complete the attached to ensure that the Institute has the most updated file. As a requirement, the school must demonstrate control of its cash in a collateralized bank account owned by the school board. If applicable, the school board's EMO/CMO are not owners and signatories on the school board's bank account.

Submission: FY24 Title I Fall Time and Effort

Department: Federal Programs Finance

Due Date: 01/31/2024

Details: Federal law requires all employees, including teachers, paraprofessionals, and other staff that are paid with federal funds to document the time and effort they spend within that program. The portion of the federally paid salary should be reflective of the time and effort the individual has put forth for that federal program. Fall time and effort for federally funded employees are due January 31, 2024.

Submission: FY24 IDEA Fall Time and Effort

Department: Federal Programs Finance

Due Date: 01/31/2024

Details: Federal law requires all employees, including teachers, paraprofessionals, and other staff that are paid with federal funds to document the time and effort they spend within that program. The portion of the federally paid salary should be reflective of the time and effort the individual has put forth for that federal program. Fall time and effort for federally funded employees are due January 31, 2024.

Submission: ESSER III Fall Time and Effort 23-24

Department: Federal Programs Finance

Due Date: 01/31/2024

Details: Federal law requires all employees, including teachers, paraprofessionals, and other staff that are paid with federal funds to document the time and effort they spend within that program. The portion of the federally paid salary should be reflective of the time and effort the individual has put forth for that federal program. Fall time and effort for federally funded employees are due January 31, 2024.

Submission: FY24 Title II Fall Time and Effort

Department: Federal Programs Finance

Due Date: 01/31/2024

Details: Federal law requires all employees, including teachers, paraprofessionals, and other staff that are paid with federal funds to document the time and effort they spend within that program. The portion of the federally paid salary should be reflective of the time and effort the individual has put forth for that federal program. Fall time and effort for federally funded employees are due January 31, 2024.

Submission: FY24 CTE Perkins Fall Time and Effort

Department: Federal Programs Finance

Due Date: 01/31/2024

Details: Federal law requires all employees, including teachers, paraprofessionals, and other staff that are paid with federal funds to document the time and effort they spend within that program. The portion of the federally paid salary should be reflective of the time and effort the individual has put forth for that federal program. Fall time and effort for federally funded employees are due January 31, 2024.

Submission: FY23 School Improvement Fall Time and Effort

Department: Federal Programs Finance

Due Date: 01/31/2024

Details: Federal law requires all employees, including teachers, paraprofessionals, and other staff that are paid with federal funds to document the time and effort they spend within that program. The portion of the federally paid salary should be reflective of the time and effort the individual has put forth for that federal program. Fall time and effort for federally funded employees are due January 31, 2024.

Submission: FY24 School Improvement Fall Time and Effort

Department: Federal Programs Finance

Due Date: 01/31/2024

Details: Federal law requires all employees, including teachers, paraprofessionals, and other staff that are paid with federal funds to document the time and effort they spend within that program. The portion of the federally paid salary should be reflective of the time and effort the individual has put forth for that federal program. Fall time and effort for federally funded employees are due January 31, 2024.

Submission: COVID-19 Tests Available from U.S. Department of Health and Human Services

Department: State and Academic Programs

Due Date: 01/31/2024

Details: The U.S. Department of Education (ED), in partnership with the U.S. Department of Health and Human Services (HHS), is offering free, rapid, at-home COVID-19 tests to interested schools while supplies last. Please complete the Smart Form by January 31st to receive the COVID-19 tests for your school. Distribution plans will be communicated once the tests are received. For questions, please contact Callison Madsen at cmadsen@erskinecharters.org.

Submission: December 2023 Month-to-Date Financial Statements

Department: Finance

Due Date: 02/15/2024

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: December 2023 Journal Entry Upload

Department: Finance

Due Date: 02/15/2024

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.

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: South Carolina Department of Education LETRS Requirement

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 12/15/2023

End Date: 04/30/2024

Details: Pursuant to Proviso 1A.73, the SC Department of Education (SCDE) will require professional learning in the science of reading for every educator working with students in kindergarten through grade three certified in early childhood, elementary, and special education. The professional learning is entitled Language Essentials for Teachers of Reading and Spelling, (LETRS). Please see the attached memo with details highlighted for reference if needed. For questions, please contact Callison Madsen at cmadsen@erskinecharters.org.

Announcement: In-Person Educator Training for 2023 SC CCR ELA Standards

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 01/03/2024

End Date: 02/23/2024

Details: The SCDE Office of Assessment and Standards announced free, one-day, in-person professional development opportunities for educators preparing to implement the new English language arts standards. Please see the attached memo for dates and registration deadlines. Spaces are limited. Copy and paste this link to register:

<https://docs.google.com/forms/d/e/1FAIpQLSewvtwMm1oRR9nRHiAkx3lpvnP8oNwbojTAkvC38mJ3KttAzw/viewform> For questions, please contact Callison Madsen at cmadsen@erskinecharters.org.

Announcement: Webinars to Support Educator Implementation of 2023 SC CCR ELA Standards

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 01/03/2024

End Date: 02/23/2024

Details: The SCDE Office of Assessment and Standards ELA standards team announced free webinars via Microsoft Teams to support implementation and instruction around the 2023 SC CCR ELA Standards. Please see the attached document for dates and times. Secure your spot via the following form: <https://docs.google.com/forms/d/e/1FAIpQLScmYAMrddC-UCmkJlgiReILeTv1b23btIZ-66tMsKO2wnsNtw/viewform> For questions, please contact Callison Madsen at cmadsen@erskinecharters.org.

Announcement: South Carolina High School Employability Credential Issuance School Year 2023-24

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 01/04/2024

End Date: 02/03/2024

Details: See attached Memo from the SCDE regarding coding for the High School Employability credential requirements.

Announcement: K-12 School District Digital Accessibility Learning Opportunities

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 01/04/2024

End Date: 02/03/2024

Details: Please share the attached memo from the SCDE about Website and digital accessibility with your technology coordinators.

Announcement: CIE Testing Newsletter for January 8, 2024

Contact Person: Christopher Seay

Department(s): Assessment

Start Date: 01/08/2024

End Date: 02/07/2024

Details: Testing Update and Calendar for January 8th. STCs have also received this via email. If you have any questions, please contact Christopher Seay.

Announcement: PREPaRE Workshop 1 and Workshop 2 Core Training (3rd Edition)

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 01/11/2024

End Date: 01/25/2024

Details: The SCDE Office of Student Support will host PREPaRE (3rd Edition) Core Workshop 1 (WS1) and Core Workshop 2 (WS2) training. The workshops, led by Dr. Melissa L. Reeves, are designed for those who serve on school threat assessment teams (including but not limited to school administrators, educators, counselors, school psychologists, safety directors, resource officers, and other staff). These sessions will provide information, strategies, and resources to improve school climate and safety. Please review the training information and deadlines in the attached document. For questions, contact Callison Madsen at cmadsen@erskinecharters.org.

Announcement: Early Learning Office Professional Learning Opportunities for Spring 2024

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 01/12/2024

End Date: 01/26/2024

Details: The SCDE Office of Early Learning and Literacy (OELL) will offer free professional learning opportunities (PLOs) for teachers, teaching assistants, reading coaches, instructional coaches, and administrators. The PLOs will consist of face-to-face experiences focused on early learning and literacy instructional strategies. Topics covered will meet CERDEP professional development requirements. The attached memo provides details on PLOs that will be offered during spring 2024 and summer 2024. For questions, contact Callison Madsen at cmadsen@erskinecharters.org.

Announcement: PREPaRE Workshop 1 and Workshop 2 Core Training

Contact Person: Sally Fickling

Department(s): Leadership, MTSS, Special Education and 504, Title III ESOL

Start Date: 01/12/2024

End Date: 02/23/2024

Details: The South Carolina Department of Education (SCDE) Office of Student Support will host PREPaRE (3rd Edition) Core Workshop 1 (WS1) and Core Workshop 2 (WS2) training. The

workshops, led by Dr. Melissa L. Reeves, are designed for those who serve on school threat assessment teams (including but not limited to school administrators, educators, counselors,

school psychologists, safety directors, resource officers, and other staff). These sessions will provide information, strategies, and resources to improve school climate and safety. Please

review the training information contained in the linked memo.

Announcement: SC School-based Behavioral Threat Assessment and Management Guide

Contact Person: Sally Fickling

Department(s): Leadership, MTSS, Special Education and 504, Title III ESOL

Start Date: 01/12/2024

End Date: 02/11/2024

Details: The South Carolina Department of Education (SCDE) is pleased to release the South Carolina School-Based Behavioral Threat Assessment and Management Guide (2nd Edition). This

resource, developed in collaboration with administrators, educators, and other external stakeholders, is intended to provide guidance to schools as they establish or strengthen threat

assessment teams and implement threat assessment protocols. Please see the linked memo in LWS for more information.

Announcement: Leaders Making Readers Literacy Conference

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 01/12/2024

End Date: 01/31/2024

Details: The SCDE The Office of Early Learning and Literacy (OELL) Leaders Making Readers Literacy Conference will be held virtually on Tuesday, February 13, 2024. This conference is intended for school leaders who work with Summer Reading Camps (SRC), literacy instruction and interventions, and Multi-Tiered System of Supports (MTSS). The deadline for registration is February 8, 2024. See the attached memo for more details. Please copy and paste this link to register for and learn more about the conference: <https://forms.gle/oHKN9xjbr8F4Sdc8A> For questions, please contact Callison Madsen at cmadsen@erskinecharters.org.

Announcement: New STC Academy - February 13th

Contact Person: Christopher Seay

Department(s): Assessment

Start Date: 01/15/2024

End Date: 02/13/2024

Details: New STC Academy will be held on February 13th from 1:00 PM - 3:00 PM via Zoom. The topic of this session will be DRC Training (Testing Platform for State Spring Assessments). This training is mandatory for all STCs new to their role and optional for any returning STCs. <https://erskinecharters.zoom.us/j/81250723168?pwd=S3ZFcFRsYVo4bWR6b2JNUHdXN0FSUT09>

Announcement: SCDE Student Contact Information and Student Privacy Memo

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT, Special Education and 504

Start Date: 01/15/2024

End Date: 01/26/2024

Details: Please see attached document.

Announcement: Civil Rights Data Collection 2021-2022

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 01/16/2024

End Date: 01/31/2024

Details: Civil Rights Data Collection is now open until February 26, 2024. Please be aware this Data Collection period is for the 2021-2022 School Year. The CRDC is a mandatory data collection, authorized under the statutes and regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and under the Department of Education Organization Act (20 U.S.C. § 3413). If you have any questions concerning access to the CRDC Website, please reach out to Jessica Crowe at jcrowe@erskinecharters.org.

Announcement: January Mentor Training Opportunity

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 01/16/2024

End Date: 01/23/2024

Details: The Columbia College APEC program opened the January Mentor Training to all districts. There are 30 spots available for this in-person training and there is no charge for the first thirty approved teachers to register. The training will take place in person on January 24-25. Please contact Callison Madsen at cmadsen@erskinecharters.org for link and password to register.

Announcement: School Climate and Safety Training Opportunities

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 01/18/2024

End Date: 02/29/2024

Details: Please see the attached memo for upcoming School Climate and Safety Training Opportunities hosted by the Office of Student Support. Training topics include the SC School-Based Threat Assessment and Managements Guide (2nd Ed.), 2024 Gang Culture and Trends in Education, and 2024 Mental Health First Aid Instructor Training. There is no cost for these training sessions, but space is limited. Registration links and dates are included in the attached memo. For questions, please contact Callison Madsen at cmadsen@erskinecharters.org.

Announcement: Virtual SCTS 4.0 Evaluator Training Spring 2024

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 01/18/2024

End Date: 01/31/2024

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: Quarter 2 Federal Claims Deadline

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 01/19/2024

End Date: 01/31/2024

Details: The SCDE requires that all districts submit reimbursements requests for every grant each quarter of the fiscal year. Goods and/or services received by the end of each quarter should be invoiced, paid, and claimed within 45 days after the close of the quarter. The SCDE expectation is that goods and/or services are claimed within the quarter they are received. The deadlines to submit requisitions in SmartFusion are: Quarter 1 - October 30, 2023, Quarter 2 - January 30, 2024, Quarter 3 - April 30, 2024, and Quarter 4 - July 12, 2024. Please see the slides attached.

Announcement: Awards Banquet Guidelines 2024

Contact Person: Ashley Epperson

Department(s): Communications, Leadership

Start Date: 01/19/2024

End Date: 03/15/2024

Details: The 2024 Charter Institute at Erskine Awards Banquet will be hosted on Thursday, May 16, 2024. We are officially seeking nominations from each school for your Volunteer of the Year, Student(s) of the Year, and Teacher(s) of the Year. Read this year's guidelines here: <http://tinyurl.com/AB2024-guidelines>. Nominations will be due on March 15, and you can access the nomination form here: https://erskinecharters.formstack.com/forms/institute_awards_banquet_nominations_2024. If you have any questions, please email kgraybill@erskinecharters.org. Thank you!

Announcement: Let's Work Smart Q3 Drop In Opportunity

Contact Person: Sarah Shealy

Department(s): Leadership

Start Date: 01/19/2024

End Date: 01/30/2024

Details: A drop in Q & A opportunity for LWS will be held on January 30 at 10am. Drop in Q & A opportunities for LWS will be held on September 19, November 28, January 30, and March 26. 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.

Announcement: Military Recruiter Memorandum

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 01/22/2024

End Date: 02/02/2024

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. See attached memo for specific dates of data collection going forward.