

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

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Staff Check #1 for Climate Sur...	01/12/2024	Heather Holliday	Accountability
November 2023 Month-to-Date Fi...	01/05/2024	Angelica Rodrigu...	Finance
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NCAA Clearinghouse Information	01/12/2024	Heather Holliday	Accountability
STC update from DRC and SCDE D...	01/05/2024	Heather Holliday	Assessment
PS 90th Day Reports	01/12/2024	Jessica Crowe	PowerSchool and IT
Early Graduates Roster and Tra...	01/12/2024	Jessica Crowe	PowerSchool and IT
Virtual SCTS 4.0 Evaluator Tra...	11/08/2023 - 02/21/2024	Callison Madsen	State and Academic P...
Summer Reading Camp Community ...	11/30/2023 - 02/07/2024	Callison Madsen	State and Academic P...
New STC Academy - January 9th	12/11/2023 - 01/09/2024	Christopher Seay	Assessment
Literacy Coach Train-the-Train...	12/13/2023 - 01/12/2024	Callison Madsen	State and Academic P...
South Carolina Department of E...	12/15/2023 - 04/30/2024	Callison Madsen	State and Academic P...

### **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: Staff Check #1 for Climate Survey Spring 2024**

**Department:** Accountability

**Due Date:** 01/12/2024

Details: We will complete of staff checks between PS & PCS prior to the start of Spr 24 climate survey windows. This is the 1st one. You will find an attachment describing the steps you need to take to process and check your individual school file. You have until January to complete this task, but we encourage you to begin confirming these lists and submitting needed forms. Please completed your edited spreadsheet for this submission. Contact Heather Holliday with questions.

### **Submission: November 2023 Month-to-Date Financial Statements**

**Department:** Finance

**Due Date:** 01/05/2024

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: November 2023 Journal Entry Upload**

**Department:** Finance

**Due Date:** 01/05/2024

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: NCAA Clearinghouse Information**

**Department:** Accountability

**Due Date:** 01/12/2024

Details: The NCAA Clearinghouse has provided three reports for your schools based on data in their database. I have attached those reports for you to use as you wish. Please share this with the appropriate staff members at your school.

**Submission: STC update from DRC and SCDE December 11**

**Department:** Assessment

**Due Date:** 01/05/2024

Details: Attached you will find the latest update from DRC and the SCDE. Some new information regarding spring SC READY is included. Please contact Heather Holliday or Chris Seay with questions.

**Submission: PS 90th Day Reports**

**Department:** PowerSchool and IT

**Due Date:** 01/12/2024

Details: Please submit your signed 90th day reports.

**Submission: Early Graduates Roster and Transcripts, Winter 2024**

**Department:** PowerSchool and IT

**Due Date:** 01/12/2024

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.

**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](https://erskinecharters.formstack.com/forms/evaluator_training_registration_february_2024) Contact Callison Madsen at [cmadsen@erskinecharters.org](mailto:cmadsen@erskinecharters.org) with questions.

**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](https://scde.formstack.com/forms/2024_src_cpg) Contact Callison Madsen at [cmadsen@erskinecharters.org](mailto:cmadsen@erskinecharters.org) with questions.

**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>

**Announcement: Literacy Coach Train-the-Trainer Sessions Spring 2024**

**Contact Person:** Callison Madsen

**Department(s):** State and Academic Programs

**Start Date:** 12/13/2023

**End Date:** 01/12/2024

Details: The SC Department of Education is extending free train-the-trainer professional development for literacy coaches in all SC schools. The sessions prepare attendees to train their school staff in teaching Foundations of Literacy standards for English language arts in the 2024–2025 school year. Representatives should plan to attend both days as sessions build upon on another. Refer to the attached memo for details and dates. To register, copy and paste the following link into your browser: <https://docs.google.com/forms/d/e/1FAIpQLSeZLYs2fpelic-NB4VzwNEavumfhKgePbRBfCmGJUOaZzkGhQ/viewform> For questions, please contact Callison Madsen at [cmadsen@erskinecharters.org](mailto:cmadsen@erskinecharters.org)

**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](mailto:cmadsen@erskinecharters.org).