

Charter Institute at Erskine

INSTITUTE INSIGHTS

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January 2024 Foster File	02/15/2024	Jessica Crowe	PowerSchool and IT
December 2023 Month-to-Date Fi...	02/15/2024	Angelica Rodrigu...	Finance
December 2023 Journal Entry Up...	02/15/2024	Angelica Rodrigu...	Finance
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School Website Testing Informa...	02/15/2024	Christopher Seay	Assessment
FY24 Title I Stakeholder Feedb...	02/15/2024	Lacy Lucas	Title I
Instructional Staff PD Survey	02/15/2024	Lacy Lucas	Federal Programs Fin...
EOCEP and/or SC READY Pre-Code...	02/15/2024	Christopher Seay	Assessment
CERDEP Expansion Request for S...	02/15/2024	Callison Madsen	State and Academic P...
CERDEP Waiting List Data FY 20...	02/15/2024	Callison Madsen	State and Academic P...
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Governor's Graduate Letters	02/29/2024	Jessica Crowe	PowerSchool and IT
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UPDATED SCReady Precode File	02/15/2024	Jessica Crowe	PowerSchool and IT
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South Carolina Department of E...	12/15/2023 - 04/30/2024	Callison Madsen	State and Academic P...
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CIE Testing Newsletter for Jan...	01/08/2024 - 02/07/2024	Christopher Seay	Assessment
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SC School-based Behavioral Thr...	01/12/2024 - 02/11/2024	Sally Fickling	Leadership, MTSS, Sp...
New STC Academy - February 13t...	01/15/2024 - 02/13/2024	Christopher Seay	Assessment
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Awards Banquet Guidelines 2024	01/19/2024 - 03/15/2024	Ashley Epperson	Communications, Lead...
Winter/Spring Academic Account...	01/23/2024 - 02/29/2024	Jessica Crowe	PowerSchool and IT
Office of Early Learning Profe...	01/24/2024 - 02/29/2024	Callison Madsen	State and Academic P...
Cohort Maintenance and Graduat...	01/24/2024 - 02/23/2024	Jason Jones	PowerSchool and IT
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DHEC COVID-19/Flu A&B Test Res...	01/26/2024 - 02/15/2024	Callison Madsen	State and Academic P...
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NSLP Equipment Assistance Subg...	02/01/2024 - 02/09/2024	Jeanie Glover	Federal Programs Fin...
SPED Coordinator Roundtable- F...	02/02/2024 - 02/14/2024	Bralyn Wood	Special Education an...
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February Monthly Webinar	02/08/2024 - 02/08/2024	Jason Jones	PowerSchool and IT
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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: January 2024 Foster File

Department: PowerSchool and IT

Due Date: 02/15/2024

Details: Foster file to review and code in PowerSchool after verification that the student(s) qualifies.

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.

Submission: EOCEP Post-Test Document Submissions

Department: Assessment

Due Date: 02/15/2024

Details: Submission of all Test Security materials and documentation for Fall/Winter EOCEP testing. If you have any questions, please contact Christopher Seay.

Submission: School Website Testing Information Audit

Department: Assessment

Due Date: 02/15/2024

Details: As a part of auditing school websites to make sure we are in compliance with SCDE regulations, we have provided feedback in the attached documents to help notify schools of any changes or additions that need to be made to their websites. The only submission for this notification is the date and person that can verify that the document was received and that everything has been corrected on the school website if needed. If you have any questions, please contact Christopher Seay.

Submission: FY24 Title I Stakeholder Feedback Survey

Department: Title I

Due Date: 02/15/2024

Details: By February 15th, please indicate when and how the Title I Stakeholder survey was shared with stakeholders. Please see email from Lacy Lucas sent on 1/23/2024 for further information.

Submission: Instructional Staff PD Survey

Department: Federal Programs Finance

Due Date: 02/15/2024

Details: By February 15th, please indicate when and how the Instructional Staff PD survey was shared. Please see email from Lacy Lucas sent on 1/25/2024 for further information.

Submission: EOCEP and/or SC READY Pre-Code Files for Spring 2024

Department: Assessment

Due Date: 02/15/2024

Details: Attached are copies of your precode data file(s) for Spring EOCEP and/or SC READY. I have also attached a copy of the precode training handout in case you need to reference the information while verifying the data. If you have any questions, please contact Christopher Seay.

Submission: CERDEP Expansion Request for Summer 2024 and School Year 2024-2025

Department: State and Academic Programs

Due Date: 02/15/2024

Details: Please complete the CERDEP Summer 2024 and SY 2024-25 Survey from the SCDE Office of Early Learning and Literacy. Copy and paste this link into your browser to complete: https://erskinecharters.formstack.com/forms/cerdep_summer_2024_and_sy_2024_25_survey Once you complete the survey, please complete the Smart Form within this submission. If you have any questions, contact Callison Madsen at cmadsen@erskinecharters.org.

Submission: CERDEP Waiting List Data FY 2024-2025

Department: State and Academic Programs

Due Date: 02/15/2024

Details: To meet the requirements of Read to Succeed Act (Section 59-156-120) and Proviso 1.48., please fill out the Smartform included in this submission regarding your CERDEP waiting list for fiscal year 2024-2025. For questions, contact Callison Madsen at cmadsen@erskinecharters.org.

Submission: Therapy and Behavioral Services Survey / Interest Survey for Billing Medicaid

Department: Leadership

Due Date: 02/15/2024

Details: In an effort to assist the Institute with learning more about the types of therapy services and behavior supports offered in our charter schools as well as to seek ways to better support those efforts, please take a few minutes of your time to complete this survey. This input will also help us gauge interest in applying to be a Medicaid provider, which would allow our schools to potentially bill Medicaid for these services. This survey should be completed by the school team with knowledge of services provided to students.

The survey may be found at the following link: https://erskinecharters.formstack.com/forms/medicaid_interest_survey_1

Submission: Governor's Graduate Letters

Department: PowerSchool and IT

Due Date: 02/29/2024

Details: Governor McMaster would like to send congratulatory letters to all high school graduating seniors this spring. Please complete the attached spreadsheet with names and mailing addresses of graduating seniors for the spring.

Submission: SPRING EOCEP Precode File

Department: PowerSchool and IT

Due Date: 02/15/2024

Details: Please review and verify the attached SPRING EOCEP Precode File.

Submission: UPDATED SCReady Precode File

Department: PowerSchool and IT

Due Date: 02/15/2024

Details: Please verify and review the attached documentation. This is the most current information from the SCDE. If you have any questions, please contact Jessica Crowe at jcrowe@erskinecharters.org.

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-UCmkJlgiRelLeTv1b23btIZ-66tMsKO2wnsNtw/viewform> For questions, please contact Callison Madsen at cmadsen@erskinecharters.org.

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

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: 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: 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: 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: Winter/Spring Academic Accountability Reminder

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 01/23/2024

End Date: 02/29/2024

Details: See attached newsletter from Laura McNair with information regarding reminders for spring graduates, credit recovery, dual enrollment, DOTS, and more. If you should need any further resources, please use Laura McNair's Padlet Link: <https://padlet.com/lauramcnair0505/academic-accountability-padlet-f536uIn69f11ojwk>. If you need further information please do not hesitate to contact Jessica Crowe at jcrowe@erskinecharters.org.

Announcement: Office of Early Learning Professional Learning Opportunities

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 01/24/2024

End Date: 02/29/2024

Details: Please see the attached flyers for information regarding professional learning opportunities from the Office of Early Learning. Please contact Callison Madsen at cmadsen@erskinecharters.org with questions.

Announcement: Cohort Maintenance and Graduation Rate Documentation

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 01/24/2024

End Date: 02/23/2024

Details: See the attached SCDE document regarding graduation cohort accountability.

Announcement: State Aid to Classroom Funding Allocator (FY24 45 Day Update)

Contact Person: John Li

Department(s): Finance

Start Date: 01/26/2024

End Date: 02/29/2024

Details: Updated Allocation Template reflecting the 45-day count for State Aid to Classroom funding. Please use this template for projecting your 45-Day Update and revenue planning as we prepare for the 135-Day Count.

Announcement: DHEC COVID-19/Flu A&B Test Resources

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 01/26/2024

End Date: 02/15/2024

Details: Please see the attached document and consult with your school nurse regarding included resources. Contact Callison Madsen at cmadsen@erskinecharters.org for questions.

Announcement: Virtual Meeting with CTE Department from SCDE

Contact Person: Lacy Lucas

Department(s): CTE, Federal Programs Finance , Leadership

Start Date: 01/26/2024

End Date: 02/07/2024

Details: On February 7, 2024 at 2:00, we will have Ms. Maria Swygert and Ms. Melissa Benton from the SCDE to present on allowable use of CTE EIA and Perkins funds, opportunities for our virtual schools, as well as have time for brainstorming activities and questions. This session will help in planning for the next amendment window as well as future funding. Please see the Microsoft Teams Meeting link forwarded by Lacy Lucas on 1/18.

Announcement: Budget and Enrollment Discussion- 45 Day Funding Update and FY25 Enrollment

Contact Person: John Li

Department(s): Finance

Start Date: 01/29/2024

End Date: 02/29/2024

Details: With the release of the 45-day update, the Finance Department would like to offer the opportunity to review your updated allocations and your enrollment projection for FY25 with you and your team. To sign up for a Funding Update and Enrollment Discussion, please email John Li, jli@erskinecharters.org, with some dates and times that work for you and your team.

Announcement: NSLP Equipment Assistance Subgrant Opportunity

Contact Person: Jeanie Glover

Department(s): Federal Programs Finance

Start Date: 02/01/2024

End Date: 02/09/2024

Details: The South Carolina Department of Education (SCDE) announces that the 2024–25 Request for Proposals for the National School Lunch Program (NSLP) Equipment Assistance subgrant is

now available online. Up to \$518,028 in funding is available and the deadline to apply is February 26, 2024.

The SCDE will award equipment assistance subgrants via a competitive process to school food authorities for schools participating in the NSLP. Applicants must justify how the requested

equipment will help them serve healthier meals, improve food safety, and support the maintenance and/or expansion of their School Breakfast Program. The maximum subaward is

\$25,000. See the memo included in LWS.

Announcement: SPED Coordinator Roundtable- February

Contact Person: Bralyn Wood

Department(s): Special Education and 504

Start Date: 02/02/2024

End Date: 02/14/2024

Details: The February SPED Coordinator Roundtable will be held on February 14, 2024 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 Roundtable- March

Contact Person: Bralyn Wood

Department(s): Special Education and 504

Start Date: 02/02/2024

End Date: 03/13/2024

Details: The March SPED Coordinator Roundtable will be held on March 13, 2024 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

Passcode: 486470

Announcement: American Printing House for the Blind Annual Census 2024 for Teachers of the Visually Impaired

Contact Person: Anna Hightower

Department(s): Special Education and 504

Start Date: 02/02/2024

End Date: 03/03/2024

Details: If you have visually impaired students at your school, please forward the attached memo and ensure the American Printing House for the Blind Annual Census 2024 is filled out by the Teacher of the Visually Impaired who works with those students.

Announcement: Monthly Federal Budget Report

Contact Person: Sarah Shealy

Department(s): Additional Targeted Support and Improvement, Comprehensive Support and Improvement, CTE, Federal Programs Finance , Title I

Start Date: 02/02/2024

End Date: 02/09/2024

Details: In an effort to provide timely information to all schools, at the start of each month your approved federal budgets will be reported here in LWS for ease of access. Schools Leaders, Federal Programs Coordinators, and Finance Contacts should have access to these files to ensure timely spend down in alignment with the requirements set forth by the SCDE. All new / final allocations have been approved and are now reflected in your SmartFusion budgets. Final Quarter 2 requisitions were due 1/31/24. Your quarterly report will be posted on Friday, February 16th, after the final requests have been sent in to the SCDE. The deadline to submit Quarter 3 expenses is April 30, 2024. There will be future announcements here in LWS as reminders for this deadline. Closely review your remaining balances to prepare for the final amendment window. If requisitions have been denied, delete them from the system. They are holding up funds you may need to spend, or that have expired and can no longer be spent.

Announcement: February Monthly Webinar

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 02/08/2024

End Date: 02/08/2024

Details: The PowerSchool monthly meeting: (Virtual) Date: February 8, 2024 Time: 9:00 AM- 10:30 AM Below you will find the link to join: <https://erskinecharters.zoom.us/j/85494180607>

Announcement: SPED Coordinator Academy- February

Contact Person: Bralyn Wood

Department(s): Special Education and 504

Start Date: 02/09/2024

End Date: 02/21/2024

Details: The February SPED Coordinator Academy will be held on February, 2024 at 2:00pm. Please see the zoom link below.

Join Zoom Meeting

<https://erskinecharters.zoom.us/j/9686851889?pwd=OWZXNnNUNWFKVWI6ZUFLZFZEVjcxZz09>

Meeting ID: 968 685 1889

Passcode: 486470