

Charter Institute at Erskine

INSTITUTE INSIGHTS

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Submission: Local Board Approved Courses

Department: PowerSchool and IT

Due Date: 03/22/2024

Details: Courses with honors credit will also need to be approved via the Honors Framework.

Submission: Governor's Graduate Letters

Department: PowerSchool and IT

Due Date: 03/15/2024

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: Standard 3B: MLP Implementation

Department: Title III ESOL

Due Date: 02/29/2024

Details: As part of ARCS Standard 3b, each school should submit a sample of accommodated work or accommodation logs and a sample translated document (something other than PNL or ILAP).

Submission: Adult Education Graduates and GED completers as of 2.6.24

Department: Accountability

Due Date: 02/29/2024

Details: The SCDE has provided an early list of Adult Ed Grads and GED Completers for us to begin working on. I have highlighted those I could definitely associated with your schools, but you may find others. You should download the list and see if any student on there belongs to you, especially for 9GR20 and 21. If you find some, code them appropriately on the SC Student Info page to be captured in the Acct. metrics. Contact Heather Holliday with questions.

Submission: SC-Alt TA Certifications and TIDE Platform Updates

Department: Assessment

Due Date: 02/29/2024

Details: Schools participating is SC-Alt must have all TAs certified by February 29th. Please submit all names for teachers that need to be added to the TIDE platform for testing as soon as possible. If you have any questions, please contact Christopher Seay.

Submission: Climate Survey Instructions and Support Spring 2024

Department: Accountability

Due Date: 03/15/2024

Details: Please use the attached documents to assist you with the administration of the Spring 2024 Climate Surveys. The window for survey completion for all groups is Feb 26-Apr 12. We encourage you to begin the process sooner rather than later. Weekly updates of completion will be provided to you for students and teachers until you reach a 90% threshold. The state requires an 80% threshold so this would provide a cushion for you. The submission asks for your administration dates.

Submission: EOCEP Fall/Winter Scores and Data Dictionary

Department: Assessment

Due Date: 02/29/2024

Details: Attached are copies of your EOCEP Fall/Winter test scores and also the district data file (dictionary) layout. The dictionary will help you understand what is in each column as you begin reviewing your scores. If you have any questions, please contact Christopher Seay.

Submission: FY23 CTE EIA Additional Allocation

Department: Federal Programs Finance

Due Date: 02/29/2024

Details: Please indicate when your school's FY23 CTE EIA Additional Allocation has been allocated and updated in Google.

Submission: GT vs. High Achieving coding Spring 2024

Department: Gift and Talented

Due Date: 03/15/2024

Details: Please open the document for directions on how to process the attachment specific to your school. Should you have no new updated GT forms to submit, please asked to be exempt from that part of the submission. Reach out to Heather Holliday with questions.

Submission: January 2024 Month-to-Date Financial Statements

Department: Finance

Due Date: 03/15/2024

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: January 2024 Journal Entry Upload

Department: Finance

Due Date: 03/15/2024

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: Vocational Coding Check

Department: CTE

Due Date: 03/15/2024

Details: VOC coding for students who are enrolled in a qualifying vocational course carries additional weighting towards school funding. We noticed there are many students in a qualifying class without this VOC EFA coding. Directions are attached for correcting the entries in PS. We realize there are many reasons this coding may not have been updated, but want you to be able to correct entries in PS so you may receive proper funding. Corrections must be complete prior to running Day 135 reports.

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: 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-f536uln69f11ojwk>. 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: 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: 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: 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: Math Nation Professional Learning Opportunity on Thursday, March 7

Contact Person: Al Bogan

Department(s): Leadership, MTSS

Start Date: 02/08/2024

End Date: 02/27/2024

Details: Thursday, March 7, from 9 - 12 Dr. Tiffany Arnold will be presenting resources to prepare middle school students (grades 6-8) to do their best on SC Ready assessments. The meeting will be held in Suite 340 at the Charter Institute at Erskine office at 1201 Main Street, Columbia. Refreshments and snacks will be provided. Here is the session description provided by Dr. Arnold: Hot off the Press is the Math Nation SC Ready Boot Camp Folder! Dr. Tiffany Arnold will familiarize you with complete SC Ready review that covers every SCCCR-standard for your grade level (grades 6-8). We have a customizable calendar, a full practice exam, engaging PowerPoints (or Google Slides), daily SC Ready style practice assessments, final assessment, prizes and so much more! No need to spend Spring Break creating a review for that SC Ready.

Share this information with math leaders and teacher who may be interested in attending. Participants, please register using the Google form at this link by February 27. <https://forms.gle/pXk5wwP7mFLEZi1A7> To RSVP please paste this link to the Google form in your browser.

Announcement: EEDA Preparing College and Career Ready Grant Opportunity 24-25

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 02/08/2024

End Date: 02/29/2024

Details: Please see the attached memo for details. If you are interested in applying, reach out to Callison Madsen at cmadsen@erskinecharters.org for a copy of the application by February 29th, 2024. Applications will need to be submitted for compilation by March 15, 2024.

Announcement: Induction Teacher Mentor Training Opportunities

Contact Person: Callison Madsen

Department(s): Leadership, State and Academic Programs

Start Date: 02/08/2024

End Date: 02/29/2024

Details: Mentor Training is available through CERRA on April 30th-May 1st, July 16th-17th, August 6th-7th and August 13th-14th. Mentor Trainer Certification is available on July 25th-26th. Copy and paste this link into your browser to register: <https://www.cerra.org/upcoming-trainings.html> Please contact Callison Madsen at cmadsen@erskinecharters.org for the password to enroll.

Announcement: SCDE Spring Family and Community Engagement Webinar Series

Contact Person: Lacy Lucas

Department(s): Title I

Start Date: 02/09/2024

End Date: 03/06/2024

Details: Attached to this announcement is a memorandum from the SCDE regarding a series of webinars offered throughout the month of March and one date in April pertaining to family and community engagement. The South Carolina Department of Education together with Carolina Family Engagement Center will host a series of free webinars for parent and family engagement educators. Educators from the field will provide innovative and best practices for engaging and supporting all families for impactful school, family, and community partnerships.

Announcement: February DOTS Update

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 02/09/2024

End Date: 03/10/2024

Details: Please see the memo from Laura McNair attached to this file with information pertaining to "Diploma Ordering Information." If you have any questions, please contact Jessica Crowe at jcrowe@erskinecharters.org. Thank you.

Announcement: Adult Education Graduates and GED completers as of 2.6.24

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 02/09/2024

End Date: 02/29/2024

Details: The SCDE has provided an early list of Adult Ed Grads and GED Completers for us to begin working on. I have highlighted those I could definitely associated with your schools, but you may find others. You should download the list and see if any student on there belongs to you, especially for 9GR20 and 21. If you find some, code them appropriately on the SC Student Info page to be captured in the Acct. metrics. Contact Heather Holliday with questions.

Announcement: New STC Academy - March 12th

Contact Person: Christopher Seay

Department(s): Assessment

Start Date: 02/12/2024

End Date: 03/12/2024

Details: New STC Academy will be held on March 12th from 1:00 PM - 3:00 PM via Zoom. The topic of this session will be Organizing and Focus Points for Spring Testing. This training is mandatory for all STCs new to their role and optional for any returning STCs. <https://erskinecharters.zoom.us/j/84083764666?pwd=WHI1NTRHdIM4d3llymx2OWlsenNSUT09>

Announcement: Climate Survey Instructions and Support Spring 2024

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 02/14/2024

End Date: 03/15/2024

Details: The following information has been shared with the accountability personnel within each school. We would like to share with our Powerschool Administrators to provide further support. "Please use the attached documents to assist you with the administration of the Spring 2024 Climate Surveys. The window for survey completion for all groups is Feb 26-Apr 12. We encourage you to begin the process sooner rather than later. Weekly updates of completion will be provided to you for students and teachers until you reach a 90% threshold. The state requires an 80% threshold so this would provide a cushion for you. The submission asks for your administration dates."

Announcement: Quarter 2 Federal Claims Update

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 02/16/2024

End Date: 03/01/2024

Details: The SCDE's deadline for all districts to submit Quarter 2 expenses was February 15, 2024. The Institute has submitted all approved federal expenses, and summarized them for you here in the included memo. These expenses were due in SmartFusion no later than January 31, 2024. Funding received in January was not expected to be submitted, as the quarter had already passed. Quarter 3 expenses will be due in SmartFusion no later than April 30, 2024. This memo was also emailed to the School Leader, Federal Programs Coordinator, Federal Finance Coordinator, and other applicable contacts on 2/16/24.

Announcement: SCDE E-Collect and Training Memo

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 02/19/2024

End Date: 03/08/2024

Details: Ecollect system. Participation in the survey can impact the rating values your schools receive. The teacher and student surveys are controlled for continuous employment or enrollment, respectively. The participation target is 80 percent of the identified populations. The eligibility criteria are listed in the accountability manual. The teacher and student surveys will be open February 26, 2024, through April 12, 2024. All students grade 3 through 12 must be offered the opportunity to participate in the survey. The survey may be read to struggling readers. The adult administering the survey should follow the oral administration guidelines: Read the survey exactly as it is written. Be aware of the grammatical make-up and structure of the items. An unconscious pause, change of inflection, and/or facial expression can be misleading or distracting to the student. Allow breaks in your voice to convey commas, end-of-sentence punctuation, and paragraph breaks. Pause between statements to give the student time to reflect on the items. Follow the student's direction as to how quickly or slowly to read. Pause at the student's request. Students may be directed to raise a hand if they need help reading words presented in the survey.

Announcement: Summer Reading Camp Assessments

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 02/21/2024

End Date: 03/15/2024

Details: Please see the attached memo for updates from the SCDE Office of Early Learning and Literacy regarding Summer Reading Camp assessments and Reading Proficiency Plans. Copy and paste this link into your browser to view the formative assessments that meet the updated state requirements for use during summer reading camps:

<https://ed.sc.gov/tests/middle/adoption-list-of-state-approved-formative-interim-assessments/> For questions, please contact Callison Madsen at cmadsen@erskinecharters.org.

Announcement: What's Up Wednesday 3/6/2024

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance

Start Date: 03/01/2024

End Date: 03/07/2024

Details: Join the Federal Programs department for our next What's Up Wednesday on March 6th at 9:00 where we will share timely updates and information. We will discuss in detail the Comprehensive Needs Assessment submission that will be pushed out soon and comprises ARCS Standard 1. These meetings are held virtually via the Zoom link:

<https://erskinecharters.zoom.us/j/86264725913>