

# Charter Institute at Erskine

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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: 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: 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.

**Submission: CRDC Files for Review**

**Department:** Leadership

**Due Date:** 03/08/2024

Details: This is a federal reporting requirement for all schools opened during the 2021-2022 school year. In many cases you will need to review the number of students who reported being bullied or harassed and update the charts in the CRDC system. The CRDC website for data submission is: <https://surveys.nces.ed.gov/CRDC/>

### **Submission: Spring CTE Technical Skills Assessment Submission**

**Department:** CTE

**Due Date:** 03/15/2024

Details: It is time for us to submit our information regarding spring CTE testing to the SCDE and begin the ordering process. Please find directions for completing your school's spreadsheet as well as other parts of the submission in the documents area. You have also been provided with your individual school spreadsheet to submit. If you are not testing this year, please ask to be exempted from submitting the proctor and testing forms. Contact Heather Holliday with questions.

### **Submission: February 2024 Month-to-Date Financial Statements**

**Department:** Finance

**Due Date:** 03/31/2024

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: February 2024 Journal Entry Upload**

**Department:** Finance

**Due Date:** 03/31/2024

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: 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).

### **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](https://erskinecharters.formstack.com/forms/institute_awards_banquet_nominations_2024). If you have any questions, please email [kgraybill@erskinecharters.org](mailto:kgraybill@erskinecharters.org). Thank you!

**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=OWZXNnNUNWFKVWI6ZUFLZFZEVjcxZz09>

Meeting ID: 968 685 1889

Passcode: 486470

**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](mailto:jcrowe@erskinecharters.org). Thank you.

**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=WHI1NTRHdIM4d3lYmx2OWlSenNSUT09>

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

### **Announcement: Summer Graduate Course Opportunities**

**Contact Person:** Callison Madsen

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

**Start Date:** 02/26/2024

**End Date:** 03/15/2024

Details: The Center of Excellence to Prepare Teachers of Children of Poverty has released their tentative summer 2024 graduate course offerings. Please see the attached document for course descriptions and syllabi. Copy and paste this link into your browser to pre-register: <https://form.jotform.com/240225498744159> . For regular updates from the center delivered to your email, please reach out to Callison Madsen at [cmadsen@erskinecharters.org](mailto: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 9:30 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>

### **Announcement: Monthly Federal Budget Report**

**Contact Person:** Sarah Shealy

**Department(s):** Federal Programs Finance

**Start Date:** 03/01/2024

**End Date:** 03/08/2024

Details: This is your monthly Federal budget report as pulled on 3.1.24 from SmartFusion. Please note that the "expense line" now shows how much has been reimbursed to date to schools, while the "encumbered" line only shows what is waiting on approval/reimbursement. 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. Quarter 2 reports were posted on Friday, February 16th in a LWS Announcement and sent to all appropriate contacts via email. 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: ARCS Equitable Admissions Standard**

**Contact Person:** Naomi Morgan

**Department(s):** Leadership

**Start Date:** 03/04/2024

**End Date:** 04/15/2024

Details: This file provides data pertaining to the Academics & Accountability ARCS Standard 10, Equitable Admissions. The rubric provides details on the students with disabilities withdrawal rate for your school and the evaluation of enrollment/lottery information on your website. The students with disabilities withdrawal rate is evaluated on the mid-year ARCS. Results from the website evaluation are used on the end-of-year ARCS. The final website review will begin on April 15, 2024 so that schools have time to make updates to their website, if needed.

### **Announcement: PD and Title I Survey Results 2023-2024**

**Contact Person:** Lacy Lucas

**Department(s):** Federal Programs Finance , Title I

**Start Date:** 03/07/2024

**End Date:** 05/31/2024

Details: Attached you will find your school's survey results for Title I, as applicable, and Instructional Staff Professional Development.

**Announcement: SPED Coordinator Academy- March**

**Contact Person:** Bralyn Wood

**Department(s):** Special Education and 504

**Start Date:** 03/08/2024

**End Date:** 03/20/2024

Details: The March SPED Coordinator Academy will be held on March 20, 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