

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
2024-2025 Academic Calendar	03/31/2024	Jessica Crowe	PowerSchool and IT
Local Board Approved Courses	03/31/2024	Jessica Crowe	PowerSchool and IT
February 2024 Month-to-Date Fi...	03/31/2024	Aila Ranera	Finance
February 2024 Journal Entry Up...	03/31/2024	Aila Ranera	Finance
March 31st, Student Enrollment...	03/31/2024	Jessica Crowe	PowerSchool and IT
April 15th, Student Enrollment...	04/15/2024	Jessica Crowe	PowerSchool and IT
February 2024 Foster File	03/31/2024	Jessica Crowe	PowerSchool and IT
March 2024 Foster File	04/15/2024	Jessica Crowe	PowerSchool and IT
ACCESS for ELLs Post-Test Docu...	03/31/2024	Christopher Seay	Assessment
Performance Task Assessment Po...	03/31/2024	Christopher Seay	Assessment
South Carolina Department of E...	12/15/2023 - 04/30/2024	Callison Madsen	State and Academic P...
ARCS Equitable Admissions Stan...	03/04/2024 - 04/15/2024	Naomi Morgan	Leadership
Science of Reading Week March ...	03/04/2024 - 03/18/2024	Callison Madsen	Leadership, State an...
PD and Title I Survey Results ...	03/07/2024 - 05/31/2024	Lacy Lucas	Federal Programs Fin...
Medicaid Interest Meeting	03/07/2024 - 03/28/2024	Jeanie Glover	Federal Programs Fin...
SPED Coordinator Academy- Marc...	03/08/2024 - 03/20/2024	Bralyn Wood	Special Education an...
Read to Succeed Amendments	03/14/2024 - 03/31/2024	Callison Madsen	Leadership, State an...
K-12 School Safety Funding Opp...	03/14/2024 - 03/22/2024	Callison Madsen	Leadership, State an...
Let's Work Smart Q4 Drop In Op...	03/15/2024 - 03/26/2024	Sarah Shealy	Leadership

Submission: 2024-2025 Academic Calendar

Department: PowerSchool and IT

Due Date: 03/31/2024

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: Local Board Approved Courses

Department: PowerSchool and IT

Due Date: 03/31/2024

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

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.

Submission: March 31st, Student Enrollment Numbers Update

Department: PowerSchool and IT

Due Date: 03/31/2024

Details: If you could please update your schools "Contact Information" Google sheets form with current enrollment numbers on the dates requested under the sheet, "Enrollment Updates". Once completed, please verify that you have updated the document through this submission. If you do not have access to this google sheet, Please contact Jessica Crowe at jcrowe@erskinecharters.org, or Kristin Olcott at kolcott@erskinecharters.org. Thank you.

Submission: April 15th, Student Enrollment Numbers Update

Department: PowerSchool and IT

Due Date: 04/15/2024

Details: If you could please update your schools "Contact Information" Google sheets form with current enrollment numbers on the dates requested under the sheet, "Enrollment Updates". Once completed, please verify that you have updated the document through this submission. If you do not have access to this google sheet, Please contact Jessica Crowe at jcrowe@erskinecharters.org, or Kristin Olcott at kolcott@erskinecharters.org. Thank you.

Submission: February 2024 Foster File

Department: PowerSchool and IT

Due Date: 03/31/2024

Details: February 2024 Foster File

Submission: March 2024 Foster File

Department: PowerSchool and IT

Due Date: 04/15/2024

Details: March 2024 Foster File

Submission: ACCESS for ELLs Post-Test Documentation Submissions

Department: Assessment

Due Date: 03/31/2024

Details: Submission of all Test Security materials and documentation for WIDA ACCESS testing. If you have any questions, please contact Christopher Seay.

Submission: Performance Task Assessment Post-Test Document Submissions

Department: Assessment

Due Date: 03/31/2024

Details: Submission of all Test Security materials and documentation for Performance Task Assessment testing. If you have any questions, please contact Christopher Seay.

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: 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: Science of Reading Week March 25th - 28th

Contact Person: Callison Madsen

Department(s): Leadership, State and Academic Programs

Start Date: 03/04/2024

End Date: 03/18/2024

Details: Lexia is offering four days of virtual professional development in the science of reading. Copy and paste this link into your browser to learn more and register participants for sessions: https://home.edweb.net/lexia_sor_2024/ For questions, please contact Callison Madsen at cmadsen@erskinecharters.org.

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: Medicaid Interest Meeting

Contact Person: Jeanie Glover

Department(s): Federal Programs Finance , Title I

Start Date: 03/07/2024

End Date: 03/28/2024

Details: There will be a meeting for schools interested in learning more about potentially billing for Medicaid for allowable services on Thursday, March 28th at 1:00 p.m. The link to this meeting is <https://erskinecharters.zoom.us/j/87969311392?pwd=RWJySmV3Y09DZS9UN1d2ZVdwM2g1QT09>.

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

Announcement: Read to Succeed Amendments

Contact Person: Callison Madsen

Department(s): Leadership, State and Academic Programs

Start Date: 03/14/2024

End Date: 03/31/2024

Details: Please see the attached memo for a summary of recent changes to the Read to Succeed Act. Further details will be provided as the SCDE releases specifics. An informational session to support schools will take place following the SCDE's issuance of additional guidance. For questions, please reach out to Callison Madsen at cmadsen@erskinecharters.org.

Announcement: K-12 School Safety Funding Opportunities Training (Virtual-March 26th)

Contact Person: Callison Madsen

Department(s): Leadership, State and Academic Programs

Start Date: 03/14/2024

End Date: 03/22/2024

Details: The Federal School Safety Clearinghouse is hosting a virtual training on school safety grants available to the K-12 community on March 26 at 3:00 p.m. EDT. Copy and paste this link into your browser to register: <https://www.eventbrite.com/e/k-12-school-safety-funding-opportunities-registration-858173047687?aff=oddtcreator> For questions, please reach out to Callison Madsen at cmadsen@erskinecharters.org.

Announcement: Let's Work Smart Q4 Drop In Opportunity

Contact Person: Sarah Shealy

Department(s): Leadership

Start Date: 03/15/2024

End Date: 03/26/2024

Details: A drop in Q & A opportunity for LWS will be held on March 26 at 10am. 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.