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
February 2024 Employability Cr...	03/31/2024	Jessica Crowe	PowerSchool and IT
February 2024 Foster File	03/31/2024	Jessica Crowe	PowerSchool and IT
February 2024 Incident Managem...	03/31/2024	Jessica Crowe	PowerSchool and IT
PS 135th Day Reports	03/31/2024	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
Continuous Improvement Plan Pr...	04/15/2024	Al Bogan	Leadership
Climate Survey Results access	03/31/2024	Heather Holliday	Accountability
April 15th, Student Enrollment...	04/15/2024	Jessica Crowe	PowerSchool and IT
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
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...
Read to Succeed Amendments	03/14/2024 - 03/31/2024	Callison Madsen	Leadership, State an...
Let's Work Smart Q4 Drop In Op...	03/15/2024 - 03/26/2024	Sarah Shealy	Leadership
Art Teacher Institutes June 20...	03/18/2024 - 04/17/2024	Callison Madsen	State and Academic P...
Updates from Educator Services	03/19/2024 - 04/15/2024	Callison Madsen	State and Academic P...
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Academy Day Invitation for Stu...	03/19/2024 - 04/15/2024	Callison Madsen	State and Academic P...
SCDE 135 Day Data Verification...	03/20/2024 - 04/15/2024	Jessica Crowe	PowerSchool and IT
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South Carolina High School Emp...	03/21/2024 - 04/30/2024	Jason Jones	PowerSchool and IT

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: February 2024 Employability Credential

Department: PowerSchool and IT

Due Date: 03/31/2024

Details: February 2024 Employability Credential

Submission: February 2024 Foster File

Department: PowerSchool and IT

Due Date: 03/31/2024

Details: February 2024 Foster File

Submission: February 2024 Incident Management Errors

Department: PowerSchool and IT

Due Date: 03/31/2024

Details: February 2024 Incident Management Errors to correct in PowerSchool.

Submission: PS 135th Day Reports

Department: PowerSchool and IT

Due Date: 03/31/2024

Details: Please submit your signed 135th day reports.

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.

Submission: Continuous Improvement Plan Progress Monitoring Update

Department: Leadership

Due Date: 04/15/2024

Details: Please update your Continuous Improvement Plan for Progress Monitoring in the column for March 15. The final update will be due June 15.   Contact Al Bogan if you have questions. abogan@erskinecharters.org

Submission: Climate Survey Results access

Department: Accountability

Due Date: 03/31/2024

Details: The SCDE provides the results for the climate surveys through Qualtrics. To access this information, each school must have a login. One login is available per school. Within a few weeks of the close of the window on April 12, the SCDE will publish the parent survey results for you to access. Teachers and students will be avaiable through this site this summer. Attached you will find the login information for your school to access this site. Please contact Heather Holliday with questions.

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.

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: 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: 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: 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.

Announcement: Art Teacher Institutes June 2024

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 03/18/2024

End Date: 04/17/2024

Details: The SCDE is offering professional learning opportunities for music, dance, media arts, theatre, and visual arts teachers during the month of June. These institutes are week long, in person residencies (room and board) and 3 hours of graduate credit, CEUs, or up to 45 hours of recertification credit awarded by SCDE. Arts Teacher Institutes are available at no cost to participating teachers as all costs ($1200 average per person) are grant-funded. Please see the attached documents for details. Copy and paste this link to register: https://scde.formstack.com/forms/2024_acig_arts_teacher_institutes_registratio n For questions, contact Callison Madsen at cmadsen@erskinecharters.org.

Announcement: Updates from Educator Services

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 03/19/2024

End Date: 04/15/2024

Details: Please see the attached document for important information and reminders from the SCDE Office of Educator Services regarding critical needs subject areas and schools, Read to Succeed Endorsement Changes, and deadlines for certificate changes/issuance of certificates. For questions, please contact Callison Madsen at cmadsen@erskinecharters.org.

Announcement: Cross-Content Close Reading Webinar for Elementary Educators

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 03/19/2024

End Date: 03/31/2024

Details: The SCDE Office of Assessment and Standards team is offering a virtual four part series for elementary educators focusing on close reading and cross content collaboration. The series will take place on March 27, April 10, April 24, and May 15 from 1:00 PM to 2:00 PM. Copy and paste this link into you browser to register: https://docs.google.com/forms/d/e/1FAIpQLSe8xlBw_qyCdQ9Cw8UwD0gAQenrJXhXWUknDuFJGkksBetjLw/viewform For questions, please reach out to Callison Madsen at cmadsen@erskinecharters.org.

Announcement: Academy Day Invitation for Students

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 03/19/2024

End Date: 04/15/2024

Details: Senator Lindsey Graham requests your help inviting your students to attend the 2024 Academy Day. Please see the attached document for more information. For questions, please contact Callison Madsen at cmadsen@erskinecharters.org.

Announcement: SCDE 135 Day Data Verification Memo

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 03/20/2024

End Date: 04/15/2024

Details: Please see the attached information from the South Carolina Department of Education pertaining 135th Day Data Verification Information.

Announcement: Procedures for Requirements to Employ Retired Individuals for School Year 2024-2025

Contact Person: Robbie Anderson

Department(s): Human Resources and Benefits

Start Date: 03/21/2024

End Date: 04/30/2024

Details: Please review the attached memo, provided by the SC Department of Education, regarding the procedures for requirements to employ retired individuals for the 2024-2025 school year. If you have any questions, please contact Robbie Anderson at randerson@erskinecharters.org or (803) 429-2355.

Announcement: South Carolina High School Employability Credential Issuance Reminder

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 03/21/2024

End Date: 04/30/2024

Details: Please see the attached memorandum from Sara McKay at the SCDE via Sarah Love.