

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

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ARCS Equitable Admissions Stan...	03/04/2024 - 04/15/2024	Naomi Morgan	Leadership
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### Submission: SC READY Final Pre-Code Information for Spring 2024

**Department:** Assessment

**Due Date:** 04/30/2024

Details: The attached documents provide schools with the final information pulled from PowerSchool for the upcoming SC READY testing window. Any discrepancies should be corrected on the DRC platform once Test Management opens on March 27, 2024. No files are needed to be returned to CIE. 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](mailto:abogan@erskinecharters.org)

### Submission: Science of Reading and Read to Succeed Updates

**Department:** State and Academic Programs

**Due Date:** 04/15/2024

Details: The attached memorandums serve to communicate updates regarding changes to the Read to Succeed Act and the training requirements related to the science of reading. The SCDE will provide further detailed guidance soon. After reviewing the memorandums, please complete the Smart Form within this submission. For questions, contact Callison Madsen at [cmadsen@erskinecharters.org](mailto:cmadsen@erskinecharters.org).

**Submission: March 2024 Month-to-Date Financial Statements**

**Department:** Finance

**Due Date:** 04/30/2024

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 2024 Journal Entry Upload**

**Department:** Finance

**Due Date:** 04/30/2024

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: 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](mailto:jcrowe@erskinecharters.org), or Kristin Olcott at [kolcott@erskinecharters.org](mailto:kolcott@erskinecharters.org). Thank you.

**Submission: WIN Career Readiness Post-Test Document Submissions**

**Department:** Assessment

**Due Date:** 04/30/2024

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

**Submission: April 30th, Student Enrollment Numbers Update**

**Department:** PowerSchool and IT

**Due Date:** 04/30/2024

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](mailto:jcrowe@erskinecharters.org), or Kristin Olcott at [kolcott@erskinecharters.org](mailto:kolcott@erskinecharters.org). Thank you.

**Submission: SC-Alt Post-Test Document Submissions**

**Department:** Assessment

**Due Date:** 04/30/2024

Details: Submission of all Test Security materials and documentation for SC-Alt Testing 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](mailto: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: 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\\_registration](https://scde.formstack.com/forms/2024_acig_arts_teacher_institutes_registration) For questions, contact Callison Madsen at [cmadsen@erskinecharters.org](mailto: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](mailto: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](mailto: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](mailto: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.

**Announcement: Add-On SPED Certification**

**Contact Person:** Sally Fickling

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

**Start Date:** 03/27/2024

**End Date:** 04/26/2024

Details: The Charter Institute at Erskine is excited to announce a potential partnership with the College of Charleston for currently certified teachers to add Special Education as an area of certification. The attached graphic outlines the requirements including enrollment at the college as a non-degree seeking student, the courses that must be completed, the schedule, and the assessment required by the South Carolina Department of Education for the addition of Special Education to the Teacher Certificate. If, after reviewing the requirements, you would like to pursue the add-on certification option, please complete the form at the link below expressing your interest. [https://erskinecharters.formstack.com/forms/sped\\_add\\_on\\_certification\\_interest](https://erskinecharters.formstack.com/forms/sped_add_on_certification_interest)

**Announcement: SPED Coordinator Academy- April**

**Contact Person:** Bralyn Wood

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

**Start Date:** 04/05/2024

**End Date:** 04/17/2024

Details: The April SPED Coordinator Academy will be held on April 17, 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