

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

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Civil Rights Data Collection S...	04/30/2024	Jessica Crowe	PowerSchool and IT
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WIN Career Readiness Post-Test...	04/30/2024	Christopher Seay	Assessment
CTE Ten Month Placement Data--...	04/30/2024	Heather Holliday	CTE
Students Not Tested "009" Codi...	04/30/2024	Heather Holliday	Accountability
FY25 Preliminary Budget	05/15/2024	Aila Ranera	Finance
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PD and Title I Survey Results ...	03/07/2024 - 05/31/2024	Lacy Lucas	Federal Programs Fin...
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Preparing to 'Build' Training ...	04/24/2024 - 04/24/2024	Jason Jones	PowerSchool and IT
Preparing to 'Load' Training (...)	04/25/2024 - 04/25/2024	Jason Jones	PowerSchool and IT
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### Submission: Local Board Approved Courses

**Department:** PowerSchool and IT

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

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

### Submission: May 15th, Student Enrollment Numbers Update

**Department:** PowerSchool and IT

**Due Date:** 05/15/2024

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: 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: Civil Rights Data Collection School Information**

**Department:** PowerSchool and IT

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

Details: Please complete the formstack survey regarding current year school level information for Civil Rights Data Collection. Formstack: [https://erskinecharters.formstack.com/forms/civil\\_rights\\_data\\_collection\\_23\\_24\\_sy](https://erskinecharters.formstack.com/forms/civil_rights_data_collection_23_24_sy)

**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 Foster File**

**Department:** PowerSchool and IT

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

Details: March 2024 Foster File

**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: 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: CTE Ten Month Placement Data--Graduates from 2023**

**Department:** CTE

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

Details: Attached you will find two resources documents for you: 1--Instructions to process your file and 2--The Student Reporting Procedures Guide. You will also have a data file showing what has already been coded for the required students. The state will provide additional files so you can easily check to see that updates you make in PS are being sent to the SCDE. The deadline for all updates in PS is April 19.

**Submission: Students Not Tested "009" Coding Check from SCDE**

**Department:** Accountability

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

Details: The SCDE released a file of "009" codes they have for students in 9GR21 & up, indicating that students who were coded as "009" beginning in mid-June 2023 may not be recorded with them. In order to ensure accuracy on Fall 2024 state report cards, the SCDE has provided this data validation file. Instructions on processing this file is included along with your school's spreadsheet. Acct., Assessment, & PS should work together on this file. Contact Heather Holliday with questions.

**Submission: FY25 Preliminary Budget**

**Department:** Finance

**Due Date:** 05/15/2024

Details: As outlined in Section 8.1, Budget, of the Charter Contract, the School must use the same budget codes as are required of school districts in the State. The budget shall be based on documented SCDE estimated revenues in accordance with the allocations in S.C. Code Ann. § 59-40-140(A)-(C). The School shall establish and maintain adequate operating reserves in order to avoid possible financial hardships. When determining the reserve amount, the School shall take into account such factors as the School's mission and longterm strategy, current and future commitments and day-to-day operating costs. On or before April 30 of each year, the School shall submit to the Sponsor the School's preliminary proposed budget for the upcoming school year, with the School's final budget submitted to the Sponsor by July 01 subject to modifications throughout the year as are required or are permitted.

**Submission: April 2024 Foster File**

**Department:** PowerSchool and IT

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

Details: Please remember, though the LWS submission is in the current month of April, the information from the SCDE reflects information from the month of March. Also, If you have students that are not showing in the file, but you know they are coded, "Foster," That is okay! This is information that may not reflect all of DSS's information. If you have any questions, please contact Jessica Crowe at [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org). Thank you.

**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.

**Submission: Continuity of Safe, In-Person Instruction Plans - Step 1 - Post Survey**

**Department:** Federal Programs Finance

**Due Date:** 05/15/2024

Details: Continuity of Safe, In-Person Instruction Plans (a.k.a. Return to Instruction Plans) must be reviewed/updated every 6 months. This is the final update of these plans. There are three steps to this process. Step 1: Seek public input - The Institute has prepared a survey for all schools to use, and we will share the anonymous results with each school. The survey should be shared by May 15, 2024, and will close on May 31, 2024. Results will be shared with schools the week of June 3rd.

Step 2: Update you school's Continuity of Safe, In-Person Instruction Plan as needed based on stakeholder feedback. Step 3: The Institute will request your updated plans, as applicable. Schools should post their updated plans on their website.

**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: 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: 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: 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: South Carolina 2024 Multilingual Learner Program Conference**

**Contact Person:** Sally Fickling

**Department(s):** Leadership, Title III ESOL

**Start Date:** 04/09/2024

**End Date:** 06/21/2024

Details: The South Carolina Multilingual Learner Program Conference is a dynamic and engaging two-day event designed specifically for educators working with multilingual learners and immigrant students in South Carolina. Bringing together experts in the field, educators, district personnel, and the South Carolina Department of Education, this conference offers an invaluable opportunity to stay up-to-date on the latest guidance, best practices, and innovative strategies for supporting multilingual learners and their families. Participants will have the chance to collaborate, connect, and share knowledge with their peers from across the state, fostering a sense of community and cooperation to better serve our diverse student population. Don't miss out on this exceptional professional learning experience!

Dates: July 10-11, 2024 (conference schedule to be announced soon) Location: Meadow Glen Middle School, 440 Ginny Lane, Lexington, South Carolina 29072

To submit presentation and vendor proposals and register, please visit the SC MLP Conference website (<https://sites.google.com/ed.sc.gov/2024scmlpconference>). Presentation and vendor proposals are due by May 24, 2024. Registration is free for all participants and will close when full or by the close of business on June 21, 2024. For more information or questions, please contact the Title III program office in the Office of Federal and State Accountability at [TitleIIIMLP@ed.sc.gov](mailto:TitleIIIMLP@ed.sc.gov).

### **Announcement: Grant Opportunity- Arts Curricular Innovation Grants**

**Contact Person:** Callison Madsen

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

**Start Date:** 04/09/2024

**End Date:** 05/30/2024

Details: The 2024–25 Request for Proposals for the Arts Curricular Innovation Grants (ACIG)—Distinguished Arts Program grant is now available online. Approximately \$700,000 in funding will be distributed on a competitive basis and the deadline to apply is May 31, 2024. The technical assistance webinar is on April 29th. Please see the attached memo for more information. For questions, contact Callison Madsen at [cmadsen@erskinecharters.org](mailto:cmadsen@erskinecharters.org).

### **Announcement: Induction Teacher Mentor Training Opportunities**

**Contact Person:** Callison Madsen

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

**Start Date:** 04/09/2024

**End Date:** 04/30/2024

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. Here is the link to register: <https://www.cerra.org/upcoming-trainings.html> Please contact Callison Madsen at [cmadsen@erskinecharters.org](mailto:cmadsen@erskinecharters.org) for the password to enroll.

### **Announcement: Military Recruiter Memorandum**

**Contact Person:** Jason Jones

**Department(s):** PowerSchool and IT

**Start Date:** 04/15/2024

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

Details: Military Recruiters from the following branches: Navy, Coast Guard, Marines, Army/Army Reserve, National Guard, and Air Force have entered into a memorandum of understanding to create a centralized process for the request and release of directory information. The U.S. Army Recruiting Battalion (USARB) is managing that process. USARB have agreed to request this information from the South Carolina Department of Education (SCDE). SCDE has agreed to act as their designee and request this data from school districts. All currently enrolled 10th and 11th grade students (who have not submitted an opt-out) with the following column headings: Grade Level, District Name, School Name, Student Name, Street Address, City, State, Zip Code, Telephone Number, and email address will be provided to SCDE by the district, if available. Students who have "Military Recruiting Information Opt-Out" checked on the State/Province - SC, Privacy and Security Page will be excluded from the list.

### **Announcement: New STC Academy - May 14th**

**Contact Person:** Christopher Seay

**Department(s):** Assessment

**Start Date:** 04/15/2024

**End Date:** 05/14/2024

Details: New STC Academy will be held on May 14th from 1:00 PM - 3:00 PM via Zoom. The topic of this session will be Test Reporting: Dates, How to Run, and What to Expect. This training is mandatory for all STCs new to their role and optional for any returning STCs. <https://erskinecharters.zoom.us/j/87085335277?pwd=b0xTdjQ0MWpGMjUzVTlwdE1UMnFIUT09>

### **Announcement: SCDE Military Recruiter April Memo**

**Contact Person:** Jason Jones

**Department(s):** PowerSchool and IT

**Start Date:** 04/17/2024

**End Date:** 05/15/2024

Details: Please see the attached SCDE documentation pertaining Military Recruiter Information. If you have any questions please contact Jason Jones at [jjones@erskinecharters.org](mailto:jjones@erskinecharters.org). Thank you.

**Announcement: State Memos for School Leaders**

**Contact Person:** Heather Holliday

**Department(s):** Leadership

**Start Date:** 04/18/2024

**End Date:** 04/30/2024

Details: You will find state memos attached related to: 1--Read to Succeed Renewal update; 2--revised Math pathways (important for high schools); 3--Emerging Leaders program; 4--Principal Induction Program; and 5--Released Time programs. Please reach out if you have any questions. Thank you!

**Announcement: Quarter 3 Federal Claims Deadline**

**Contact Person:** Sarah Shealy

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

**Start Date:** 04/19/2024

**End Date:** 04/30/2024

Details: The SCDE requires that all districts submit reimbursements requests for every grant each quarter of the fiscal year. Goods and/or services received by the end of each quarter should be invoiced, paid, and claimed within 45 days after the close of the quarter. The SCDE expectation is that goods and/or services are claimed within the quarter they are received. The deadlines to submit requisitions in SmartFusion are: Quarter 1 - October 30, 2023, Quarter 2 - January 30, 2024, Quarter 3 - April 30, 2024, and Quarter 4 - July 12, 2024. Please see the slides attached.

**Announcement: SPED Coordinator Roundtable- May**

**Contact Person:** Bralyn Wood

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

**Start Date:** 04/19/2024

**End Date:** 05/01/2024

Details: The May SPED Coordinator Roundtable will be held on May 1, 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: Preparing to 'Build' Training (PowerScheduler)**

**Contact Person:** Jason Jones

**Department(s):** PowerSchool and IT

**Start Date:** 04/24/2024

**End Date:** 04/24/2024

Details: The PowerSchool monthly meeting: Location: Charter Institute at Erskine Date: April 24, 2024. Time: 9:00 AM-4:00PM.

**Announcement: Preparing to 'Load' Training (PowerScheduler)**

**Contact Person:** Jason Jones

**Department(s):** PowerSchool and IT

**Start Date:** 04/25/2024

**End Date:** 04/25/2024

Details: The PowerSchool monthly meeting: Location: Charter Institute at Erskine. Date: April 25, 2024. Time: 9:00 AM-4:00PM

**Announcement: SPED Coordinator Academy- May**

**Contact Person:** Bralyn Wood

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

**Start Date:** 04/26/2024

**End Date:** 05/08/2024

Details: The May SPED Coordinator Academy will be held on May 8, 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