

Charter Institute at Erskine

INSTITUTE INSIGHTS

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May 31st, Student Enrollment N...	05/31/2024	Jessica Crowe	PowerSchool and IT
FY25 Comprehensive Needs Asses...	05/31/2024	Lacy Lucas	Federal Programs Fin...
Read to Succeed PowerSchool Se...	05/15/2024	Jessica Crowe	PowerSchool and IT
FY25 Preliminary Budget	05/15/2024	Aila Ranera	Finance
Continuity of Safe, In-Person ...	05/15/2024	Jeanie Glover	Federal Programs Fin...
Base file for potential gradua...	05/15/2024	Heather Holliday	Accountability
April 2024 Month-to-Date Finan...	05/31/2024	Aila Ranera	Finance
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2023 –24 Discipline, Truancy a...	05/31/2024	Jessica Crowe	PowerSchool and IT
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South Carolina 2024 Multilingu...	04/09/2024 - 06/21/2024	Sally Fickling	Leadership, Title II...
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New STC Academy - May 14th	04/15/2024 - 05/14/2024	Christopher Seay	Assessment
SCDE Military Recruiter April ...	04/17/2024 - 05/15/2024	Jason Jones	PowerSchool and IT
SPED Coordinator Academy- May	04/26/2024 - 05/15/2024	Bralyn Wood	Special Education an...
CEEB College Entrance Exam Boa...	05/01/2024 - 05/17/2024	Jason Jones	PowerSchool and IT
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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, or Kristin Olcott at kolcott@erskinecharters.org. Thank you.

Submission: May 31st, Student Enrollment Numbers Update

Department: PowerSchool and IT

Due Date: 05/31/2024

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: FY25 Comprehensive Needs Assessment

Department: Federal Programs Finance

Due Date: 05/31/2024

Details: Please use the following documents (template and exemplar) to assist in creating your school's Comprehensive Needs Assessment for the 2024-2025 school year. Your school's 2022-2023 CNA is also attached to this submission. As a reminder, if you would like feedback prior to your final submission, please upload by May 17, 2024.

Submission: Read to Succeed PowerSchool Setup

Department: PowerSchool and IT

Due Date: 05/15/2024

Details: For all schools with 3rd grades, ACT 284 requires the school to offer a summer reading program for any student not reading on grade level. Please see the recorded webinar for correctly setting up the summer school in PowerSchool. Schools will need to confirm viewing the webinar and correct setup in PowerSchool.
https://canteytechnology.sharepoint.com/:f:/s/CanteyEDU/EtgnMmj0ihZGIPPrZHh_SEYBAhhVrmePs5LwIT-BA63jWA?e=VngxEi

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: 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.

Submission: Base file for potential graduates from SCDE

Department: Accountability

Due Date: 05/15/2024

Details: As mentioned in the grad rate training, the SCDE has provided a file showing who they have on their list as your potential base file. This is the file you will want to compare with your PS export and make a note of any students on this list but not on the export and determine the reason for the discrepancy. Please contact Heather Holliday with any questions.

Submission: April 2024 Month-to-Date Financial Statements

Department: Finance

Due Date: 05/31/2024

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: April 2024 Journal Entry Upload

Department: Finance

Due Date: 05/31/2024

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: 2023 –24 Discipline, Truancy and Chronic Absenteeism Data Verification

Department: PowerSchool and IT

Due Date: 05/31/2024

Details: Note: Some schools may have two sheets of information to review in their excel document: "CA Details" & "CA No Show." Please verify and review both, if applicable.

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: 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.

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.

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. Thank you.

Announcement: SPED Coordinator Academy- May

Contact Person: Bralyn Wood

Department(s): Special Education and 504

Start Date: 04/26/2024

End Date: 05/15/2024

Details: The May SPED Coordinator Academy will be held on May 15, 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: CEEB College Entrance Exam Board Application

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 05/01/2024

End Date: 05/17/2024

Details: New schools and schools expanding to include high school grade levels please fill out the attached application for a College Entrance Examination Board Code for your school. This code will be used by students to indicate the school where of attendance for scores to be sent.

Announcement: Four-Year Cohort Graduation Rate Process

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 05/02/2024

End Date: 06/30/2024

Details: Please review the following information from the SCDE pertaining revisions to the Four-Year Cohort Graduation Rate Process. If you have any questions, please contact Jessica Crowe at jcrowe@erskinecharters.org.

Announcement: Level Data Changes from the SCDE

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 05/02/2024

End Date: 06/30/2024

Details: Please see the following documentation sharing the Level Data Changes from the SCDE.

Announcement: PSCS24 Dashboards now available

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 05/03/2024

End Date: 06/02/2024

Details: "Qualtrics dashboards that display the results of the 2024 Parent and Guardian School Climate Survey (PSCS24) are now available to school and district leaders by logging in to <https://sceoc.qualtrics.com/> with the credentials that you were given a few weeks ago. Users will see two of the following three new dashboards that have "PSCS24" at the beginning of their name: (PSCS24:SL) – This is the version of the dashboard designed for school leaders that displays results from an individual school and allows the user to see district-level results for comparison;(PSCS24:DL) – This is the version of the dashboard designed for district leaders that displays district-level results and can be filtered for individual schools within the district; (PSCS24:State) – This dashboard is visible to all users and contains statewide data for comparison. Also, Reminder for school leaders, your login information has been provided through Let's Work Smart in March from Ms. Heather Holliday, The submission was titled "Climate Survey Results Access."

Announcement: Arts Course Code Updates 24'-25'

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 05/03/2024

End Date: 06/02/2024

Details: Please review your school's Visual and Performing Arts course codes to ensure they are in alignment with recent updates and revisions to the SCDE Course Code Database. There are 11 course codes that will become inactive at the end of the current 2023-24 school year. There are 13 (high school) course codes that will be become inactive at the end of next (2024-25) school year. There are 48 NEW Performing Arts courses being activated in the 2024-25 school year to replace the codes that will become inactive and potentially assist with reducing the number of LBA courses being utilized. You may begin using these new course codes now. Within the attached spreadsheet, you will find all Visual and Performing Arts courses organized by grade bands on different tabs. If you have any questions please contact Jason Jones at jjones@erskinecharters.org.

Announcement: May Federal Budget Report

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 05/03/2024

End Date: 05/10/2024

Details: This is your monthly Federal budget report as pulled on 5.3.24 from SmartFusion. These budgets do not reflect the in-progress amendments. Closely review remaining funds - the SCDE's expectation was for districts to reach 40% remaining at the end of Quarter 3. The deadline to submit Quarter 4 expenses in SmartFusion is July 12, 2024. There will be future announcements here in LWS as reminders for this deadline. 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: Special Education Add-On Information Meeting

Contact Person: Sarah Love

Department(s): Special Education and 504

Start Date: 05/05/2024

End Date: 05/13/2024

Details: There will be an informational meeting on May 13 held in Zoom at 3 pm to provide details about the Special Education Add On Certification opportunity. Please share the attached flyer, which includes the meeting details and link, with any certified teacher interested in adding a special education certification.