Charter Institute at Erskine

INSTITUTE INSIGHTS

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Read to Succeed PowerSchool Se...	05/15/2024	Jessica Crowe	PowerSchool and IT
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Continuity of Safe, In-Person ...	05/15/2024	Jeanie Glover	Federal Programs Fin...
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April 2024 Month-to-Date Finan...	05/31/2024	Aila Ranera	Finance
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South Carolina 2024 Multilingu...	04/09/2024 - 06/21/2024	Sally Fickling	Leadership, Title II...
Grant Opportunity- Arts Curric...	04/09/2024 - 05/30/2024	Callison Madsen	State and Academic P...
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Summer Science Institute 2024	05/08/2024 - 05/30/2024	Callison Madsen	State and Academic P...
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Accountability Projection Reso...	05/08/2024 - 06/30/2024	Naomi Morgan	Accountability , Ass...
Mandatory Meeting: SPED Add-On...	05/09/2024 - 05/13/2024	Sarah Love	Leadership, Special ...
Spring Time and Effort	05/10/2024 - 06/15/2024	Lacy Lucas	Federal Programs Fin...
May Monthly Webinar	05/13/2024 - 05/16/2024	Jason Jones	PowerSchool and IT

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 2023-2024 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/EtgnMmj0ihZGlPPrZHh_SEYBAhhVrmePs5LwlT-BA63jWA?e=Vngx Ei

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.

Submission: PCS Verification

Department: Human Resources and Benefits

Due Date: 05/31/2024

Details: Your school's PCS Report, dated 05/08/2024, can be found in your shared folders in Dropbox. Please make sure that your staff is accounted for, whether active or terminated, and that everyone is coded correctly. Please respond to the Smart Form Question. For any questions, please contact Robbie Anderson at randerson@erskinecharters.org or (803) 429-2355

Submission: Mentor Stipends

Department: State and Academic Programs

Due Date: 05/30/2024

Details: To ensure that mentors for the 23-24 school year receive their stipend, kindly submit the following documents for each mentor: Mentor Agreement (if not previously submitted in the 9/20/23 LWS Submission), Mentor Certification Form, Mentor/Mentee Contact Log, and W9. Templates for these documents are included in this submission. Should you have any inquiries or require exemption from this submission, please reach out to 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: 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 in 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=OWZXNnNUNWFKVWl6ZUFLZFZEVjcxZz09

Meeting ID: 968 685 1889

Passcode: 486470

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: 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.

Announcement: Educator Effectiveness Evaluator and Train-the-Trainer Trainings

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 05/07/2024

End Date: 05/30/2024

Details: Beginning in June, The Office of Educator Effectiveness and Leadership Development offers SCTS 4.0 Evaluator Training and SCTS 4.0 Train-the-Trainer Training. Please see the attached document for details and registration. For questions, contact Callison Madsen at cmadsen@erskinecharters.org.

Announcement: Summer Science Institute 2024

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 05/08/2024

End Date: 05/30/2024

Details: The Office of Assessment and Standards Science Team's Summer 2024 Science Institute is a free, face-to-face professional learning opportunity centered around curriculum adaptation for the SC College- and Career-Ready Science Standards. Registration is limited and must be submitted online by June 15, 2024. See attached memo for details. For questions, contact Callison Madsen at cmadsen@erskinecharters.org .

Announcement: School Climate and Safety Trainings

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 05/08/2024

End Date: 05/30/2024

Details: The SCDE Office of Student Support has released the list of school climate and safety trainings through September 2024. There is no cost to participants, but registration is required. Links will close when capacity is reached or after the registration deadline passes. Once the link closes, interested persons should contact D. Chenise Wiley at dcwiley@ed.sc.gov for availability. See attached documents for registration details. For questions, contact Callison Madsen at cmadsen@erskinecharters.org.

Announcement: Accountability Projection Resources

Contact Person: Naomi Morgan

Department(s): Accountability , Assessment

Start Date: 05/08/2024

End Date: 06/30/2024

Details: The Education Oversight Committee (EOC) and the South Carolina Department of Education (SCDE) have released supporting documents to assist schools in projecting performance on the SC READY ELA and Math assessments as well as a tool to estimate school performance on the 2024 School Report Cards. Please find information on the new resources below. If I can be of any assistance in using them, please let me know.

Linking Studies

The EOC and SCDE worked with Education Analytics to complete linking studies to provide updated guidance on how interim and benchmark scores from i-Ready, NWEA MAP, and Renaissance Star correlate with SC READY. A linking study determines the relationship between two different tests of similar constructs to find a roughly equivalent score on one, given a specific score on the other, assuming both tests were taken at about the same time. These studies were completed to independently and externally verify vendors' linking studies between their assessments and SC READY. Results from the studies completed by Education Analytics were similar to the results of vendor-conducted linking studies. Each study and PowerPoint slides providing more information have been attached to this announcement.

2024 Report Card Simulator

The Education Oversight Committee has created an Excel workbook schools can use to project expected points and ratings on the 2024 School Report Card. The simulator is attached to this announcement and can be accessed on the following website: https://eoc.sc.gov/educators. The workbook is designed so that you can enter summarized data in the cells that are shaded yellow, and estimated points and ratings will be calculated for the school in question. Most metrics will be calculated no matter how many students are entered. However, indicator points will only be calculated when the data entered reflects 20 or more students, and the overall point weighting will be adjusted dynamically to account for missing indicators according to the process described in the accountability manual. Please note that the points and ratings given in the simulator are estimates only, and may not match the exact points and ratings that would be calculated from more complete student-level records. Notes have been added to help clarify some of these differences, and educators are encouraged to refer to the most recent update of the 2024 Accountability Manual for complete details on how report card ratings are calculated.

Announcement: Mandatory Meeting: SPED Add-On Certification Information

Contact Person: Sarah Love

Department(s): Leadership, Special Education and 504

Start Date: 05/09/2024

End Date: 05/13/2024

Details: On May 13th at 3:00pm, the Erskine SPED department is hosting a mandatory 30-minute virtual session regarding SPED Add-On certification options. Please ensure that at least one administrator from your school is present. The zoom link is available in the included flyer.

Announcement: Spring Time and Effort

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance

Start Date: 05/10/2024

End Date: 06/15/2024

Details: Spring Time and Effort documentation for all federally funded employees will open in LWS on June 1, 2024, and will be due on June 15, 2024, in LWS. Please reach out to Lacy Lucas or Karen Cook if you have any questions.

Announcement: May Monthly Webinar

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 05/13/2024

End Date: 05/16/2024

Details: The PowerSchool monthly meeting: (Virtual) Date: May 16, 2024 Time: 9:00 AM- 10:30 AM Below you will find the link to join: https://erskinecharters.zoom.us/j/85494180607