Charter Institute at Erskine

INSTITUTE INSIGHTS

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FY24 Title I Parent and Family...	06/15/2024	Lacy Lucas	Title I
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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: April 2024 Month-to-Date Financial Statements

Department: Finance

Due Date: 06/15/2024

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: 06/15/2024

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: FY24 Title I Parent and Family Engagement - 2nd Semester

Department: Title I

Due Date: 06/15/2024

Details: Please upload documentation of parent and family engagement events by June 15, 2024, that were held in the second semester. These events should build parent capacity. Examples include parent conferences where individual assessment data is shared, STEM, technology, math, and literacy nights, etc.

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

Department: PowerSchool and IT

Due Date: 06/13/2024

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.

Submission: End of Year PowerSchool Verification

Department: PowerSchool and IT

Due Date: 06/15/2024

Details: PowerSchool Administrators should review the attached End-of-Year guide. Please, confirm you have completed the EOY Checklist, Along with an uploaded "Level Data Validation Summary" Export, verifying your school's level data validation errors have been cleared.

Submission: May 2024 Foster File

Department: PowerSchool and IT

Due Date: 05/30/2024

Details: Please remember, though the LWS submission is in the current month of May, the information from the SCDE reflects information from the month of April. 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. Thank you.

Submission: EOCEP Post-Test Document Submissions for Spring 2024

Department: Assessment

Due Date: 06/15/2024

Details: Submission of all Test Security materials and documentation for Spring 2024 EOCEP testing. If you have any questions, please contact Christopher Seay.

Submission: SC READY Post-Test Document Submissions for Spring 2024

Department: Assessment

Due Date: 06/15/2024

Details: Submission of all Test Security materials and documentation for Spring 2024 SC READY testing. If you have any questions, please contact Christopher Seay.

Submission: 135th Day 75-25 Calculation

Department: Accountability

Due Date: 06/01/2024

Details: Course information and teacher certificate numbers in PowerSchool were used to calculate the percentage of classes taught by properly certified teachers. Please review the document for accuracy, make notes on the spreadsheet, and corrections in PowerSchool, if needed. The calculation for each school will be used for the ARCS rating. If there are questions contact Al Bogan. abogan@erskinecharters.org

Submission: 135th Day Incident Management Errors/Validation

Department: PowerSchool and IT

Due Date: 05/31/2024

Details: 135th Day Incident Management Errors/Validation.

Submission: Performance Task Assessment Student Results - Spring 2024

Department: Assessment

Due Date: 06/01/2024

Details: Attached you will find an electronic copy of your student scores on the Performance Task Assessment from earlier this Spring. The only task for this submission is to identify who received the information for the school. If you have any questions please contact Christopher Seay.

Submission: Special Education - General Fund Budget for FY25

Department: Finance

Due Date: 05/31/2024

Details: As part of the requirement for schools/districts to maintain their State financial effort for special education related services, we need to collect and submit to the SCDE your proposed State funds budget for this area. Please note that your state funds budgeted and spent for special education related services per pupil each year should not decrease from the prior year unless there are justifiable circumstances (i.e. substantial decrease in Students with Disabilities, substantial decrease in enrollment overall, etc.). Please complete the attached spreadsheet and include your proposed budget for special education related expenditures by function using State dollars only. We realize your budget process may not be complete, so please estimate as best you can. If you have questions, please contact Jeanie Glover (jglover@erskinecharters,org).

Submission: CTE End of Year Data Check 2023-2024

Department: CTE

Due Date: 06/15/2024

Details: The SCDE will provide multiple checks on the End of Year CTE data as pulled from PS. Updated files will be added to this submission as they become available. All changes and updates must be made directly to PowerSchool by 6/17/24. The only part of the submission is to confirm the name of the school personnel who will be responsible for confirming the accuracy of the data in these files. Contact Heather Holliday with questions.

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: 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: Teacher Evaluator and Train-the-Trainer Trainings

Contact Person: Callison Madsen

Department(s): Leadership

Start Date: 05/07/2024

End Date: 06/30/2024

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: 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: Required Teacher Email Address in PowerSchool

Contact Person: Caiman Welch

Department(s): PowerSchool and IT

Start Date: 05/15/2024

End Date: 05/30/2024

Details: South Carolina Department of Education (SCDE) is now requiring that all schools provide teacher email addresses be entered into the PowerSchool student information system. Schools must ensure that a current school-provided email address is available in PowerSchool for each teacher employed at the school. Schools should make updating and verifying all teacher email addresses in PowerSchool a priority before the start of the 24-25 school year.

Announcement: Quarter 3 Reimbursements

Contact Person: Sarah Shealy

Department(s): Additional Targeted Support and Improvement, Comprehensive Support and Improvement, CTE, Federal Programs Finance , Title I

Start Date: 05/22/2024

End Date: 06/30/2024

Details: This is your FY24 3rd Quarter Reimbursement Update to assist your school in monitoring its available funding. The memo included here lists your current allocations, how much has been sent for reimbursement to the SCDE as of May 15, 2024, and remaining funding yet to be spent/encumbered. The deadline to submit for these remaining funds in July 12, 2024. August 9, 2024, is the extension granted only for Payroll cut in July for work performed in June. No expenses/obligations past June 30th can be accepted. All services and goods must be received and paid for before reimbursement can be sought. These memos were email to school leaders, grant coordinators, and fiscal contacts on Tuesday, May 21, 2024. For some schools, Title II will be lower than expected. We apologize for this, due to a funding update in the SCDE's GAPS system we were unable to claim some requests. The update was completed on 5/21/24, and the pending requests will be submitted next week. If you have any questions or concerns regarding the spending of your remaining funds, please reach out to any of the Federal Programs team.

Announcement: State Aid to Classroom Funding Allocator (FY24 135 Day Update)

Contact Person: John Li

Department(s): Finance

Start Date: 05/27/2024

End Date: 06/30/2024

Details: Updated Allocation Template reflecting the 135-day count for State Aid to Classroom funding. Please use this template for projecting your 135-Day Update and revenue planning as we prepare for the end of the year.

Announcement: Quarter 4 Federal Claims Reminder

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 06/01/2024

End Date: 06/30/2024

Details: July 12, 2024 is the deadline to submit all expenses obligated by June 30, 2024 in SmartFusion. Procurement must be in order, invoices must be paid, services complete, and good received/inventoried before reimbursement can be requested. August 9, 2024 is the special deadline extension to submit salaries accrued for work done in June. No requisitions of any kind will be received after August 9th. If you have questions or concerns about meeting either of these deadlines, please reach out to the Federal Programs Department.