

# Charter Institute at Erskine

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### **Submission: FY24 Annual Audit Engagement**

**Department:** Finance

**Due Date:** 06/30/2024

Details: Description: As outlined in the Charter Contract, the audit and its findings must be submitted to the Institute by November 1, 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: 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. Please note the Level Data Validation Summary will be used as part of the ARCS review.

**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: Industry Credentials from 2023-2024**

**Department:** CTE

**Due Date:** 06/28/2024

Details: Provide copy of Industry Credentials or score report for any student who earned an Industry Credential in 2023-2024. If you do not have any Industry Credentials or score reports to upload, you may ask to be exempted from the submission. If you have any questions, please contact Heather Holliday at [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org).

**Submission: CTE Professional Development Evidence 2023-2024**

**Department:** CTE

**Due Date:** 06/28/2024

Details: Evidence of attending CTE professional development. If you do not have any evidence of PD for you or your CTE teachers, you may ask to be exempted from this submission. Please contact Heather Holliday at [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) if you have any questions.

**Submission: Work Based Learning Evidence for 2023-2024**

**Department:** CTE

**Due Date:** 06/28/2024

Details: Evidence of Work Based Learning Placement: training agreements, evaluation tool, activities, etc for the 2023-2024 school year. If you do not have any WBL evidence, you may ask to be exempted from this submission. Please contact Heather Holliday at [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) if you have any questions.

**Submission: Teacher Climate Survey--SCDE participation confirmation**

**Department:** Accountability

**Due Date:** 06/28/2024

Details: The SCDE has released a file which contains information regarding which staff members completed the Teacher Climate Survey and those who did not. Please take a look at the file and use the guidance directions included for all on how to process the file. If you have no changes, you can request to be exempted from the submission. If we receive any further updates they will be added to this submission. If you make changes, please upload your updated file. Contact Heather Holliday with questions.

**Submission: Summer Surveys and Report Card Narratives(Copy)**

**Department:** Leadership

**Due Date:** 06/28/2024

Details: Attached are resources for completing summer tasks. This is the initial post with an additional post after July 1. There are three tasks: 1--Revise the school narrative and post here by June 28; 2--Summer Survey by July 10 (can revise later); 3--Teacher Attendance Survey (date TBD). Access to the SCDE Member Center is needed. Contact Jason Jones for Member Center & Heather Holliday with questions. A sample narrative has been posted for you which may be helpful for new schools.

**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.

**Submission: FY24 Federal Inventory Reconciliation**

**Department:** Federal Programs Finance

**Due Date:** 06/15/2024

Details: Federal inventory reconciliation for the 2023-2024 school year is due June 15, 2024. Please access your school's Federal Inventory records in Google. For each tab: review & update all columns as needed. Once this reconciliation is complete, download the Google document as a PDF, sign it, and upload the signed copy to LWS. The signed hard copy is to be kept on file for 7 years. Please reach out if you have any questions. All grants / All fiscal years should be reconciled & uploaded as one PDF.

**Submission: Continuity of Safe, In-Person Instruction Plans - Steps 2 and 3**

**Department:** Federal Programs Finance

**Due Date:** 06/15/2024

Details: Continuity of Safe, In-Person Instruction Plans (a.k.a. Return to Instruction Plans) must be reviewed/updated every 6 months. There are three steps to this process. Step 1: Seek public input (completed) - The Institute prepared a survey for all schools to use, and input has been shared, if collected, with this submission. Step 2: Update you school's Continuity of Safe, In-Person Instruction Plan as needed based on your stakeholder feedback. Step 3: Submit your updated plans, as applicable. Schools should post their updated plans on their website.

**Submission: SC Seal of Biliteracy Verification**

**Department:** PowerSchool and IT

**Due Date:** 06/14/2024

Details: The main purpose of this file is to help schools verify which students are still missing data in the Postgraduate Student Email field so that this can be populated for these students as immediately as possible. If the value displayed is "NULL" for this field for any student in your file, please ensure that the data is entered as soon as possible. This field is required for issuance to students.

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

**Department:** Finance

**Due Date:** 06/30/2024

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: May 2024 Journal Entry Upload**

**Department:** Finance

**Due Date:** 06/30/2024

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: Graduation Rate updated files from SCDE**

**Department:** Accountability

**Due Date:** 06/15/2024

Details: Please open the Word document for explanations of each of the files provided to you in this submission. The only part of the submission is to note the name of the person who confirms receipt of these graduation rate files.

**Submission: End of year transcripts and class ranking reports.**

**Department:** PowerSchool and IT

**Due Date:** 06/15/2024

Details: Please submit copies of your end of year transcripts and class ranking reports for grades 9-12.

**Submission: Submit the CRDC Report from PowerSchool**

**Department:** PowerSchool and IT

**Due Date:** 06/15/2024

Details: PowerSchool admins should run the CRDC report for the 2023-2024 School year in PowerSchool and submit here.

**Submission: Students Health and Fitness Act Annual Compliance Survey**

**Department:** Leadership

**Due Date:** 06/15/2024

Details: Please complete the required survey for the SCDE no later than June 15. When you have completed the survey, please complete this submission with the date of survey completion and the school contact person who completed it. The memo with the link is posted in the documents section for ease of access and a reminder. Reach out to Heather Holliday with questions. Thank you!

### **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: 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](mailto: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: 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](mailto: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: 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: Seals of Distinction & Employability Credential SCDE Update**

**Contact Person:** Jessica Crowe

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

**Start Date:** 05/30/2024

**End Date:** 06/29/2024

Details: Please review the following information for Seals of Distinction and Employability Credential. For, "diploma Pathways Seals of Distinction ," 12th grade students: Please verify that Postgraduate Student Email is populated for all recipients. This field is required for issuance to students. For, "Employability Credential," On July 1, only those students coded as "Seeking" the Employability Credential who also have "Employability Credential Earned" checked in PowerSchool and "Employability Credential Date" still populated will be included in the final list of Employability Credential recipients. Therefore, please ensure that the "Employability Credential Earned" box is checked in PowerSchool for those students who met all of the requirements to earn the credential. Note: Do NOT uncheck the "Seeking" box. Verify that the "Employability Credential Date" is still populated. Remember to submit the page after checking the "Employability Credential Earned" checkbox. Please verify the final list of Employability Credential recipients for your district with your district-level Special Education Coordinator.



**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. After July 12th the window to correct requisitions will shrink to one week from their return, to a few days, then to finally 24 hours as we near the SCDE's final deadline of August 15th. These timelines will be noted in the returned requisitions. If you have questions or concerns about meeting either of these deadlines, please reach out to the Federal Programs Department.

**Announcement: Students Not Tested (SNT) Verification Information**

**Contact Person:** Jessica Crowe

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

**Start Date:** 06/03/2024

**End Date:** 06/15/2024

Details: This is a resharing of information, please coordinate with your school testing coordinators who have received this information previously.

**Announcement: End of Year Data access**

**Contact Person:** Jason Jones

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

**Start Date:** 06/10/2024

**End Date:** 06/27/2024

Details: Reminder: All PowerSchool Data must be submitted before June 27, 2024.

**Announcement: June Monthly PowerSchool Newsletter**

**Contact Person:** Jason Jones

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

**Start Date:** 06/13/2024

**End Date:** 06/13/2024

Details: The PowerSchool monthly Newsletter. Please be aware our Monthly Update will be in the form of a Newsletter this month. Please refer to your email. Thank you.