

Charter Institute at Erskine

INSTITUTE INSIGHTS

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Bank Account Deposit Form - Up...	07/31/2024	Aila Ranera	Finance
June 2024 Journal Entry Upload	07/31/2024	Aila Ranera	Finance
24-25 School Contacts Update	08/09/2024	Ashley Epperson	Communications
CTE Start of Year and Educatio...	08/15/2024	Heather Holliday	CTE
Gifted and Talented Student Li...	08/15/2024	Christopher Seay	Gift and Talented
FY24 Federal Inventory Reconci...	07/31/2024	Sarah Shealy	Federal Programs Fin...
PowerSchool Start of Year Reso...	07/31/2024	Caiman Welch	PowerSchool and IT
Spring 2024 SC READY Raw Data ...	07/31/2024	Naomi Morgan	Assessment
KRA Teacher Certification Cert...	08/15/2024	Christopher Seay	Assessment
Title II Stipend Policies	07/24/2024	Sarah Shealy	Federal Programs Fin...
Let's Work Smart Trainings	07/01/2024 - 08/08/2024	Sarah Shealy	Accountability , Add...
FY24-25 Federal Programs and T...	07/01/2024 - 07/26/2024	Lacy Lucas	Federal Programs Fin...
SCASA Memberships 2024-2025	07/10/2024 - 08/15/2024	Robbie Anderson	Human Resources and ...
Teacher Supply Stipend Amount ...	07/10/2024 - 08/15/2024	Robbie Anderson	Human Resources and ...
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Submission: FY24 YTD Financials

Department: Finance

Due Date: 07/31/2024

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: Bank Account Deposit Form - Update

Department: Finance

Due Date: 07/31/2024

Details: Please work with you financial institution to complete the attached to ensure that the Institute has the most updated file. As a requirement, the school must demonstrate control of its cash in a collateralized bank account owned by the school board. If applicable, the school board's EMO/CMO are not owners and signatories on the school board's bank account.

Submission: June 2024 Journal Entry Upload

Department: Finance

Due Date: 07/31/2024

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: 24-25 School Contacts Update

Department: Communications

Due Date: 08/09/2024

Details: The Institute is conducting its annual update of school contacts. Descriptions for each role are on both tabs for quick reference. Please download the attached template and complete it for your school, then reupload. If you would like to reference your sheet from last year and do not have a copy, email aeperson@erskinecharters.org. Thank you!

Submission: CTE Start of Year and Education and Business Summer Newsletter

Department: CTE

Due Date: 08/15/2024

Details: Please download the attachment to this submission for important information for the Career and Technical Education Start of Year and follow up from the Education and Business Summit at the end of June. All schools are included in this memo as there is information pertaining to middle and high schools. The only part of this submission is to confirm the date on which you submitted the Google form answers. Please reach out to Heather Holliday with questions.

Submission: Gifted and Talented Student Lists and Profiles 2024-2025

Department: Gift and Talented

Due Date: 08/15/2024

Details: I have attached your GT student list and their profiles to this submission. These files contain all students in the GIFT program that are assigned to your school. You will receive a follow up email with suggestions and directions for GT as we start the upcoming school year. Your only requirement for this submission is to document who received it and when. If you have any questions, please contact Christopher Seay

Submission: FY24 Federal Inventory Reconciliation (continued)

Department: Federal Programs Finance

Due Date: 07/31/2024

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: PowerSchool Start of Year Resources

Department: PowerSchool and IT

Due Date: 07/31/2024

Details: Attached to this ticket are PowerSchool documents that you should review and adhere to throughout the year. If you have any questions regarding these documents, please direct them to a member of the CIE PowerSchool Department.

Submission: Spring 2024 SC READY Raw Data Files

Department: Assessment

Due Date: 07/31/2024

Details: Through this submission please find your school's Spring 2024 SC READY raw data file. Key data columns in the Excel file are highlighted in yellow. I have also included the Data File Layout document that provides explanations for each column in the file. Page 19 of the document provides information on the strand level data columns, and pages 21-22 provide important information on the Text Dependent Analysis data.

Submission: KRA Teacher Certification Certificates for 2024-25

Department: Assessment

Due Date: 08/15/2024

Details: This submission is to collect current training certificates for the KRA platform and assessment. School test coordinators should collect all teacher certificates for 2024-25 and submit as one document (pdf) prior to the start of testing at their school. If you have any questions, please contact Christopher Seay.

Submission: Title II Stipend Policies

Department: Federal Programs Finance

Due Date: 07/24/2024

Details: If you have questions please contact Sarah Shealy or Lacy Lucas.

Announcement: Let's Work Smart Trainings

Contact Person: Sarah Shealy

Department(s): Accountability , Additional Targeted Support and Improvement, Assessment, Charter Applications , Charter Authorization , Communications, Comprehensive Support and Improvement, CTE, Federal Programs Finance , Finance, Gift and Talented , Human Resources and Benefits, Leadership, MTSS, New Schools, PowerSchool and IT, School Facilities, Special Education and 504, State and Academic Programs , Title I, Title III ESOL, Title IX

Start Date: 07/01/2024

End Date: 08/08/2024

Details: There will be four virtual opportunities to attend the annual Let's Work Smart Overview training. Please see the included memo for dates and times. It is highly recommended that any new staff with access to LWS attend a session. Sessions are 30-40 minutes long, with an additional 20 minutes reserved for Q&A afterwards, To be sent a calendar invitation, please RSVP using this link: <https://forms.gle/TQFZr4YYU5iQJoN86>

Announcement: FY24-25 Federal Programs and Title I Bootcamp

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance

Start Date: 07/01/2024

End Date: 07/26/2024

Details: All school leaders and federal programs coordinators are invited to attend the Federal Programs Bootcamp on Wednesday, July 24, 2024, from 9:00 a.m. - 4:00 p.m. at the Charter Institute at Erskine. In addition, Title I schools are required to attend a Title I Bootcamp on Thursday, July 25, 2024, from 9:00 a.m. - 4:00 p.m. at the Charter Institute at Erskine in Columbia, SC. Please visit the following link to register for the trainings: tinyurl.com/FPBootcamp24. Contact Lacy Lucas if you have questions.

Announcement: SCASA Memberships 2024-2025

Contact Person: Robbie Anderson

Department(s): Human Resources and Benefits

Start Date: 07/10/2024

End Date: 08/15/2024

Details: It is time to register for the 2024-2025 SCASA Memberships! Please email a list of those interested to Robbie Anderson at randerson@erskinecharters.org. Please include the name, email address, phone number, position title, and preferred roundtables of those interested in membership. A copy of SCASA benefits of membership and a list of roundtables are attached. The group membership fee is discounted compared to the individual rate. Please submit a list of names to me no later than Thursday, August 15th. Please contact me if you have any questions.

Announcement: Teacher Supply Stipend Amount 2024-2025

Contact Person: Robbie Anderson

Department(s): Human Resources and Benefits

Start Date: 07/10/2024

End Date: 08/15/2024

Details: Please note that the individual Teacher Supply check amount increased to \$400 for the 2024-2025 school year. Please contact Robbie Anderson at randerson@erskinecharters.org if you have any questions.

Announcement: South Carolina School Leadership Institute

Contact Person: Robbie Anderson

Department(s): Human Resources and Benefits

Start Date: 07/18/2024

End Date: 08/15/2024

Details: The South Carolina School Leadership Executive Institute (SLEI) has a unique partnership with Truist Leadership Institute designed to equip veteran principals with the insight, knowledge, and competencies necessary to lead innovative and successful schools. The SLEI Cohort is now accepting applications.

The program dates are as follows:

August 2024: Program Orientation

September 20, 2024: Columbia

October 15-18, 2024: Greensboro at the Truist Leadership Institute

November 7-8, 2024: Columbia

December 12, 2024: Columbia

January 22, 2025: Columbia

February 20-21, 2025: Columbia

For more information, please contact Robbie Anderson at randerson@erskinecharters.org