

Charter Institute at Erskine

INSTITUTE INSIGHTS

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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: Spring 2024 EOCEP Raw Data File

Department: Assessment

Due Date: 08/15/2024

Details: Through this submission please find your school's Spring 2024 EOCEP raw data file. Key data columns in the Excel file are highlighted in green. I have also included the Data File Layout document that provides explanations for each column in the file. Page 23 of the document provides information on the strand level data columns, and page 22 provides important information on the Text Dependent Analysis data.

Submission: Day 5 Data Acknowledgement

Department: PowerSchool and IT

Due Date: 08/15/2024

Details: Please upload the necessary forms showing that your PowerSchool admin has received the training, as well as the documentation for 5th Day data reporting and funding. Your signature will acknowledge the following, all training and documentation has been provided to you sharing the fields and data that are required for the 5-Day Count. The data has been entered into PowerSchool by your school's fifth day; The lunch status must be updated annually after July 1 and EFA codes must be accurate.

Submission: Proviso 1.3 Budget Requirement

Department: Finance

Due Date: 08/15/2024

Details: SECTION 59-20-80. School budgets must be made public; itemization of salaries.

Notwithstanding any other provision of law, each school board of trustees in this State shall annually make available to the general public its budget for that year, which budget shall include an itemized list of the average salaries paid to the superintendents, supervisors, administrators, principals, consultants, counselors and teachers employed by the district. No state aid shall be given to any school district whose board of trustees fails to comply with the provisions of this chapter.

Submission: Summer Graduates Roster and Transcripts, Summer 2024

Department: PowerSchool and IT

Due Date: 08/15/2024

Details: Schools with summer graduates should submit a roster of students for graduation, along with their final transcripts, for review. If there are no summer graduates, please select the corresponding option to verify this status.

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: 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

07/29/2024

December 12, 2024: Columbia

Announcement: SCTS 4.0 Evaluator Trainings for the 2024-2025 School Year

Contact Person: Christy Junkins

Department(s): State and Academic Programs

Start Date: 07/23/2024

End Date: 09/20/2024

Details: The following trainings will be hosted by the Charter Institute at Erskine for the SCTS 4.0 Evaluator Training. Educators registering for one of the trainings must meet three qualifications. Educators must be approved by the principal to be an evaluator, hold a valid, professional SC teaching certificate, and have at least one (1) previous year of successful teaching experience at the continuing contract level in an SC public school or three (3) years of successful teaching in a college or university setting. To register for the In-Person Evaluator Training on August 28-30, please complete the registration form at https://erskinecharters.formstack.com/forms/in_person_evaluator_training_registration_august_2024. To register for Virtual Evaluator Training on September 18-20, please complete the registration form at https://erskinecharters.formstack.com/forms/evaluator_training_registration_september_2024. To register for Virtual Evaluator Training on March 10-12, please complete the registration form at https://erskinecharters.formstack.com/forms/evaluator_training_registration_march_2025.