Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
FY24 YTD Financials	08/15/2024	Aila Ranera	Finance
June 2024 Journal Entry Upload	08/15/2024	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
KRA Teacher Certification Cert...	08/15/2024	Christopher Seay	Assessment
Spring 2024 EOCEP Raw Data Fil...	08/15/2024	Naomi Morgan	Assessment
Day 5 Data Acknowledgement	08/15/2024	Caiman Welch	PowerSchool and IT
Day 5 funding reports	08/30/2024	Caiman Welch	PowerSchool and IT
Proviso 1.3 Budget Requirement	08/15/2024	Aila Ranera	Finance
Four-Year Graduation Rate Data...	08/15/2024	Naomi Morgan	Accountability
Summer Graduates Roster and Tr...	08/15/2024	Caiman Welch	PowerSchool and IT
School Safety Application	08/15/2024	Aila Ranera	Finance
Let's Work Smart Trainings	07/01/2024 - 08/08/2024	Sarah Shealy	Accountability , Add...
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 ...
South Carolina School Leadersh...	07/18/2024 - 08/15/2024	Robbie Anderson	Human Resources and ...
SCTS 4.0 Evaluator Trainings f...	07/23/2024 - 09/20/2024	Christy Junkins	State and Academic P...
First Ten Days Fire Drill Remi...	07/29/2024 - 08/15/2024	Tarry McGovern	State and Academic P...
Section 504 Back to School Tra...	07/29/2024 - 08/09/2024	Bralyn Wood	Special Education an...
Upcoming Mentor Trainings prov...	08/02/2024 - 09/28/2024	Christy Junkins	State and Academic P...
August Monthly Webinar	08/10/2024 - 08/10/2024	Jessica Crowe	PowerSchool and IT

Submission: FY24 YTD Financials

Department: Finance

Due Date: 08/15/2024

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: June 2024 Journal Entry Upload

Department: Finance

Due Date: 08/15/2024

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: 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 aepperson@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 rech 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: 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: Day 5 funding reports

Department: PowerSchool and IT

Due Date: 08/30/2024

Details: Please upload the Day 5 funding reports for CIE to review your school's projected financial trajectory for the 24-25 school year. If you have any questions feel free to contact Jessica Crowe via jcrowe@erskinecharters.org

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: Four-Year Graduation Rate Data Review

Department: Accountability

Due Date: 08/15/2024

Details: Through this LWS submission, the Institute is sharing a file to assist schools in ensuring their four-year graduation rate data are correctly coded in PowerSchool. The attached Word document outlines the information included in your school's Excel file and the steps that should be completed. If you have any questions, please contact Naomi Morgan at nmorgan@erskinecharters.org or via telephone at (803) 605-2073.

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.

Submission: School Safety Application

Department: Finance

Due Date: 08/15/2024

Details: Proviso 1.78 of the FY 2024-2025 Appropriations Act authorizes the South Carolina Department of Education (SCDE) to distribute up to $20,000,000 to public school districts and charter school districts to make upgrades aligned with school safety priorities.

Eligible school facility upgrades shall include:

- classroom/internal door locks

- window film/covers or bulletproof glass or bulletproof film for windows

- secure school entry points and access control

- electronic or other technology

School facilities eligible for safety upgrades are locations with daily student attendance and shall not include unimproved real property, centralized district administration facilities, or other facilities, including those normally identified with interscholastic sports activities.

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 lost 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

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.

Announcement: First Ten Days Fire Drill Reminder

Contact Person: Tarry McGovern

Department(s): State and Academic Programs

Start Date: 07/29/2024

End Date: 08/15/2024

Details: This is a gentle reminder that the South Carolina Fire Code requires that fire drills be conducted monthly, that they include all building occupants, and that the first drill be conducted within the first 10 days of the beginning of classes. Please ensure you are documenting all safety drills. A safety drill log is attached for your reference. If you have any questions, contact Tarrence Mcgovern at tmcgovern@erskinecharters.org.

Announcement: Section 504 Back to School Training

Contact Person: Bralyn Wood

Department(s): Special Education and 504

Start Date: 07/29/2024

End Date: 08/09/2024

Details: Please join us for our virtual 504 Back to School Training on 8/8/2024 at 1:00. Please use the following zoom link to join! Look forward to seeing you all.

Join Zoom Meeting

https://erskinecharters.zoom.us/j/9686851889

Meeting ID: 968 685 1889

Announcement: Upcoming Mentor Trainings provided by CERAA

Contact Person: Christy Junkins

Department(s): State and Academic Programs

Start Date: 08/02/2024

End Date: 09/28/2024

Details: CERRA is providing three mentor trainings during the months of August and September. If you have anyone that needs to be certified as a mentor to satisfy the requirements of the Induction Program in SC. Please complete the registration for the time you would like tattend the training. In person trainings are being held August 6-7 (https://www.eventbrite.com/e/august-6-7-2024-sc-mentor-training-in-person-registration-8252145780170) (Password: cerra2328), August 13-14 (https://www.eventbrite.com/e/august-13-14-2024-sc-mentor-training-in-person-registration-825259261667) (Password: cerra9745), and August 27-28 (https://www.eventbrite.com/e/august-27-28-2024-sc-mentor-training-in-person-registration-921461956517) (Password: cerra2198). Virtual training will be held September 24-25 (https://www.eventbrite.com/e/september-24-25-sc-mentor-trainingvirtual-registration-921465176147) (Password: cerra1863). Please reach out to Christy Junkins at cjunkins@erskinecharters.org or (803)849-2465 if you have any issues or have questions.

Announcement: August Monthly Webinar

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 08/10/2024

End Date: 08/10/2024

Details: The PowerSchool monthly meeting: (Virtual) Date: August 10, 2024 Time: 9:00 AM- 10:30 AM. Below you will find the link to join: Link to join: https://erskinecharters.zoom.us/s/86984216437