

Charter Institute at Erskine

INSTITUTE INSIGHTS

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June 2024 Journal Entry Upload	08/15/2024	Aila Ranera	Finance
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
FY25 CTE EIA & Perkins Prelimi...	08/15/2024	Sarah Shealy	Federal Programs Fin...
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
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Special Education Staffing	08/15/2024	Sarah Love	Special Education an...
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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 ...
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Upcoming Mentor Trainings prov...	08/02/2024 - 09/28/2024	Christy Junkins	State and Academic P...
August Monthly Webinar	08/05/2024 - 08/15/2024	Jessica Crowe	PowerSchool and IT
Finance and Federal Programs T...	08/07/2024 - 08/31/2024	Sarah Shealy	Additional Targeted ...

Submission: FY24 YTD Financials

Department: Finance

Due Date: 08/15/2024

Details: As outlined in Section 8.7, Monthly 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. 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. Please submit a copy of the FY24 Fiscal Year To Date (July 1, 2023, to June 30, 2024) Balance Sheet and Profit and Loss Statement. Feel free to contact Aila Ranera at aranera@erskinecharters.org if you have any questions. Thank you!

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. Feel free to contact Aila Ranera at aranera@erskinecharters.org if you have any questions. 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: FY25 CTE EIA & Perkins Preliminary Plans

Department: Federal Programs Finance

Due Date: 08/15/2024

Details: Spending Plans for FY25 CTE preliminary funds are due in Google by August 15th. After your plan is written, please indicate here that it is complete and ready for the Federal Programs department to review. Your schools preliminary allocation memo is attached for your records. Please contact Lacy Lucas with any questions.

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 verify that you have read and completed the PowerSchool acknowledgement training and documentation, within Powerschool, for 5th Day data reporting and funding.

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: Using the template provided, submit the board approved budget that will be made public on the school's website.

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. For questions regarding this submission, please contact Amanda Tucker at atucker@erskinecharters.org.

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.

Please fill out this form: https://erskinecharters.formstack.com/forms/24_25_allocation_of_school_safety_priority_funds

Feel free to contact Amanda Tucker at atucker@erskinecharters.org and Aila Ranera at aranera@erskinecharters.org if you have any questions. Thank you!

Submission: FY25 Booster Club Registration

Department: Finance

Due Date: 08/31/2024

Details: Act 112, approved on March 11, 2024, amends the South Carolina Code of Law by adding section 59-17-170, which now requires that each booster club within a charter school annually register with the charter school authorizer. Please complete the link below and upload the PDF confirmation for this submission. Please reach out to John Li (jli@erskinecharters.org) if you have any questions.

https://erskinecharters.formstack.com/forms/booster_club_registration_fy25

Submission: Special Education Staffing

Department: Special Education and 504

Due Date: 08/15/2024

Details: Please complete both tabs in the attached spreadsheet and submit on or before August 15, 2024.

Submission: Reading Coach Information Needed

Department: Leadership

Due Date: 08/23/2024

Details: The SCDE requires districts to submit information regarding each school's Reading Coach. Please complete the attached spreadsheet containing the information for your Reading Coach. Complete all sections except for the columns in blue. The memo outlining the requirements is also included for your reference. The memo includes a link for a survey. Please do not use that link as we are to submit all Insitute data as one, so we are asking that you complete the spreadshet. The date for this submission is not on the 15th or 30th due to the time conststraints placed by the SCDE. We wanted to bring that to your attention. Contact Heather Holliday with questions.

Submission: Reading Coach Information Needed

Department: Leadership

Due Date: 08/23/2024

Details: The SCDE requires districts to submit information regarding each school's Reading Coach. Please complete the attached spreadsheet containing the information for your Reading Coach. If you utilize your funds to hire a combined position of Reading Coach who also serves as an Interventionist, complete the blue section. If you have a full time Reading Coach who does not perform Interventionist duties, please skip the blue section. The memo outlining the requirements is also included for your reference. The memo includes a link for a survey. Please do not use that link as we are to submit all Insitute data as one, so we are asking that you complete the spreadsheet. The date for this submission is not on the 15th or 30th due to the time conststraints placed by the SCDE. We wanted to bring that to your attention. Contact Heather Holliday with 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 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

January 22, 2025: Columbia

February 20-21, 2025: Columbia

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

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: 08/30/2024

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: Upcoming Mentor Trainings provided by CERRA

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 attend 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-training-virtual-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: 08/05/2024

End Date: 08/15/2024

Details: The PowerSchool monthly meeting: (Virtual) Date: August 08, 2024 Time: 9:00 AM- 10:30 AM. Below you will find the link to join: Link to join: <https://erskinecharters.zoom.us/my/jones>

Announcement: Finance and Federal Programs Training - Sept 12, 2024

Contact Person: Sarah Shealy

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

Start Date: 08/07/2024

End Date: 08/31/2024

Details: The Finance and Federal Programs departments will hold a joint training on Thursday, September 12, 2024. This in-person training will take place from 9am to 4pm at SC Virtual Charter School. The address is 2023 Platt Springs Rd, West Columbia, SC 29169. The day will be a mix of joint sessions and finance or program specific breakouts. An agenda will be uploaded to the calendar invitation once all sessions are determined. Please RSVP using this link: <https://forms.gle/ZYJLnwCq3tV4kWU58>