Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
Day 5 funding reports	08/30/2024	Caiman Welch	PowerSchool and IT
FY25 IDEA Preliminary Allocati...	08/31/2024	Lacy Lucas	Federal Programs Fin...
Teacher Supply Check Records	08/31/2024	Aila Ranera	Finance
2024 Model Safe School Checkli...	08/30/2024	Tarry McGovern	State and Academic P...
FY25 Booster Club Registration	08/31/2024	John Li	Finance
Reading Coach Information Need...	08/23/2024	Heather Holliday	Leadership
Reading Coach Information Need...	08/23/2024	Heather Holliday	Leadership
July 2024 Board Financial Stat...	09/15/2024	Aila Ranera	Finance
July 2024 Journal Entry Upload	09/15/2024	Aila Ranera	Finance
FY26 Enrollment Projections	08/30/2024	Aila Ranera	Finance
CTE Program of Study Form	08/30/2024	Heather Holliday	CTE
PADEPP - Programming for Assis...	08/31/2024	Christy Junkins	Leadership
SCTS 4.0 Evaluator Trainings f...	07/23/2024 - 08/30/2024	Christy Junkins	State and Academic P...
Upcoming Mentor Trainings prov...	08/02/2024 - 09/28/2024	Christy Junkins	State and Academic P...
Finance and Federal Programs T...	08/07/2024 - 08/31/2024	Sarah Shealy	Additional Targeted ...
EMBARGOED Statewide SC READY, ...	08/12/2024 - 09/16/2024	Naomi Morgan	Assessment, Leadersh...
Clever and PowerSchool Data An...	08/21/2024 - 09/30/2024	Jessica Crowe	PowerSchool and IT

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: FY25 IDEA Preliminary Allocation

Department: Federal Programs Finance

Due Date: 08/31/2024

Details: Please see attached memo regarding your school's FY25 IDEA preliminary allocation. Plans are due in Google by Saturday, August 31, 2024. When your school's plan is complete, please mark "Yes" in the LWS submission.

Submission: Teacher Supply Check Records

Department: Finance

Due Date: 08/31/2024

Details: Under the South Carolina General Appropriations Act for 2023-2024, Proviso 1A.9, the schools are given an allocation of $400 for each teacher, certified and non-certified, and full-time or part-time to offset expenses incurred by eligible employees for supplies directly related to the education of students. This includes all positions coded in PCS as teaching positions, guidance counselors, Library Media Specialists, Speech Therapists, Career Specialists, and ROTC Instructors (PCS Codes 03 – 11, 17, 18, and 23). In accordance with this proviso, a check in the amount of $400 must be given to each teacher as soon as funding has been received from the Institute. Please also note that any supplies/materials/equipment purchased with the teacher supply funding is that of the teacher and not the school in which the teacher is employed. If a teacher leaves the employment of the school, supplies are taken by the teacher upon their departure. Please provide the Check Register pertaining to funding associated with Teacher Supply Check, Revenue Code 3187, sub-fund 917. Please provide the records pertaining to the Teacher Supply Check funding to the Finance Office no later than August 31, 2024. 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: 2024 Model Safe School Checklist Survey

Department: State and Academic Programs

Due Date: 08/30/2024

Details: The model Safe School Checklist is designed to assist schools in assessing preparedness/indicate levels of safety met by schools.

Copy and paste the following link to open your browser to complete the '24 Model Safe School Checklist: https://erskinecharters.formstack.com/forms/2024_model_safe_school_checklist

Once you have completed the survey, complete the smart form within the LWS submission. Contact tmcgovern@erskinecharters.org with any questions.

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: 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 spreadsheet. The date for this submission is not on the 15th or 30th due to the time conttstraints 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 conttstraints placed by the SCDE. We wanted to bring that to your attention. Contact Heather Holliday with questions.

Submission: July 2024 Board Financial Statements

Department: Finance

Due Date: 09/15/2024

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. Please submit a copy of the school's July Month-To-Date Financials (Balance Sheet and Profit and Loss Statement). The Profit and Loss Statement needs to be in fund/function/object detail with account numbers. Feel free to contact Aila Ranera at aranera@erskinecharters.org if you have any questions. Thank you!

Submission: July 2024 Journal Entry Upload

Department: Finance

Due Date: 09/15/2024

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. Please replicate the financial entries for July into SmartFusion. Upload a copy of the Journal Entry when it is ready to be posted. Feel free to contact Aila Ranera at aranera@erskinecharters.org if you have any questions. Thank you!

Submission: FY26 Enrollment Projections

Department: Finance

Due Date: 08/30/2024

Details: Projections should be broken out by funding classification, and please provide the rationale for projected enrollment that includes growth. We will work with the school throughout the year to monitor and make adjustments to the projection as needed. If enrollment changes are material as defined by the amendment guidelines, a charter amendment form must be completed. Please refer to your Charter Contract and Charter if you have any questions related to your enrollment. If you have any questions or need any assistance, please feel free to reach out to me.

Submission: CTE Program of Study Form

Department: CTE

Due Date: 08/30/2024

Details: The SCDE requires us to have a Program of Study form completed for each of your CTE completer programs if you receive ANY CTE fudning--State or Federal. If you are offering students the opportunity to also take courses through Dual Enrollment, you will complete the second coulumn outlining those offerings as well. We will collect MOAs from you at a later date. If you only provide courses at the high school level (regardless of instructional platform), only complete column 1 with your offerings in that program. If you completed one of these last year, you can use that as a starting point as the form has not changed. Contact Heather Holliday with questions.

Submission: PADEPP - Programming for Assisting, Developing, and Evaluating Principal Performance Evaluation

Department: Leadership

Due Date: 08/31/2024

Details: Please indicate if you or any members of leadership will be completing PADEPP this year. PADEPP is used for administrators to move from Tier 1 to Tier 2 Principal Certification. PADEPP evaluations in SC Lead can only be created by the Institute ADEPT Coordinator.

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: 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: 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

Announcement: EMBARGOED Statewide SC READY, EOCEP, & Career Readiness Results

Contact Person: Naomi Morgan

Department(s): Assessment, Leadership

Start Date: 08/12/2024

End Date: 09/16/2024

Details: Within this announcement you will find EMBARGOED results from the 2023-2024 administration of the SC READY, End-of-Course Examination Program (EOCEP), and Career Ready assessments. These files provides data related to your school's tested cohort and will allow a comparison to the state and local school district.

Please note that this data is embargoed until Friday, August 16, 2024. Please do not share these results publicly in any form (including to your school board, through social media, or to news media). The embargo extends to local school board meetings because data presented to a local board becomes public information under the South Carolina Freedom of Information Act.

Announcement: Clever and PowerSchool Data Announcement

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 08/21/2024

End Date: 09/30/2024

Details: We are noticing some common errors in PowerSchool that affect your student and teacher's access to applications such as NWEA MAP testing and Dreambox, etc. Clever accounts and data access is derived from the data in PowerSchool. Please check the following fields in PowerSchool for verification: Please ensure students to have the, "Gender," "Race" and "State_ID" Fields correctly populated. If these fields are not correct, this could potentially interfere with the student successfully utilizing the NWEA Application. Also, Please make sure you have your students in their appropriate course sections. If the student is not entered into a course, they will not roster in the NWEA Application inside of Clever. For teachers, please update/correct any missing, "E-mail," or "State_ID," Fields. Also, please make sure your teachers are assigned to sections as this could also affect what teachers are seeing when the login to Clever. If you find yourself needing further assistance, please do not hesitate to email Jessica Crowe (jcrowe@erskinecharters.org) at your earliest convenience.