

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

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July 2024 Board Financial Stat...	09/15/2024	Aila Ranera	Finance
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Parents Right to Know 2024 - 2...	09/30/2024	Lacy Lucas	Federal Programs Fin...
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AdultEducation Update File	09/15/2024	Naomi Morgan	Accountability
Tableau Licenses 24-25	09/15/2024	Callison Madsen	Accountability
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Institute's Got Talent Virtual...	09/04/2024 - 11/20/2024	Ashley Epperson	Communications, Lead...
What's Up Wednesday- Title I A...	09/06/2024 - 09/11/2024	Meagan Cothran	Additional Targeted ...
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### Submission: FY25 Title I Employee Documents

**Department:** Title I

**Due Date:** 09/15/2024

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for employees paid with federal funds within your school during the 2024-2025 school year.

### Submission: FY25 Title I Annual Meeting

**Department:** Title I

**Due Date:** 09/30/2024

Details: Please see the information that's been shared regarding Title I Annual Meetings. Additionally, submit the required documents (Meeting Notices, Agenda, Sign-In Sheets, PowerPoint and/or other handouts, Meeting Minutes) by Friday, September 30, 2024. \*\*Meeting Notices should document HOW the notices were distributed to stakeholders.\*\*

### **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](mailto: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](mailto:aranera@erskinecharters.org) if you have any questions. Thank you!

### **Submission: Parents Right to Know 2024 - 2025**

**Department:** Federal Programs Finance

**Due Date:** 09/30/2024

Details: In accordance with ESEA Statute Section 112 (e), schools are required at the beginning of each school year to notify the parents of each student that parents may request information regarding the professional qualifications of the student's classroom teachers. Attached is an editable template for your school to complete and distribute to parents. Upload a copy of your school's letter and efforts to distribute the letter by September 30, 2024.

### **Submission: School Cellphone Pouch Survey**

**Department:** State and Academic Programs

**Due Date:** 09/15/2024

Details: To receive state funds for Aid to Classrooms, schools must follow a State Board of Education policy banning student use of personal electronic devices during school hours, except those authorized for class. Complete this brief survey: <https://forms.gle/DCU96vJdN3GmVuWq9> and the Smart Form about Cellphone Pouches. More details: <https://ed.sc.gov/freetofocus/>. Questions? Contact Tarry McGovern at [tmcgovern@erskinecharters.org](mailto:tmcgovern@erskinecharters.org).

### **Submission: Adult Education Update File**

**Department:** Accountability

**Due Date:** 09/15/2024

Details: The attached adult education file includes any Adult Ed graduate from 7/1/23 through 8/15/24. There may be some updates since the last file was provided to you.

**Submission: Tableau Licenses 24-25**

**Department:** Accountability

**Due Date:** 09/15/2024

Details: Tableau licenses have been allotted to your school for 2024-2025 academic year to support instructional leadership. To assign these licenses, please complete the Tableau License Allocation Survey. Copy and paste this link into your browser to complete: [https://erskinecharters.formstack.com/forms/tableau\\_license\\_allocation\\_survey](https://erskinecharters.formstack.com/forms/tableau_license_allocation_survey) Once you complete the survey, please complete the Smart Form within this submission. For questions, contact Callison Madsen at [cmadsen@erskinecharters.org](mailto:cmadsen@erskinecharters.org).

**Submission: Multilingual Learner Program (MLP) School Policies and Procedures '24-'25 Submission**

**Department:** State and Academic Programs

**Due Date:** 09/30/2024

Details: Submitting MLP P&Ps 1. Download attached MLP Sample P&Ps for the 24-25 school year 2. Update the cover page with your school's name. 3. Review the document carefully and sign the assurances page (both the MLP Coordinator and School Leader sign). 4. Scan the completed document and upload it to the documents tab in this submission. Completion ensures procedures meet school, Institute, state, and federal standards. Please direct questions to [tmcgovern@erskinecharters.org](mailto:tmcgovern@erskinecharters.org)

**Submission: Inventory of Fixed Assets**

**Department:** Finance

**Due Date:** 09/30/2024

Details: In compliance with Section 59-40-40(e) of the Charter School Act, all charter schools are subject to the same fixed asset inventory requirements as are traditional public schools. The School's submission(s) must contain a listing of all fixed assets and physical inventory on hand that is owned by the School (leased items not required). A sample template is provided in this submission, if needed. The School's submission(s) must include all fields provided in the sample template. Fixed Asset needs to follow the guidelines set by SCDE. Physical Inventory must follow federal inventory guidelines.

**Submission: Initial PCS Report Verification**

**Department:** Human Resources and Benefits

**Due Date:** 09/30/2024

Details: The PCS Report dated 08/30/2024 is placed in your shared Dropbox folder. Please review it and verify the accuracy. Please respond via the Smart Form. If you have any questions, please contact Robbie Anderson.

**Submission: September ELA/MTSS and Math/MTSS Participation Counts Needed**

**Department:** Leadership

**Due Date:** 09/16/2024

Details: Hello! Please provide the number of participants you will have in each of these events so we can adequately prepare for the upcoming PD. As a reference, the PD Flyer showing the dates and emphasis for each meeting is attached. All sessions are held on the campus of South Carolina Virtual Charter School on Platt Springs Road. Please contact Heather Holliday with questions.

**Submission: Academic Programs and Assessment Updates**

**Department:** Leadership

**Due Date:** 09/16/2024

Details: Please see the attached memo regarding updates from Academic Programs including Professional Development and upcoming conference information. The conference specifically addresses virtual instruction needed. The local PD is for all schools! Contact Heather Holliday with questions.

**Submission: IGP Setup Confirmation**

**Department:** PowerSchool and IT

**Due Date:** 09/30/2024

Details: Confirmation that the school has all required resources to complete IGPs.

**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](mailto:cjunkins@erskinecharters.org) or (803)849-2465 if you have any issues or have questions.

**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: Institute's Got Talent Talent Show**

**Contact Person:** Ashley Epperson

**Department(s):** Communications, Leadership

**Start Date:** 08/19/2024

**End Date:** 09/30/2024

Details: We are excited to announce that we are hosting the first-ever Institute-wide talent show! Our goal is to create a community and strengthen relationships while highlighting the talents of those within our portfolio. Teachers, students, and admin can participate in this opportunity. The show will feature cash prizes, celebrity judges, and more! Please share the attached flyer and this interest form within your school communities:

[https://erskinecharters.formstack.com/forms/institute\\_got\\_talent\\_interest](https://erskinecharters.formstack.com/forms/institute_got_talent_interest)

**Announcement: Erskine College Art Show**

**Contact Person:** Ashley Epperson

**Department(s):** Communications, Leadership

**Start Date:** 08/20/2024

**End Date:** 09/19/2024

Details: Erskine College invites our schools to participate in their annual spring art show. If your school would like to participate, email [aeperson@erskinecharters.org](mailto:aeperson@erskinecharters.org) with the name of the representative who will communicate with Erskine College - likely your art teacher or leader. Erskine College will then reach out with more information.

Here is some more information from Erskine:

Submit 1-2 pieces per grade/per school selected by a representative of your school. Bowie Arts Center would provide required presentation materials (mattes) to the schools.

Tentative Dates:

Show Dates: March 5-April 12, 2025

Artwork Delivered to Erskine: Week of Feb 10-14

Community Reception: Sunday, March 14th

Artwork Pick Up: Mon-Tues, April 15-16

**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.

**Announcement: Out of State students**

**Contact Person:** Jason Jones

**Department(s):** PowerSchool and IT

**Start Date:** 08/22/2024

**End Date:** 09/15/2024

Details: According to the SC Code Ann. §59-40-235, “The geographical boundaries from which a charter school sponsored by a public or independent institution of higher learning may accept students are the same as the boundaries of the State of South Carolina.”

Schools are expected to have policies and procedures approved by their boards to ensure all students are bona fide residents of South Carolina to be eligible for funding. Please see the attached memo regarding Out of State students.

**Announcement: Quarter 4 Reimbursement Memo**

**Contact Person:** Sarah Shealy

**Department(s):** Federal Programs Finance

**Start Date:** 08/29/2024

**End Date:** 09/13/2024

Details: Please find posted here the regular end-of-quarter memo summarizing your school's federal allocations and confirmation of all reimbursements. Included in the memo is the final copy of your school's 2023-2024 federal budgets. This memo was also emailed to the School Leader, Federal Programs Coordinator, Federal Finance Coordinator, and other applicable contacts on 8/29/24. Thank you to all School Leaders, Coordinators, and Contractors that made our FY24 federal fiscal year a success.

**Announcement: Institute's Got Talent Virtual Auditions Open Now**

**Contact Person:** Ashley Epperson

**Department(s):** Communications, Leadership

**Start Date:** 09/04/2024

**End Date:** 11/20/2024

Details: Virtual auditions for Institute's Got Talent are open now! Our goal in creating the talent show is to foster community and strengthen relationships while highlighting the talents of those within our portfolio. Teachers, students, and admin can participate in this opportunity. The show will feature exciting prizes, celebrity judges, and more! Please encourage those within your community to submit a virtual audition by November 20. Brick and mortar schools will also be receiving some physical flyers to hang up, and all schools will receive an email and digital resources to send out to parents. Questions or concerns can be sent to [aeperson@erskinecharters.org](mailto:aeperson@erskinecharters.org). -

Virtual Audition Submission Link: [https://erskinecharters.formstack.com/forms/igt\\_virtual\\_audition](https://erskinecharters.formstack.com/forms/igt_virtual_audition)

**Announcement: What's Up Wednesday- Title I Annual Meeting, Parent and Family Engagement, and 20 Day Letters**

**Contact Person:** Meagan Cothran

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

**Start Date:** 09/06/2024

**End Date:** 09/11/2024

Details: Join us for the monthly virtual What's Up Wednesday.

Lacy Lucas is inviting you to a scheduled Zoom meeting.

Topic: Lacy Lucas's Personal Meeting Room

Join Zoom Meeting

<https://erskinecharters.zoom.us/j/7398578547?pwd=UmVlaUZuRkZSUG93cU1rVmtYcm9yUT09>

Meeting ID: 739 857 8547

Passcode: 737511

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• +1 305 224 1968 US

09/09/2024

• +1 309 205 3325 US

**Announcement: Intentional Collaboration and Co-Teaching to Support MLs Content and Language Development**

**Contact Person:** Tarry McGovern

**Department(s):** State and Academic Programs

**Start Date:** 09/06/2024

**End Date:** 10/14/2024

Details: The Title III/ML program office at the SCDE is hosting a professional learning (PLO) opportunity in October with Dr. Andrea Honigsfeld. The target audience for this PLO includes administrators, content educators, instructional coaches, and ML educators,

Title: Intentional Collaboration and Co-teaching to Support Multilingual Learners' Content and Language Development

Date: October 15, 2024

Time: 8:30 am – 3:00 pm Meeting

Location: 428 Wholesale Ln., West Columbia, SC 29172 (Board Room)

All participants will receive the book Portraits of Collaboration: Educators Working Together to Support Multilingual Learners.

Register here (first 100 participants): [https://docs.google.com/forms/d/e/1FAIpQLSewuofx1gL\\_8M4JA4LdbqqVtWsnzu-zSCUrau03f7HhjCoGIQ/closedform](https://docs.google.com/forms/d/e/1FAIpQLSewuofx1gL_8M4JA4LdbqqVtWsnzu-zSCUrau03f7HhjCoGIQ/closedform)

Waiting List: [https://docs.google.com/forms/d/e/1FAIpQLSfu4eoOJ7BZZzZWM-evHP2gfjR13\\_kqn7ga6Zav6GalCyzJvQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfu4eoOJ7BZZzZWM-evHP2gfjR13_kqn7ga6Zav6GalCyzJvQ/viewform)

**Announcement: September Monthly Webinar**

**Contact Person:** Jessica Crowe

**Department(s):** PowerSchool and IT

**Start Date:** 09/14/2024

**End Date:** 09/14/2024

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