

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
FY25 Title I Annual Meeting	09/30/2024	Meagan Cothran	Title I
FY25 Title I Planning Meeting	10/15/2024	Meagan Cothran	Title I
20 Day Letters (Aug-Sept 2024)	09/30/2024	Meagan Cothran	Title I
Parents Right to Know 2024 - 2...	09/30/2024	Lacy Lucas	Federal Programs Fin...
Multilingual Learner Program (...)	09/30/2024	Tarry McGovern	State and Academic P...
Inventory of Fixed Assets	09/30/2024	Aila Ranera	Finance
2024-2025 Salary Updates	09/30/2024	Robbie Anderson	Human Resources and ...
Initial PCS Report Verificatio...	09/30/2024	Robbie Anderson	Human Resources and ...
September ELA/MTSS and Math/MT...	09/16/2024	Heather Holliday	Leadership
Academic Programs and Assessme...	09/16/2024	Heather Holliday	Leadership
August 2024 Board Financial St...	09/30/2024	Aila Ranera	Finance
2024-2025 Reading Plans	10/07/2024	Tarry McGovern	State and Academic P...
2024-2025 CERRA Supply and Dem...	09/27/2024	Robbie Anderson	Human Resources and ...
August 2024 Journal Entry Uplo...	09/30/2024	Aila Ranera	Finance
IGP Setup Confirmation	09/30/2024	Caiman Welch	PowerSchool and IT
Upcoming Mentor Trainings prov...	08/02/2024 - 09/28/2024	Christy Junkins	State and Academic P...
EMBARGOED Statewide SC READY, ...	08/12/2024 - 09/16/2024	Naomi Morgan	Assessment, Leadersh...
Institute's Got Talent Talent ...	08/19/2024 - 09/30/2024	Ashley Epperson	Communications, Lead...
Erskine College Art Show	08/20/2024 - 09/19/2024	Ashley Epperson	Communications, Lead...
Clever and PowerSchool Data An...	08/21/2024 - 09/30/2024	Jessica Crowe	PowerSchool and IT
Institute's Got Talent Virtual...	09/04/2024 - 11/20/2024	Ashley Epperson	Communications, Lead...
Intentional Collaboration and ...	09/06/2024 - 10/14/2024	Tarry McGovern	State and Academic P...
Directory Information for Mili...	09/21/2024 - 10/06/2024	Jessica Crowe	PowerSchool and IT

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: FY25 Title I Planning Meeting

Department: Title I

Due Date: 10/15/2024

Details: Please upload a single PDF with your school's federal funding Planning meeting notice, agenda, sign-in sheet, and minutes of the meeting. These items were due on May 30, 2024. Since planning meeting documentation is one of the requirements for receiving federal funding, we are unable to approve reimbursement requests until the documentation is received and approved.

Submission: 20 Day Letters (Aug-Sept 2024)

Department: Title I

Due Date: 09/30/2024

Details: In accordance with the Every Student Succeeds Act of 2015, all schools are required to provide timely notice to parents when students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject level in which the teacher has been assigned. ESSA Sec. 1112 (e)(1)(B)(ii) *This includes substitutes and related arts/special area teachers. These letters should be sent home with students in the applicable class. See attached resources and examples below to determine when letters should be sent. Example 1: Teacher 1 taught 3rd grade in Aug-Sept and is still teaching 3rd grade in Oct-Nov. A letter would need to be sent at the beginning of the year. Example 2: Teacher 2 taught Class A in Aug-Dec but is now teaching Class B in Jan-May. A letter would need to be sent at the beginning of each semester.

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: 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

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: 2024-2025 Salary Updates

Department: Human Resources and Benefits

Due Date: 09/30/2024

Details: Please submit a list of your employees' salaries for SY 2024-2025. The purpose of the salary updates is to update your employees' salaries in PCS and in PEBA, if applicable. Please contact Robbie Anderson if you have any questions.

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: August 2024 Board Financial Statements

Department: Finance

Due Date: 09/30/2024

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 August 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: 2024-2025 Reading Plans

Department: State and Academic Programs

Due Date: 10/07/2024

Details: The R2S Act mandates that schools & districts craft reading proficiency plans focused on the science of reading. This year's literacy reflection is narrative in format. Review the attached documents for the 24-25 submission details, possible exclusions, deadlines and updates. Upload a copy of your submitted SCDE submission(s) in LWS. Responses will be reviewed as part of the Insitute portion of the submission. For questions, reach out to tmcgovern@erskinecharters.org.

Submission: 2024-2025 CERRA Supply and Demand Survey

Department: Human Resources and Benefits

Due Date: 09/27/2024

Details: Please complete the attached CERRA Supply and Demand Survey for your school. Please be sure to read the first tab for the instructions. Please note the due date for Friday September 27th instead of September 30th due to the quick turnaround required by CERRA, having just received the survey. If you have any questions, Please contact Robbie Anderson.

Submission: August 2024 Journal Entry Upload

Department: Finance

Due Date: 09/30/2024

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 August 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: IGP Setup Confirmation

Department: PowerSchool and IT

Due Date: 09/30/2024

Details: Confirmation that the school has all required resources to complete IGP's. If you are in need of any assistance with IGP setup please submit a ticket through Cantey. Email: help@canteytech.com

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 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: 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

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 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
09/16/2024

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: 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 aepperson@erskinecharters.org. -

Virtual Audition Submission Link: https://erskinecharters.formstack.com/forms/igt_virtual_audition

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.

Announcement: Directory Information for Military Recruiters

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 09/21/2024

End Date: 10/06/2024

Details: SCDE has an agreement to collect student directory information from high schools for grades 10-12. This data will be collected via PowerSchool for all students who have not opt-out of the directory/privacy notice. The opt-out questions are included in the eCollect survey for student military and data privacy. The eCollect survey is to be provided to all students annually. CIE will collect data as of [Insert Date]