

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

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FY25 Title I Annual Meeting	09/30/2024	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 ...
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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
New English Language Proficien...	10/21/2024	Tarry McGovern	State and Academic P...
AdultEducation September 2024 ...	09/30/2024	Naomi Morgan	Accountability
Upcoming Mentor Trainings prov...	08/02/2024 - 09/28/2024	Christy Junkins	State and Academic P...
Institute's Got Talent Talent ...	08/19/2024 - 09/30/2024	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...
CPI Training Interest Form	09/16/2024 - 09/30/2024	Sarah Love	Leadership
Mental Health Topics for Schoo...	09/16/2024 - 10/16/2024	Tarry McGovern	State and Academic P...
SY 24&25 New School Nurse Guid...	09/16/2024 - 10/16/2024	Tarry McGovern	State and Academic P...
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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: 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 in 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](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: 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: August 2024 Month-to-Date 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](mailto: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](mailto: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](mailto: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 IGPs. If you are in need of any assistance with IGP setup please submit a ticket through Cantey. Email: [help@canteytech.com](mailto:help@canteytech.com)

### **Submission: New English Language Proficiency Criterion Exit Criteria**

**Department:** State and Academic Programs

**Due Date:** 10/21/2024

Details: Starting in the 2023-2024 school year, students scoring 4.4+ on the WIDA ACCESS will be reclassified as "M1-1st Year Monitor." The WIDA Alternate Access proficiency remains P1. Please review the documents for guidance on reclassification and PowerSchool Coding and distribute the applicable necessary parent letters. Please share this information with your ML Coordinators who are aware that this information is being provided as well. Direct any questions to [tmcgovern@erskinecharters.org](mailto:tmcgovern@erskinecharters.org).

### **Submission: Adult Education September 2024 File Update**

**Department:** Accountability

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

Details: This file from the Office of Adult Education can be used to update student records in PowerSchool. It provides documentation that a student who transferred into Adult Education and is a member of the 2024 four-year cohort (9GR=21) earned their high school diploma from Adult Education within four years of entering 9th grade.

For PowerSchool coding you would use: Diploma Earned = Z and Adult Education Graduation Date = date diploma was awarded. The Adult Education Graduation Date is used to determine if the four-year cohort student graduated prior to the third Monday in August 2024.

### **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: CERAA 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: 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: 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](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: CPI Training Interest Form**

**Contact Person:** Sarah Love

**Department(s):** Leadership

**Start Date:** 09/16/2024

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

Details: The Institute is pleased to offer CPI training conducted by Ben Miedema, an Educational Associate from the SC Department of Education. The Crisis Prevention Institute provides nonviolent crisis intervention and de-escalation training as well as resources for all levels of educational professionals. Their strategies focus on the care, welfare, safety, and security of all students and staff. You may nominate up to 3 members of your school team who can attend both days of training. Nomination does not guarantee placement in the training; however, if additional trainings are necessary, this will assist in that determination. Notification and further details will be provided in October. The training will take place October 15-16, 2024, from 9 am – 4 pm at the Charter Institute at Erskine Office. Attendance is free and includes materials and lunch each day.

Submissions are due on or before September 30th using this formstack:  
[https://erskinecharters.formstack.com/forms/october\\_2024\\_cpi\\_training\\_interest](https://erskinecharters.formstack.com/forms/october_2024_cpi_training_interest)

### **Announcement: Mental Health Topics for School Nurses**

**Contact Person:** Tarry McGovern

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

**Start Date:** 09/16/2024

**End Date:** 10/16/2024

Details: School nurses often report they feel unprepared for the mental health issues they face in the health room. Topics have been selected to help school nurses gain knowledge and feel more confident when working with students who have mental health diagnoses or symptoms of a mental health condition. Please see the flyer for specific topics and for registering for the series.

### **Announcement: SY 24&25 New School Nurse Guide**

**Contact Person:** Tarry McGovern

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

**Start Date:** 09/16/2024

**End Date:** 10/16/2024

Details: A very warm welcome to our new school nurses and thank you for all that you do. The SY 24-25 New School Nurse Guide presented by the School Nurse Program Advisory Committee has been created to assist you with your transition into the school setting. The "booklet endeavors to introduce new school nurses to resources and tools which help you to navigate the practice of nursing in the educational setting."

**Announcement: Sept 24th Deadline for eLearning Days and Confirmation Needed to Continue eLearning Days School Status**

**Contact Person:** Tarry McGovern

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

**Start Date:** 09/17/2024

**End Date:** 09/24/2024

Details: To help reduce confusion and to reiterate guidelines around the appropriate use of eLearning Days, the Office of Virtual Education has created a comprehensive handbook that details the guidelines for use of eLearning Days for participating schools. Current eLearning Days Schools must review and confirm compliance with the eLearning Days District Handbook. This confirmation is a requirement for our schools to continue to be approved eLearning Schools.

Please complete the online confirmation for the handbook by September 24 to continue your status as an eLearning Days School. Confirmation is completed at [https://scde.formstack.com/forms/elearning\\_days\\_district\\_handbook](https://scde.formstack.com/forms/elearning_days_district_handbook)

**Announcement: State Memos for School Leaders Sept 18**

**Contact Person:** Heather Holliday

**Department(s):** Leadership

**Start Date:** 09/18/2024

**End Date:** 10/04/2024

Details: Hello! There is only one memo from the SCDE this week. Thank you!

**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]