

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

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August 2024 Foster File	10/15/2024	Caiman Welch	PowerSchool and IT
Multilingual Learner Program (...)	10/09/2024	Tarry McGovern	State and Academic P...
Inventory of Fixed Assets	10/15/2024	Aila Ranera	Finance
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PS 45th Day Reports	10/25/2024	Caiman Welch	PowerSchool and IT
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October PowerSchool Meeting On...	10/10/2024 - 10/10/2024	Jessica Crowe	PowerSchool and IT

### **Submission: FY25 Title I Annual Meeting**

**Department:** Title I

**Due Date:** 10/15/2024

Details: Please see the attached information regarding Title I Annual Meetings. Schools that are no longer Title I but will continue to spend carryover funding in FY25 will need to hold an annual meeting. Submit the required documents (Meeting Notices, Agenda, Sign-In Sheets, Meeting Minutes, PowerPoints, etc.) by 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:** 10/15/2024

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:** 10/15/2024

Details: In accordance with ESEA Statute Section 1112 (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: August 2024 Foster File**

**Department:** PowerSchool and IT

**Due Date:** 10/15/2024

Details: Please review the foster file attached for the month of August. Confirm that the child is a foster student prior to coding in PowerSchool. If you have any questions reach out to Jessica Crowe [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org)

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

**Department:** State and Academic Programs

**Due Date:** 10/09/2024

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:** 10/15/2024

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:** 10/15/2024

Details: \*\* Update: In light of the aftermath of Hurricane Helene, I am extending the deadline until October 15th. Please contact Robbie Anderson if you have any questions.

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:** 10/15/2024

Details: \*\*Update: In light of the aftermath of Hurricane Helene. This deadline has been extended to October 15th.

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: FY25 Title I School-Parent Compact and Parent and Family Engagement Policy**

**Department:** Title I

**Due Date:** 10/30/2024

Details: Title I schools must annually create/update a "Parent and Family Engagement Policy" and a "School-Parent Compact" in partnership with parents as part of their overall Family Engagement Program. Please upload final documents here.

**Submission: August 2024 Month-to-Date Financial Statements**

**Department:** Finance

**Due Date:** 10/15/2024

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 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:** 10/29/2024

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: New English Language Proficiency Criterion Exit Criteria**

**Department:** State and Academic Programs

**Due Date:** 10/09/2024

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: Temporary Podium Access**

**Department:** PowerSchool and IT

**Due Date:** 10/15/2024

Details: Due to ongoing district-wide login issues with Podium, each school has been assigned its own designated login. It is the responsibility of school leaders to ensure appropriate delegation. Please see attached documents for further details and then properly select your submission response.

### **Submission: Fall 2024 9GR22 Transcript Audit**

**Department:** Leadership

**Due Date:** 10/15/2024

Details: Attached are two files: a spreadsheet with unit calculations and notes on separate tabs and a download of the transcripts the spreadsheets are based on. Please pay particular attention to the notes provided to you so you can ensure all current 9GR22 students have the required units for graduation. If you have any questions, please reach out to Heather Holliday. Please share these files with the appropriate staff.

### **Submission: GT Profile Sheets for New Students**

**Department:** Gift and Talented

**Due Date:** 10/15/2024

Details: Please scan and submit GT Profile sheets for new students if they were provided by the parents at enrollment. All documents should be scanned into one document and submitted as a pdf. Once documents are received, they will be added to the GIFT software and new profile sheets will be sent back to the schools. If you have any questions, please contact Chris Seay at [cseay@erskinecharters.org](mailto:cseay@erskinecharters.org).

### **Submission: PS 45th Day Reports**

**Department:** PowerSchool and IT

**Due Date:** 10/25/2024

Details: Please submit your signed 45th day reports.

### **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: 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: 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: TB Testing School Staff**

**Contact Person:** Tarry McGovern

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

**Start Date:** 09/25/2024

**End Date:** 10/25/2024

Details: TB Testing for School Staff

Attached is the updated form - "School Employee Certificate of Evaluation for Tuberculosis" with the new SC DPH logo. Please ensure that this form is utilized for any new staff or those who require TB testing to be in your building(s). For questions related to TB requirements, please work directly with the school nurse(s) at your site.

**Announcement: Directory Information for Military Recruiters**

**Contact Person:** Jessica Crowe

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

**Start Date:** 10/01/2024

**End Date:** 10/31/2024

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 10/31/2024

**Announcement: LETRS Estimated Time to Complete by Unit**

**Contact Person:** Tarry McGovern

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

**Start Date:** 10/01/2024

**End Date:** 10/31/2024

Details: For schools participating in Lexia/LETRS training, please review the "LETRS Estimated Time to Complete by Unit" document. The Office of Early Learning and Literacy considers participant time on the platform when approving stipends, and participants should aim to match the estimated unit times.

**Announcement: New Deadline for 24-25 Reading Plan Submission (October 29)**

**Contact Person:** Tarry McGovern

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

**Start Date:** 10/02/2024

**End Date:** 11/01/2024

Details: The SCDE is aware that many are still without electricity and have adjustments to make at home and within their work environment and are extending the deadline for reading plan submissions. In accordance with the new deadline for reading plan submission to the SCDE, the Institute will also extend the final internal submission date until October 29, 2024.

**Announcement: Competitive Grant Opportunity - NSLP**

**Contact Person:** Jeanie Glover

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

**Start Date:** 10/02/2024

**End Date:** 10/18/2024

Details: The SCDE has opened the 2024 Request for Proposals for the National School Lunch Program (NSLP) Equipment Assistance subgrant. They will provide a virtual support session on 10/16/24, with applications due by 11/15/24. Attached is the SCDE's memo with dates and links. Please note, if your school competes and receives this grant all expenses must follow Federal and State procurement rules. Competitive grants are awarded directly to the school and will have a different reimbursement process than regular grants.

**Announcement: CPI Training Interest Form**

**Contact Person:** Sarah Love

**Department(s):** Leadership, Special Education and 504

**Start Date:** 10/04/2024

**End Date:** 10/11/2024

Details: DEADLINE EXTENDED! 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 October 11th using this formstack:  
[https://erskinecharters.formstack.com/forms/october\\_2024\\_cpi\\_training\\_interest](https://erskinecharters.formstack.com/forms/october_2024_cpi_training_interest)

**Announcement: October PowerSchool Meeting On-Site**

**Contact Person:** Jessica Crowe

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

**Start Date:** 10/10/2024

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

Details: We are excited to invite you to the upcoming PowerSchool in-person meeting. Location: Truist Building, 1201 Main St, Columbia 29201 (First Floor).