Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
Inventory of Fixed Assets	10/31/2024	Aila Ranera	Finance
FY25 Title I School-Parent Com...	10/30/2024	Meagan Cothran	Title I
August 2024 Month-to-Date Fina...	10/31/2024	Aila Ranera	Finance
2024-2025 Reading Plans	10/29/2024	Tarry McGovern	State and Academic P...
2024 - 2025 District of Reside...	11/15/2024	Lacy Lucas	Federal Programs Fin...
PS 45th Day Reports	10/31/2024	Caiman Welch	PowerSchool and IT
Formative Testing Quote/Invoic...	10/31/2024	Christopher Seay	Assessment
September 2024 Month-to-Date F...	10/31/2024	Aila Ranera	Finance
FY24 Annual Audit	11/01/2024	Aila Ranera	Finance
School Financial Policies	10/31/2024	Aila Ranera	Finance
Fall Amendment Window for All ...	11/15/2024	Lacy Lucas	Federal Programs Fin...
Institute's Got Talent Virtual...	09/04/2024 - 11/20/2024	Ashley Epperson	Communications, Lead...
TB Testing School Staff	09/25/2024 - 10/25/2024	Tarry McGovern	State and Academic P...
Directory Information for Mili...	10/01/2024 - 10/31/2024	Jessica Crowe	PowerSchool and IT
LETRS Estimated Time to Comple...	10/01/2024 - 10/31/2024	Tarry McGovern	State and Academic P...
New Deadline for 24-25 Reading...	10/02/2024 - 11/01/2024	Tarry McGovern	State and Academic P...
October 30 - Deadline for Quar...	10/07/2024 - 10/31/2024	Sarah Shealy	Federal Programs Fin...
Induction Teacher Mentor Train...	10/08/2024 - 11/30/2024	Callison Madsen	State and Academic P...
SCDE Memo: McKinney-Vento Home...	10/10/2024 - 10/31/2024	Jessica Crowe	PowerSchool and IT
Education and Economic Develop...	10/10/2024 - 11/14/2024	Tarry McGovern	State and Academic P...
Table 2 Special Education Staf...	10/14/2024 - 11/15/2024	Sarah Love	Special Education an...
IDEA Part B Audit - Preliminar...	10/14/2024 - 10/31/2024	Sarah Love	Leadership
CyberSecurity Awareness Month	10/16/2024 - 10/27/2024	Jason Jones	PowerSchool and IT
Child Count 2024	10/17/2024 - 10/24/2024	Sally Fickling	Leadership, Special ...

Submission: Inventory of Fixed Assets

Department: Finance

Due Date: 10/31/2024

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: 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: 10/31/2024

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.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 Balance Sheet and Profit and Loss Statement. The Profit and Loss Statement must be in fund-function-object format with description, and should reflect month-to-date information. Additionally, please update the Finance Dashboard (Monthly Financials tab) using the data from these submitted statements. Once completed, kindly click the check box provided. 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: 10/29/2024

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.

Submission: 2024 - 2025 District of Residence Audit

Department: Federal Programs Finance

Due Date: 11/15/2024

Details: A student's District of Residence serves as a factor in determining a school's federal allocation; therefore, information must be coded correctly in PowerSchool, and Proof of Residency to support coding must be maintained at the school level. An audit of documentation is conducted annually on a small percentage of a school's population. Please coordinate with your school's PowerSchool administrator to upload one piece of current supporting documentation for each child's address by November 15, 2024.

Submission: PS 45th Day Reports

Department: PowerSchool and IT

Due Date: 10/31/2024

Details: Before running your SC Compliance reports, Please make sure you have communicated with your SPED Team, GT Coordinator, and ML/LEP Coordinator. to clarify the reports accuracy. Then, verify your SC reports against the information found in Podium. Lastly, Upload all reports and screenshots to LWS before October 31, 2024.

Submission: Formative Testing Quote/Invoice Fall 2024 for Reimbursement

Department: Assessment

Due Date: 10/31/2024

Details: It is the time of year when I need to begin collecting the paperwork for reimbursement from the SCDE for formative testing. If you are an iReady school, I need the ProForma quote specifically designed for the SCDE. For STAR, I will need a copy of your invoice. For now, do not worry about the proof of payment, just the Quote or Invoice per your test. Contact Christopher Seay with questions.

Submission: September 2024 Month-to-Date Financial Statements

Department: Finance

Due Date: 10/31/2024

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. 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 September Balance Sheet and Profit and Loss Statement. The Profit and Loss Statement must be in fund-function-object format with description, and should reflect month-to-date information. Additionally, please update the Finance Dashboard (Monthly Financials tab) using the data from these submitted statements. Once completed, kindly click the check box provided. Feel free to contact Aila Ranera at aranera@erskinecharters.org if you have any questions. Thank you!

Submission: FY24 Annual Audit

Department: Finance

Due Date: 11/01/2024

Details: As outlined in the Charter Contract, the audit and its findings must be submitted to the Institute by November 1, 2024.

Submission: School Financial Policies

Department: Finance

Due Date: 10/31/2024

Details: Organizational finance policies are critical to clarify roles, authority, and responsibilities for financial management and function. The Institute requires that all schools under our sponsorship maintain policies that mirror the best practices outlined in the Institute's own framework policies. Please complete the attached document by either adopting the Institute's policy or uploading your School's policies and procedures.

Submission: Fall Amendment Window for All Grants

Department: Federal Programs Finance

Due Date: 11/15/2024

Details: Schools have until November 315th to indicate which grants need amending. Between November 16th & November 30th complete the amendments in Google. Instructions are attached. The federal programs team will review any changes and reach out as necessary to finalize the amendments. Out of respect for all schools, these deadlines are not flexible. As a reminder, ESSER III Amendments may require stakeholder input depending upon the type of amendment, per SCDE requirements.

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: 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: 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: October 30 - Deadline for Quarter 1 Claiming

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 10/07/2024

End Date: 10/31/2024

Details: October 30th is the final day to submit expenses obligated between July 1, 2024, and September 30, 2024, into SmartFusion for Federal reimbursement. This is the absolute last chance to claim expiring FY23 TSI, FY23 CSI, and FY24 CTE Perkins.

Announcement: Induction Teacher Mentor Training Opportunities

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 10/08/2024

End Date: 11/30/2024

Details: Mentor Training is available through CERRA on October 22-23 (in-person) and December 3-4 (in-person). Mentor Trainer Certification is available on December 10-11 (in-person). Here is the link to register: https://www.cerra.org/upcoming-trainings.html Please contact Callison Madsen at cmadsen@erskinecharters.org for the password to enroll.

Announcement: SCDE Memo: McKinney-Vento Homeless and Hurricane Helene

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 10/10/2024

End Date: 10/31/2024

Details: Please see the attached documentation for review about McKinney- Vento Homeless Protocol. If you have any Powerschool releated questions pertaining McKinney-Vento Homeless coding, please do not hesitiate to reach out to Jessica Crowe at jcrowe@erskinecharters.org.

Announcement: Education and Economic Development Act Competitive Grants

Contact Person: Tarry McGovern

Department(s): State and Academic Programs

Start Date: 10/10/2024

End Date: 11/14/2024

Details: The SCDE's Office of Career and Technical Education & Student Transition Services has set aside a portion of the SC EEDA funds for the Preparing College and Career Ready Graduates Competitive Grants (25-26) to assist schools in implementing evidence-based strategies and models. Grants are designed to address the academic and career development needs of students with academic deficiencies so that, upon completion of high school, these students meet the criteria defined in the Profile of the SC Graduate. Eligible applicants include our interested Institute schools who may submit an application to the SCDE through the Insitute. The Insitute may submit one or more applications on behalf of our schools that propose to serve a cohort of students in grades 3-12. The total funding for these grants is 1.5 million dollars and there will be a total of 10 grants awarded. The Office of Career & Technical Education & Student Services will offer a preapplication technical assistance session on October 15, 2024, from 10:00 until 11:30 AM. If you are interested in attending this Adobe Connect session you can use the following link on the day of the meeting: https://scde.adobeconnect.com/eedagrant-pre-ap-ta/. After you have viewed a session (live or recorded) and if you are interested in applying for a Competitive Grant, please contact Tarry Mcgovern (Director of State Programs and Student Support Services) tmcgovern@erskinecharters.org. Final Applications are due on November 14, 2024.

Announcement: Table 2 Special Education Staffing Spreadsheet

Contact Person: Sarah Love

Department(s): Special Education and 504

Start Date: 10/14/2024

End Date: 11/15/2024

Details: Please use the below template to complete the staffing spreadsheet for your school. Directions can be found on the first tab and data entry is to be done on the second tab. This information will be used to submit the district Table 2 report. The entries should focus on time spent providing services outlined in IEPs. For more information, examples and a live link to the template, please review the October Roundtable recording found in the Weekly Update sent on October 14. Contact Sarah Love with questions. https://docs.google.com/spreadsheets/d/1hBrU0Pm_IiddJhgkEML8bBnnyCP8ERzuLKR1vBBCOwk/copy

Announcement: IDEA Part B Audit - Preliminary Feedback

Contact Person: Sarah Love

Department(s): Leadership

Start Date: 10/14/2024

End Date: 10/31/2024

Details: Our district underwent an IDEA Part B audit last school year. While we are still awaiting the final report from the Office of Special Education Services at the SCDE, we have been provided some preliminary feedback related to caseloads and certification. Ahead of the report, we wanted to share this information with you so we can best help you plan and prepare for any actions the audit report may require. Please see the special education caseload information on pages 16-19 in the CONSOLIDATED ACCREDITATION STANDARDS FOR 2023-2024 and review pages 16-17 of the Required Credentials for Professional Staff Members in the Instructional Programs of South Carolina's Public Schools for information related to certification requirements aligning with a teacher's caseload. Review this guidance with your special education team and reach out to Sarah Love if you have any questions.

Announcement: CyberSecurity Awareness Month

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 10/16/2024

End Date: 10/27/2024

Details: October is Cybersecurity Awareness Month! Since 2004, the President and Congress have declared October to be Cybersecurity Awareness Month, helping organizations and individuals protect themselves in the face of growing cyber threats. The Cybersecurity and Infrastructure Security Agency (CISA) recommends all individuals and organizations consider the following four steps to improve cybersecurity: 1.Turn on multifactor authentication. 2.Update your software. 3.Think before you click. 4.Use strong passwords. As we have seen over the past year, education agencies, districts, and schools are prime targets for cyberattacks. To help you protect your organization and the data that you maintain, the Student Privacy Policy Office (SPPO) encourages you to review and update your organization's privacy policies, procedures, and training materials. For more information, please visit the resources linked below and the Department of Education's Cybersecurity Resources page. https://tech.ed.gov/cyberhelp/?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=

Announcement: Child Count 2024

Contact Person: Sally Fickling

Department(s): Leadership, Special Education and 504

Start Date: 10/17/2024

End Date: 10/24/2024

Details: Preliminary Child Count spreadsheets were shared with Special Education Coordinators this week. Please ensure all corrections are made prior to October 22 in order to receive funding for all special education students enrolled in your school. Child Count requires appropriate coding in PowerSchool and an active IEP in EDPlan SC for each special education student. Please reach out if you have any questions.