

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
South Carolina Read to Succeed...	12/02/2024	Tarry McGovern	State and Academic P...
October 2024 Month-to-Date Fin...	11/29/2024	Aila Ranera	Finance
Early Dropout Validation Verif...	11/30/2024	Jessica Crowe	PowerSchool and IT
FY25 CNA (continued)	12/15/2024	Sarah Shealy	Federal Programs Fin...
October 2024 Foster File	12/15/2024	Caiman Welch	PowerSchool and IT
Career Readiness (WIN)Post Ass...	11/30/2024	Christopher Seay	Assessment
Teacher and Staff check 1 for ...	12/02/2024	Heather Holliday	Accountability
CTE Local Advisory Board Infor...	12/13/2024	Heather Holliday	CTE
Induction Teacher Mentor Train...	10/08/2024 - 11/30/2024	Callison Madsen	State and Academic P...
Holiday Card Competition - 202...	10/21/2024 - 12/02/2024	Katie Graybill	Communications, Lead...
PD Opportunity - Technology Ac...	10/30/2024 - 11/29/2024	Heather Holliday	Leadership, State an...
PD Opportunity - MTSS Gather a...	10/30/2024 - 11/29/2024	Heather Holliday	Leadership, MTSS, St...
Scholarship Opportunity - Arch...	10/30/2024 - 11/29/2024	Heather Holliday	State and Academic P...
PD Opportunity - Train the Tra...	10/30/2024 - 11/29/2024	Heather Holliday	State and Academic P...
Fall Academic Accountability (...)	11/03/2024 - 12/03/2024	Jessica Crowe	PowerSchool and IT
Scholarship Opportunity: 2025 ...	11/04/2024 - 12/13/2024	Lacy Lucas	Federal Programs Fin...
FY25 Learning Management Syste...	11/04/2024 - 11/30/2024	Amanda Tucker	Finance
Act 114 and Revised Focus of t...	11/08/2024 - 01/01/2025	Tarry McGovern	State and Academic P...
Title IV Allocation Approvals ...	11/08/2024 - 11/30/2024	Meagan Cothran	Federal Programs Fin...
New SCTS 4.0 Evaluator and Men...	11/13/2024 - 01/15/2025	Callison Madsen	State and Academic P...
FY25 CTE Perkins Approval	11/18/2024 - 11/29/2024	Lacy Lucas	CTE, Federal Program...
Reimbursement Confirmation Mem...	11/19/2024 - 11/30/2024	Sarah Shealy	Additional Targeted ...
Instructional Materials Review...	11/20/2024 - 12/20/2024	Heather Holliday	CTE, Leadership
Expiring FY24 Federal Grants R...	11/29/2024 - 01/31/2025	Sarah Shealy	Federal Programs Fin...

Submission: South Carolina Read to Succeed Third Grade Retention and Guidance Document (Revised September 2024)

Department: State and Academic Programs

Due Date: 12/02/2024

Details: The guidance document and presentation help Institute schools understand the updated 3rd-grade retention requirements of the Read to Succeed Act. Schools should review promptly to ensure timely notifications. Complete the Smart Form to confirm receipt. Sample parent notification letters are included in the guidance document. Key 2024 updates: raising the retention threshold, removing the Literacy Portfolio, and adjusting Summer Reading Camp requirements.

Submission: October 2024 Month-to-Date Financial Statements

Department: Finance

Due Date: 11/29/2024

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 October 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: Early Dropout Validation Verification 24'-25'

Department: PowerSchool and IT

Due Date: 11/30/2024

Details: Please verify, and update any information necessary, from the uploaded QDC1 document from the SCDE for your school. If you have any questions please do not hesitate to contact jcrowe@erskinecharters.org. Note: This will only apply to the schools with reports found in the QDC1 on the SCDE Website.

Submission: FY25 CNA (continued)

Department: Federal Programs Finance

Due Date: 12/15/2024

Details: Please use the following documents (template and exemplars) to assist in creating your school's Comprehensive Needs Assessment for the 2024-2025 school year. Your school's 2023-2024 CNA is also attached to this submission.

Submission: October 2024 Foster File

Department: PowerSchool and IT

Due Date: 12/15/2024

Details: Please review your list of student's for the most recent published foster file. Be sure to follow up with any student information provided. If you have any questions please feel free to contact the PowerSchool team.

Submission: Career Readiness (WIN) Post Assessment Test Security Documents

Department: Assessment

Due Date: 11/30/2024

Details: Submission of All Test Security Materials and Documentation for the Career Readiness (WIN) Assessment. If you have any questions, please contact Christopher Seay.

Submission: Teacher and Staff check 1 for Annual Climate Survey

Department: Accountability

Due Date: 12/02/2024

Details: Please see the attached document on the purpose and requirements for this submission. You will also find an individual spreadsheet of teacher/staff information pertaining to the annual climate survey. The document explains what to do to process the spreadsheet. There are two required answers for this submission. All other changes are made directly in PS or by submission of a PCS form to Robbie Anderson. Contact Heather Holliday with questions.

Submission: CTE Local Advisory Board Information Collection

Department: CTE

Due Date: 12/13/2024

Details: As reviewed in the first CTE meeting this year, it is a requirement for all schools receiving CTE funds to have a Local Advisory Board. This submission is asking for the documentation of that Board. Required parts of the submission include a question regarding the date of your Board Meeting (or dates but one is required), a document showing the names and roles of your Local Advisory Board, and the minutes from your meeting or meetings. Please reach out to Heather Holliday with questions.

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: Holiday Card Competition - 2024

Contact Person: Katie Graybill

Department(s): Communications, Leadership

Start Date: 10/21/2024

End Date: 12/02/2024

Details: The 2024 Holiday Card Competition is now open! Visit <https://erskinecharters.org/2024-holiday-card-design-competition/> for more information. Artwork submissions are due by Monday, December 2!

Announcement: PD Opportunity - Technology Accessibility

Contact Person: Heather Holliday

Department(s): Leadership, State and Academic Programs

Start Date: 10/30/2024

End Date: 11/29/2024

Details: The South Carolina Department of Education's Office of Educational Technology and Accessibility (OETA) along with the US Department of Education's National Digital Accessibility Team will be offering free live virtual training opportunities for School Districts October 2024 through May 2025. All sessions will be held from 3:00 to 4:00 PM (EST) via the agency's Access Academy virtual event platform. Please see attached memo for more details.

Announcement: PD Opportunity - MTSS Gather and Grow

Contact Person: Heather Holliday

Department(s): Leadership, MTSS, State and Academic Programs

Start Date: 10/30/2024

End Date: 11/29/2024

Details: The Office of Early Learning and Literacy is dedicated to providing support and professional development opportunities to aid schools in better serving all students. They are pleased to announce monthly PLOs for MTSS Coordinators and MTSS Leadership Teams beginning in November 2024 entitled MTSS Gather and Grow Collaboratives. These sessions will support Multi-Tiered System of Supports (MTSS) implementation in districts and schools. Please see the attached memo for more details.

Announcement: Scholarship Opportunity - Archibald Rutledge

Contact Person: Heather Holliday

Department(s): State and Academic Programs

Start Date: 10/30/2024

End Date: 11/29/2024

Details: The South Carolina Department of Education (SCDE) is announcing the Archibald Rutledge Scholarship Program. This annual program offers twelfth-grade students in South Carolina's public schools the opportunity to compete for a scholarship valued at approximately \$2,000. Please find attached a memo and the application for the scholarship.

Announcement: PD Opportunity - Train the Trainer (Math)

Contact Person: Heather Holliday

Department(s): State and Academic Programs

Start Date: 10/30/2024

End Date: 11/29/2024

Details: The South Carolina Department of Education Office of Assessment and Standards will offer a free two-day train-the-trainer professional workshop for school based instructional leaders on the 2025 Math Standards. Information about dates and the link to register are included in the attached memo.

Announcement: Fall Academic Accountability (24-25)

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 11/03/2024

End Date: 12/03/2024

Details: Attached you will find the Fall Academic Accountability Memo from Laura McNair.

Announcement: Scholarship Opportunity: 2025 SCATA/NAFEPA

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance , State and Academic Programs , Title I

Start Date: 11/04/2024

End Date: 12/13/2024

Details: The South Carolina Association of Title I Administrators will award 21 scholarships in the Spring of 2025 to deserving students. For the SCATA scholarships, qualifying seniors in each SCATA region have the opportunity to compete for a \$2,000 (first place), one \$1,500 (second place), or one \$1,000 (third place) scholarship. Top candidates will be considered at the state level for the national NAFEPA scholarship. Please review the attached documents for additional information, the application, and checklist. Applications are due to Lacy Lucas (llucas@erskinecharters.org) in PDF format by December 13, 2024. You DO NOT have to be a Title I school to submit applications. If you have any questions, please don't hesitate to reach out.

Announcement: FY25 Learning Management System

Contact Person: Amanda Tucker

Department(s): Finance

Start Date: 11/04/2024

End Date: 11/30/2024

Details: The South Carolina Department of Education (SCDE) Offices of Instructional Materials and Information Technology would like to confirm that for the 2024-2025 school year, the SCDE is procuring Canvas and Schoology Learning Management Systems (LMS) for districts that selected those in the previous survey. Districts that are using Google Classroom, Seesaw, and Microsoft Teams as their LMS will be reimbursed at \$4.00 per student based on the student count.

Please complete this form in order to receive reimbursement from SCDE:
https://erskinecharters.formstack.com/forms/fy25_lms_reimbursement_request

Feel free to contact Amanda Tucker (atucker@erskinecharters.org) if you have any questions. Thank you!

Announcement: Act 114 and Revised Focus of the Read to Succeed Act

Contact Person: Tarry McGovern

Department(s): State and Academic Programs

Start Date: 11/08/2024

End Date: 01/01/2025

Details: School leaders, please review and share updates (Presentation) on R2S endorsement requirements: Act 114 revises endorsement requirements and introduces new exams for Literacy Teacher endorsements starting January 1, 2025. K-3 teachers must complete science of reading training; SCDE has adopted LETRS for this purpose. LETRS counts toward the R2S Literacy Teacher endorsement but does not replace Act 114's professional training requirement. Complete details and a presentation are available for further reference.

Announcement: Title IV Allocation Approvals (Additional Title I)

Contact Person: Meagan Cothran

Department(s): Federal Programs Finance

Start Date: 11/08/2024

End Date: 11/30/2024

Details: The transfer of Title IV funds (F210) to Title I (F201) and its allocation to schools has been approved by the SCDE. Included your Allocation Memo as sent by email on 11/8/24. Please read it carefully for information and deadlines. Plans for this funding will be written on the school's Title I tab (at the bottom) in their Google file. Plans must be written by November 30, 2024 (current amendment deadline).

Announcement: New SCTS 4.0 Evaluator and Mentor Renewal Training Opportunity

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 11/13/2024

End Date: 01/15/2025

Details: The SCDE is offering a new SCTS 4.0 Evaluator Training on January 21–23, 2025, from 9:00 AM to 4:30 PM. This training is required for any educator serving on a teacher evaluation team and satisfies the requirements for mentor certification renewal (renewal details attached to this announcement). To register, please copy and paste the following link: https://forms.office.com/Pages/ResponsePage.aspx?id=xelEJ_Upfk-5HL1W8GhZiY1hDud67-FHoqjTDfq-cVJUQk5DSFJOQVIFNU9ROEcyUVNPTVM0tkZLNC4u For questions, please reach out to Callison Madsen at cmadsen@erskinecharters.org.

Announcement: FY25 CTE Perkins Approval

Contact Person: Lacy Lucas

Department(s): CTE, Federal Programs Finance

Start Date: 11/18/2024

End Date: 11/29/2024

Details: The Charter Institute at Erskine has been notified of approval of your Career and Technical Education (CTE) Perkins plan requests from the South Carolina Department of Education (SCDE). Please see your school's list of currently approved activities listed on your school's Google sheet on the CTE Perkins tab. All expenditures must follow state and federal regulations and guidelines. Attached to this announcement is the Approval Memo and Budget as sent to your school on 11/18/24.

Announcement: Reimbursement Confirmation Memo - Q1

Contact Person: Sarah Shealy

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

Start Date: 11/19/2024

End Date: 11/30/2024

Details: At the end of each quarter, a memo is sent to all schools confirming whether or not they submitted reimbursement requests for their approved federal funds. This record monitors the schools' health under Federal Programs ARC 5 - Fiscal Responsibility: "The school makes at least quarterly submissions for reimbursement of approved federal funding plans," as required directly by the SCDE. This memo was emailed to school leaders, grant coordinators, and fiscal coordinators on November 19, 2024.

The deadline to submit these expenses was October 31, 2024, which allowed the District a buffer of 15 days to review, approve or troubleshoot, and submit to SCDE by their deadline of November 15, 2024. These deadlines were presented in the April 2024 "A La Carte" training, the September 2024 annual department training, and reminders are posted quarterly in LWS as announcements. Schools with expiring grants received updates and check ins throughout September and October.

Announcement: Instructional Materials Review Period Memo

Contact Person: Heather Holliday

Department(s): CTE, Leadership

Start Date: 11/20/2024

End Date: 12/20/2024

Details: Attached you will find an SCDE memo outlining the Instructional Review period for instructional materials up for adoption Spring 2025 and implementation Fall 2025. Should you have any questions, please reach out to Heather Holliday.

Announcement: Expiring FY24 Federal Grants Reminder

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 11/29/2024

End Date: 01/31/2025

Details: Spending for FY24 Title I, FY24 Title II, and FY24 IDEA funding ends on 12/31/24 for schools. These expenses are due in SmartFusion by 1/31/25. Throughout January, Sarah Shealy may reach out through email to provide support and facilitate communication ensuring that all possible funding owed to a school is claimed. As discussed in trainings, any funds left unclaimed in these grants after 1/31/25 will be removed from school budgets.