

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

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CTE Local Advisory Board Infor...	01/15/2025	Heather Holliday	CTE
Lowcountry Connections Heighte...	01/15/2025	Heather Holliday	Accountability
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CSAR Collection Period 1	01/15/2025	Heather Holliday	State and Academic P...
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Early Graduates Roster and Tra...	01/15/2025	Caiman Welch	PowerSchool and IT
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2024-2025 Title I Fall Semi-An...	01/31/2025	Meagan Cothran	Federal Programs Fin...
2024-2025 CSI Fall Semi-Annual...	01/31/2025	Meagan Cothran	Federal Programs Fin...
2024-2025 CTE Perkins Fall Sem...	01/31/2025	Lacy Lucas	Federal Programs Fin...
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New 2024 Individual Health Pla...	12/02/2024 - 02/28/2025	Tarry McGovern	State and Academic P...
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FY25 CTE Perkins Amendment App...	12/17/2024 - 02/10/2025	Lacy Lucas	CTE, Federal Program...
State memos for School Leaders...	12/18/2024 - 01/17/2025	Heather Holliday	Leadership, State an...
FY25 IDEA Tentative Approval	12/19/2024 - 01/17/2025	Lacy Lucas	Federal Programs Fin...
Title IV Plan Approval	12/19/2024 - 01/18/2025	Meagan Cothran	Federal Programs Fin...
CTE EIA Amendment Approval	12/19/2024 - 01/18/2025	Lacy Lucas	CTE, Federal Program...
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State Memos for School Leaders...	01/08/2025 - 02/28/2025	Heather Holliday	Leadership
Security Monitoring State Reim...	01/09/2025 - 01/17/2025	Amanda Tucker	Finance
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Civil Rights Data Collection 2...	01/16/2025 - 01/31/2025	Jessica Crowe	PowerSchool and IT

**Submission: 20 Day Letters (Sept-December 2025)**

**Department:** Title I

**Due Date:** 01/15/2025

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: Local Board Approved Courses**

**Department:** PowerSchool and IT

**Due Date:** 01/31/2025

Details: Local Board Approved Courses must be submitted.

**Submission: CTE Local Advisory Board Information Collection**

**Department:** CTE

**Due Date:** 01/15/2025

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.

**Submission: Lowcountry Connections Heightened Monitoring Review 1**

**Department:** Accountability

**Due Date:** 01/15/2025

Details: Please upload documentation as described in the plan. Approved submissions will be considered reviewed and accepted. Any additional requirements or uploads will be communicated with Dr. Jolley. Please contact Heather Holliday with questions.

**Submission: FY25 Title I Parent and Family Engagement - 1st Semester**

**Department:** Title I

**Due Date:** 01/31/2025

Details: Please upload documentation of parent and family engagement events by January 31st, 2025, that were held in the first semester. These events should build parent capacity. Examples include parent conferences where individual assessment data is shared, STEM, technology, math, and literacy nights, etc.

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

**Department:** Finance

**Due Date:** 01/15/2025

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 November 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: CSAR Collection Period 1**

**Department:** State and Academic Programs

**Due Date:** 01/15/2025

Details: It is time to begin collecting the data for the CSAR Period 1 report. A presentation is attached for your reference as is a Word document with directions and a link to submit your school's data. If this does not fall into your purview, please get with your School Counselor to complete this information. Contact Heather Holliday with questions.

**Submission: Electronic Device Policy Attestation**

**Department:** Leadership

**Due Date:** 01/15/2025

Details: The State Department requires the Institute to complete an attestation form with a link to our model policy. Each school must post their electronic device policy on their website, preferably on the same page as the student handbook. Once posted, confirm the action is completed by answering the below questions.

**Submission: School Facilities Survey**

**Department:** Leadership

**Due Date:** 01/15/2025

Details: The State Department is collecting a list of schools that serve as shelters in the event of an emergency. This is based on schools that have a current MOA with the Red Cross or other government agency. Please indicate below if your school has an agreement. We will follow up with any current schools serving as a shelter for additional information.

**Submission: Early Graduates Roster and Transcripts, Winter 2025**

**Department:** PowerSchool and IT

**Due Date:** 01/15/2025

Details: Schools with Winter Graduates should submit a roster of students for graduation along with final transcripts for review. If you have no early graduates, submit your school's calendar in the documents requested.

**Submission: November 2024 Foster File**

**Department:** PowerSchool and IT

**Due Date:** 01/15/2025

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: GT New Qualifiers - Fall 2024**

**Department:** Gift and Talented

**Due Date:** 01/15/2025

Details: This submission contains students qualifying for GT via CogAT and/or IOWA during this fall's assessment window. It also contains documents on how students qualify for GT, and how to handle with this group of students. If you have any questions, please contact Christopher Seay.

**Submission: PS 90th Day Reports**

**Department:** PowerSchool and IT

**Due Date:** 01/31/2025

Details: Please submit your 90th day reports. These do not need to be signed.

**Submission: Performance Task Assessment Rosters for Spring 2025**

**Department:** Assessment

**Due Date:** 01/31/2025

Details: This submission contains school rosters of students qualifying to take the Performance Task Assessment during the upcoming assessment window of February 18th - March 14th.

**Submission: 2024-2025 Title I Fall Semi-Annuals**

**Department:** Federal Programs Finance

**Due Date:** 01/31/2025

Details: Upload all Fall Semi-Annual records for anyone paid/to be paid from FY24, and FY25 spending plans in the 2024-2025 school year and complete the Employee List to confirm payroll and FTE calculations. Review the recorded training (1/8/25) and read the attached guidance before completing this submission. This submission will collect Semi-Annuals for 7/1/24-12/31/24. Federal law requires all employees, including teachers, paraprofessionals, and other staff that are paid with federal funds to document the time and effort they spend within that program. Remember: time and effort records cannot be certified until the after the work is completed. The portion of the federally paid salary should be reflective of the time and effort the individual has put forth for that federal program.

**Submission: 2024-2025 CSI Fall Semi-Annuals**

**Department:** Federal Programs Finance

**Due Date:** 01/31/2025

Details: Upload all Fall Semi-Annual records for anyone paid/to be paid from FY23, FY24, and FY25 spending plans in the 2024-2025 school year and complete the Employee List to confirm payroll and FTE calculations. Review the recorded training (1/8/25) and read the attached guidance before completing this submission. This submission will collect Semi-Annuals for 7/1/24-12/31/24. Federal law requires all employees, including teachers, paraprofessionals, and other staff that are paid with federal funds to document the time and effort they spend within that program. Remember: time and effort records cannot be certified until the after the work is completed. The portion of the federally paid salary should be reflective of the time and effort the individual has put forth for that federal program.

**Submission: 2024-2025 CTE Perkins Fall Semi-Annuals**

**Department:** Federal Programs Finance

**Due Date:** 01/31/2025

Details: Upload all Fall Semi-Annual records for anyone paid/to be paid from FY23, FY24, and FY25 spending plans in the 2024-2025 school year and complete the Employee List to confirm payroll and FTE calculations. Review the recorded training (1/8/25) and read the attached guidance before completing this submission. This submission will collect Semi-Annuals for 7/1/24-12/31/24. Federal law requires all employees, including teachers, paraprofessionals, and other staff that are paid with federal funds to document the time and effort they spend within that program. Remember: time and effort records cannot be certified until the after the work is completed. The portion of the federally paid salary should be reflective of the time and effort the individual has put forth for that federal program.

**Submission: 2024-2025 Title II Fall Semi-Annuals**

**Department:** Federal Programs Finance

**Due Date:** 01/31/2025

Details: Upload all Fall Semi-Annual records for anyone paid/to be paid from FY23, FY24, and FY25 spending plans in the 2024-2025 school year and complete the Employee List to confirm payroll and FTE calculations. Review the recorded training (1/8/25) and read the attached guidance before completing this submission. This submission will collect Semi-Annuals for 7/1/24-12/31/24. Federal law requires all employees, including teachers, paraprofessionals, and other staff that are paid with federal funds to document the time and effort they spend within that program. Remember: time and effort records cannot be certified until the after the work is completed. The portion of the federally paid salary should be reflective of the time and effort the individual has put forth for that federal program.

**Submission: 2024-2025 IDEA Fall Semi-Annuals**

**Department:** Federal Programs Finance

**Due Date:** 01/31/2025

Details: Upload all Fall Semi-Annual records for anyone paid/to be paid from FY24 and FY25 spending plans in the 2024-2025 school year and complete the Employee List to confirm payroll and FTE calculations. Review the recorded training (1/8/25) and read the attached guidance before completing this submission. This submission will collect Semi-Annuals for 7/1/24-12/31/24. Federal law requires all employees, including teachers, paraprofessionals, and other staff that are paid with federal funds to document the time and effort they spend within that program. Remember: time and effort records cannot be certified until the after the work is completed. The portion of the federally paid salary should be reflective of the time and effort the individual has put forth for that federal program.

**Submission: 2024-2025 TSI Fall Semi-Annuals**

**Department:** Federal Programs Finance

**Due Date:** 01/31/2025

Details: Upload all Fall Semi-Annual records for anyone paid/to be paid from FY23, FY24, and FY25 spending plans in the 2024-2025 school year and complete the Employee List to confirm payroll and FTE calculations. Review the recorded training (1/8/25) and read the attached guidance before completing this submission. This submission will collect Semi-Annuals for 7/1/24-12/31/24. Federal law requires all employees, including teachers, paraprofessionals, and other staff that are paid with federal funds to document the time and effort they spend within that program. Remember: time and effort records cannot be certified until the after the work is completed. The portion of the federally paid salary should be reflective of the time and effort the individual has put forth for that federal program.

**Submission: 2024-2025 CTE Perkins Fall PARS**

**Department:** Federal Programs Finance

**Due Date:** 01/31/2025

Details: Upload all Fall PARS records for anyone paid/to be paid from FY23, FY24, and FY25 spending plans in the 2024-2025 school year and complete the Employee List to confirm payroll and FTE calculations. Review the recorded training (1/8/25) and read the attached guidance before completing this submission. This submission will collect PARS for 7/1/24-12/31/24. Federal law requires all employees, including teachers, paraprofessionals, and other staff that are paid with federal funds to document the time and effort they spend within that program. Remember: time and effort records cannot be certified until the after the work is completed. The portion of the federally paid salary should be reflective of the time and effort the individual has put forth for that federal program.

**Submission: 2024-2025 School Improvement Fall PARS**

**Department:** Federal Programs Finance

**Due Date:** 01/31/2025

Details: Upload all Fall PARS records for anyone paid/to be paid from FY23, FY24, and FY25 spending plans in the 2024-2025 school year and complete the Employee List to confirm payroll and FTE calculations. Review the recorded training (1/8/25) and read the attached guidance before completing this submission. This submission will collect PARS for 7/1/24-12/31/24. Federal law requires all employees, including teachers, paraprofessionals, and other staff that are paid with federal funds to document the time and effort they spend within that program. Remember: time and effort records cannot be certified until the after the work is completed. The portion of the federally paid salary should be reflective of the time and effort the individual has put forth for that federal program.

**Submission: Child Count Preliminary Data Verification**

**Department:** Special Education and 504

**Due Date:** 01/15/2025

Details: Please strikethrough any names to be removed and add any missing students at the bottom highlighted in yellow. If there are no corrections, please name your file using your school name and NO CORRECTIONS. Please DO NOT DELETE any students from the file.

**Submission: CRDC Completion Validation**

**Department:** PowerSchool and IT

**Due Date:** 01/31/2025

Details: If your school's leader and PowerSchool administrator were with the district in the previous year, your username and password will remain the same as in previous years. If you have forgotten your password, please select "Forgot Password" on the CRDC website for assistance.

**Submission: Final Amendment Window for All Grants**

**Department:** Federal Programs Finance

**Due Date:** 02/01/2025

Details: Please indicate which grants your school would like to amend during the final amendment window by February 15, 2025. Google sheets will be unlocked February 15 - 28, 2025. for amendments to be made. As a reminder the following grants expire June 30, 2025: FY24 CSI, FY24 ATSI, FY23 Priority, and FY24 CTE EIA (State).. The following grants have an expiration date of September 30, 2024: FY25 Title I, FY25 Title II, FY25 CTE Perkins, and FY25 IDEA.

### **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-cVJUQk5DSFJOQVI-FNU9ROEcyUVNPTVM0TkZLNC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=xelEJ_Upfk-5HL1W8GhZIY1hDud67-FHoqjTDfq-cVJUQk5DSFJOQVI-FNU9ROEcyUVNPTVM0TkZLNC4u) For questions, please reach out to Callison Madsen at [cmadsen@erskinecharters.org](mailto:cmadsen@erskinecharters.org).

### **Announcement: Expiring FY24 Federal Grants Reminder**

**Contact Person:** Sarah Shealy

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

**Start Date:** 11/29/2024

**End Date:** 02/28/2025

Details: The obligation deadline for FY24 Title I, FY24 Title II, FY24 IDEA, and FY24 Title IV funding moved from 12/31/24 to 1/31/25 for schools. These expenses are due in SmartFusion by 2/28/25. Throughout January & February, 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 2/28/25 will be removed from school budgets.

### **Announcement: New 2024 Individual Health Plan (IHP) Document**

**Contact Person:** Tarry McGovern

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

**Start Date:** 12/02/2024

**End Date:** 02/28/2025

Details: The 2024 IHP Guidance Document is now available on the SCDE website and is attached for your convenience, along with the Meds Discrepancy Report and the SCYDA Nurse-IHP. These documents are also available on the SCDE website. Please ensure these materials are reviewed and implemented by your school nurse(s), as the 2019 version of the IHP Guidance is now defunct. This updated guidance also reflects changes related to the Seizure Safety Act, effective July 1, 2025. For any questions regarding these documents, please contact Victoria J. Ladd, State School Nurse Consultant, at [laddvj@dph.sc.gov](mailto:laddvj@dph.sc.gov), O: (803) 898-2347, or M: (803) 429-9078. Please be sure to follow up with your school nurses to confirm they are using the 2024 materials.

### **Announcement: FY24 Federal Grants Spending Deadline Extension**

**Contact Person:** Kristy Cansler

**Department(s):** Federal Programs Finance , Title I

**Start Date:** 12/03/2024

**End Date:** 02/28/2025

Details: The spending deadline for carryover/additional FY24 Title I, Title II, Title IV, and IDEA grants has been extended from 12/31/2024 to 01/31/2025. Please submit reimbursement for all FY24 federal grants by February 28, 2025, in SmartFusion. This information was emailed on 12/03/2024 to all School Leaders, Federal Programs Coordinators, and Federal Programs-Finance Contacts. Please reach out to anyone on the Federal Programs team if you have questions.

**Announcement: FY25 CTE Perkins Amendment Approval**

**Contact Person:** Lacy Lucas

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

**Start Date:** 12/17/2024

**End Date:** 02/10/2025

Details: Your school's CTE Perkins amendment has approval from the SCDE. The approval was emailed to School Leaders, Program Coordinators, and Fiscal Coordinators on 12/17/24 by Lacy Lucas. If you have any programmatic questions, please reach out to anyone in the Federal Programs department. For any questions regarding the budget, please reach out to Sarah Shealy in Federal Programs – Finance.

**Announcement: State memos for School Leaders Dec 18**

**Contact Person:** Heather Holliday

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

**Start Date:** 12/18/2024

**End Date:** 01/17/2025

Details: Attached you will find the memos for this week. Contact Heather Holliday with questions.

**Announcement: FY25 IDEA Tentative Approval**

**Contact Person:** Lacy Lucas

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

**Start Date:** 12/19/2024

**End Date:** 01/17/2025

Details: Your school's FY25 IDEA plan has tentative approval from the Institute. The SCDE has not approved of the FY25 plan, but we anticipate full approval soon. In the meantime, please find your FY25 IDEA budget attached. You may begin submitting requisitions in SmartFusion. Once we receive full approval from SCDE, Lacy Lucas will send out official approval memos. This information was emailed to School Leaders, Program Coordinators, and Fiscal Contacts on 12/19/24.

**Announcement: Title IV Plan Approval**

**Contact Person:** Meagan Cothran

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

**Start Date:** 12/19/2024

**End Date:** 01/18/2025

Details: The FY24 and FY25 Title IV plans have been approved by the SCDE. Included in this announcement is your school's approval memo and SmartFusion budget. FY24 funds must be obligated between 7/01/24 and 1/31/25 and submitted into SmartFusion by 2/28/25. This information was emailed to School Leaders, Program Coordinators, and Fiscal Contacts on 12/19/24.

**Announcement: CTE EIA Amendment Approval**

**Contact Person:** Lacy Lucas

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

**Start Date:** 12/19/2024

**End Date:** 01/18/2025

Details: Your school's CTE EIA (State) plan has approval. Necessary information can be found on your school's Google sheet "RD" (Required Documentation) tab regarding documentation required to seek reimbursement and "CTE EIA" tab regarding financial information for each activity. Included in this announcement is your SmartFusion budget.



**Announcement: Title II Amendment Approval**

**Contact Person:** Lacy Lucas

**Department(s):** Federal Programs Finance , Title II

**Start Date:** 12/19/2024

**End Date:** 01/18/2025

Details: The SCDE has approved all amendments for the FY24 and FY25 Title II plans. You will find necessary information on your school's Google sheet RD tab regarding documentation required to seek reimbursement and on the Title II tab financial information for each activity. Included in this announcement is your SmartFusion Budget. This information was emailed to School Leaders, Program Coordinators, and Fiscal Contacts on 12/19/24.

**Announcement: January 31 - Deadline for Quarter 2 Claiming**

**Contact Person:** Sarah Shealy

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

**Start Date:** 01/01/2025

**End Date:** 01/31/2025

Details: January 31st is the final day to submit expenses obligated between October 1, 2024, and December 31, 2024, into SmartFusion for Federal reimbursement. Meetings will be set up in the first week of February with schools that do not reach 60% remaining on their budgets. These meetings will be touchpoints before the final amendments of the year to support schools and aid their planning accordingly.

**Announcement: Federal Budget Report - January**

**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:** 01/06/2025

**End Date:** 01/20/2025

Details: Federal Budgets for each school will be posted in LWS on the first Friday of each month for ease of access. Schools should strive to submit requests in SmartFusion by 1/31/25 (Q2 deadline) to bring all grants down to 60% remaining. Planning meetings will be set up in February before the final amendment for schools that do not meet this threshold. Please reach out to Sarah Shealy with questions concerning federal budgets or claiming concerns.

**Announcement: State Memos for School Leaders Jan 8**

**Contact Person:** Heather Holliday

**Department(s):** Leadership

**Start Date:** 01/08/2025

**End Date:** 02/28/2025

Details: Please see the attached memos from the SCDE. These memos were also sent to Coordinator level contacts at your schools. Contact Heather Holliday with questions. Thank you!

### **Announcement: Security Monitoring State Reimbursement**

**Contact Person:** Amanda Tucker

**Department(s):** Finance

**Start Date:** 01/09/2025

**End Date:** 01/17/2025

Details: Statewide funds are available to reimburse schools for security monitoring applications already implemented. The state has identified these four applications eligible for reimbursement—Linewize Monitoring, Lightspeed Alert, GoGuardian, or Gaggle—when used on school-issued devices to enhance student safety. Complete the Security Monitoring Survey by January 17, 2025, to participate. For questions, contact Caiman Welch at [cwelch@erskinecharters.org](mailto:cwelch@erskinecharters.org) or Amanda Tucker at [atucker@erskinecharters.org](mailto:atucker@erskinecharters.org).

Survey link [https://scde.formstack.com/forms/2024\\_2025\\_school\\_monitoring\\_software](https://scde.formstack.com/forms/2024_2025_school_monitoring_software)

### **Announcement: Time & Effort Training Slides and Recording**

**Contact Person:** Kristy Cansler

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

**Start Date:** 01/09/2025

**End Date:** 01/31/2025

Details: The recording of the required Time and Effort training held on 1.8.25 has been posted to Blackboard as of 1.9.25. For those without access, included in this announcement are the slides and please use this link to view the recording: <https://shorturl.at/qcmGA>. Refer to these resources carefully while completing your employees Time and Effort records this month. Reach out to anyone on the Federal Programs team if you have questions or concerns.

### **Announcement: Civil Rights Data Collection 2022-2023**

**Contact Person:** Jessica Crowe

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

**Start Date:** 01/16/2025

**End Date:** 01/31/2025

Details: Civil Rights Data Collection is now open until [Insert Date]. Please be aware this Data Collection period is for the 2022-2023 School Year. The CRDC is a mandatory data collection, authorized under the statutes and regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and under the Department of Education Organization Act (20 U.S.C. § 3413). If you have any questions concerning access to the CRDC Website, please reach out to Jessica Crowe at [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org).