Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
College Freshman Report Spring...	04/19/2023	Heather Holliday	Assessment
FY23 Title I Parent Engagement...	04/14/2023	Sarah Shealy	Title I
March 2023 Journal Entry Uploa...	04/30/2023	John Li	Finance
FY23 Quarter 3 Financials	04/28/2023	Angelica Rodrigu...	Finance
FY24 Preliminary Budget	04/30/2023	Angelica Rodrigu...	Finance
Spring EOC/SC READY/SC PASS Te...	02/22/2023 - 04/18/2023	Heather Holliday	Assessment
New STC Academy April--Final M...	03/15/2023 - 05/02/2023	Heather Holliday	Assessment
Teacher list for Climate Surve...	03/20/2023 - 04/19/2023	Heather Holliday	Accountability , Pow...
FY23 TSI, ATSI, CSI, or Priori...	03/21/2023 - 05/05/2023	Jeanie Glover	Additional Targeted ...
Accountability Manual Updated ...	03/21/2023 - 04/20/2023	Heather Holliday	Accountability
State Aid to Classroom Funding...	03/23/2023 - 04/30/2023	John Li	Finance
FY23 Feedback Survey Results	03/24/2023 - 04/23/2023	Sarah Shealy	Federal Programs Fin...
Awards Banquet Date and Perfor...	03/27/2023 - 05/18/2023	Ashley Epperson	Leadership
April 504 Coordinators' Traini...	03/27/2023 - 04/27/2023	Sarah Love	Special Education an...
Advanced Placement Training Op...	03/30/2023 - 04/29/2023	Heather Holliday	Assessment, Gift and...
CTE April Coding in PowerSchoo...	03/30/2023 - 04/29/2023	Heather Holliday	CTE, PowerSchool and...
Graduation Rate Collection Tra...	04/03/2023 - 05/11/2023	Heather Holliday	Accountability , Pow...
School Counselor Academy/Round...	04/03/2023 - 05/04/2023	Heather Holliday	State and Academic P...
State Level KRA training for 2...	04/04/2023 - 05/04/2023	Heather Holliday	Assessment
Pre-K (4K) myIGDIs training in...	04/04/2023 - 05/04/2023	Heather Holliday	Assessment
Free Enterprise Leadership Cha...	04/06/2023 - 06/30/2023	Ashley Epperson	Leadership
Preparing for End-of-Year Clos...	04/07/2023 - 04/27/2023	Jeanie Glover	Federal Programs Fin...
Planning for Post-ESSER	04/07/2023 - 04/20/2023	Jeanie Glover	Federal Programs Fin...
New MLP School Coordinator Tra...	04/10/2023 - 05/11/2023	Sally Fickling	Title III ESOL

Submission: College Freshman Report Spring 2023

Department: Assessment

Due Date: 04/19/2023

Details: It is time for to begin the collection of information for the annual College Freshman Report. Attached each school will find their individual student files. There are also many resources available to you in the documents section. When you have completed the file, please save it and submit it here. Each school will also submit a summary worksheet. Please contact hholliday@erskinecharters.org with questions.

Submission: FY23 Title I Parent Engagement (Q3)

Department: Title I

Due Date: 04/14/2023

Details: Title I Family Engagement activities should provide assistance to families/ parents in understanding content and achievement standards, assessments, how to monitor their child's progress, and provide materials and training to help their children succeed in school, such as literacy training and using technology as outlined in ESSA Section 1116(e)(2). Each school building has a parent and family engagement plan. The written plan must describe how the school will carry out the parent/family engagement activities. The plan is made available to the local community and is updated periodically to meet the changing needs of parents and the school.

Submission: March 2023 Journal Entry Upload

Department: Finance

Due Date: 04/30/2023

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.

Submission: FY23 Quarter 3 Financials

Department: Finance

Due Date: 04/28/2023

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.

Submission: FY24 Preliminary Budget

Department: Finance

Due Date: 04/30/2023

Details: As outlined in Section 8.1, Budget, of the Charter Contract, the School must use the same budget codes as are required of school districts in the State. The budget shall be based on documented SCDE estimated revenues in accordance with the allocations in S.C. Code Ann. § 59-40-140(A)-(C). The School shall establish and maintain adequate operating reserves in order to avoid possible financial hardships. When determining the reserve amount, the School shall take into account such factors as the School's mission and longterm strategy, current and future commitments and day-to-day operating costs. On or before April 30 of each year, the School shall submit to the Sponsor the School's preliminary proposed budget for the upcoming school year, with the School's final budget submitted to the Sponsor by July 01 subject to modifications throughout the year as are required or are permitted.

Announcement: Spring EOC/SC READY/SC PASS Test and DRC Training

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 02/22/2023

End Date: 04/18/2023

Details: This meeting will be the final face to face meeting for STCs for the 22-23 school year. We will focus on specific training for preparing for each of the spring tests. This is a mandatory meeting for ALL STCs. All participants should bring a computer as well as class rosters for hands on preparation of materials for these tests. DRC training will also be a part of the day. Should schools wish to send two personnel to be trained in order to have a back up STC for testing, just ensure both team members are certified teachers. Please contact hholliday@erskinecharters.org with questions. The meeting will be April 18 from 10-4 at the Institute Office in Columbia.

Announcement: New STC Academy April--Final Meeting of Year

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 03/15/2023

End Date: 05/02/2023

Details: The focus of this final new STC Academy meeting will be on the reporting features in DRC and how to read the data files provided to them. This meeting is mandatory for all first and second year STCs, but experienced STCs are also welcome to attend. The meeting will occur via Zoom from 1-3. Contact hholliday@erskinecharters.org with questions. Zoom link for your browser: https://erskinecharters.zoom.us/j/89876765752?pwd=SGxWZTRZd0R1YVo5ajYySlk2c3pjUT09

Announcement: Teacher list for Climate Survey

Contact Person: Heather Holliday

Department(s): Accountability , PowerSchool and IT

Start Date: 03/20/2023

End Date: 04/19/2023

Details: The SCDE has posted a list of your teachers pulled from the PCS system who will need to complete the climate survey for the state report card. If a staff member has an Termination date listed, they are showing as no longer with you in the state system and won't count in your ratings. They are included to confirm with you they will not be counted in the ratings. We hope this will help clarify who the SCDE has on their list for you for the teacher climate survey. Contact hholliday@erskinecharters.org with questions.

Announcement: FY23 TSI, ATSI, CSI, or Priority Funding Allocations

Contact Person: Jeanie Glover

Department(s): Additional Targeted Support and Improvement, Comprehensive Support and Improvement, Federal Programs Finance

Start Date: 03/21/2023

End Date: 05/05/2023

Details: This announcement is a follow up to emails sent by Jeanie Glover to School Leaders on 3/21/23. The SC Department of Education has identified your school as in need of Targeted Assistance (TSI), Additional Targeted Assistance (ATSI), Comprehensive Support (CSI), or has other Priority needs. The SCDE's allocation to your school is attached in a memo outlining your school's designation status(s). A virtual meeting was held on 3/17/23, please find the slides attached as well. A recording is available on the Institute's website at: https://erskinecharters.org/federal-programs-professional-development-2/

Announcement: Accountability Manual Updated March 2, 2023

Contact Person: Heather Holliday

Department(s): Accountability

Start Date: 03/21/2023

End Date: 04/20/2023

Details: Attached you will find the most recent accountability manual for 2022-2023. Contact hholliday@erskinecharters.org with questions.

Announcement: State Aid to Classroom Funding Allocator (FY24 Projections)

Contact Person: John Li

Department(s): Finance

Start Date: 03/23/2023

End Date: 04/30/2023

Details: FY24 projection template to the estimated State Aid to Classroom funding.

Announcement: FY23 Feedback Survey Results

Contact Person: Sarah Shealy

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

Start Date: 03/24/2023

End Date: 04/23/2023

Details: Thank you for sharing and completing this year's Feedback Surveys. Not only do these surveys provide your school with valuable input for FY24 planning, but they also meet several Federal Grant Programming requirements. Attached in this announcement is a memo containing the link(s) to your school's responses. The results are laid out in a table and/or chart format to show overall responses and unique answers when available. If other views are needed please reach out and we will adjust as possible.

Announcement: Awards Banquet Date and Performances

Contact Person: Ashley Epperson

Department(s): Leadership

Start Date: 03/27/2023

End Date: 05/18/2023

Details: The 2023 Charter Institute at Erskine Awards Banquet will be hosted Thursday, May 18, 2023. The reception will begin at 4:00, with the Awards Banquet program beginning at 5:00. A 5-Year Celebration will directly follow the Banquet. An email will be sent to all attendees with this information and registration information, but please circulate this information to your nominees within your school. Registration Link: https://erskinecharters.formstack.com/forms/2023_awards_banquet_rsvp Additionally, we are seeking performance groups to perform at the Banquet. If your school has a dance team, choir, or orchestra/band interested in performing, please email aepperson@erskinecharters.org. Thank you!

Announcement: April 504 Coordinators' Training

Contact Person: Sarah Love

Department(s): Special Education and 504

Start Date: 03/27/2023

End Date: 04/27/2023

Details: 504 Coordinator Training will be held on April 27, 2023. Further information will be sent to school 504 Coordinators.

Announcement: Advanced Placement Training Opportunity

Contact Person: Heather Holliday

Department(s): Assessment, Gift and Talented

Start Date: 03/30/2023

End Date: 04/29/2023

Details: Please see attached--communication from SCDE regarding AP training opportunities for teachers. Contact hholliday@erskinecharters.org with questions or further contact information.

Announcement: CTE April Coding in PowerSchool info from SCDE

Contact Person: Heather Holliday

Department(s): CTE, PowerSchool and IT

Start Date: 03/30/2023

End Date: 04/29/2023

Details: Please see the attached information and reminders concerning CTE coding in PS for 10 month placement information. Please contact hholliday@erskinecharters.org or cjunkins@erskinecharters.org with questions.

Announcement: Graduation Rate Collection Training Class of 23 (9GR20)

Contact Person: Heather Holliday

Department(s): Accountability , PowerSchool and IT

Start Date: 04/03/2023

End Date: 05/11/2023

Details: This training is mandatory for all personnel in a school involved with the collection of data for the school's annual graduation rate. Training will be centered around the Enrich process as well as documentation needed for possible audit purposes. There should be at least one representative from each school who has a graduating class of students with a 9GR20. Contact hholliday@erskinecharters.org with questions. This meeting will be via zoom from 10:00-11:30. Zoom link for your browser: https://erskinecharters.zoom.us/j/85695819076?pwd=WmZac21RVWtVYm96TXlpWk5pMjBCdz09

Announcement: School Counselor Academy/Roundtable 4 22-23

Contact Person: Heather Holliday

Department(s): State and Academic Programs

Start Date: 04/03/2023

End Date: 05/04/2023

Details: Join us for the final School Counselor Academy/Roundtable of the year May 4 from 10-11:30. Agenda TBD. Contact hholliday@erskinecharters.org with questions. Zoom link for your browser: https://erskinecharters.zoom.us/j/89627689174?pwd=QTIIeDUwUFkvdXhKRGFxaXN2SDhRUT09.

Announcement: State Level KRA training for 23-24

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 04/04/2023

End Date: 05/04/2023

Details: In preparation for the Fall 2023 administration of 4K and 5K readiness assessments, the following virtual trainings are being offered statewide. Pre-registration is required. One flyer is aimed for School Test Coordinators or other school leaders who may wish to add Trainer certification. The other is for New Teachers so they can attend training. Each of the trainings takes place in two parts and attendance at both parts is required. Registration is also required with the information on the flyers. Please contact hholliday@erskinecharters.org with questions.

Announcement: Pre-K (4K) myIGDIs training information

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 04/04/2023

End Date: 05/04/2023

Details: Attached you will find resources for On Demand training for your 4K teachers to refresh their skills for this spring or next fall in administering myIGDIs. Should you have any new 4K teachers join you for next year, this training will be required for them to complete. Contact hholliday@erskinecharters.org with questions.

Announcement: Free Enterprise Leadership Challenge Camp - Student Opportunity

Contact Person: Ashley Epperson

Department(s): Leadership

Start Date: 04/06/2023

End Date: 06/30/2023

Details: The Free Enterprise Leadership Challenge (FELC) is a five-day summer program open to high school students entering the 10th, 11th, and 12th grades held on college campuses around the country. Erskine College will be hosting one session from July 16 to 20. Interested students must register by July 10. Please see the attached flyer for more information. Visit https://www.felcexperience.org/felc-registration to register. Please contact aepperson@erskinecharters.org with any questions.

Announcement: Preparing for End-of-Year Closeout for Federal Grants

Contact Person: Jeanie Glover

Department(s): Federal Programs Finance

Start Date: 04/07/2023

End Date: 04/27/2023

Details: Federal Programs will host a virtual session to share important end-of-year information regarding a school's federal grants. Topics will include equipment inventory and annual reconciliation, time and effort documentation, and general updates. Due to recent audit findings across the country, staff will focus heavily on new processes for inventory (items with a life expectancy of $100 or more), including annual reconciliation and disposal. Please make sure someone from your staff attends this meeting. Link to Join: https://erskinecharters.zoom.us/j/82274002781?pwd=UEJJNHlCcnZnVUk2R3AzRERHT2lhZz09.

Announcement: Planning for Post-ESSER

Contact Person: Jeanie Glover

Department(s): Federal Programs Finance

Start Date: 04/07/2023

End Date: 04/20/2023

Details: Federal Programs will host a virtual session on Planning for Post ESSER. In this virtual session, staff will share information on preparing for the end of the federal COVID-relief funding (the ESSERs) as well as potential options to consider for the funding sustainability of high-impact academic strategies. Link to join: https://erskinecharters.zoom.us/j/83107638419?pwd=RFE4OVBMS04yMUNBd01MS2Q3bVF3UT09.

This meeting is optional.

Announcement: New MLP School Coordinator Training

Contact Person: Sally Fickling

Department(s): Title III ESOL

Start Date: 04/10/2023

End Date: 05/11/2023

Details: New MLP School Coordinator Training will be held on May 11, 2023. Further information will be sent to school MLP Coordinators.