Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
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
Civil Rights Data Collection S...	05/02/2023	Jason Jones	PowerSchool and IT
PCS Verification	05/15/2023	Robbie Anderson	Human Resources and ...
New STC Academy April--Final M...	03/15/2023 - 05/02/2023	Heather Holliday	Assessment
FY23 TSI, ATSI, CSI, or Priori...	03/21/2023 - 05/05/2023	Jeanie Glover	Additional Targeted ...
State Aid to Classroom Funding...	03/23/2023 - 04/30/2023	John Li	Finance
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...
FINAL Amendment Window for FY2...	04/10/2023 - 04/28/2023	Lacy Lucas	Federal Programs Fin...
New MLP School Coordinator Tra...	04/10/2023 - 05/11/2023	Sally Fickling	Title III ESOL
SPED Coordinator Roundtable-Ma...	04/17/2023 - 05/03/2023	Sarah Love	Special Education an...
Spring Consumable Preorder Apr...	04/17/2023 - 04/28/2023	Christy Junkins	State and Academic P...
Military Recruiter Memorandum	04/17/2023 - 04/28/2023	Jason Jones	PowerSchool and IT
Quarter 3 Claim Deadline Remin...	04/19/2023 - 04/30/2023	Jeanie Glover	Additional Targeted ...
Planning for Post-ESSER Presen...	04/20/2023 - 05/04/2023	Jeanie Glover	Federal Programs Fin...
National Student Clearinghouse...	04/21/2023 - 05/21/2023	Heather Holliday	Accountability
CTE Final Meeting of the Year ...	04/24/2023 - 05/31/2023	Heather Holliday	CTE
FY23 Claims Reminder	04/30/2023 - 05/06/2023	Sarah Shealy	Additional Targeted ...

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.

Submission: Civil Rights Data Collection School Information

Department: PowerSchool and IT

Due Date: 05/02/2023

Details: Please complete the formstack survey regarding current year school level information for Civil Rights Data Collection. https://erskinecharters.formstack.com/forms/civil_rights_data_collection_22_23

Submission: PCS Verification

Department: Human Resources and Benefits

Due Date: 05/15/2023

Details: Please review your school's PCS report dated April 6, 2023 in your shared folder in Dropbox. Confirm if your report is correct or needs any changes. If there are needed additions or terminations of staff members, please send a new PCS Form as soon as possible. Please contact Robbie Anderson at randerson@erskinecharters.org if you have any questions.

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: 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: 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: 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 on April 27, 2023, from 9:00 - 10:00 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: FINAL Amendment Window for FY23 Grants

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance

Start Date: 04/10/2023

End Date: 04/28/2023

Details: LWS will open on April 17th for ESSER II, ESSER III*, Title I, Title II, and IDEA - Please indicate which grants you need to amend. The sooner you indicate which grants, the sooner the Team can open your sheets and the longer you have to make your changes. The Team will review and reach out. Schools will have until April 21st to notify whether they want changes in LWS. Your will have between April 21st -28th to complete your Amendments in Google . The Team will review any changes throughout this time period and reach out as necessary to finalize the amendments. The Team will send all amended grants to the SCDE for approval between May 1st-5th. SmartFusion Budgets will be updated as quickly as possible after SCDE approval .Out of respect for all schools in the District, these deadlines are not flexible. *Per SCDE requirements, ESSER III Amendments may require stakeholder input depending upon the type of amendment.

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.

Announcement: SPED Coordinator Roundtable-May

Contact Person: Sarah Love

Department(s): Special Education and 504

Start Date: 04/17/2023

End Date: 05/03/2023

Details: The May SPED Coordinator Roundtable will be held on May 3, 2023. More information will be sent to the SPED Coordinators prior to the meeting.

Announcement: Spring Consumable Preorder April 17-28

Contact Person: Christy Junkins

Department(s): State and Academic Programs

Start Date: 04/17/2023

End Date: 04/28/2023

Details: Spring Consumable Preorder will begin Monday, April 17 and run through Friday, April 28 for the following subjects: Social Studies: K-2 and 4-5; Science: K-8; Cursive Writing: 2-3; and Math: K-8. Currently, funding for new instructional materials for the upcoming school year is undetermined. SCDE will have more information readily availbale after the Legislature approves the General Appropriation Bill for FY 2023-24. Schools that have not paid outstanding balances may not participate in the April 17-28 preorder.

Announcement: Military Recruiter Memorandum

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 04/17/2023

End Date: 04/28/2023

Details: Military Recruiters from the following branches: Navy, Coast Guard, Marines, Army/Army Reserve, National Guard, and Air Force have entered into a memorandum of understanding to create a centralized process for the request and release of directory information. The U.S. Army Recruiting Battalion (USARB) is managing that process. USARB have agreed to request this information from the South Carolina Department of Education (SCDE). SCDE has agreed to act as their designee and request this data from school districts. All currently enrolled 10th and 11th grade students (who have not submitted an opt-out) with the following column headings: Grade Level, District Name, School Name, Student Name, Street Address, City, State, Zip Code, Telephone Number, and email address will be provided to SCDE by the district, if available.

Students who have "Military Recruiting Information Opt-Out" checked on the State/Province - SC, Privacy and Security Page will be excluded from the list.

This information will be provided to SCDE by COB on May 5, 2023.

Announcement: Quarter 3 Claim Deadline Reminder

Contact Person: Jeanie Glover

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

Start Date: 04/19/2023

End Date: 04/30/2023

Details: As a reminder, all expenditures between July 1, 2022, and March 30, 2023, must be entered for reimbursement in SmartFusion by April 30, 2023. This aligns with FY23 language in our Grant Award Notifications from the SCDE. This is for all federal grants. Please note that timely submission for reimbursement is an indicator within the Institute's Actions, Results, Commitment, and Support (ARCS) ratings. This indicator is based on guidance received from the SC Department of Education in the fall and March 2023 regarding timely submissions of reimbursement requests. To allow the Institute to make timely claims to the SCDE, schools must submit reimbursement requests within 30 days of the close of each quarter. Again, we do encourage claims to be submitted monthly, but the requirement this year is quarterly. If you have any questions or concerns regarding your school's progress in spending down federal funds, please reach out to any federal programs team member.

Announcement: Planning for Post-ESSER Presentation

Contact Person: Jeanie Glover

Department(s): Federal Programs Finance

Start Date: 04/20/2023

End Date: 05/04/2023

Details: Thank you to all of our school leaders, federal programs coordinators, and finance coordinators for attending the Planning for Post-ESSER presentation on April 20, 2023. The presentation is linked on our website under Federal Programs - Professional Development and Trainings. You can also access it here: https://www.dropbox.com/s/tltljwonxjlzj6o/Planning%20for%20Post%20ESSER%204.20.2023.pdf?dl=0.

Announcement: National Student Clearinghouse Data from SCDE

Contact Person: Heather Holliday

Department(s): Accountability

Start Date: 04/21/2023

End Date: 05/21/2023

Details: The SCDE has purchased access to data from the National Student Clearinghouse for your student classes from 2015 through 2022. You have five files for your school. There is also one general file for everyone with information from the SCDE. This data pertains to postsecondary information for your graduates. The SCDE hopes this will be valuable data for your schools. The Institute has had no part in creating the files as they were given to us directly from the SCDE. Please contact hholliday@erskinecharters.org with questions.

Announcement: CTE Final Meeting of the Year for 22-23

Contact Person: Heather Holliday

Department(s): CTE

Start Date: 04/24/2023

End Date: 05/31/2023

Details: Mandatory End of Year meeting for all Career and Technology Education school leads via zoom May 31 from 2-4. Contact Heather Holliday or Christy Junkins with questions. Zoom link for your browswer: https://erskinecharters.zoom.us/j/86563871787?pwd=NGhTL2hQOUhLNG1pMlJ4enVaTG9RUT09.

Announcement: FY23 Claims Reminder

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: 04/30/2023

End Date: 05/06/2023

Details: Reminder that the deadline to submit expenses from July 1, 2022 to June 30, 2023 in SmartFusion is July 14, 2023. This date will be the final opportunity to claim ESSER II funds. Goods and services within these claims must be invoiced, received, and paid for by June 30, 2022 to fall into this timeline. Schools are required to seek reimbursement quarterly at minimum, with monthly or weekly submissions highly recommended. The Institute will continue to seek reimbursement from the SCDE at a minimum of monthly. Please continue to utilize the reporting features in SmartFusion to monitor your encumbrances and funding balances.