Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
FY22 CSI Employee Time & Effor...	06/30/2023	Lacy Lucas	Federal Programs Fin...
FY22 CSI Employee Documents	06/30/2023	Lacy Lucas	Federal Programs Fin...
FY24 Comprehensive Needs Asses...	06/09/2023	Sarah Shealy	Federal Programs Fin...
Potential Accountability Chang...	06/28/2023	Heather Holliday	Accountability
SC READY post test submission	06/05/2023	Heather Holliday	Assessment
EOC post test submission	06/05/2023	Heather Holliday	Assessment
Students Not Tested Documentat...	06/16/2023	Heather Holliday	Accountability
End of Year Checklist	06/09/2023	Jason Jones	PowerSchool and IT
WIDA ACCESS scores Spring 2023	06/15/2023	Heather Holliday	Assessment
20 Day Letters (April-June 202...	06/09/2023	Sarah Shealy	Title I
FY24 Title I Planning Meeting	06/16/2023	Lacy Lucas	Title I
Return to Instruction Plan - S...	06/09/2023	Jeanie Glover	Federal Programs Fin...
End of year transcripts and cl...	06/16/2023	Jason Jones	PowerSchool and IT
CTE End of Year Data Check	06/28/2023	Heather Holliday	CTE
Summer Surveys and Report Card...	06/30/2023	Heather Holliday	Accountability
FY24 Board Approved Budget	06/30/2023	Angelica Rodrigu...	Finance
Industry Credentials from 2022...	06/30/2023	Christy Junkins	CTE
CTE Professional Development E...	06/30/2023	Christy Junkins	CTE
Work Based Learning Evidence f...	06/30/2023	Christy Junkins	CTE
May 2023 Journal Entry Upload	06/30/2023	John Li	Finance
PS 180th Day Reports	06/23/2023	Jason Jones	PowerSchool and IT
Submit the CRDC Report from Po...	06/23/2023	Jason Jones	PowerSchool and IT
Return to Instruction Plan - S...	06/30/2023	Jeanie Glover	Federal Programs Fin...
Free Enterprise Leadership Cha...	04/06/2023 - 06/30/2023	Ashley Epperson	Leadership
Erskine College Summer Opportu...	05/03/2023 - 06/29/2023	Christy Junkins	Leadership, State an...
New Cohorts Beginning in Fall ...	05/04/2023 - 06/30/2023	Robbie Anderson	Human Resources and ...
Personal Finance Course Requir...	05/11/2023 - 06/10/2023	Jason Jones	Accountability , Lea...
ESSER II Expiring June 30th, 2...	05/15/2023 - 06/30/2023	Sarah Shealy	Federal Programs Fin...
FY23 Inventory Reconciliation	05/15/2023 - 06/30/2023	Lacy Lucas	Federal Programs Fin...
FY22 CSI and TSI Expiring Sept...	05/15/2023 - 06/14/2023	Sarah Shealy	Federal Programs Fin...
SCASA Memberships 2023-2024	05/16/2023 - 06/23/2023	Robbie Anderson	Human Resources and ...
CTE proposed meeting dates for...	05/17/2023 - 06/16/2023	Heather Holliday	CTE
KRA Refresher Course Open for ...	05/19/2023 - 06/18/2023	Heather Holliday	Assessment
FY24 Title I and Title II Prel...	05/25/2023 - 06/30/2023	Lacy Lucas	Federal Programs Fin...
Updated Local Board Approved (...	05/29/2023 - 06/09/2023	Jason Jones	Leadership, PowerSch...
Updated MAP Linking Study	06/02/2023 - 06/30/2023	Heather Holliday	Assessment

Submission: FY22 CSI Employee Time & Effort Collection

Department: Federal Programs Finance

Due Date: 06/30/2023

Details: All employees paid in full or in part with federal funds must keep specific documents to officially certify the amount of time they spent on grant activities. Either a semi-annual certification or a personnel activity report (PAR) must be submitted. (All employees whose work is funded fully (100%) by a single cost objective or grant award must complete a semi-annual cert. A PAR must be completed if an employee is funded partially on one or more grant cost objectives.)

Submission: FY22 CSI Employee Documents

Department: Federal Programs Finance

Due Date: 06/30/2023

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for FY22 CSI funded employees within your school during the 2022-2023 school year.

Submission: FY24 Comprehensive Needs Assessment (CNA)

Department: Federal Programs Finance

Due Date: 06/09/2023

Details: Schools should prepare and complete their 2023-2024 CNA by May 31, 2023. This submission includes resources and a prep tool to complete the FY24 CNA in FormStack. The CNA should supplement and reflect your school's Charter Promises, Mission and Vision, and School Renewal or Improvement Plan. A comprehensive needs assessment should take into account information on the academic achievement of all children in relation to the challenging State academic standards, particularly the needs of those children who are failing, or are at-risk of failing, to meet the challenging State academic standards and any other factors as determined by the local educational agency. ESSA Section 1114(b)(6). This tool will assist with evaluating data from a variety of sources to identify and prioritize needs within your school. Please note that ALL federally-funded expenditures must tie back to a need demonstrated in this Comprehensive Needs Assessment. Resources included in this submission are: Naomi Morgan's CNA slides from the Institute's joint conference on 3/28/23, CNA Guidance from NCLB (2015), and slides from the SCDE (2020). The FormStack Link is: https://erskinecharters.formstack.com/forms/cna_2023_2024

Submission: Potential Accountability Changes High School EOC Files

Department: Accountability

Due Date: 06/28/2023

Details: There are two general attachments for everyone--the presentation from the meeting and a list of all SC public high schools for reference. You each have three spreadsheets--English 2, Algebra, and Biology. These are what you should review. The only part of the submission is to answer the confirmation question that you have received these files and information. Changes should be made directly in Enrich. Please contact Heather Holliday with any questions.

Submission: SC READY post test submission

Department: Assessment

Due Date: 06/05/2023

Details: For this submission, please submit copies of Test Security Affidavits, the training sign in sheet, and seating charts for testing. One question is also required: tracking number of returned secure materials OR a note of N/A should there be no materials to return. Contact hholliday@erskinecharters.org with questions.

Submission: EOC post test submission

Department: Assessment

Due Date: 06/05/2023

Details: For this submission, please submit copies of Test Security Affidavits, the training sign in sheet, and seating charts for testing. One question is also required: tracking number of returned secure materials OR a note of N/A should there be no materials to return. Contact hholliday@erskinecharters.org with questions.

Submission: Students Not Tested Documentation

Department: Accountability

Due Date: 06/16/2023

Details: Submit any paperwork documentation as outlined by the Students Not Tested process. If you wish to be exempted from this submission and have someone in the office over the summer who can provide this documentation upon request from the SCDE, please email Heather Holliday. If you wish to have everything submitted in case it is requested, please scan documents into this submission. All coding for Students Not Tested is required to be completed in PowerSchool prior to your Day 180 submission.

Submission: End of Year Checklist

Department: PowerSchool and IT

Due Date: 06/09/2023

Details: PowerSchool Admins should see the attached End-of-Year guide and confirm steps have been taken to ensure a successful end of year process for your school.

Submission: WIDA ACCESS scores Spring 2023

Department: Assessment

Due Date: 06/15/2023

Details: This submission contains test results for your Spr23 ACCESS testing of ML students. You each have a spreadsheet of results specific to your school. Two resource files are a data layout file description from the SCDE & a color coding key for your spreadsheet. These scores should NOT BE ENTERED into PowerSchool until after the rollover this summer. Scores can be shared with families. There is a one question response required for this submission. Contact Heather Holliday with questions.

Submission: 20 Day Letters (April-June 2023)

Department: Title I

Due Date: 06/09/2023

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. These letters should be sent home with students in the applicable class. Please keep in mind you do not have to resubmit letters. 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 in now teaching Class B in Jan-May. A letter would need to be sent at the beginning of each semester.

Submission: FY24 Title I Planning Meeting

Department: Title I

Due Date: 06/16/2023

Details: The planning meeting must be held prior to the submission of a Title I Plan. The school MUST invite a diverse stakeholder group including: staff, administrators, parents, community members, students (at high school level). The team will meet to evaluate, plan, & develop the Title I activities based on the prioritized needs identified in their Comprehensive Needs Assessment. Please review the Planning Meeting checklist & use the provided templates to ensure your school meets all requirements.

Submission: Return to Instruction Plan - Spring 2023

Department: Federal Programs Finance

Due Date: 06/09/2023

Details: It is time to update your school's ESSER III Return to Instruction Plans as required by the American Recovery Plan Act. This process must be completed every 6 months. There are three steps to this process. Step 1: Seek public input - The Institute has prepared a survey for all schools to use, and we will share the anonymous results with each school. Step 2: Update you school's Return to Instruction Plan as needed based on stakeholder feedback. Step 3: The Institute will request your updated plans as applicable, and consolidate them into one "District" plan. Schools must post their individual plans onto their website, and the Institute must post a consolidated "District" plan as well. It is time for step 1. The survey link is https://erskinecharters.formstack.com/forms/esser3_stakeholder_survey_spring23.

Submission: End of year transcripts and class ranking reports.

Department: PowerSchool and IT

Due Date: 06/16/2023

Details: Please submit copies of your end of year transcripts and class ranking reports for grades 9-12.

Submission: CTE End of Year Data Check

Department: CTE

Due Date: 06/28/2023

Details: The SCDE will provide multiple checks on the End of Year CTE data as pulled from PS. Updated files will be added to this submission as they become available. All changes and updates must be made directly to PowerSchool and not to these spreadsheets. The only part of the submission is to confirm the name of the school personnel who will be responsible for confirming the accuracy of the data in these files. Contact Heather Holliday with questions.

Submission: Summer Surveys and Report Card Narratives

Department: Accountability

Due Date: 06/30/2023

Details: Attached are resources for completing these summer tasks. This is the initial post. An additional post will be created after July 1. There are three overall tasks: 1--Revise the school narrative and post here by June 30; 2--Complete the Summer Survey by July 10 (can revise later); 3--Complete Teacher Attendance Survey (date TBD). You will need access to the SCDE Member Center to complete. Contact Jason Jones for Member Center and Heather Holliday with questions.

Submission: FY24 Board Approved Budget

Department: Finance

Due Date: 06/30/2023

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: Industry Credentials from 2022-2023

Department: CTE

Due Date: 06/30/2023

Details: Provide copy of Industry Credentials or score report for any student who earned an Industry Credential in 2022-2023. If you have any questions, please contact Heather Holliday at hholliday@ erskinecharters.org.

Submission: CTE Professional Development Evidence

Department: CTE

Due Date: 06/30/2023

Details: Evidence of attending CTE professional development. Please contact Heather Holliday at hholliday@erskinecharters.org if you have any questions.

Submission: Work Based Learning Evidence for 2022-2023

Department: CTE

Due Date: 06/30/2023

Details: Evidence of Work Based Learning Placement: training agreements, evaluation tool, activities, etc for the 2022-2023 school year. Please contact Heather Holliday at hholliday@erskinecharters.org if you have any questions.

Submission: May 2023 Journal Entry Upload

Department: Finance

Due Date: 06/30/2023

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: PS 180th Day Reports

Department: PowerSchool and IT

Due Date: 06/23/2023

Details: Please submit your signed 180th day reports.

Submission: Submit the CRDC Report from PowerSchool

Department: PowerSchool and IT

Due Date: 06/23/2023

Details: PowerSchool admins should run the CRDC report in PowerSchool and submit here.

Submission: Return to Instruction Plan - Spring Update

Department: Federal Programs Finance

Due Date: 06/30/2023

Details: ESSER III Return to Instruction Plans must be reviewed/updated every 6 months. There are three steps to this process. Step 1: Seek public input - The Institute has prepared a survey for all schools to use, and we will share the anonymous results with each school. Step 2: Update you school's Return to Instruction Plan as needed based on stakeholder feedback. Step 3: The Institute will request your updated plans as applicable, and consolidate them into one "District" plan. Schools must post their individual plans onto their website, and the Institute must post a consolidated "District" plan as well. The SCDE deadline for the Institute to complete this requirement is June 30, 2023.

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: Erskine College Summer Opportunities for 10-12th graders

Contact Person: Christy Junkins

Department(s): Leadership, State and Academic Programs

Start Date: 05/03/2023

End Date: 06/29/2023

Details: Erskine College is offering a mini-medical camp and two dual enrollment courses over the summer. Please see attachment for details.

Announcement: New Cohorts Beginning in Fall 2023

Contact Person: Robbie Anderson

Department(s): Human Resources and Benefits

Start Date: 05/04/2023

End Date: 06/30/2023

Details: Please see the announcement from the SC Department of Education regarding the School Leadership Executive Institute and Institute for District Administrators Cohorts. Audience - Experienced Principals: The School Leadership Executive Institute (SLEI) is designed to support veteran principals with the knowledge, skills, and competencies to lead innovative and successful schools. SLEI is facilitated in partnership with the Truist Leadership Institute in Greensboro, North Carolina. Contact: Dr. Gerard Edwards, gedwards@ed.sc.gov, 803-896-0224. Cohort 51 A- Registration Link: https://scde.formstack.com/forms/slei51a. Sessions are: September 14, 2023, Orientation, Columbia, SC (Face-to-face), October 10-13, 2023, Greensboro, North Carolina (Face-to-face), October 30, 2023. 3:00-5:00 PM ET (Virtual), November 9-10, 2023 Columbia, SC (Face-to-face), December 12, 2023 Columbia, SC (Face-to-face), January 26, 2024 Columbia, SC (Face-to-face), March 14-15, 2024 Columbia, SC (Face-to-face). Cohort 51 B- Registration Link: https://scde.formstack.com/forms/slei51b. Sessions are: September 14, 2023, Orientation, Columbia, SC (Face-to-face), October 17-20, 2023, Greensboro, North Carolina (Face-to-face), November 6, 2023. 3:00-5:00 PM ET (Virtual), November 9-10, 2023 Columbia, SC (Face-to-face), December 12, 2023 Columbia, SC (Face-to-face), January 26, 2024 Columbia, SC (Face-to-face), March 14-15, 2024 Columbia, SC (Face-to-face). Institute for District Administrators (IDA) Audience: District Administrators. The Institute for District Administrators is designed to support district-level leaders with the knowledge, skills, and characteristics needed to lead a highly-effective district team. The cohort focuses on strong instructional leadership and bolsters vision, culture, systems leadership, and interpersonal skills. Contact: Dr. Gerard Edwards, gedwards@ed.sc.gov, 803-896-0224. Cohort 25 Registration Link IDA 25: https://scde.formstack.com/forms/ida25. Sessions are: September 26-27, 2023, Columbia, SC (Face-to-face), November 14-15, 2023, Columbia, SC (Face-to-face), January 30-31, 2024, Columbia, SC (Face-to-face), March 26-27, 2024, Columbia, SC (Face-to-face). Please contact Robbie Anderson at randerson@erskinecharters.org if you have any questions.

Announcement: Personal Finance Course Requirements

Contact Person: Jason Jones

Department(s): Accountability , Leadership, PowerSchool and IT, State and Academic Programs

Start Date: 05/11/2023

End Date: 06/10/2023

Details: Please see attached memo regarding the 0.5 credit course requirements for Personal Finance. This requirement is effective 23-24 school year for the enrolling 9th grade class cohort. 9GR=24

Announcement: ESSER II Expiring June 30th, 2023

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 05/15/2023

End Date: 06/30/2023

Details: As a reminder, ESSER II will expire for schools on June 30th, 2023. Reimbursements may be submitted in SmartFusion until July 14, 2023. Salaries and Benefits accrued for work performed in June may be submitted in SmartFusion until August 8, 2023.

Announcement: FY23 Inventory Reconciliation

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance

Start Date: 05/15/2023

End Date: 06/30/2023

Details: Inventory for all federal grants should be updated and reconciled by the end of the fiscal year on June 30, 2023. The school's Google sheet must reflect any changes that were made to the item, such as disposition or transfer, change in location, update of condition, etc. Forms for disposition, transfer, and lost/stolen/missing items can be found on the Federal Programs page of the Institute's website under inventory in the resources dropdown. Once the reconciliation is complete, print and file a copy for your school's records. Records must be kept for six years after the end of the grant. Please reach out if you have any questions while completing this process.

Announcement: FY22 CSI and TSI Expiring September 30, 2023

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 05/15/2023

End Date: 06/14/2023

Details: As a reminder, FY22 CSI and TSI Grants will expire for schools on September 30th, 2023. Reimbursements for expenses between July 1, 2022, and June 30th, 2023, may be submitted in SmartFusion until July 14, 2023 with a special extension for June salaries and benefits until August 8, 2023. Any remaining funds after August 15th will be rolled over for the final claiming period of July 1, 2023, to September 30, 2023. The deadline to submit these FY24 Quarter 1 expenses in SmartFusion will be October 27, 2023.

Announcement: SCASA Memberships 2023-2024

Contact Person: Robbie Anderson

Department(s): Human Resources and Benefits

Start Date: 05/16/2023

End Date: 06/23/2023

Details: It is time to register for the 2023-2024 SCASA Memberships. Please email a list of those interested to Robbie Anderson at randerson@erskinecharters.org. Please include the name, email address, phone number, position title, and preferred roundtables of those interested in membership. A copy of SCASA benefits of memberships and a list of roundtables are attached. The group membership fee is discounted compared to the individual rate. Please submit the list of names to me no later than Friday, June 23rd. Please contact me if you have any questions.

Announcement: CTE proposed meeting dates for 23-24

Contact Person: Heather Holliday

Department(s): CTE

Start Date: 05/17/2023

End Date: 06/16/2023

Details: Attached you will find meeting dates for CTE from the SCDE for the 23-24 school year. These meetings are not mandatory for schools, but we wanted you to have these should you wish to attend. Contact Heather Holliday with questions.

Announcement: KRA Refresher Course Open for Experienced Teachers

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 05/19/2023

End Date: 06/18/2023

Details: The SCDE and KRA have posted and made available the refresher course needed for all experienced 5K teachers. Directions are attached to the announcement in LWS for you to send to the appropriate teachers. This option is only pertinent to experienced 5K teachers who already have an initial KRA certification. You will be asked to submit certificates of completion in August, but teachers can go ahead and complete the refresher now if that helps. It should take them less than 30 minutes to complete. Contact Heather Holliday with questions.

Announcement: FY24 Title I and Title II Preliminary Plans and Allocations

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance

Start Date: 05/25/2023

End Date: 06/30/2023

Details: Preliminary Title I and Title II allocation memos for FY24 were sent via email the week of May 22, 2023. The preliminary Title I plan is due in Google (linked in email) Friday, June 16, 2023. The preliminary Title II plan is due in Google (linked in email) Friday, July 14, 2023. Please reach out if you have any questions.

Announcement: Updated Local Board Approved (LBA) Course Memo

Contact Person: Jason Jones

Department(s): Leadership, PowerSchool and IT

Start Date: 05/29/2023

End Date: 06/09/2023

Details: Attached is an updated version of the LBA course memo.

Announcement: Updated MAP Linking Study

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 06/02/2023

End Date: 06/30/2023

Details: NWEA has provided an updated linking study. The document is attached for you use as needed. Contact Heather Holliday with questions.