Charter Institute at Erskine

INSTITUTE INSIGHTS

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IRS - 990 Filing (for FY24)	07/31/2023	Angelica Rodrigu...	Finance
LATE-FY24 Board Approved Budge...	07/19/2023	Angelica Rodrigu...	Finance
June 2023 Journal Entry Upload	07/31/2023	Angelica Rodrigu...	Finance
23-24 School Contacts Update	08/11/2023	Ashley Epperson	Communications
KRA teacher template submissio...	07/21/2023	Heather Holliday	Assessment
CTE Completer Programs Survey ...	07/20/2023	Heather Holliday	CTE
PowerSchool Start of Year Reso...	07/28/2023	Jessica Crowe	PowerSchool and IT
CTE Document Resource Links fo...	07/28/2023	Heather Holliday	CTE
NWEA Admin accounts for 23-24	07/28/2023	Heather Holliday	Assessment
Summer Graduates Roster and Tr...	08/11/2023	Jessica Crowe	PowerSchool and IT
Day 5 Data Acknowledgement	08/11/2023	Jessica Crowe	PowerSchool and IT
Amendment Window for Carryover...	07/10/2023 - 08/04/2023	Lacy Lucas	Federal Programs Fin...
Readiness Assessments for Stud...	07/13/2023 - 08/12/2023	Bralyn Wood	Special Education an...

Submission: IRS - 990 Filing (for FY24)

Department: Finance

Due Date: 07/31/2023

Details: Please submit the most recent IRS 990 filing. This submission will be required going forward.

Submission: LATE-FY24 Board Approved Budget

Department: Finance

Due Date: 07/19/2023

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: June 2023 Journal Entry Upload

Department: Finance

Due Date: 07/31/2023

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: 23-24 School Contacts Update

Department: Communications

Due Date: 08/11/2023

Details: Please contact Ashley Epperson at aepperson@erskinecharters.org/(803) 995-0527 with any questions.

Submission: KRA teacher template submission

Department: Assessment

Due Date: 07/21/2023

Details: Please complete the attached template with the name & contact information needed to enter your TAs for 5K testing into KRA. Any teacher/TA who was previously in the system not on your template will be made inactive. A school email is required for this submission. Please contact Heather Holliday with questions. TAs cannot conduct testing until 2023 certification is complete. If you have no changes to your teacher list from 22-23, you may ask to be exempted from this submission.

Submission: CTE Completer Programs Survey for 23-24

Department: CTE

Due Date: 07/20/2023

Details: We are collecting input on the CTE completer programs you plan to offer for the 23-24 school year to determine funding allocations. The survey link is in the attachment. You need to know which programs you plan to offer to complete the survey. The Institute will then confirm you offer the required program classes. Please contact Heather Holliday with questions. If you do not plan to have a program for which you will want funding, you can request to be exempted from the submission.

Submission: PowerSchool Start of Year Resources

Department: PowerSchool and IT

Due Date: 07/28/2023

Details: Attached to this ticket is a stack of PowerSchool documents for which you should be aware and following the guidelines throughout the year. Any questions to these documents should be addressed to Erskine and Cantey.

Submission: CTE Document Resource Links for 23-24

Department: CTE

Due Date: 07/28/2023

Details: Attached you will find a Word document containing links to some of the most used CTE sites and documents. As any additional resources are released, I will be sure to add to the document. The only requirement of this submission is to enter the name of the person who will be the primary CTE contact for your school for 23-24. Please contact Heather Holliday with any questions.

Submission: NWEA Admin accounts for 23-24

Department: Assessment

Due Date: 07/28/2023

Details: Please complete the Google form to indicate the name and contact information of any school level admin you determine need admin access to NWEA for MAP testing for 23-24. You will receive a confirmation email once admin have been confirmed in the system. The submission requires the name of the person completing the Google form. Please contact Heather Holliday with questions.

Submission: Summer Graduates Roster and Transcripts, Summer 2023

Department: PowerSchool and IT

Due Date: 08/11/2023

Details: Schools with Summer Graduates should submit a roster of students for graduation along with final transcripts for review. If you have no summer graduates, please submit a statement to that affect.

Submission: Day 5 Data Acknowledgement

Department: PowerSchool and IT

Due Date: 08/11/2023

Details: Your signature acknowledges your understanding of the student data required to be entered into PowerSchool for the 5-Day Count. You understand that this data must be entered into PowerSchool by your school's fifth day. You understand that your lunch status must be updated annually after July 1 and that EFA codes must be accurate and cannot be changed after the deadline. You also acknowledge training and documentation have been provided to you outlining the fields and data that are required for the 5-Day Count.

Announcement: Amendment Window for Carryover and Expiring Funds

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance

Start Date: 07/10/2023

End Date: 08/04/2023

Details: An amendment window for FY23 Title I, FY23 Title II, FY23 IDEA, FY22 CSI, and FY22 ATSI will open in August to ensure these funds are spent by September 30, 2023. Schools will have from July 31 – August 4 to let us know through a LWS Submission if their Google sheets need to be unlocked for this purpose. Schools will have from August 9 – until August 16th to make amendments to the following grants, if applicable: FY23 Title I, FY23 Title II, FY23 IDEA, FY22 CSI, and FY22 ATSI. Please note, these funds may only be used for allowable expenses from July 1, 2023, until September 30, 2023.

Announcement: Readiness Assessments for Students with Disabilities- 4K and 5K

Contact Person: Bralyn Wood

Department(s): Special Education and 504, Title III ESOL

Start Date: 07/13/2023

End Date: 08/12/2023

Details: TO: District Test Coordinators

District Test Coordinators for Alternate Assessment

District Special Education Directors

The updated guidance document (attached) provides information for ensuring meaningful participation for students with disabilities when taking the prekindergarten (4K) and kindergarten (5K) readiness assessment and replaces the previous version of the guidance document.