

# Charter Institute at Erskine

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### **Submission: FY23 YTD Financials**

**Department:** Finance

**Due Date:** 08/18/2023

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 Title I Employee Documents**

**Department:** Title I

**Due Date:** 08/31/2023

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for employees paid with federal funds within your school during the 2023-2024 school year.

**Submission: FY24 Title II Employee Documents**

**Department:** Federal Programs Finance

**Due Date:** 08/31/2023

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for employees paid with federal funds within your school during the 2023-2024 school year.

**Submission: FY23 CTE EIA Employee Documents**

**Department:** Federal Programs Finance

**Due Date:** 08/31/2023

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for employees paid with federal funds within your school during the 2023-2024 school year.

**Submission: FY24 IDEA Employee Documents**

**Department:** Federal Programs Finance

**Due Date:** 08/31/2023

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for employees paid with federal funds within your school during the 2023-2024 school year.

**Submission: FY23 School Improvement Employee Documents**

**Department:** Federal Programs Finance

**Due Date:** 08/31/2023

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for employees paid with federal funds within your school during the 2023-2024 school year.

**Submission: FY24 IDEA Preliminary Allocation**

**Department:** Federal Programs Finance

**Due Date:** 08/18/2023

Details: Please see attached memo regarding your school's FY24 IDEA preliminary allocation. Plans are due in Google by Friday, August 18, 2023. When your school's plan is complete, please mark "Yes" in the LWS submission.

**Submission: CTE Preorder of Instructional Materials 23-24**

**Department:** CTE

**Due Date:** 08/31/2023

Details: Attached you will find information from the SCDE regarding preorder of CTE instructional materials (Sep18-Oct16). All orders are submitted through your school's Destiny login. Your school cannot currently have a balance nor can you have an already open order to submit another order. Use this document as a guide to what materials you may need in order to teach the curriculum and pathways already identified by your school for the 23-24 school year. Contact Heather Holliday with questions.

**Submission: FY24 CTE EIA and Perkins Plan**

**Department:** Federal Programs Finance

**Due Date:** 08/22/2023

Details: Please see attached memo regarding your school's FY24 CTE EIA and Perkins preliminary allocation. Plans are due in Google by Tuesday, August 22, 2023. When your school's plan is complete, please mark "Yes" in the LWS submission.

**Submission: School Testing Calendar Submission**

**Department:** Assessment

**Due Date:** 08/22/2023

Details: Use this link to access the google sheet to complete your school testing calendar for 2023 - 2024. Be sure to check all tabs when completing your calendar. Links to trainings are included within the document as well.

Feedback will be provided to each school upon completion. Contact Christopher Seay with questions.  
<https://docs.google.com/spreadsheets/d/1yj94zmPSFd0z9L2SMBwP-7DJOziQGDVQqCy9SiZkPNI/edit?usp=sharing>

**Submission: STC update from DRC and SCDE Aug 4**

**Department:** Assessment

**Due Date:** 08/25/2023

Details: Attached you will find the most recent update from DRC. The main update pertains to technology files updated and uploaded to DRC. Your technology staff will need access to these files to ensure all technology requirements are ready prior to any testing on the DRC platform. Contact Heather Holliday with questions.

**Submission: ARCS Standard 1a: SPED Policies and Procedures**

**Department:** Special Education and 504

**Due Date:** 08/25/2023

Details: Standard 1a. IDEA Policies & Procedures. The school will submit its special education policies and procedures that are aligned to Institute, state and federal IDEA requirements. Submissions must include signed assurances by the SPED Coordinator and School Leader.

**Submission: WIN retesting update for Fall 23**

**Department:** Assessment

**Due Date:** 08/18/2023

Details: Attached you will find an update from WIN regarding the retesting of 9GR21 students who did not earn a career ready credential last year or testing any new 9GR21 students who never tested. The memo includes information on the PRECODE DEADLINE as well as other important details. I have also attached your spring scores for easy reference. Please contact Heather Holliday with questions.

**Submission: FY25 Enrollment Projections**

**Department:** Finance

**Due Date:** 09/01/2023

Details: Projections should be broken out by funding classification, and please provide the rationale for projected enrollment that includes growth. We will work with the school throughout the year to monitor and make adjustments to the projection as needed. If enrollment changes are material as defined by the amendment guidelines, a charter amendment form must be completed. Please refer to your Charter Contract and Charter if you have any questions related to your enrollment. If you have any questions or need any assistance, please feel free to reach out to me.

**Submission: Proviso 1.3 Budget Requirement**

**Department:** Finance

**Due Date:** 08/30/2023

Details: SECTION 59-20-80. School budgets must be made public; itemization of salaries.

Notwithstanding any other provision of law, each school board of trustees in this State shall annually make available to the general public its budget for that year, which budget shall include an itemized list of the average salaries paid to the superintendents, supervisors, administrators, principals, consultants, counselors and teachers employed by the district. No state aid shall be given to any school district whose board of trustees fails to comply with the provisions of this chapter.

**Submission: ARCS Standard 2a: 504 Policies and Procedures**

**Department:** Special Education and 504

**Due Date:** 08/25/2023

Details: Standard 2a. 504 Policies and Procedures. The school will submit its 504 policies and procedures that are aligned to Institute, state and federal requirements. Submissions must include signed assurances by the 504 Coordinator and School Leader.

**Submission: Special Education Staffing Memo**

**Department:** Special Education and 504

**Due Date:** 08/18/2023

Details: Please see attached memo.

**Submission: Special Education Staffing Memo**

**Department:** Leadership

**Due Date:** 08/18/2023

Details: Please see attached memo.

**Submission: Day 5 funding reports**

**Department:** PowerSchool and IT

**Due Date:** 09/01/2023

Details: The attached are the current 5th day funding reports. If you are comfortable with the report as generated please sign and send back. If not, please reach out to me and let me know.

**Announcement: FY24 Teacher Supply Check**

**Contact Person:** Amanda Tucker

**Department(s):** Finance

**Start Date:** 07/24/2023

**End Date:** 08/23/2023

Details: Teacher supply funding is \$350 for certified and noncertified teachers. The funds must be disbursed in a manner separate and distinct from their payroll check on the first-day teachers, by contract, are required to be in attendance at school for the current contract year.

### **Announcement: STC Kick Off - August 30th**

**Contact Person:** Christopher Seay

**Department(s):** Assessment

**Start Date:** 07/25/2023

**End Date:** 08/30/2023

Details: The School Test Coordinator Kick Off Training Session will be held on August 30th from 10:00 AM - 4:00 PM. This session will be held in person (Face to Face) at the offices of The Charter Institute at Erskine. The address is 1201 Main Street, Suite 300, Columbia, SC 29201. Every school must send at least one representative but may send more if needed. We recommend parking in the Lady Street Garage. Please register for the event using the following link: <https://forms.gle/SehIEz4XydFBysNWA>

### **Announcement: Title III/MLP and ACCESS Testing Coordinators Contact Information Request**

**Contact Person:** Sally Fickling

**Department(s):** Title III ESOL

**Start Date:** 08/02/2023

**End Date:** 09/01/2023

Details: Please complete the form linked below to share the contact information for your Title III/MLP and ACCESS Testing Coordinators. <https://forms.gle/dyahKhHcKrJKnxw77>

### **Announcement: Finance and Federal Programs Joint Training**

**Contact Person:** Amanda Tucker

**Department(s):** Finance

**Start Date:** 08/03/2023

**End Date:** 09/14/2023

Details: Mark your calendar! The Finance and Federal Programs teams are joining to host a roundtable on September 14, 2023. The Finance and Federal Programs Department will share important updates related to policies, processes, upcoming timelines and provide opportunities for dialogue around the importance of aligning your needs with your planned expenditures. More information will be coming!

### **Announcement: Multilingual Learner Enrollment**

**Contact Person:** Sally Fickling

**Department(s):** Title III ESOL

**Start Date:** 08/03/2023

**End Date:** 09/30/2023

Details: The purpose of this memorandum is to supplement a previous memorandum, Multilingual Learner Enrollment, and to provide additional information regarding common questions received by the South Carolina Department of Education (SCDE). Initial grade placement for all students enrolling in South Carolina public schools, including multilingual learners and immigrant students, must be with same-age classmates regardless of the grade level. At the high school level, a student must be placed with age-level peers when possible (e.g., homeroom, electives, lunch, etc.), and decisions for coursework should be based on the student's transcript, if available. While classes should be scheduled accordingly to meet course prerequisites and graduation requirements, students must have the opportunity to interact and advance with peers. When applicable, school districts must be proactive and thoughtful in planning around specific grade-level activities or requirements (e.g., graduation, 9GR specific assessments). Districts must communicate with students and families in a language they understand and prefer for any decisions regarding participation in specific grade level requirements.

**Announcement: McKinney Vento Survey**

**Contact Person:** Lacy Lucas

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

**Start Date:** 08/04/2023

**End Date:** 08/14/2023

Details: An email was sent to 2022-2023 McKinney-Vento liaisons of Thursday, August 3rd, 2023 at 5:35 p.m. regarding the below information. If your school's MV liaison has changed, please see below.

In preparation for a desk audit from the State Department of Education on Tuesday, August 15th, we need to collect some information from your school regarding serving students experiencing homelessness (McKinney Vento students). Please take approximately 5-10 minutes to complete this survey by Monday, August 14th. Survey link: <https://forms.gle/TU7iF4smgUSEh7n8> We sincerely appreciate your time and input.

**Announcement: First Ten Days Fire Drill Reminder**

**Contact Person:** Callison

**Department(s):** Leadership

**Start Date:** 08/04/2023

**End Date:** 08/31/2023

Details: This is a gentle reminder that the South Carolina Fire Code requires that fire drills be conducted monthly, that they include all building occupants, and that the first drill be conducted within the first 10 days of the beginning of classes. Please ensure you are documenting all safety drills. A safety drill log is attached for your reference. If you have any questions, contact Callison Madsen at [cmadsen@erskinecharters.org](mailto:cmadsen@erskinecharters.org).

**Announcement: SPED Coordinator Academy- August**

**Contact Person:** Bralyn Wood

**Department(s):** Special Education and 504

**Start Date:** 08/04/2023

**End Date:** 08/16/2023

Details: The August SPED Coordinator Academy will be held on August 16, 2023 at 2:00pm. Please see the zoom link below. Join Zoom Meeting: <https://erskinecharters.zoom.us/j/9686851889?pwd=OWZXNnNUNWFKVWI6ZUFLZFZEVjcxZz09>  
Meeting ID: 968 685 1889 Passcode: 486470

**Announcement: SPED Coordinator Roundtable- August**

**Contact Person:** Bralyn Wood

**Department(s):** Special Education and 504

**Start Date:** 08/07/2023

**End Date:** 08/23/2023

Details: The August SPED Coordinator Roundtable will be held on August 23, 2023 at 1:00pm. Please see the zoom link below. Join Zoom Meeting: <https://erskinecharters.zoom.us/j/9686851889?pwd=OWZXNnNUNWFKVWI6ZUFLZFZEVjcxZz09>  
Meeting ID: 968 685 1889 Passcode: 486470

**Announcement: SCDE School Safety Grant**

**Contact Person:** Amanda Tucker

**Department(s):** Finance

**Start Date:** 08/07/2023

**End Date:** 09/01/2023

Details: School Safety Grant applications must be submitted to SCDE by September 1. State confirmed applications are submitted by the school. Please see below for details:

Proviso 1.81 of the FY 2024 Appropriations Act authorizes the South Carolina Department of Education (SCDE) to distribute up to \$20,000,000 to public school districts and charter school districts to make upgrades aligned with school safety priorities.

Eligible school facility upgrades shall include:

classroom/internal door locks

window film/covers or bulletproof glass or bulletproof film for windows

secure school entry points and access control

electronic or other technology

CONTACT: James Rawl, [jbrawl@ed.sc.gov](mailto:jbrawl@ed.sc.gov)

**Announcement: What's Up Wednesdays**

**Contact Person:** Lacy Lucas

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

**Start Date:** 08/08/2023

**End Date:** 09/07/2023

Details: Federal Programs will be hosting What's Up Wednesday on the first Wednesday of every month to provide timely and relevant information and updates. Mark your calendars for the following dates:

September 6, 2023

October 4, 2023

November 1, 2023

December 6, 2023

February 7, 2024

March 6, 2024

May 1, 2024

08/14/2023

We will not meet in January, April, or June of 2024. These meetings will be held via Zoom from 9:00 am - 10:00 am. You can

**Announcement: PADEPP Principal Evaluator Training 2023-2024**

**Contact Person:** Callison

**Department(s):** Leadership

**Start Date:** 08/08/2023

**End Date:** 08/31/2023

Details: The Program for Assisting, Developing, and Evaluating Principal Performance (PADEPP) Evaluator Training is available for any new principal evaluators. The available dates are August 28th and September 7th. The deadline to register is 2 weeks prior to the training date. If you are interested in enrolling, please contact Callison Madsen at [cmadsen@erskinecharters.org](mailto:cmadsen@erskinecharters.org).

**Announcement: District of Residence Coding in Powerschool**

**Contact Person:** Jeanie Glover

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

**Start Date:** 08/09/2023

**End Date:** 09/01/2023

Details: School administrators should ensure that student information is entered into Powerschool and District of Residence is properly coded based on current residency information. This information will be used as part of the 5th Day extraction for the State to determine funding. Schools should have this information coded in Powerschool by their 10th day of school. As a reminder, funding now follows the child from their zoned school district, so it is important that the District of Residence information is entered correctly.

**Announcement: New STC Academy - September 12th**

**Contact Person:** Christopher Seay

**Department(s):** Assessment

**Start Date:** 08/14/2023

**End Date:** 09/12/2023

Details: New STC Academy will be held on September 12th from 1:00 PM - 3:00 PM via Zoom. The topic of this session will be An Introduction into Testing Precode. This training is mandatory for all STCs new to their role and optional for any returning STCs. <https://erskinecharters.zoom.us/j/83825807057?pwd=VkvjBDBFWUx6V3NjZUNTOUR0TTlpdz09>

**Announcement: Work-Based Learning Implementation Guide and Info**

**Contact Person:** Jason Jones

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

**Start Date:** 08/17/2023

**End Date:** 09/16/2023

Details: Please take time to review guidelines, reporting procedures, career ready qualifiers, and useful resources to help provide guidance and assistance with your daily roles and responsibility.