# Charter Institute at Erskine

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## Submission: FY24 State Technical Assistance Funds - MOA and Updated CIP Requirements

**Department:** Federal Programs Finance

**Due Date:** 10/20/2023

Details: As referenced in the 9/21/203 email from Jeanie Glover, the SCDE Office of School Transformation (OST) has released FY24 State Technical Assistance Funds for Priority and CSI schools. These are NEW funds. Included in this submission is an Allocation Memo detailing requirements, the MOA that must be signed, and (if CSI) the Assurances required by the SCDE. The Assurances are for reference only. Read these documents carefully, as they outline the responsibilities of the school, the school board, the Institute, and the SCDE itself. School Improvement Teams must update the CIP. The school leader and the school Board Chair must sign the MOA. When fully signed, upload it to LWS. Superintendent Runyan will sign last and a copy will be loaded into a LWS Announcement for your records.  The SCDE will not approve of or release this funding until they receive the fully signed MOA and approve of the activities in the updated CIP. This deadline is based on the SCDE's timeline requirements. Please reach out to Karen Cook or Jeanie Glover immediately if you have questions.

### Submission: Dual Enrollment MOAs

**Department:** Assessment

**Due Date:** 10/18/2023

Details: Please use this submission to scan your school's MOAs with colleges or universities to offer Dual Enrollment to your students. If you submitted an MOA for CTE classes that also cover general Dual Enrollment classes or you have no MOAs to offer Dual Enrollment to your students, you can request to be exempted from this submission. Please reach out to Heather Holliday with questions.

### Submission: Student Growth Target Setting Files

**Department:** Accountability

**Due Date:** 10/16/2023

Details: Attached please find your school's SC READY Growth Target setting files for Spring 2024; the summary graph showing growth from 2022 to 2023; the Kid's First Conference presentation about the new student growth model; and the data dictionary and sample file explaining the Student Target Setting files. The only required part of this submission is to enter the name of the person who confirms receipt of the data.

### Submission: September 2023 Board Financial Statements

**Department:** Finance

**Due Date:** 10/27/2023

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 Annual Audit

**Department:** Finance

**Due Date:** 11/01/2023

Details: Description: As outlined in the Charter Contract, the audit and its findings must be submitted to the Institute by November 1, 2022.

### Submission: September 2023 Journal Entry Upload

**Department:** Finance

**Due Date:** 10/27/2023

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: GT vs. High Achieving coding Fall 2023

**Department:** Gift and Talented

**Due Date:** 10/16/2023

Details: It is time to ensure that our two lists agree. There is an attachment which provides directions on how to complete this task. Please contact Heather Holliday with questions.

### Submission: Parent Survey Results Spring 2023

**Department:** Accountability

**Due Date:** 10/16/2023

Details: Attached you will find your school's Parent Survey results from Spring 2023. Feel free to use these to direct any School Improvement efforts. Contact Heather Holliday with questions. The only part of this submission is to confirm receipt of the data.

### Submission: KRA Completion Percentage Updates

**Department:** Assessment

**Due Date:** 10/27/2023

Details: Attached you will find the most recent download of your completion percentages by teacher.  Once your school has reached 100% you will no longer receive updates and/or files.  The only part of this submission is to confirm the date at which you receive 100%.  If you have any questions, please contact Christopher Seay.

### Submission: Purchased-Service Teachers Verification

**Department:** Human Resources and Benefits

**Due Date:** 10/27/2023

Details: Purchased-Service Teachers deliver instruction and provide educational services to students that are not paid by the district/school. They are paid by a third-party provider or a contracted vendor. This includes classroom teachers, speech language pathologists (SLP), school psychologists, and other professional positions. All purchased-service teachers should be included in PCS, coded as a "46" and the specific role should be included in the notes section.

Purchased-service teachers adhere to the same certification and background check requirements as regular employees.

Link to the memo provided by the South Carolina Department of Education:
https://ed.sc.gov/newsroom/school-district-memoranda-archive/required-reporting-certification-background-checks-and-evaluation-of-purchased-service-teachers/required-reporting-certification-background-checks-and-evaluation-of-purchased-service-teachers-memo/

For any questions, please contact Robbie Anderson at randerson@erskinecharters.org

### Submission: EOCEP Pre-Code Verification for Fall 2023

**Department:** Assessment

**Due Date:** 10/23/2023

Details: EOCEP Pre-Code verification files and directions are attached.  Once all data has been verified please respond to this with the name of the person conducting the verification of the pre-code data and making sure the appropriate changes have been made in PowerSchool.

### Submission: Formative Testing Quote/Invoice Fall 23 for reimbursement

**Department:** Assessment

**Due Date:** 10/31/2023

Details: It is the time of year when I need to begin collecting the paperwork for reimbursement from the SCDE for formative testing. If you are an iReady school, I need the ProForma quote specifically designed for the SCDE. For STAR, I will need a copy of your invoice. For now, do not worry about the proof of payment, just the Quote or Invoice per your test. Contact Heather Holliday with questions.

### Submission: FY24 Title I Parent Participation

**Department:** Title I

**Due Date:** 10/31/2023

Details: Title I schools must annually create/update a "Parent and Family Engagement Policy" and a "School-Parent Compact" in partnership with parents as part of their overall Family Engagement Program. Please upload final documents here.

### Submission: Continuity of Safe, In-Person Instruction Plans

**Department:** Federal Programs Finance

**Due Date:** 11/03/2023

Details: Continuity of Safe, In-Person Instruction Plans (a.k.a. Return to Instruction Plan) 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. The survey should be shared by October 20th and will close on November 3rd. Results will be shared with schools the week of November 6th. Step 2: Update you school's Continuity of Safe, In-Person Instruction Plan as needed based on stakeholder feedback. Step 3: The Institute will request your updated plans, as applicable. Schools should post their updated plans on their website.

### Submission: Maintenance of Equity - Finance Submission

**Department:** Federal Programs Finance

**Due Date:** 11/03/2023

Details: As a condition of receiving ESSER III funding, districts must prove they have maintained equity in their highest poverty schools from one fiscal year to the next through the expenditures of state and local funding. To assist the Institute with this task, Finance personnel are asked to submit expenditure information from their accounting software from FY22 and FY23 by Friday, November 3, 2023.  If you have questions about how to complete this task, please contact John Li, Jeanie Glover, Amanda Tucker, Sarah Shealy, or Kristy Cansler.

### Submission: STC update from DRC and SCDE October 9

**Department:** Assessment

**Due Date:** 10/16/2023

Details: Attached you will find the latest update from DRC and the SCDE. Included in the newsletter are: date updates for Winter and Spring testing and webinar information. Please contact Heather Holliday with questions.

### Submission: School Financial Policies

**Department:** Finance

**Due Date:** 11/07/2023

Details: Organizational finance policies are critical to clarify roles, authority, and responsibilities for financial management and function. The Institute requires that all schools under our sponsorship maintain policies that mirror the best practices outlined in the Institute's own framework policies. Please complete the attached document by either adopting the Institutes policy or stating your School's policies procedures.

### Submission: Updated School Safety Plans 2023-2024

**Department:** State and Academic Programs

**Due Date:** 10/25/2023

Details: Description: Please submit a copy of your School Safety Plans with any updates. A template has been included in the documents section for reference if needed. Contact cmadsen@erskinecharters.org with any questions.

### Submission: PS 45th Day Reports

**Department:** PowerSchool and IT

**Due Date:** 11/01/2023

Details: Please submit your signed 45th day reports.

### Announcement: CERRA Mentor Training

**Contact Person:** Callison Madsen

**Department(s):** Leadership

**Start Date:** 09/05/2023

**End Date:** 11/10/2023

Details: CERRA is offering a virtual Mentor Trainings September 26-27, 2023 and December 4-5, 2023, as well as an in person training November 14-15, 2023. If you need certified mentors for your first-year Induction teachers, please contact cmadsen@erskinecharters.org for the password and link to register your teachers. When registering teachers, please be sure to use the name that is on their teaching certificate. They are responsible for bringing a copy of their teaching certificate to in-person trainings and having their CID ready for virtual trainings. Please note that educators attending virtual trainings need a quiet space with minimal distractions for the full two days. Always enter the participant's email address so that we can communicate directly with them prior to the training.

### Announcement: ELA Professional Learning Opportunity Text Dependent Questioning and Analysis Grades 3-5

**Contact Person:** Al Bogan

**Department(s):** Leadership

**Start Date:** 09/19/2023

**End Date:** 10/18/2023

Details: A professional learning opportunity is scheduled from 9:00 - 12:00 on Monday, October 23, 2023.  The training location is Suite 340 in the Institute office, 1201 Main Street, Columbia.  Lunch will be provided.  Brenna McCormick, Ed.D, SDE ELA Support Education Associate, is the presenter.  Writing and Informational Text have been identified as areas of weakness on SC Ready.  Participants will learn about text-dependent questioning and analysis as an instructional strategy. The intended audience is ELA teachers in grades 3 - 5 and ELA instructional support leaders.  Please consider registering teachers and staff members who will benefit from the training and who are willing to share strategies with other teachers at the school.  Complete one registration form for each participant from your school.  Registration is limited to 30 participants.  Lunch will be provided.  Copy and paste this link into your browser to register:  https://erskinecharters.formstack.com/forms/ela_pd

Contact Al Bogan at abogan@erskinecharters.org with questions.

### Announcement: Charter School Ambassador Nominations

**Contact Person:** Ashley Epperson

**Department(s):** Leadership

**Start Date:** 10/02/2023

**End Date:** 10/27/2023

Details: The Institute is accepting new Charter School Ambassador nominations until October 27, 2023. Charter School Ambassadors are students nominated by their school staff who will represent their school and the Charter Institute at Erskine statewide. A nominated individual must be an enrolled student with a Charter Institute at Erskine's school between the 8th and 11th grades. Nominees should be individuals who have greatly benefited from being associated with the charter system and/or overcame educational obstacles by attending a charter school. Nominations can be submitted here: https://erskinecharters.formstack.com/forms/charter_school_ambassadors_nomination_2324. Please contact aepperson@erskinecharters.org for further information.

### Announcement: ESSER Coding in Powerschool

**Contact Person:** Jeanie Glover

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

**Start Date:** 10/03/2023

**End Date:** 10/31/2023

Details: The General Assembly and Education Oversight Committee are collecting data based on the funded activities in our ESSER plans. Students who participate in an ESSER-funded activity should be coded in Powerschool based upon the following categories: 1) Summer School; 2) Afterschool/Saturday School Programs; 3) Math Intervention; 4) Reading Intervention; 5) Virtual Tutoring; 6) Social Emotional Learning (SEL) Intervention Program (Tier 2 or 3 Support). The SCDE will extract this information with regular quarterly extractions for the 45th, 90th, 135th, and 180th days. If you have no remaining ESSER funding for the 2023-2024 school year or if you do not utilize your funding for any of the six categories, you will not need to code your students. If you have questions about Powerschool coding processes, please contact Jason Jones at jjones@erskinecharters.org. If you have questions about which students should be coded, please contact Jeanie Glover at jglover@erskinecharters.org.

### Announcement: ESSER Coding in Powerschool

**Contact Person:** Jeanie Glover

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

**Start Date:** 10/03/2023

**End Date:** 10/31/2023

Details: The General Assembly and Education Oversight Committee are collecting data based on the funded activities in our ESSER plans. Students who participate in an ESSER-funded activity should be coded in Powerschool based upon the following categories: 1) Summer School; 2) Afterschool/Saturday School Programs; 3) Math Intervention; 4) Reading Intervention; 5) Virtual Tutoring; 6) Social Emotional Learning (SEL) Intervention Program (Tier 2 or 3 Support). The SCDE will extract this information with regular quarterly extractions for the 45th, 90th, 135th, and 180th days. If you have no remaining ESSER funding for the 2023-2024 school year or if you do not utilize your funding for any of the six categories, you will not need to code your students. If you have questions about Powerschool coding processes, please contact Jason Jones at jjones@erskinecharters.org. If you have questions about which students should be coded, please contact Jeanie Glover at jglover@erskinecharters.org.

### Announcement: MTSS Training and Update for School MTSS Coordinators

**Contact Person:** Al Bogan

**Department(s):** Leadership, MTSS, State and Academic Programs

**Start Date:** 10/04/2023

**End Date:** 10/26/2023

Details: On Thursday, October 26, training will be a joint meeting provided for school Literacy Leaders and MTSS Coordinators during the literacy leaders scheduled meeting time.  The training will be in Suite 340 of the Charter Institute at Erskine office at 1201 Main Street, Columbia, from 9:00 a.m. until noon.  Charlene Gleaton, Education Associate with the South Carolina Department of Education, will be the presenter.  On May 18, 2018, Governor Henry McMaster signed into law ACT 213, which directed districts to implement MTSS beginning in the 2019-20 school year.  MTSS is a data-driven framework to identify and address academic and behavioral challenges, target support to students in three progressing tiers, and monitor student progress to make decisions informed by data.  Please plan to have the MTSS Coordinator from your school attend this meeting.

### Announcement: SPED Coordinator Academy- October

**Contact Person:** Bralyn Wood

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

**Start Date:** 10/06/2023

**End Date:** 10/18/2023

Details: The October SPED Coordinator Academy will be held on October 18, 2023 at 2:00pm. Please see the zoom link below.

Join Zoom Meeting

https://erskinecharters.zoom.us/j/9686851889?pwd=OWZXNnNUNWFKVWl6ZUFLZFZEVjcxZz09

Meeting ID: 968 685 1889

Passcode: 486470

### Announcement: Fall EOCEP Training for STCs (November 8th)

**Contact Person:** Christopher Seay

**Department(s):** Assessment

**Start Date:** 10/09/2023

**End Date:** 11/08/2023

Details: Our Fall EOCEP STC Training will take place on Wednesday, November 8th from 1:00 PM - 3:00 PM.  STCs should join the virtual meeting via Zoom at https://erskinecharters.zoom.us/j/83701544091?pwd=bzE2WFhFTE91cXN1OFp5WnkxZnNCdz09.  Please contact Christopher Seay with any questions.

### Announcement: Transformation Tables for Educators

**Contact Person:** Callison Madsen

**Department(s):** Leadership

**Start Date:** 10/10/2023

**End Date:** 10/24/2023

Details: The South Carolina Department of Education (SCDE) is excited to announce a new partnership with the Maxwell Leadership Foundation to host statewide Transformation Tables as an important step forward in "CAREing" for South Carolina educators. Transformation Tables are discussion groups based on a lesson in leadership values. Educators can register and join individually from their own devices. For more information and session dates, please see the attached memo. To register, copy and paste this link into your browser: https://docs.google.com/forms/d/e/1FAIpQLSdun30uf-JyDQwPqCloxPphJYtxC4Ad nsfbNgrnsBvJjXAo4g/viewform  Please contact Callison Madsen at cmadsen@erskinecharters.org with questions.

### Announcement: School Garden and Education Assistance Program

**Contact Person:** Heather Holliday

**Department(s):** State and Academic Programs

**Start Date:** 10/12/2023

**End Date:** 11/11/2023

Details: Please see attached memo from SCDE regarding a request for proposals to the SCDE. According to the memo, "Each awarded school will receive an all-inclusive school garden kit to be delivered to the school for the purpose of implementing hands-on nutrition and agriculture education."

### Announcement: STC Mid Year Meeting for Winter Testing

**Contact Person:** Christopher Seay

**Department(s):** Assessment

**Start Date:** 10/13/2023

**End Date:** 11/13/2023

Details: Our Mid Year STC Meeting will be held on Monday, November 13th from 10:00 AM - 3:30 PM at The Charter Institute at Erskine's office in room 340.  Our office is located at 1201 Main St Ste 300, Columbia, SC  29201.  This meeting is being held face to face and is mandatory for all STCs.  Please bring your devices for the meeting and contact Christopher Seay with any questions.

### Announcement: Math Leaders' Monthly Meetings on Thursday, October 19

**Contact Person:** Al Bogan

**Department(s):** Leadership, State and Academic Programs

**Start Date:** 10/13/2023

**End Date:** 10/18/2023

Details: Do you have concerns about students' Math performance?  If you do, help is on the way!  Preliminary data indicates that our students' performance on state summative math assessments places the Institute in the bottom quartile of South Carolina school districts.  Professional learning opportunities will be offered for teachers in grades 3-5, grades 6-8, and Algebra I.  In addition to professional development, we plan to conduct monthly meetings for K – 12 math instructional leaders to focus on strategies to improve student outcomes.  The intent of the group is for participants to collaborate, develop strategies for improving Tier 1 instruction, and to share pertinent information with classroom teachers in their school.  Sarah Zaengle, Director of Student Services at Odyssey Online Learning, will be the facilitator.  Sarah is an administrator in a virtual learning environment, a successful Algebra I teacher, serves on the Marzano Professional Learning Network Steering Committee, and is involved in the development of the CIE Algebra I Benchmark Assessments.  The first Math Leaders' meeting will be held virtually on Thursday, October 19, from 3:30 - 5:00.  Please provide the name and email address of the person on your staff who is the Curriculum Coordinator, Instructional Lead, or classroom teacher responsible for math in your school by email to Al Bogan so that they may be invited to join.  abogan@erskinecharters.org

### Announcement: SCDE Leadership Program Opportunities

**Contact Person:** Callison Madsen

**Department(s):** Leadership

**Start Date:** 10/13/2023

**End Date:** 11/12/2023

Details: The Office of Educator Effectiveness and Leadership Development is pleased to announce ConceptX Principal Support Network Series beginning November 2023 a new cohort of Foundations in School Leadership (FSL) for teacher leaders and coaches beginning January 2024. Please see the attached documents for more information regarding these two upcoming leadership program opportunities from SCDE. Contact Callison Madsen at cmadsen@erskinecharters.org with questions.

### Announcement: Farm to School Subgrant 24-25

**Contact Person:** Callison Madsen

**Department(s):** State and Academic Programs

**Start Date:** 10/13/2023

**End Date:** 11/12/2023

Details: The South Carolina Department of Education (SCDE) announces that the Request for Proposals for the 2024–25 Farm to School Subgrant is now available online. Approximately $357,000 in funding will be distributed on a competitive basis and the deadline to apply is November 15, 2023. Please see the attached document for more information. Contact Callison Madsen at cmadsen@erskinecharters.org with questions.

### Announcement: School Based Behavioral Threat Assessment and Management (BTAM) Guide (2nd Ed.) Core Training

**Contact Person:** Callison Madsen

**Department(s):** State and Academic Programs

**Start Date:** 10/13/2023

**End Date:** 11/12/2023

Details: The South Carolina Department of Education Office of Student Support will host several South Carolina School Based Behavioral Threat Assessment and Management (BTAM) Guide Trainings with Dr. Karen L. Monahan and Dr. Melissa L. Reeves. Please review the training information contained in the attached document. Please share this information with your colleagues who serve on your BTAM team or who may benefit from this training. Contact Callison Madsen at cmadsen@erskinecharters.org with questions.

### Announcement: October PowerSchool Meeting On-Site

**Contact Person:** Jason Jones

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

**Start Date:** 10/19/2023

**End Date:** 10/19/2023

Details: The PowerSchool monthly meeting: Location: South Carolina Virtual Charter School;  2023 Platt Springs Rd, West Columbia, SC 29169.

### Announcement: Quarter 1 Federal Claims Deadline

**Contact Person:** Sarah Shealy

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

**Start Date:** 10/20/2023

**End Date:** 10/30/2023

Details: The SCDE requires that all districts submit reimbursements requests for every grant each quarter of the fiscal year. Goods and/or services received by the end of each quarter should be invoiced, paid, and claimed within 45 days after the close of the quarter. The SCDE expectation is that goods and/or services are claimed within the quarter they are received. The deadlines to submit requisitions in SmartFusion are: Quarter 1 - October 30, 2023, Quarter 2 - January 30, 2024, Quarter 3 - April 30, 2024, and Quarter 4 - July 12, 2024. Please see the slides attached.

### Announcement: What's Up Wednesday 11/1/2023

**Contact Person:** Lacy Lucas

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

**Start Date:** 10/20/2023

**End Date:** 11/02/2023

Details: Join the Federal Programs department for our next What's Up Wednesday on November 1, 2023 at 9:00 where we will share timely updates and information. These meetings are held virtually via the Zoom link: https://erskinecharters.zoom.us/j/86264725913