Charter Institute at Erskine

INSTITUTE INSIGHTS

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Submission: September 2023 Board Financial Statements

Department: Finance

Due Date: 10/31/2023

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: 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, 2023.

Submission: September 2023 Journal Entry Upload

Department: Finance

Due Date: 10/31/2023

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: 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: 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: 2023-2024 District of Residence Audit

Department: Federal Programs Finance

Due Date: 11/15/2023

Details: A student's District of Residence serves as a factor in determining a school's federal allocation; therefore, information must be coded correctly in PowerSchool, and Proof of Residency to support coding must be maintained at the school level. An audit of documentation is conducted annually on a small percentage of a school's population. Please coordinate with your school's PowerSchool administrator to upload one piece of current supporting documentation for each child's address by Wednesday, November 15, 2023.

Submission: PS 45th Day Reports

Department: PowerSchool and IT

Due Date: 10/31/2023

Details: Please submit your signed 45th day reports.

Submission: September 2023 Foster File

Department: PowerSchool and IT

Due Date: 10/31/2023

Details: September's updated ADT Foster File. Please review at your earliest convince.

Submission: STC update from DRC and SCDE Oct 23

Department: Assessment

Due Date: 10/30/2023

Details: Latest update from test vendor including important dates and specifics on Fall/Winter EOC resources. Contact Heather Holliday with questions.

Submission: School Nurse Information

Department: Leadership

Due Date: 11/08/2023

Details: The attached memo serves to communicate information regarding the requirements for nurse oversight in schools and the utilization of unlicensed staff in administering medication and treatments. Once you review the memo, please complete the Smart Form within this submission. If you have any questions, please contact Callison Madsen at cmadsen@erskinecharters.org.

Submission: Amendment Window for All Grants

Department: Federal Programs Finance

Due Date: 11/03/2023

Details: Schools have until November 3rd to indicate which grants need amending. Between November 3rd & November 17th complete the amendments in Google. Instructions are attached. The federal programs team will review any changes and reach out as necessary to finalize the amendments. Out of respect for all schools, these deadlines are not flexible. As a reminder, ESSER III Amendments may require stakeholder input depending upon the type of amendment, per SCDE requirements.

Submission: Dropout Verification Process December 2023

Department: PowerSchool and IT

Due Date: 11/17/2023

Details: Attached is a Word document which provides directions for this process. Schools should check SCDE Member Center Dropout Reports for updated lists. Please contact hholliday@erskinecharters.org or jjones@erskinecharters.org with questions.

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: 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: 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: 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: 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: Updated SC READY Student Target Setting Spreadsheet

Contact Person: Naomi Morgan

Department(s): Leadership

Start Date: 10/16/2023

End Date: 11/15/2023

Details: This file provides updated student Added-Value Target Setting spreadsheets from the South Carolina Department of Education. The data provided are the same as what was included in the SC READY Growth Target setting files for Spring 2024 shared through LWS earlier this month, but they are based on more up-to-date enrollment information from PowerSchool.

Announcement: Updated SC READY Student Target Setting Spreadsheet

Contact Person: Naomi Morgan

Department(s): Leadership

Start Date: 10/19/2023

End Date: 10/31/2023

Details: This file provides updated student Added-Value Target Setting spreadsheets from the South Carolina Department of Education. The data provided are the same as what was included in the SC READY Growth Target setting files for Spring 2024 shared through LWS earlier this month, but they are based on more up-to-date enrollment information from PowerSchool.

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: Reminder that October 30th is the deadline to submit expenses for FY22 TSI, FY22 CSI, FY23 Title I, FY23 Title II, FY23 IDEA and FY23 CTE Perkins. 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

Announcement: Teacher Efficacy Data 2022-2023

Contact Person: Naomi Morgan

Department(s): Leadership

Start Date: 10/23/2023

End Date: 11/30/2023

Details: This file provides the average score on state summative assessment strand data by content area and teacher for the 2022-2023 school year. The range of possible scores for the strand data is a 1 to 3, with 1 being the lowest possible score and 3 being the highest possible score.

Announcement: SPED Coordinator Roundtable- November

Contact Person: Bralyn Wood

Department(s): Special Education and 504

Start Date: 11/03/2023

End Date: 11/15/2023

Details: The November SPED Coordinator Roundtable will be held on November 15, 2023 at 1:00pm. 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: SPED Coordinator Academy- November

Contact Person: Bralyn Wood

Department(s): Special Education and 504

Start Date: 11/03/2023

End Date: 11/14/2023

Details: The November SPED Coordinator Academy will be held on November 14, 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