Charter Institute at Erskine

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Submission: School Financial Policies

Department: Finance

Due Date: 11/30/2023

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: 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: ARCS Standard 3b: MLP Implementation Submission 1

Department: Title III ESOL

Due Date: 11/15/2023

Details: Please submit the requested documents to show your school's implementation of MLP policies and procedures.

Submission: October 2023 Board Financial Statements

Department: Finance

Due Date: 11/30/2023

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: October 2023 Journal Entry Upload

Department: Finance

Due Date: 11/30/2023

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: Health Education Materials

Department: State and Academic Programs

Due Date: 11/14/2023

Details: In accordance with Proviso 1.41 (SDE: Health Education), please provide the title and publisher of all health education materials used in the classroom to be published on the Charter Institute at Erskine website. Please complete the Smart Form within this submission. Please contact Callison Madsen at cmadsen@erskinecharters.org with questions.

Submission: Health Education Materials Confirmation

Department: State and Academic Programs

Due Date: 11/15/2023

Details: Please see the attached document to review your school's health education materials as listed on the Charter Institute at Erskine website in accordance with Proviso 1.41 (SDE: Health Education). To confirm or update this information, complete the Smart Form within this submission. Please contact Callison Madsen at cmadsen@erskinecharters.org with questions.

Submission: Graduation Transcript Audit files Fall 23

Department: Accountability

Due Date: 11/15/2023

Details: An audit of all active 9GR21 students has been completed. You will find two files included for you--a spreadsheet of results and the accompanying transcripts. The spreadsheet has two tabs--one with a student list and courses and the other with findings for you to review. You can use this to help determine this year's cohort needs towards graduation requirements. Please reach out to Heather Holliday should you have questions.

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.

Submission: STC update from DRC and SCDE Nov 6

Department: Assessment

Due Date: 11/13/2023

Details: The current memo includes information about the new user guide for the updated DRC portal, Test Management opening on Nov 13 for Fall/Winter EOC (to check rosters), secure materials deliver for Fall/Winter EOCs, and precode dates for Spring 2024 EOCs. Please reach out to Heather Holliday with questions.

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=bzE2WFhFTE91cXN1OFp5WnkxZn NCdz09. 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: 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: Updated Student Target Setting Spreadsheet

Contact Person: Naomi Morgan

Department(s): Leadership

Start Date: 10/31/2023

End Date: 11/30/2023

Details: This file provides updated student Added-Value Target Setting spreadsheets from the South Carolina Department of Education.

Announcement: Collaborative Budget Discussions in November

Contact Person: Jeanie Glover

Department(s): Federal Programs Finance

Start Date: 10/31/2023

End Date: 11/10/2023

Details: Finance and Federal Programs will add additional dates to offer collaborative budget sessions with schools to prepare for the end of COVID-relief funding. These optional, 45-minute sessions are an opportunity to review funding sources while focusing on sustainability and fiscal responsibility. If interested, please sign up using the following link by Friday, November 10, 2023: https://docs.google.com/spreadsheets/d/1Nm0zq31AKGD43Ns6nbwHexs44B1CrG44_zbGkAfC5qs/edit?usp=sharing.

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

Announcement: Fall Academic Accountability (23-24)

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 11/03/2023

End Date: 12/03/2023

Details: Attached you will find the Fall Academic Accountability Memo from Laura McNair. This document contains information about: Diplomas, Credit Recovery, Retakes and more.

Announcement: Monthly Federal Budget Report

Contact Person: Sarah Shealy

Department(s): Additional Targeted Support and Improvement, Comprehensive Support and Improvement, CTE, Federal Programs Finance , Title I

Start Date: 11/03/2023

End Date: 11/10/2023

Details: In an effort to provide timely information to all schools, at the start of each month your approved federal budgets will be reported here in LWS for ease of access. Schools Leaders, Federal Programs Coordinators, and Finance Contacts should have access to these files to ensure timely spend down in alignment with the requirements set forth by the SCDE. As a reminder, Quarter 1 expenses will be submitted to the SCDE in accordance with their deadline of November 15th, 2023. At that time any remaining FY23 Title I, FY23 Title II, and FY23 IDEA will be rolled up from schools to the Institute for final clean up claims. FY24 IDEA has not yet been added as it is pending SCDE approval. FY24 Title II increases are also not yet added, as they will be planned for in the current amendment cycle.

Announcement: November Monthly Webinar

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 11/09/2023

End Date: 11/09/2023

Details: The PowerSchool monthly meeting. (Virtual) Date: November 9, 2023 Time: 9:00 AM- 10:30 AM Below you will find the link to join: https://erskinecharters.zoom.us/j/85494180607