Charter Institute at Erskine

INSTITUTE INSIGHTS

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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: 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: Continuity of Safe, In-Person Instruction Plans - Steps 2 and 3

Department: Federal Programs Finance

Due Date: 11/30/2023

Details: Continuity of Safe, In-Person Instruction Plans (a.k.a. Return to Instruction Plans) must be reviewed/updated every 6 months. There are three steps to this process. Step 1: Seek public input (completed) - The Institute prepared a survey for all schools to use, and input has been shared, if collected, with this submission. Step 2: Update you school's Continuity of Safe, In-Person Instruction Plan as needed based on your stakeholder feedback. Step 3: Submit your updated plans, as applicable. Schools should post their updated plans on their website.

Submission: October 2023 Foster File

Department: PowerSchool and IT

Due Date: 12/01/2023

Details: October 2023 Foster File

Submission: CTE Master Career Pathway Framework Form

Department: CTE

Due Date: 12/01/2023

Details: The state has now required us to complete the form that was presented in our most recent meeting. Once you scan your forms to me, I will submit them as one to the SCDE. One of these forms should be completed for each of your completer pathways. Please contact Heather Holliday with questions.

Submission: Child Count Data Verification

Department: Special Education and 504

Due Date: 11/28/2023

Details: Please strikethrough any names to be removed and add any missing students at the bottom highlighted in yellow. If there are no corrections, please name your file using your school name and NO CORRECTIONS.

Submission: ACCESS Roster Verifications

Department: Assessment

Due Date: 11/29/2023

Details: STCs need to verify their student rosters for ACCESS for ELLs testing on the attached file prior to November 29, 2023, Pay special note to black columns or AWs that need to be corrected in PowerSchool as well prior to the deadline.

Submission: November PCS Verification

Department: Human Resources and Benefits

Due Date: 11/30/2023

Details: A PCS Report is now made available in your shared folder in Dropbox. Please make sure that everyone is on the list or terminated, if applicable. Also, please make sure that your employees are properly coded. Please contact Robbie Anderson at randerson@erskinecharters.org if you have any questions.

Submission: Final Dropout Validation Verification

Department: PowerSchool and IT

Due Date: 12/08/2023

Details: Attached is a Word document. Please verify all information, sign, and submit the document . If you have any questions, please contact hholliday@erskinecharters.org or jjones@erskinecharters.org.

Submission: 20 Day Letters (Oct-Nov 2023)

Department: Title I

Due Date: 12/15/2023

Details: In accordance with the Every Student Succeeds Act of 2015, all schools are required to provide timely notice to parents when students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject level in which the teacher has been assigned. ESSA Sec. 1112 (e)(1)(B)(ii) *This includes substitutes and related arts/special area teachers. These letters should be sent home with students in the applicable class. See attached resources and examples below to determine when letters should be sent. Example 1: Teacher 1 taught 3rd grade in Aug-Sept and is still teaching 3rd grade in Oct-Nov. A letter would need to be sent at the beginning of the year. Example 2: Teacher 2 taught Class A in Aug-Dec but in now teaching Class B in Jan-May. A letter would need to be sent at the beginning of each semester.

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: 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: Virtual SCTS 4.0 Evaluator Training Spring 2024

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 11/08/2023

End Date: 02/21/2024

Details: SCTS 4.0 Evaluator Training is provided by the Institute in preparation for next school year. The training is virtual and will consist of three full days of synchronous and asynchronous training and assignments. It will take place from February 28th to March 1st, 2024, running from 8:30 AM to 3:30 PM each day. The deadline to register is February 21st. Please complete one Formstack registration for each qualified educator recommended by your school to attend: https://erskinecharters.formstack.com/forms/evaluator_training_registration_february_2024 Contact Callison Madsen at cmadsen@erskinecharters.org with questions.

Announcement: SCATA/NAFEPA Scholarship Opportunity

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance , Leadership, State and Academic Programs

Start Date: 11/13/2023

End Date: 12/15/2023

Details: The South Carolina Association of Title I Administrators will award 21 scholarships in the Spring of 2024 to deserving students. For the SCATA scholarships, qualifying seniors in each SCATA region have the opportunity to compete for a $1,500 (first place), one $1,000 (second place), or one $500 (third place) scholarship. The top two applicants in each region will be considered at the state level for the national NAFEPA scholarship. Please review the attached documents for additional information, the application, and checklist. Applications are due to Lacy Lucas (llucas@erskinecharters.org) in PDF format by December 15, 2023. Recipients and schools will be notified of scholarship awards on or before Thursday, February 8, 2024. You DO NOT have to be a Title I school to submit applications.

Announcement: Holiday Card Competition

Contact Person: Ashley Epperson

Department(s): Communications, Leadership

Start Date: 11/15/2023

End Date: 12/06/2023

Details: Each year, the Charter Institute at Erskine holds a Holiday Card Design Competition. Students submit artwork for the Charter Institute at Erskine's holiday card, which is sent to hundreds of stakeholders around South Carolina. All students in grades K-12 are welcome to participate – see https://erskinecharters.org/communications/ for this year's guidelines! All submissions need to be turned in via our portal located at https://erskinecharters.formstack.com/forms/holiday_card_submissions_2023 or emailed to kgraybill@erskinecharters.org.

Announcement: Quarter 1 Federal Reimbursement Confirmation

Contact Person: Sarah Shealy

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

Start Date: 11/17/2023

End Date: 12/01/2023

Details: This is your Quarterly Reimbursement Update from the Federal Programs Department to assist your school in monitoring its available funding. The memo included here details the specifics for your school. It will list your current allocation per grant, how much has been requested from the SCDE as of the quarterly deadline on your behalf, and how much is remaining to be claimed for you in each grant. Quarter 1 expenses (7/1-9/30) were due in SmartFusion no later than 10/31. From those requests, all approved expenses were submitted to the SCDE no later than 11/15/23 (the SCDE's Quarter 1 deadline). FY24 Grants are not available for reimbursement at this time from the SCDE, but in some cases we have been able to claim older funding in its place, returning your reimbursements to you sooner than anticipated. This is not the case for all grants. As soon as the SCDE opens these FY24 grants for reimbursement the Institute will claim all pending requests immediately.

Announcement: Let's Work Smart Q2 Drop In Opportunity

Contact Person: Sarah Shealy

Department(s): Leadership

Start Date: 11/17/2023

End Date: 11/28/2023

Details: A drop in Q & A opportunity for LWS will be held on November 28 at 10am. Though staff are always available for questions, these will be dedicated "open office hours" for school users to join zoom and request live demonstrations or ask questions. A live calendar invitation is attached, please select "copy to My Calendar" if you wish to attend. Please see the included memo for dates, times, and zoom links. Past webinars, mini trainings, and a user guide are available at the Institute's website under Our Schools > School Leaders Resources > Let's Work Smart.

Announcement: Algebra 1 Benchmark Session #2

Contact Person: Al Bogan

Department(s): Leadership, MTSS

Start Date: 11/21/2023

End Date: 11/29/2023

Details: Algebra 1 Benchmarks have been developed by a team of CIE teachers led by Erin Hynum.   These benchmarks can be used as a formative assessment to create intervention opportunities. The second session to follow-up on the assessment items will be held on Wednesday, November 29, from 3:30 - 4:20.   Please share this link with Algebra 1 teachers in your school. https://scca-connectionsacademy-org.zoom.us/j/91078734597?pwd=bWNIenlCa3NsSEtpMmxHcXdFN2dDUT09

Announcement: SPED Coordinator Roundtable- December

Contact Person: Bralyn Wood

Department(s): Special Education and 504

Start Date: 12/01/2023

End Date: 12/13/2023

Details: The December SPED Coordinator Roundtable will be held on December 13, 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- December

Contact Person: Bralyn Wood

Department(s): Special Education and 504

Start Date: 12/01/2023

End Date: 12/12/2023

Details: The December SPED Coordinator Academy will be held on December 12, 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