Charter Institute at Erskine

INSTITUTE INSIGHTS

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SC-Alt Roster Confirmations	12/15/2023	Christopher Seay	Assessment
STC update from DRC and SCDE D...	12/08/2023	Heather Holliday	Assessment
November 2023 Board Financial ...	12/31/2023	Angelica Rodrigu...	Finance
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Virtual SCTS 4.0 Evaluator Tra...	11/08/2023 - 02/21/2024	Callison Madsen	State and Academic P...
SCATA/NAFEPA Scholarship Oppor...	11/13/2023 - 12/15/2023	Lacy Lucas	Federal Programs Fin...
Holiday Card Competition	11/15/2023 - 12/06/2023	Ashley Epperson	Communications, Lead...
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Summer Reading Camp Community ...	11/30/2023 - 02/07/2024	Callison Madsen	State and Academic P...
SPED Coordinator Roundtable- D...	12/01/2023 - 12/13/2023	Bralyn Wood	Special Education an...
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Monthly Federal Budget Report	12/01/2023 - 12/08/2023	Sarah Shealy	Additional Targeted ...
December Monthly PowerSchool N...	12/07/2023 - 12/07/2023	Jason Jones	PowerSchool and IT

Submission: October 2023 Board Financial Statements

Department: Finance

Due Date: 12/15/2023

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: 12/15/2023

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: Table 2 Submission 2023-2024

Department: Special Education and 504

Due Date: 12/31/2023

Details: Description: Table 2 reports personnel employed to provide special education and related services to students with disabilities and is measured by FULL TIME EQUIVALENT (FTE). Please use the directions sent via email/attached to complete and upload the Table 2 Spreadsheet by December 31, 2023.

Submission: November PCS Verification

Department: Human Resources and Benefits

Due Date: 12/08/2023

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.

Submission: SC-Alt Roster Confirmations

Department: Assessment

Due Date: 12/15/2023

Details: Please review the attached information and verify if your SC-Alt rosters are correct. If you do not have an attached file but have SC-Alt students, please get corrections in as soon as possible. All school corrections should be confirmed in your responses to this submission and information sent to Christopher Seay. If you students are in grades 9 - 12, confirm that the subjects are correct in columns Y through AB. If you have any questions, please contact Christopher Seay for assistance.

Submission: STC update from DRC and SCDE December 4

Department: Assessment

Due Date: 12/08/2023

Details: Attached you will find the latest update from DRC and the SCDE. Updates concerning Braille testing are highlighted. Many important dates regarding spring 2024 testing are also included in the final table. Please reach out to Heather Holliday or Chris Seay with questions.

Submission: November 2023 Board Financial Statements

Department: Finance

Due Date: 12/31/2023

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: November 2023 Journal Entry Upload

Department: Finance

Due Date: 12/31/2023

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.

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: Federal Programs What's Up Wednesday

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance

Start Date: 11/27/2023

End Date: 12/06/2023

Details: Federal Programs will host our next What's Up Wednesday on December 6, 2023 from 9:00 am to 10:00 am. We will provide information on procurement requirements, obligation of funds guidelines, and other timely updates. Please use the Zoom link to access the meeting. https://erskinecharters.zoom.us/j/86264725913

Announcement: Summer Reading Camp Community Partnership Grant Opportunity 2024

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 11/30/2023

End Date: 02/07/2024

Details: The SCDE has announced the Request for Proposals for the 2024 Summer Reading Camp Community Partnership Grant is now available online (under Proviso 1.56 of the General Appropriations Act). Approximately $700,000 in funding will be distributed on a competitive basis. The deadline to apply is 5:00 p.m., February 7, 2024. Email notice of intent to apply is requested by January 10, 2024. Please see the attached memo for more information. Copy and paste this link into your browser to apply: https://scde.formstack.com/forms/2024_src_cpg Contact Callison Madsen at cmadsen@erskinecharters.org with questions.

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

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: 12/01/2023

End Date: 12/08/2023

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. FY24 Title II increases are not yet added, as they are being planned for in the open amendment cycle. FY23 Title I, FY23 Title II, and FY23 IDEA funds have ended. Any amounts remaining from these funds have been removed from your budgets. This confirmation was sent via email on 11/30/23. Quarter 2 spending should be in progress, ending on 12/30/23. The deadline to submit these expenses in SmartFusion is 1/30/24. There will be future announcements here in LWS as reminders for this deadline.

Announcement: December Monthly PowerSchool Newsletter

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 12/07/2023

End Date: 12/07/2023

Details: The PowerSchool monthly Newsletter. Please be aware our Monthly Update will be in the form of a Newsletter this month. Please refer to your email. Thank you.