Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
Staff Check #1 for Climate Sur...	01/12/2024	Heather Holliday	Accountability
November 2023 Month-to-Date Fi...	01/05/2024	Angelica Rodrigu...	Finance
November 2023 Journal Entry Up...	01/05/2024	Angelica Rodrigu...	Finance
FY24 Title I Parent and Family...	01/31/2024	Lacy Lucas	Title I
NCAA Clearinghouse Information	01/12/2024	Heather Holliday	Accountability
CSAR Collection Period 1	01/19/2024	Heather Holliday	State and Academic P...
STC update from DRC and SCDE D...	01/05/2024	Heather Holliday	Assessment
PS 90th Day Reports	01/12/2024	Jessica Crowe	PowerSchool and IT
Early Graduates Roster and Tra...	01/12/2024	Jessica Crowe	PowerSchool and IT
Virtual SCTS 4.0 Evaluator Tra...	11/08/2023 - 02/21/2024	Callison Madsen	State and Academic P...
Summer Reading Camp Community ...	11/30/2023 - 02/07/2024	Callison Madsen	State and Academic P...
New STC Academy - January 9th	12/11/2023 - 01/09/2024	Christopher Seay	Assessment
Literacy Coach Train-the-Train...	12/13/2023 - 01/12/2024	Callison Madsen	State and Academic P...
South Carolina Department of E...	12/15/2023 - 04/30/2024	Callison Madsen	State and Academic P...
SPED Coordinator Roundtable- J...	12/29/2023 - 01/10/2024	Bralyn Wood	Special Education an...
SPED Coordinator Academy- Janu...	01/05/2024 - 01/17/2024	Bralyn Wood	Special Education an...

Submission: Staff Check #1 for Climate Survey Spring 2024

Department: Accountability

Due Date: 01/12/2024

Details: We will complete of staff checks between PS & PCS prior to the start of Spr 24 climate survey windows. This is the 1st one. You will find an attachment describing the steps you need to take to process and check your individual school file. You have until January to complete this task, but we encourage you to begin confirming these lists and submitting needed forms. Please completed your edited spreadsheet for this submission. Contact Heather Holliday with questions.

Submission: November 2023 Month-to-Date Financial Statements

Department: Finance

Due Date: 01/05/2024

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: 01/05/2024

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: FY24 Title I Parent and Family Engagement - 1st Semester

Department: Title I

Due Date: 01/31/2024

Details: Please upload documentation of parent and family engagement events by January 31st, 2024, that were held in the first semester. These events should build parent capacity. Examples include parent conferences where individual assessment data is shared, STEM, technology, math, and literacy nights, etc.

Submission: NCAA Clearinghouse Information

Department: Accountability

Due Date: 01/12/2024

Details: The NCAA Clearinghouse has provided three reports for your schools based on data in their database. I have attached those reports for you to use as you wish. Please share this with the appropriate staff members at your school.

Submission: CSAR Collection Period 1

Department: State and Academic Programs

Due Date: 01/19/2024

Details: It is time to begin collecting the data for the CSAR Period 1 report. The presentation used with School Counselors for this training is attached for your reference as is a Word document with directions and a link to submit your school's data. If this does not fall into your purview, please get with your School Counselor to complete this information. Contact Heather Holliday with questions.

Submission: STC update from DRC and SCDE December 11

Department: Assessment

Due Date: 01/05/2024

Details: Attached you will find the latest update from DRC and the SCDE. Some new information regarding spring SC READY is included. Please contact Heather Holliday or Chris Seay with questions.

Submission: PS 90th Day Reports

Department: PowerSchool and IT

Due Date: 01/12/2024

Details: Please submit your signed 90th day reports.

Submission: Early Graduates Roster and Transcripts, Winter 2024

Department: PowerSchool and IT

Due Date: 01/12/2024

Details: Schools with Winter Graduates should submit a roster of students for graduation along with final transcripts for review. If you have no early graduates, submit your school's calendar in the documents requested.

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: 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: New STC Academy - January 9th

Contact Person: Christopher Seay

Department(s): Assessment

Start Date: 12/11/2023

End Date: 01/09/2024

Details: New STC Academy will be held on January 9th from 1:00 PM - 3:00 PM via Zoom. The topic of this session will be How to check precode from PowerSchool and ACCESS & SC Alt things to watch for. This training in mandatory for all STCs new to their role and optional for any returning STCs. https://erskinecharters.zoom.us/j/82032949250?pwd=em5EM3Y4aVVp OXhXVHFvQ0ovS0RGQT09

Announcement: Literacy Coach Train-the-Trainer Sessions Spring 2024

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 12/13/2023

End Date: 01/12/2024

Details: The SC Department of Education is extending free train-the-trainer professional development for literacy coaches in all SC schools. The sessions prepare attendees to train their school staff in teaching Foundations of Literacy standards for English language arts in the 2024–2025 school year. Representatives should plan to attend both days as sessions build upon on another. Refer to the attached memo for details and dates. To register, copy and paste the following link into your browser: https://docs.google.com/forms/d/e/1FAIpQLSeZLYs2fpeIic-NB4VzwNEavumfhKgePbRBfCmGJUOaZzkGhQ/viewform For questions, please contact Callison Madsen at cmadsen@erskinecharters.org

Announcement: South Carolina Department of Education LETRS Requirement

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 12/15/2023

End Date: 04/30/2024

Details: Pursuant to Proviso 1A.73, the SC Department of Education (SCDE) will require professional learning in the science of reading for every educator working with students in kindergarten through grade three certified in early childhood, elementary, and special education. The professional learning is entitled Language Essentials for Teachers of Reading and Spelling, (LETRS). Please see the attached memo with details highlighted for reference if needed. For questions, please contact Callison Madsen at cmadsen@erskinecharters.org.

Announcement: SPED Coordinator Roundtable- January

Contact Person: Bralyn Wood

Department(s): Special Education and 504

Start Date: 12/29/2023

End Date: 01/10/2024

Details: The January SPED Coordinator Roundtable will be held on January 10, 2024 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- January

Contact Person: Bralyn Wood

Department(s): Special Education and 504

Start Date: 01/05/2024

End Date: 01/17/2024

Details: The January SPED Coordinator Academy will be held on January 17, 2024 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