Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
2024-2025 Academic Calendar	03/31/2024	Jessica Crowe	PowerSchool and IT
Local Board Approved Courses	03/31/2024	Jessica Crowe	PowerSchool and IT
Governor's Graduate Letters	03/15/2024	Jessica Crowe	PowerSchool and IT
Climate Survey Instructions an...	03/15/2024	Heather Holliday	Accountability
GT vs. High Achieving coding S...	03/15/2024	Heather Holliday	Gift and Talented
January 2024 Month-to-Date Fin...	03/15/2024	Angelica Rodrigu...	Finance
January 2024 Journal Entry Upl...	03/15/2024	Angelica Rodrigu...	Finance
Vocational Coding Check	03/15/2024	Heather Holliday	CTE
Spring CTE Techincal Skills As...	03/15/2024	Heather Holliday	CTE
February 2024 Month-to-Date Fi...	03/31/2024	Aila Ranera	Finance
February 2024 Journal Entry Up...	03/31/2024	Aila Ranera	Finance
March 15th, Student Enrollment...	03/15/2024	Jessica Crowe	PowerSchool and IT
March 31st, Student Enrollment...	03/31/2024	Jessica Crowe	PowerSchool and IT
South Carolina Department of E...	12/15/2023 - 04/30/2024	Callison Madsen	State and Academic P...
Awards Banquet Guidelines 2024	01/19/2024 - 03/15/2024	Ashley Epperson	Communications, Lead...
SPED Coordinator Roundtable- M...	02/02/2024 - 03/13/2024	Bralyn Wood	Special Education an...
New STC Academy - March 12th	02/12/2024 - 03/12/2024	Christopher Seay	Assessment
Climate Survey Instructions an...	02/14/2024 - 03/15/2024	Jessica Crowe	PowerSchool and IT
Summer Reading Camp Assessment...	02/21/2024 - 03/15/2024	Callison Madsen	State and Academic P...
Summer Graduate Course Opportu...	02/26/2024 - 03/15/2024	Callison Madsen	State and Academic P...
ARCS Equitable Admissions Stan...	03/04/2024 - 04/15/2024	Naomi Morgan	Leadership
Science of Reading Week March ...	03/04/2024 - 03/18/2024	Callison Madsen	Leadership, State an...
PD and Title I Survey Results ...	03/07/2024 - 05/31/2024	Lacy Lucas	Federal Programs Fin...
Medicaid Interest Meeting	03/07/2024 - 03/28/2024	Jeanie Glover	Federal Programs Fin...
SPED Coordinator Academy- Marc...	03/08/2024 - 03/20/2024	Bralyn Wood	Special Education an...
March Monthly Webinar	03/14/2024 - 03/14/2024	Jason Jones	PowerSchool and IT
Let's Work Smart Q4 Drop In Op...	03/15/2024 - 03/26/2024	Sarah Shealy	Leadership

Submission: 2024-2025 Academic Calendar

Department: PowerSchool and IT

Due Date: 03/31/2024

Details: Please upload your 2024-2025 board approved academic calendar. Reminder: the calendar should include 180 instructional days along with 3 make-up days.

Submission: Local Board Approved Courses

Department: PowerSchool and IT

Due Date: 03/31/2024

Details: Courses with honors credit will also need to be approved via the Honors Framework.

Submission: Governor's Graduate Letters

Department: PowerSchool and IT

Due Date: 03/15/2024

Details: Governor McMaster would like to send congratulatory letters to all high school graduating seniors this spring. Please complete the attached spreadsheet with names and mailing addresses of graduating seniors for the spring.

Submission: Climate Survey Instructions and Support Spring 2024

Department: Accountability

Due Date: 03/15/2024

Details: Please use the attached documents to assist you with the administration of the Spring 2024 Climate Surveys. The window for survey completion for all groups is Feb 26-Apr 12. We encourage you to begin the process sooner rather than later. Weekly updates of completion will be provided to you for students and teachers until you reach a 90% threshold. The state requires an 80% threshold so this would provide a cushion for you. The submission asks for your administration dates.

Submission: GT vs. High Achieving coding Spring 2024

Department: Gift and Talented

Due Date: 03/15/2024

Details: Please open the document for directions on how to process the attachment specific to your school. Should you have no new updated GT forms to submit, please asked to be exempt from that part of the submission. Reach out to Heather Holliday with questions.

Submission: January 2024 Month-to-Date Financial Statements

Department: Finance

Due Date: 03/15/2024

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: January 2024 Journal Entry Upload

Department: Finance

Due Date: 03/15/2024

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: Vocational Coding Check

Department: CTE

Due Date: 03/15/2024

Details: VOC coding for students who are enrolled in a qualifying vocational course carries additional weighting towards school funding. We noticed there are many students in a qualifying class without this VOC EFA coding. Directions are attached for correcting the entries in PS. We realize there are many reasons this coding may not have been updated, but want you to be able to correct entries in PS so you may receive proper funding. Corrections must be complete prior to running Day 135 reports.

Submission: Spring CTE Techincal Skills Assessment Submission

Department: CTE

Due Date: 03/15/2024

Details: It is time for us to submit our information regarding spring CTE testing to the SCDE and begin the ordering process. Please find directions for completing your school's spreadsheet as well as other parts of the submission in the documents area. You have also been provided with your individual school spreadsheet to submit. If you are not testing this year, please asked to be exempted from submitting the proctor and testing forms. Contact Heather Holliday with questions.

Submission: February 2024 Month-to-Date Financial Statements

Department: Finance

Due Date: 03/31/2024

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: February 2024 Journal Entry Upload

Department: Finance

Due Date: 03/31/2024

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: March 15th, Student Enrollment Numbers Update

Department: PowerSchool and IT

Due Date: 03/15/2024

Details: If you could please update your schools "Contact Information" Google sheets form with current enrollment numbers on the dates requested under the sheet, "Enrollment Updates". Once completed, please verify that you have updated the document through this submission. If you do not have access to this google sheet, Please contact Jessica Crowe at jcrowe@erskinecharters.org, or Kristin Olcott at kolcott@erskinecharters.org. Thank you.

Submission: March 31st, Student Enrollment Numbers Update

Department: PowerSchool and IT

Due Date: 03/31/2024

Details: If you could please update your schools "Contact Information" Google sheets form with current enrollment numbers on the dates requested under the sheet, "Enrollment Updates". Once completed, please verify that you have updated the document through this submission. If you do not have access to this google sheet, Please contact Jessica Crowe at jcrowe@erskinecharters.org, or Kristin Olcott at kolcott@erskinecharters.org. Thank you.

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: Awards Banquet Guidelines 2024

Contact Person: Ashley Epperson

Department(s): Communications, Leadership

Start Date: 01/19/2024

End Date: 03/15/2024

Details: The 2024 Charter Institute at Erskine Awards Banquet will be hosted on Thursday, May 16, 2024. We are officially seeking nominations from each school for your Volunteer of the Year, Student(s) of the Year, and Teacher(s) of the Year. Read this year's guidelines here: http://tinyurl.com/AB2024-guidelines. Nominations will be due on March 15, and you can access the nomination form here: https://erskinecharters.formstack.com/forms/institute_awards_banquet_nominations_2024. If you have any questions, please email kgraybill@erskinecharters.org. Thank you!

Announcement: SPED Coordinator Roundtable- March

Contact Person: Bralyn Wood

Department(s): Special Education and 504

Start Date: 02/02/2024

End Date: 03/13/2024

Details: The March SPED Coordinator Roundtable will be held on March 13, 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: New STC Academy - March 12th

Contact Person: Christopher Seay

Department(s): Assessment

Start Date: 02/12/2024

End Date: 03/12/2024

Details: New STC Academy will be held on March 12th from 1:00 PM - 3:00 PM via Zoom. The topic of this session will be Organizing and Focus Points for Spring Testing. This training in mandatory for all STCs new to their role and optional for any returning STCs. https://erskinecharters.zoom.us/j/84083764666?pwd=WHl1NTRHdlM4d3llYmx2OWlsenNSUT09

Announcement: Climate Survey Instructions and Support Spring 2024

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 02/14/2024

End Date: 03/15/2024

Details: The following information has been shared with the accountability personnel within each school. We would like to share with our Powerschool Administrators to provide further support. "Please use the attached documents to assist you with the administration of the Spring 2024 Climate Surveys. The window for survey completion for all groups is Feb 26-Apr 12. We encourage you to begin the process sooner rather than later. Weekly updates of completion will be provided to you for students and teachers until you reach a 90% threshold. The state requires an 80% threshold so this would provide a cushion for you. The submission asks for your administration dates."

Announcement: Summer Reading Camp Assessments

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 02/21/2024

End Date: 03/15/2024

Details: Please see the attached memo for updates from the SCDE Office of Early Learning and Literacy regarding Summer Reading Camp assessments and Reading Proficiency Plans. Copy and paste this link into your browser to view the formative assessments that meet the updated state requirements for use during summer reading camps: https://ed.sc.gov/tests/middle/adoption-list-of-state-approved-formative-interim-assessments/ For questions, please contact Callison Madsen at cmadsen@erskinecharters.org.

Announcement: Summer Graduate Course Opportunities

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 02/26/2024

End Date: 03/15/2024

Details: The Center of Excellence to Prepare Teachers of Children of Poverty has released their tentative summer 2024 graduate course offerings. Please see the attached document for course descriptions and syllabi. Copy and paste this link into your browser to pre-register: https://form.jotform.com/240225498744159 . For regular updates from the center delivered to your email, please reach out to Callison Madsen at cmadsen@erskinecharters.org.

Announcement: ARCS Equitable Admissions Standard

Contact Person: Naomi Morgan

Department(s): Leadership

Start Date: 03/04/2024

End Date: 04/15/2024

Details: This file provides data pertaining to the Academics & Accountability ARCS Standard 10, Equitable Admissions. The rubric provides details on the students with disabilities withdrawal rate for your school and the evaluation of enrollment/lottery information on your website. The students with disabilities withdrawal rate is evaluated on the mid-year ARCS. Results from the website evaluation are used on the end-of-year ARCS. The final website review will begin on April 15, 2024 so that schools have time to make updates to their website, if needed.

Announcement: Science of Reading Week March 25th - 28th

Contact Person: Callison Madsen

Department(s): Leadership, State and Academic Programs

Start Date: 03/04/2024

End Date: 03/18/2024

Details: Lexia is offering four days of virtual professional development in the science of reading. Copy and paste this link into your browser to learn more and register participants for sessions: https://home.edweb.net/lexia_sor_2024/ For questions, please contact Callison Madsen at cmadsen@erskinecharters.org.

Announcement: PD and Title I Survey Results 2023-2024

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance , Title I

Start Date: 03/07/2024

End Date: 05/31/2024

Details: Attached you will find your school's survey results for Title I, as applicable, and Instructional Staff Professional Development.

Announcement: Medicaid Interest Meeting

Contact Person: Jeanie Glover

Department(s): Federal Programs Finance , Title I

Start Date: 03/07/2024

End Date: 03/28/2024

Details: There will be a meeting for schools interested in learning more about potentially billing for Medicaid for allowable services on Thursday, March 28th at 1:00 p.m. The link to this meeting is https://erskinecharters.zoom.us/j/87969311392?pwd=RWJySmV3Y09DZS9UN1d2ZVdwM2g1QT09.

Announcement: SPED Coordinator Academy- March

Contact Person: Bralyn Wood

Department(s): Special Education and 504

Start Date: 03/08/2024

End Date: 03/20/2024

Details: The March SPED Coordinator Academy will be held on March 20, 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

Announcement: March Monthly Webinar

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 03/14/2024

End Date: 03/14/2024

Details: The PowerSchool monthly meeting: (Virtual) Date: March 14, 2023 Time: 9:00 AM- 10:30 AM Below you will find the link to join: https://erskinecharters.zoom.us/j/85494180607

Announcement: Let's Work Smart Q4 Drop In Opportunity

Contact Person: Sarah Shealy

Department(s): Leadership

Start Date: 03/15/2024

End Date: 03/26/2024

Details: A drop in Q & A opportunity for LWS will be held on March 26 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.