

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
Student, Parent, and Teacher O...	05/28/2021	Christy Junkins	Leadership
Red Cross Training Sign In She...	05/28/2021	Sarah Shealy	Title IV
Virtual HR Training	06/02/2021	Patti Rubenzer	Human Resources and ...
Summer Reading Camp Pre-Camp S...	05/13/2021	Sherri Herbst	State and Academic P...
Transfer ESSER Semi Annual Cer...	05/14/2021	Ciera Bing	Federal Programs Fin...
Academic Recovery Plans for SY...	05/25/2021	Sherri Herbst	State and Academic P...
Coker University Scholarships ...	03/22/2021 - 06/18/2021	Paula Gray	Human Resources and ...
Monthly SPED Coordinators Trai...	04/11/2021 - 05/11/2021	Celina Patton	Special Education an...
Quarterly Title III Coordinato...	04/13/2021 - 05/13/2021	Celina Patton	Title III ESOL
Student Not Tested Coding in P...	04/15/2021 - 05/31/2021	Jason Jones	PowerSchool and IT
Monthly MTSS Coordinators Trai...	04/19/2021 - 05/19/2021	Celina Patton	Special Education an...
May 2021 PowerSchool Admin Mon...	04/20/2021 - 05/20/2021	Zenobia Ealy	PowerSchool and IT
PCS Form 2021/2022 is now avai...	04/26/2021 - 05/26/2021	Paula Gray	Human Resources and ...
Report Card Elements to Be Rep...	04/26/2021 - 05/26/2021	Ciera Bing	Accountability
CTE Training	05/05/2021 - 06/03/2021	Christy Junkins	Assessment
Electronic Document Accessibil...	05/07/2021 - 06/18/2021	Paula Gray	Human Resources and ...
Open Q & A Session Training	05/10/2021 - 06/10/2021	Ashley Epperson	Communications

### **Submission: Student, Parent, and Teacher Opinion Surveys Completion**

**Department:** Leadership

**Due Date:** 05/28/2021

Details: Verification of completion of the student, parent, and teacher opinion surveys. Please contact Christy Junkins if you have any questions.

### **Submission: Red Cross Training Sign In Sheets**

**Department:** Title IV

**Due Date:** 05/28/2021

Details: After your school completes their Red Cross Training Sessions, please upload the completed sign in sheets. There should be 1 sheet per session/instructor.

### **Submission: Virtual HR Training**

**Department:** Human Resources and Benefits

**Due Date:** 06/02/2021

Details: Wednesday, June 2, 2021

This Virtual HR Training will be required of each Institute school.

A minimum of 1 person should attend.

Time will be from 9-12 for those schools who participate in PEBA

Time will be from 9-11 for those schools who DO NOT participate in PEBA

Topics to be discussed: PCS, Teacher Certification, Job Postings, PEBA

**Submission: Summer Reading Camp Pre-Camp Survey**

**Department:** State and Academic Programs

**Due Date:** 05/13/2021

Details: Please use this URL at the end of this description to complete the 20-21 SRC Pre-camp Survey. The survey must be submitted to the Institute by Thursday, May 13, 2021. Once you have submitted the survey, please use the Smart Form within this submission to document the completion of the submission.

If you have any questions, please contact Sherri Herbst [https://erskinecharters.formstack.com/forms/21\\_src\\_pre\\_camp\\_survey](https://erskinecharters.formstack.com/forms/21_src_pre_camp_survey)

**Submission: Transfer ESSER Semi Annual Certifications July-Dec 2020**

**Department:** Federal Programs Finance

**Due Date:** 05/14/2021

Details: As a federal requirement, all employees that are being funded with federal funds must complete a time and effort report.

\*\*If your school already has a form in place...

1. A separate form must be completed for each individually funded employee (Please DO NOT submit one form with everyone listed as this will need to be filed with each employee's supporting documentation)
2. OMB Circular A-87 should NOT be listed on your Semi Annual forms as this circular no longer exists.
3. If an employee was hired mid year, please reflect the correct hiring dates on the form.

If Semi Annual Certifications for the 1st semester are not received by May. 14, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.

**Submission: Academic Recovery Plans for SY 20-21**

**Department:** State and Academic Programs

**Due Date:** 05/25/2021

Details: Schools with grades K-8 that did not use MAP and high schools will be added to this submission once the data is ready.

**Announcement: Coker University Scholarships for Graduate Degrees**

**Contact Person:** Paula Gray

**Department(s):** Human Resources and Benefits

**Start Date:** 03/22/2021

**End Date:** 06/18/2021

Details: Coker University is providing scholarship opportunities to teachers that wish to advance their career with a graduate degree. Please see the attached information.

**Announcement: Monthly SPED Coordinators Training**

**Contact Person:** Celina Patton

**Department(s):** Special Education and 504

**Start Date:** 04/11/2021

**End Date:** 05/11/2021

Details: This SPED Training will be held for SPED/504 Coordinators on May 11. More information will follow.

**Announcement: Quarterly Title III Coordinators Training**

**Contact Person:** Celina Patton

**Department(s):** Title III ESOL

**Start Date:** 04/13/2021

**End Date:** 05/13/2021

Details: This Title III Training will be held for Title III Coordinators on May 13. More information will follow.

**Announcement: Student Not Tested Coding in PowerSchool**

**Contact Person:** Jason Jones

**Department(s):** PowerSchool and IT

**Start Date:** 04/15/2021

**End Date:** 05/31/2021

Details: For 2020-2021, the SCDE will continue to collect Students Not Tested (SNT) data from PowerSchool for all applicable assessments: EOCEP Fall administration; SC READY and SCPASS; Alternates for SC READY, SCPASS and EOCEP; EOCEP Spring; and Access for ELLs and Alternate Access for ELLs. HOWEVER, the SCDE will not process SNT for exclusionary reasons. This means the SCDE will not be collecting supporting documentation for reasons where exclusions to the accountability calculations would normally apply.

Attached are the Combined 2021 Students Not Tested Guidelines (SNT) for Elementary/Middle/High School and alternate assessments. Also, included are the instructions (Reasons for Students Not Testing\_StudentsNotTested\_PowerSchool\_Page\_2021) for reporting in PowerSchool all your eligible students who do not test. Please review these documents carefully as the information you provide to SCDE, regarding students who do not test, may impact, federal reporting.

**Announcement: Monthly MTSS Coordinators Training**

**Contact Person:** Celina Patton

**Department(s):** Special Education and 504

**Start Date:** 04/19/2021

**End Date:** 05/19/2021

Details: This MTSS Training will be held for MTSS Coordinators on May 19. More information will follow.

**Announcement: May 2021 PowerSchool Admin Monthly Webinar**

**Contact Person:** Zenobia Ealy

**Department(s):** PowerSchool and IT

**Start Date:** 04/20/2021

**End Date:** 05/20/2021

Details: This PowerSchool Training will be held for PowerSchool Admins on May 20. More information will follow.

**Announcement: PCS Form 2021/2022 is now available.**

**Contact Person:** Paula Gray

**Department(s):** Human Resources and Benefits, Leadership, New Schools

**Start Date:** 04/26/2021

**End Date:** 05/26/2021

Details: Please use the 2021/2022 PCS Form to inform the Institute of any staff who will be joining your school for the 21/22 school year.

Any staff member who is leaving your school at the end of the 20/21 school year should be exited through the use of the 2020/2021 PCS Form.

The link for the 2021/22 PCS Form is: [https://erskinecharters.formstack.com/forms/pcs\\_peba\\_form\\_20\\_21\\_copy](https://erskinecharters.formstack.com/forms/pcs_peba_form_20_21_copy)

Please contact Paula Gray for any questions that you may have.

**Announcement: Report Card Elements to Be Reported or Waived**

**Contact Person:** Ciera Bing

**Department(s):** Accountability

**Start Date:** 04/26/2021

**End Date:** 05/26/2021

Details: List of Report Card elements that are to be populated versus waived this year is provided in the documents.

**Announcement: CTE Training**

**Contact Person:** Christy Junkins

**Department(s):** Assessment

**Start Date:** 05/05/2021

**End Date:** 06/03/2021

Details: This CTE Training will be held for CTE Coordinators on June 3.

Topic: CTE Meeting 3

Time: Jun 3, 2021 09:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/73620751739?pwd=TnVJaHdPeTVDbHNValREeVhTQ1JoUT09>

**Announcement: Electronic Document Accessibility Training for Educators (free CEU credits!) and Support Staff**

**Contact Person:** Paula Gray

**Department(s):** Human Resources and Benefits

**Start Date:** 05/07/2021

**End Date:** 06/18/2021

Details: In keeping with its mission to provide technology technical assistance to districts, the South Carolina Department of Education (SCDE) is offering virtual training on how to make online documents accessible June 23–24, 2021. This training is at no cost to districts.

For educators and support staff, this two-day, hands-on training by WebAIM.org will review how to check for and repair common accessibility issues in Microsoft, Google, and PDF documents. This training is appropriate for anyone teaching students online or developing content that will be posted online. Participants can earn 8.0 Continuing Education Units (CEUs).

Registration for this event will be open April 20 through June 18, 2021. For additional information visit the SCDE Event Calendar or contact Valarie Byrd, [vbyrd@ed.sc.gov](mailto:vbyrd@ed.sc.gov).

**Announcement: Open Q & A Session Training**

**Contact Person:** Ashley Epperson

**Department(s):** Communications

**Start Date:** 05/10/2021

**End Date:** 06/10/2021

Details: This Communications Training will be held for Communications Coordinators on June 10. More information will follow.