Charter Institute at Erskine

INSTITUTE INSIGHTS

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April 2021 Journal Entry Uploa...	05/31/2021	John Li	Finance
Academic Recovery Plans (ARP)...	05/25/2021	Sherri Herbst	State and Academic P...
NEW Power School Users Trainin...	06/14/2021	Patti Rubenzer	New Schools
ALL PowerSchool Users Training	06/21/2021	Patti Rubenzer	PowerSchool and IT
IDEA April 15th Amendment Empl...	05/28/2021	Ciera Bing	Federal Programs Fin...
FY20 CSI April 15th Amendment ...	05/28/2021	Ciera Bing	Federal Programs Fin...
ESSER I (CARES) April 15th Ame...	05/28/2021	Ciera Bing	Federal Programs Fin...
Title I Annual Evaluation	06/11/2021	Sarah Shealy	Title I
20 Day Letter (Apr-June) 2020-...	06/11/2021	Haley Perez	Title I
Coker University Scholarships ...	03/22/2021 - 06/18/2021	Paula Gray	Human Resources and ...
Student Not Tested Coding in P...	04/15/2021 - 05/31/2021	Jason Jones	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
Local Board Approved (LBA) Cou...	05/10/2021 - 06/09/2021	Christy Junkins	PowerSchool and IT
State and Academic Programs Up...	05/17/2021 - 05/24/2021	Sherri Herbst	State and Academic P...
June 2021 PowerSchool Admin Mo...	05/17/2021 - 06/17/2021	Zenobia Ealy	PowerSchool and IT
FY21 CTE Perkins Approval	05/19/2021 - 06/02/2021	Haley Perez	CTE, Federal Program...
Mask Opt-out Form	05/20/2021 - 05/24/2021	Sherri Herbst	State and Academic P...

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: 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

Link to training will be sent to each school as we get closer to the day of the training to each person who registers.

Submission: April 2021 Journal Entry Upload

Department: Finance

Due Date: 05/31/2021

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: Academic Recovery Plans (ARP) for SY 20-21

Department: State and Academic Programs

Due Date: 05/25/2021

Details: High schools will be added to this submission once the data is ready.

Submission: NEW Power School Users Training

Department: New Schools

Due Date: 06/14/2021

Details: https://erskinecharters.formstack.com/forms/2021_new_powerschool_users_training

This training is a collaboration between the Charter Institute at Erskine and the SC Public Charter School District.

The training is in-person and is required. A virtual option is not available.

This training is designed for NEW schools or schools with a NEW PS Admin.

This form must be completed for each participant. (Limit 2 per school, please)

Dates: July 13-14, 2021

Time: 9:00 AM - 3:00 PM daily

Where: East Point Academy Elementary School Campus

1043 Chris Dr, West Columbia, SC 29169

Submission: ALL PowerSchool Users Training

Department: PowerSchool and IT

Due Date: 06/21/2021

Details: https://erskinecharters.formstack.com/forms/2021_powerschool_users_training

This training is a collaboration between the Charter Institute at Erskine and the SC Public Charter School District.

The training is in-person and is required. A virtual option is not available.

This training is designed for ALL schools, including those opening in August, 2021.

This form must be completed for each participant.

Dates: July 20-22, 2021

Time: 9:00 AM - 3:00 PM daily

Submission: IDEA April 15th Amendment Employee Benefits Breakout

Department: Federal Programs Finance

Due Date: 05/28/2021

Details: Please update the Benefits Breakout form to reflect the amount that is included in the amended plan. Schools will be unable to seek federal reimbursements for benefits until received. Benefits total must equal the amount requested in the plan. Please refer to SCDE Financial Accounting Handbook for the correct category description

Submission: FY20 CSI April 15th Amendment Employee Benefits Breakout

Department: Federal Programs Finance

Due Date: 05/28/2021

Details: Please update the Benefits Breakout form to reflect the amount that is included in the amended plan. Schools will be unable to seek federal reimbursements for benefits until received. Benefits total must equal the amount requested in the plan. Please refer to SCDE Financial Accounting Handbook for the correct category description

Submission: ESSER I (CARES) April 15th Amendment Employee Benefits Breakout

Department: Federal Programs Finance

Due Date: 05/28/2021

Details: Please update the Benefits Breakout form to reflect the amount that is included in the amended plan. Schools will be unable to seek federal reimbursements for benefits until received. Benefits total must equal the amount requested in the plan. Please refer to SCDE Financial Accounting Handbook for the correct category description

Submission: Title I Annual Evaluation

Department: Title I

Due Date: 06/11/2021

Details: To begin the wrap-up of this school year's Title I federal requirements, a Title I Annual Evaluation must be completed. The focus of this evaluation is to document the impact of your Title I Schoolwide Program for 2020-2021. The template for the Title I planning team to meet and complete the Annual Evaluation can be found here: https://erskinecharters.formstack.com/forms/annualevaluation2021 and the results of your Parent and Teacher surveys are included here for reference.

Submission: 20 Day Letter (Apr-June) 2020-2021

Department: Title I

Due Date: 06/11/2021

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. These letters should be sent home with students in the applicable class. Please keep in mind you do not have to resubmit letters. Please 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 twice during the year at the beginning of each semester.

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: 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: 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

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

Meeting ID: 736 2075 1739

Passcode: 5rdrC7

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.

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.

Announcement: Local Board Approved (LBA) Courses Form

Contact Person: Christy Junkins

Department(s): PowerSchool and IT

Start Date: 05/10/2021

End Date: 06/09/2021

Details: Form for LBA Approval

Announcement: State and Academic Programs Updates

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 05/17/2021

End Date: 05/24/2021

Details: Please see important updates from the State and Academic Programs Department in the document attached to this announcement. Contact Sherri Herbst if you have any questions.

Announcement: June 2021 PowerSchool Admin Monthly Webinar

Contact Person: Zenobia Ealy

Department(s): PowerSchool and IT

Start Date: 05/17/2021

End Date: 06/17/2021

Details: This PowerSchool Training will be held for PowerSchool Admins on June 17. More information will follow.

Announcement: FY21 CTE Perkins Approval

Contact Person: Haley Perez

Department(s): CTE, Federal Programs Finance

Start Date: 05/19/2021

End Date: 06/02/2021

Details: The Charter Institute at Erskine has obtained approval of your school's FY 21 CTE Perkins plan amendment. Please see the attached updated Smart Fusion budget and approval memo containing your school's current approved plan, documents required for pre-approval/reimbursement, and important deadlines.

Announcement: Mask Opt-out Form

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 05/20/2021

End Date: 05/24/2021

Details: Parents who want their child to be mask-free in schools with a mask requirement must complete the DHEC standardized form found here. This form is only necessary for districts and schools with mask requirements in place. The form, WITHOUT ANY EDITS, should be sent to the school. Any modified forms are invalid, and schools should not accept them. The required document can be found in the documents tab of this submission. Contact Sherri Herbst if you have any questions.