

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
FY2 Quarter 4 Financials	08/13/2021	John Li	Finance
Grad Rate File in Enrich	08/13/2021	Christy Junkins	Leadership
2020-2021 Teacher Attendance S...	08/10/2021	Christy Junkins	Leadership
Fifth-Year Graduation Rate	08/24/2021	Christy Junkins	Leadership
June 2021 Journal Entry Upload	08/06/2021	Elizabeth Riberd...	Finance
FY22 Payroll Authorization For...	08/06/2021	Ciera Bing	Federal Programs Fin...
Bills.com or Intact.com Author...	08/06/2021	Ciera Bing	Federal Programs Fin...
School Contact Information Upd...	08/13/2021	Ashley Epperson	Communications
School Improvement Plan	08/10/2021	Christy Junkins	Leadership
Summer Survey Final Submission	08/20/2021	Christy Junkins	Leadership
School Report Card Narrative f...	08/20/2021	Christy Junkins	Leadership
Kindergarten Readiness Assessm...	08/04/2021	Heather Holliday	Assessment
Summer Graduates Roster and Tr...	08/11/2021	Jason Jones	PowerSchool and IT
2021-2022 PowerSchool Document...	08/27/2021	Jason Jones	PowerSchool and IT
Federal 5 Day Count Informatio...	07/01/2021 - 08/20/2021	Haley Perez	PowerSchool and IT, ...
Let's Work Smart Summer Sessio...	07/01/2021 - 08/02/2021	Elizabeth Riberd...	Accountability , Add...
Let's Work Smart Summer Sessio...	07/05/2021 - 08/05/2021	Elizabeth Riberd...	Accountability , Add...
Let's Work Smart Summer Sessio...	07/09/2021 - 08/09/2021	Elizabeth Riberd...	Accountability , Add...
Title III Back to School Train...	07/10/2021 - 09/10/2021	Celina Patton	Title III ESOL
School Test Coordinator Traini...	07/13/2021 - 08/06/2021	Heather Holliday	Assessment
Section 504 Coordinator Back t...	07/15/2021 - 08/12/2021	Kathy Griffin	Special Education an...
First Quarter Finance Training	07/15/2021 - 08/05/2021	John Li	Federal Programs Fin...
SPED Coordinator Kickoff Train...	07/15/2021 - 08/05/2021	Kathy Griffin	Special Education an...
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LWS Training Opportunities	07/15/2021 - 08/20/2021	Haley Perez	Accountability , Add...
Quarterly Title III Training	07/19/2021 - 05/12/2022	Celina Patton	Title III ESOL
August PS Admin Meeting	07/20/2021 - 08/19/2021	Jason Jones	PowerSchool and IT
VirtualSC Digital Learning Day...	07/21/2021 - 08/10/2021	Heather Holliday	Accountability , Ass...
KidsFirst Conference - Registr...	07/22/2021 - 08/13/2021	Ashley Epperson	Leadership
Opinion Survey Results for 202...	07/25/2021 - 08/24/2021	Christy Junkins	Leadership
State and Academic Programs Up...	07/28/2021 - 08/04/2021	Sherri Herbst	State and Academic P...
July 2021 Expense Federal Reim...	07/28/2021 - 08/06/2021	Ciera Bing	Federal Programs Fin...
COVID-19 Interim Guidance from...	07/30/2021 - 08/09/2021	Sherri Herbst	State and Academic P...
School Leaders Meeting August ...	07/30/2021 - 08/04/2021	Vamshi Rudrapati	Leadership
Expiration of Waivers Granted ...	07/30/2021 - 08/29/2021	Christy Junkins	Leadership
MTSS Back to School Training	08/01/2021 - 09/01/2021	Laura Merrick	MTSS
STC Announcements 8-1-2021	08/01/2021 - 08/09/2021	Heather Holliday	Accountability , Ass...

Submission: FY2 Quarter 4 Financials

Department: Finance

Due Date: 08/13/2021

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: Grad Rate File in Enrich

Department: Leadership

Due Date: 08/13/2021

Details: The Grade Rate File in Enrich has been updated to reflect all Summer Graduates.

Submission: 2020-2021 Teacher Attendance Survey

Department: Leadership

Due Date: 08/10/2021

Details: Teacher Attendance Surveys are due by August 10, 2021.

Submission: Fifth-Year Graduation Rate

Department: Leadership

Due Date: 08/24/2021

Details: Updated 5 Year Graduation Plan- see memo for instructions. Due August 24, 2021.

Submission: June 2021 Journal Entry Upload

Department: Finance

Due Date: 08/06/2021

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: FY22 Payroll Authorization Form

Department: Federal Programs Finance

Due Date: 08/06/2021

Details: If your school's payroll is finalized by a 3rd party, a representative from that vendor MUST sign as the approver. If this form is on file with the Institute, the school will no longer be required to sign each payroll register before submission for reimbursement, as the form is an attestation that the individuals listed are those responsible for reviewing and approving throughout FY22.***If your school chooses not to use this form, please submit a comment requesting "Exempt" status.***

Submission: Bills.com or Intact.com Authorization Form

Department: Federal Programs Finance

Due Date: 08/06/2021

Details: Please download either Bills.com or Intact.com form under documents and complete for submission. Each school is required to submit on behalf of their school if using a third party bills approval system. ***If your school does not use a third party software for processing monthly bills and reimbursements, please submit a comment requesting "Exempt" status.***

Submission: School Contact Information Update

Department: Communications

Due Date: 08/13/2021

Details: Please contact Ashley Epperson at aepperson@erskinecharters.org/(803) 995-0527 with any questions.

Submission: School Improvement Plan

Department: Leadership

Due Date: 08/10/2021

Details: Completed School Improvement Plan

Submission: Summer Survey Final Submission

Department: Leadership

Due Date: 08/20/2021

Details: Make sure the results to the summer survey is completed accurately in Member Center. Contact Christy Junkins if you have any questions.

Submission: School Report Card Narrative for 2020-2021

Department: Leadership

Due Date: 08/20/2021

Details: Attached is the school report card narrative that was submitted into the Member Center. Please review the document and make any needed changes. Please contact Christy Junkins if you have any questions.

Submission: Kindergarten Readiness Assessment (KRA) Teacher Contact Form

Department: Assessment

Due Date: 08/04/2021

Details: Please use the template provided to inform the DTC (Heather Holliday) of who will be administering KRA in your school this year.

Submission: Summer Graduates Roster and Transcripts, Summer 2021

Department: PowerSchool and IT

Due Date: 08/11/2021

Details: Schools with Summer Graduates should submit a roster of students for graduation along with final transcripts for review. If you have no summer graduates, please submit a statement to that affect.

Submission: 2021-2022 PowerSchool Documentation

Department: PowerSchool and IT

Due Date: 08/27/2021

Details: Attached to this ticket is a stack of PowerSchool documents for which you should be aware and following the guidelines throughout the year. Any questions to these documents should be addressed to Erskine and Cantey.

Announcement: Federal 5 Day Count Information

Contact Person: Haley Perez

Department(s): PowerSchool and IT, Title I, Title II

Start Date: 07/01/2021

End Date: 08/20/2021

Details: As you know, the upcoming 5th day count for the 2021-2022 school year is the official data pull that impacts eligibility and allocation of federal funds. As your school is preparing for the upcoming year, please remember how crucial the data collection and data accuracy are for this. Please see attached for important items related to Power School and Federal funding for 5th Day Count. The Institute will also be providing optional, drop-in technical assistance sessions (More information attached).

Announcement: Let's Work Smart Summer Session 2

Contact Person: Elizabeth Riberdy

Department(s): Accountability , Additional Targeted Support and Improvement, Assessment, Charter Applications , Charter Authorization , Communications, Comprehensive Support and Improvement, CTE, Federal Programs Finance , Finance, Gift and Talented , Human Resources and Benefits, Leadership, MTSS, New Schools, PowerSchool and IT, School Facilities, Special Education and 504, State and Academic Programs , Title I, Title II, Title III ESOL, Title IV, Transfer Schools

Start Date: 07/01/2021

End Date: 08/02/2021

Details: The Institute is offering optional LWS Training Sessions. There will be an optional virtual session on Monday, August 2nd from 10am-11am. These optional sessions will provide a presentation that will cover LWS basics, highlight effective practices, and answer frequently asked questions. It is highly recommended that all LWS users attend one of the optional sessions as we enter the new school year. (Note: Each session will cover the same content, but multiple session options will be held to best accommodate schedules.) Please see the attached memo for more information on additional training opportunities.

Announcement: Let's Work Smart Summer Session 3

Contact Person: Elizabeth Riberdy

Department(s): Accountability , Additional Targeted Support and Improvement, Assessment, Charter Applications , Charter Authorization , Communications, Comprehensive Support and Improvement, CTE, Federal Programs Finance , Finance, Gift and Talented , Human Resources and Benefits, Leadership, MTSS, New Schools, PowerSchool and IT, School Facilities, Special Education and 504, State and Academic Programs , Title I, Title II, Title III ESOL, Title IV, Transfer Schools

Start Date: 07/05/2021

End Date: 08/05/2021

Details: The Institute is offering optional LWS Training Sessions. There will be an optional virtual session on Thursday, August 5th from 10am-11am. These optional sessions will provide a presentation that will cover LWS basics, highlight effective practices, and answer frequently asked questions. It is highly recommended that all LWS users attend one of the optional sessions as we enter the new school year. (Note: Each session will cover the same content, but multiple session options will be held to best accommodate schedules.) Please see the attached memo for more information on additional training opportunities.

Announcement: Let's Work Smart Summer Session 4

Contact Person: Elizabeth Riberdy

Department(s): Accountability , Additional Targeted Support and Improvement, Assessment, Charter Applications , Charter Authorization , Communications, Comprehensive Support and Improvement, CTE, Federal Programs Finance , Finance, Gift and Talented , Human Resources and Benefits, Leadership, MTSS, New Schools, PowerSchool and IT, School Facilities, Special Education and 504, State and Academic Programs , Title I, Title II, Title III ESOL, Title IV, Transfer Schools

Start Date: 07/09/2021

End Date: 08/09/2021

Details: The Institute is offering optional LWS Training Sessions. There will be an optional virtual session on Monday, August 9th from 10am-11am. These optional sessions will provide a presentation that will cover LWS basics, highlight effective practices, and answer frequently asked questions. It is highly recommended that all LWS users attend one of the optional sessions as we enter the new school year. (Note: Each session will cover the same content, but multiple session options will be held to best accommodate schedules.) Please see the attached memo for more information on additional training opportunities.

Announcement: Title III Back to School Training

Contact Person: Celina Patton

Department(s): Title III ESOL

Start Date: 07/10/2021

End Date: 09/10/2021

Details: The Title III Back to School Training will be held on 8/20/2021 virtually from 1:00-3:00. More information will follow. The intended audience is Title III coordinators and registrars.

Announcement: School Test Coordinator Training

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 07/13/2021

End Date: 08/06/2021

Details: Mandatory In-Person Training held on August 6, 2021, at 1201 Main Street, Ste. 300, Columbia, SC 29201, from 10 am to 4 pm. This address is the Institute office.

Here is the link to the formstack for registration and notification of dietary needs:
https://erskinecharters.formstack.com/forms/schooltestingcoordinator2021_2022

Announcement: Section 504 Coordinator Back to School Kickoff Training

Contact Person: Kathy Griffin

Department(s): Special Education and 504

Start Date: 07/15/2021

End Date: 08/12/2021

Details: Required training for all school level 504 Coordinators will be held Thursday, August 12th via Zoom at 10:00 AM. Training will be recorded. Contact person: Kathy Griffin, kgriffin@erskinecharters.org 803-830-0719

Announcement: First Quarter Finance Training

Contact Person: John Li

Department(s): Federal Programs Finance , Finance

Start Date: 07/15/2021

End Date: 08/05/2021

Details: The August 5th training will be to kick off the new school year. The Institute's Finance Department will continue to have quarterly trainings throughout the school year. Zoom link will be sent out via email to all School Finance and School Leader contacts.

Announcement: SPED Coordinator Kickoff Training for New Coordinators

Contact Person: Kathy Griffin

Department(s): Special Education and 504

Start Date: 07/15/2021

End Date: 08/05/2021

Details: August 5th-New SPED Coordinator Training (or by invitation) from 9:30-4 at the Charter Institute office in Columbia-3rd floor conference room. Please complete this RSVP form https://erskinecharters.formstack.com/forms/sped_training_rsvp_aug12_copy_copy by July 23rd for planning purposes.

Announcement: SPED Coordinator Kickoff Training Coordinators

Contact Person: Kathy Griffin

Department(s): Special Education and 504

Start Date: 07/15/2021

End Date: 08/06/2021

Details: August 6th-All SPED Coordinators New School Year Kickoff Training from 9-4 at the Charter Institute office in Columbia-3rd floor conference room. Please complete this RSVP form by July 23rd https://erskinecharters.formstack.com/forms/sped_training_rsvp_aug12_copy_copy. Contact Laura Merrick for additional information

Announcement: LWS Training Opportunities

Contact Person: Haley Perez

Department(s): Accountability , Additional Targeted Support and Improvement, Assessment, Charter Applications , Charter Authorization , Communications, Comprehensive Support and Improvement, CTE, Federal Programs Finance , Finance, Gift and Talented , Human Resources and Benefits, Leadership, MTSS, New Schools, PowerSchool and IT, School Facilities, Special Education and 504, State and Academic Programs , Title I, Title II, Title III ESOL, Title IV, Transfer Schools

Start Date: 07/15/2021

End Date: 08/20/2021

Details: The first optional LWS kick-off training session is on Monday, July 26 from 10am-11am. In an effort to continually provide efficient support to our schools, the Institute is implementing an annual training plan to provide Institute-specific trainings for Let's Work Smart. LWS is the data management platform used by the Institute. This training will be provided in three phases: weekly summer kick-off sessions, quarterly school year sessions, and monthly drop-in sessions. All training opportunities are optional and will be held virtually via Zoom. All sessions can be attended by any LWS users as needed. Please see the attached memo for information on these training sessions.

Announcement: Quarterly Title III Training

Contact Person: Celina Patton

Department(s): Title III ESOL

Start Date: 07/19/2021

End Date: 05/12/2022

Details: The Quarterly Title III Training will be held on 5/12/2022 from 1:00-2:00. More information to follow.

Announcement: August PS Admin Meeting

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 07/20/2021

End Date: 08/19/2021

Details: The PowerSchool monthly webinar will be Aug. 19, 2021 @ 9:00 am. More details to come.

Announcement: VirtualSC Digital Learning Day Information

Contact Person: Heather Holliday

Department(s): Accountability , Assessment, Gift and Talented , PowerSchool and IT

Start Date: 07/21/2021

End Date: 08/10/2021

Details: VirtualSC is excited to announce that on August 10, 2021, our program will host a day of learning for School Counselors, school staff, parents and district franchise teachers. Sessions of interest for School Counselors and other school staff include the 2021-22 school year update from VSC, a beginner/refresher Dashboard training, AP Capstone and Middle School Program Open House sessions, and more! Parents are also invited to attend the VirtualSC Open House sessions to learn more about how various parts of the program works, should they anticipate their student's enrollment in a VSC course during the upcoming school year. Please see below for additional information, and do not hesitate to reach out to our office if we can assist with any questions regarding our Digital Learning Day. (The links below can be copied and pasted into your browser for additional information.)

VirtualSC's Digital Learning Day General Information: <https://virtualsc.org/digitalllearningday/>

Digital Learning Day Registration: <https://virtualsc.org/digitalllearningday/>

Sincerely,

The VirtualSC Team

Announcement: KidsFirst Conference - Registration

Contact Person: Ashley Epperson

Department(s): Leadership

Start Date: 07/22/2021

End Date: 08/13/2021

Details: The Charter Institute at Erskine and the South Carolina Public Charter School District are thrilled to announce the inaugural KidsFirst Conference. The conference will be hosted on September 28 and 29 at the Columbia Convention Center. Day 1 will include sessions for school board members and school leaders, and Day 2 will include presentations and breakout sessions for school leaders and high-level school staff members. REGISTER FOR THE CONFERENCE HERE: https://erskinecharters.formstack.com/forms/kids_first_conference_registration LEARN MORE ABOUT THE CONFERENCE HERE: <https://erskinecharters.org/kidsfirst-conference/>

Announcement: Opinion Survey Results for 2020-2021

Contact Person: Christy Junkins

Department(s): Leadership

Start Date: 07/25/2021

End Date: 08/24/2021

Details: Parent, Teacher, and Student Opinion Survey Results

Announcement: State and Academic Programs Updates

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 07/28/2021

End Date: 08/04/2021

Details: Please review updates from the State and Academic Programs Department. Updates include ADEPT Coordinator Training, SCDE ADEPT Teacher Webinar, Safety, Mandatory 3rd Grade Exemption Forms, Instruction Hub, Year 1 and 2 Reading Coach Training, and SCDE Professional Learning Opportunities. Contact Sherri Herbst if you have any questions.

Announcement: July 2021 Expense Federal Reimbursement Deadline

Contact Person: Ciera Bing

Department(s): Federal Programs Finance , Finance

Start Date: 07/28/2021

End Date: 08/06/2021

Details: Schools with July 2021 expenses for all active federal grants MUST submit all required documentation by August 6th in SmartFusion. Due to the quick turnaround to meet the SCDE federal deadline of August 15th, schools WILL NOT have the opportunity to rectify claims with errors as the requisitions will be denied and you will forfeit the federal dollars by not submitting all required documentation that can be found on page 2 of your grant's approval memo. All July requisitions MUST be submitted in the "Current Year" SmartFusion screen (blue screen) using the carryforward budgets received by the Finance department. If you have any questions please reach out ASAP.

Announcement: COVID-19 Interim Guidance from DHEC

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 07/30/2021

End Date: 08/09/2021

Details: The South Carolina Department of Health and Environmental Control (DHEC) has issued COVID-19 interim guidance for K-12 schools as students, teachers, parents, and staff. Please review the attached Institute memorandum. It includes key points and a link to the interim guidance from DHEC. It is important to review the DHEC guidance as you determine your school's approach to safely open for the 2021-2022 school year. Please contact Sherri Herbst if you have any questions or concerns.

Announcement: School Leaders Meeting August 4, 2021

Contact Person: Vamshi Rudrapati

Department(s): Leadership

Start Date: 07/30/2021

End Date: 08/04/2021

Details: We are looking forward to seeing you all at our virtual School Leaders Meeting on Wednesday, August 4, from 9:00 a.m. – 12:00 p.m. The meeting will be hosted virtually, and you can find the Zoom information below. Chairlady Rita Allison, House Education and Public Works, representatives from the State Department of Education, and Institute team members will be presenting at the leader's meeting. You can always visit <https://erskinecharters.org/school-leaders-meetings/> to view the upcoming School Leaders Meetings and access resources from past meetings. Join Zoom Meeting: <https://zoom.us/j/93364547552?pwd=OUF5Y0RxUWZKbW1mQkIDQ211Z2plZz09> (Meeting ID: 933 6454 7552 Passcode: z01Zqb)

Announcement: Expiration of Waivers Granted for the 2020-2021 School Year

Contact Person: Christy Junkins

Department(s): Leadership

Start Date: 07/30/2021

End Date: 08/29/2021

Details: Memo from SCDE on the expiration of waivers granted for the 2020-2021 school year.

Announcement: MTSS Back to School Training

Contact Person: Laura Merrick

Department(s): MTSS

Start Date: 08/01/2021

End Date: 09/01/2021

Details: The MTSS Back to School Training will be held on 9/1/2021 from 9:30-4:00. More information will follow.

Announcement: STC Announcements 8-1-2021

Contact Person: Heather Holliday

Department(s): Accountability , Assessment

Start Date: 08/01/2021

End Date: 08/09/2021

Details: Attached you will find updates provided to us by the SCDE and various testing providers. Included are testing updates, training opportunities, general testing announcements, etc. Please contact hholliday@erskincharters.org with any questions.