

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
Fifth-Year Graduation Rate	08/24/2021	Christy Junkins	Leadership
New Schools-Comprehensive Need...	08/20/2021	Haley Perez	Title I
Summer Survey Final Submission	08/20/2021	Christy Junkins	Leadership
School Report Card Narrative f...	08/20/2021	Christy Junkins	Leadership
2021-2022 PowerSchool Document...	08/27/2021	Jason Jones	PowerSchool and IT
July 2021 Journal Entry Upload	08/31/2021	John Li	Finance
FY23 Enrollment Projections	09/10/2021	John Li	Finance
State-Funded School Resource O...	08/31/2021	John Li	Finance
State-Funded School Resource O...	08/31/2021	John Li	Finance
EEDA Amendment Request FY22	08/31/2021	John Li	Finance
2021/2022 Board of Directors M...	08/30/2021	Patti Rubenzer	Leadership
Day 5 Data Acknowledgement	08/20/2021	Jason Jones	PowerSchool and IT
Title IV Needs Assessment	08/20/2021	Ashley Sturkie	Title IV
FY21 CSI Plan Submission	08/27/2021	Haley Perez	Comprehensive Suppor...
Federal 5 Day Count Informatio...	07/01/2021 - 08/20/2021	Haley Perez	PowerSchool and IT, ...
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
Opinion Survey Results for 202...	07/25/2021 - 08/24/2021	Christy Junkins	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
State and Academic Programs Up...	08/12/2021 - 08/20/2021	Sherri Herbst	State and Academic P...
Let's Work Smart Quarterly Tra...	08/14/2021 - 09/14/2021	Elizabeth Riberd...	Leadership
Required Documentation for Tra...	08/15/2021 - 09/24/2021	Celina Patton	Title III ESOL
SPED Coordinator Monthly Round...	08/16/2021 - 09/14/2021	Kathy Griffin	Special Education an...
FY21 CSI Allocation Memo	08/16/2021 - 08/27/2021	Sally Fickling	Comprehensive Suppor...
September PS Admin Meeting	08/20/2021 - 09/16/2021	Jason Jones	PowerSchool and IT
PEBA Open Enrollment Webinar	08/20/2021 - 09/21/2021	schoolservicesin...	Human Resources and ...

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: New Schools-Comprehensive Needs Assessment

Department: Title I

Due Date: 08/20/2021

Details: ALL schools must complete a CNA - even if not a Title I school. This is a federal mandate and an SCDE deadline - Extensions cannot be provided. Please see attachments for guidance related to completing the CNA, including a list of questions to use in order to prepare. The attached memo also contains the link for completing the CNA survey. (Please note: The CNA is required to identify needs related to all federal fund expenditures, not just Title I.)

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: 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.

Submission: July 2021 Journal Entry Upload

Department: Finance

Due Date: 08/31/2021

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: FY23 Enrollment Projections

Department: Finance

Due Date: 09/10/2021

Details: Projections should be broken out by funding classification, and please provide the rationale for projected enrollment that includes growth. We will work with the school throughout the year to monitor and make adjustments to the projection as needed. If enrollment changes are material as defined by the amendment guidelines, a charter amendment form must be completed. Please refer to your Charter Contract and Charter if you have any questions related to your enrollment. If you have any questions or need any assistance, please feel free to reach out to me.

Submission: State-Funded School Resource Officer 2021-2022 Continuation Application

Department: Finance

Due Date: 08/31/2021

Details: To apply, please forward the application to the participating law enforcement agencies, which will need to provide current salary and fringe benefits information on the officer. The law enforcement agencies will need to sign and return the application to the district for final review and submission to SCDPS. Upon approval and release of the award by OHSJP, funds will be disbursed to the appropriate law enforcement agencies. Please reach out to John Li, JLI@ERSKINECHARTERS.ORG if you have any questions.

Submission: State-Funded School Resource Officer 2021-2022 Continuation Application

Department: Finance

Due Date: 08/31/2021

Details: To apply, please forward the application to the participating law enforcement agencies, which will need to provide current salary and fringe benefits information on the officer. The law enforcement agencies will need to sign and return the application to the district for final review and submission to SCDPS. Upon approval and release of the award by OHSJP, funds will be disbursed to the appropriate law enforcement agencies. Please reach out to John Li, JLI@ERSKINECHARTERS.ORG if you have any questions.

Submission: EEDA Amendment Request FY22

Department: Finance

Due Date: 08/31/2021

Details: Please submit your amendment request for the grant you wish to amend. Contact JLi@erskinecharters.org if you have any questions.

Submission: 2021/2022 Board of Directors Meeting Notification

Department: Leadership

Due Date: 08/30/2021

Details: Pursuant to SC 59-40-50(B)(10), please upload a list of all regularly scheduled board meetings for the 2021/2022 school year. This will serve to satisfy the requirement of 48 hours notice to the sponsor.

Submission: Day 5 Data Acknowledgement

Department: PowerSchool and IT

Due Date: 08/20/2021

Details: Your signature below acknowledges your understanding of the student data required to be entered into PowerSchool for the 5-Day Count. You understand that this data must be entered into PowerSchool by your school's fifth day. You understand that your lunch status must be updated annually after July 1 and that EFA codes must be accurate and cannot be changed after the deadline. You also acknowledge training and documentation have been provided to you outlining the fields and data that are required for the 5-Day Count.

Submission: Title IV Needs Assessment

Department: Title IV

Due Date: 08/20/2021

Details: Please complete the linked Needs Assessment to note needs in your school that Title IV funds can address and support: https://erskinecharters.formstack.com/forms/titleivsurvey_2122 (The Institute will review your responses and work with you to support these identified needs.)

Submission: FY21 CSI Plan Submission

Department: Comprehensive Support and Improvement

Due Date: 08/27/2021

Details: Please submit your school's FY21 CSI plan at: <https://erskinecharters.formstack.com/forms/fy21csi> (After completing the form, please upload the PDF Submission that was emailed via Formstack for the school's and Institute's records.)

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: 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: 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: 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: 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.

Sign up with the below link-

https://erskinecharters.formstack.com/forms/sped_training_rsvp_aug12_copy_copy_copy

Announcement: State and Academic Programs Updates

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 08/12/2021

End Date: 08/20/2021

Details: Please review important announcements from the State and Academic Programs Department. Announcements include COVID-19 updates, Model Safe School Survey, Health Education Proviso Compliance, PADEPP Evaluations, Reading Plans, Reading Coach Funding, Institute Reading Coaches Meeting, Standards Review Panel for Revision of 2015 Math Standards, and South Carolina Arts Commission Partnership. Contact Christy Junkins if you have any questions.

Announcement: Let's Work Smart Quarterly Training Session

Contact Person: Elizabeth Riberdy

Department(s): Leadership

Start Date: 08/14/2021

End Date: 09/14/2021

Details: The Institute is offering optional LWS Training Sessions. There will be an optional virtual session on Tuesday, September 14th from 1:00pm - 2:00pm. 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 any new school personnel with access to LWS attend these sessions. Any current school personnel with questions or concerns regarding LWS are encouraged to attend as well. (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: Required Documentation for Translation Services

Contact Person: Celina Patton

Department(s): Title III ESOL

Start Date: 08/15/2021

End Date: 09/24/2021

Details: Upon request, the Charter Institute at Erskine must provide the S.C. Department of Education, U.S. Department of Education (USDOE) and the U.S. Department of Justice (Civil Rights Division) with documentation that every school is meeting its obligation to meaningfully communicate with LEP parents in a language they can understand. Schools must adequately notify LEP parents of information about any program, service, or activity of a school that is called to the attention of non-LEP parents. Please see the attached memo for the required documentation needed for translation services.

Announcement: SPED Coordinator Monthly Roundtable

Contact Person: Kathy Griffin

Department(s): Special Education and 504

Start Date: 08/16/2021

End Date: 09/14/2021

Details: SPED Coordinator monthly roundtable will be held on 9/14/2021 from 1:00-2:00. More information will follow.

Announcement: FY21 CSI Allocation Memo

Contact Person: Sally Fickling

Department(s): Comprehensive Support and Improvement

Start Date: 08/16/2021

End Date: 08/27/2021

Details: The Charter Institute at Erskine has been notified of your school's FY 21 CSI allocation from the South Carolina Department of Education. Please see your school's CSI allocation memo in LWS. These allocations were determined by SCDE based on CSI identification. Per SCDE, CSI schools are defined as Title I schools performing at or below the 5th percentile of all Title I schools in the state. Please submit your school's signed, completed plan to the Institute via Formstack submission in Let's Work Smart (LWS) by Friday, August 27 at 7:00 p.m.

Announcement: September PS Admin Meeting

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 08/20/2021

End Date: 09/16/2021

Details: The PowerSchool monthly webinar will be Sept. 16, 2021 @ 9:00 am. More details to come.

Announcement: PEBA Open Enrollment Webinar

Contact Person: schoolservicesintern

Department(s): Human Resources and Benefits

Start Date: 08/20/2021

End Date: 09/21/2021

Details: This 1 hour meeting will be via Zoom. An email with an invite will be sent to all PEBA BA's. Please contact Robbie Anderson at randerson@erskinecharters.org with any questions.