

Charter Institute at Erskine

INSTITUTE INSIGHTS

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Fifth-Year Graduation Rate	08/24/2021	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
Model Safe School Survey	08/27/2021	Sherri Herbst	State and Academic P...
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
State Funded Reading Coach/Int...	09/10/2021	Sherri Herbst	State and Academic P...
State Funded Reading/Literacy ...	09/10/2021	Sherri Herbst	State and Academic P...
FY21 CSI Plan Submission	08/27/2021	Haley Perez	Comprehensive Suppor...
GEER Allocation Submission	08/31/2021	Sally Fickling	Federal Programs Fin...
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
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...
Formative Assessment for Alt-A...	08/19/2021 - 09/02/2021	Kathy Griffin	Special Education an...
IDEA, ADA, and Section 504 Re...	08/19/2021 - 09/02/2021	Kathy Griffin	Special Education an...
PEBA Open Enrollment Webinar	08/20/2021 - 09/21/2021	schoolservicesin...	Human Resources and ...
Chronic Absentee Training from...	08/22/2021 - 09/03/2021	Jason Jones	PowerSchool and IT

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: 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: Model Safe School Survey

Department: State and Academic Programs

Due Date: 08/27/2021

Details: Each year, schools must assess the strengths and weaknesses of their safety policies, and districts must submit the district Model Safe School Checklist to the South Carolina Department of Education (SCDE). The link to the survey can be found below. Complete the Smart Form within this submission after you submit the Formstack. Contact Christy Junkins if you have any questions. https://erskinecharters.formstack.com/forms/2021_safe_school_checklist

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.

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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: State Funded Reading Coach/Interventionist 21-22

Department: State and Academic Programs

Due Date: 09/10/2021

Details: Please complete the Formstack (URL below) for the 21-22 Reading Coach/Literacy Interventionist funding by September 13, 2021. Your school qualifies to request a waiver to utilize the funding for a literacy interventionist. Indicate your request in the survey and fill in the additional requested information in the last 5 fields. To complete this submission, also fill out the Smart Form in LWS. https://erskinecharters.formstack.com/forms/state_funded_reading_coach_interventionist_2021_2022

Submission: State Funded Reading/Literacy Coach Funding 2021-2022

Department: State and Academic Programs

Due Date: 09/10/2021

Details: Please complete the Formstack survey of SCDE required data for 2020-2021 State-Funded Reading coach funding. The survey must be submitted by September 13, 2021. To complete the submission, the attestation smart form within this submission must also be submitted. Copy the following Formstack URL and paste it in your browser to complete the survey. https://erskinecharters.formstack.com/forms/state_funded_reading_coach_interventionist_2021_2022

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.)

Submission: GEER Allocation Submission

Department: Federal Programs Finance

Due Date: 08/31/2021

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

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: 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: Formative Assessment for Alt-Assessment Memo

Contact Person: Kathy Griffin

Department(s): Special Education and 504

Start Date: 08/19/2021

End Date: 09/02/2021

Details: For the 2021–2022 school year, Proviso 1.96 requires districts to assess all students in grades 1-9 using a state-approved interim assessment tool. For students with significant cognitive disabilities who are assessed with an alternate assessment, the student's Individualized Education Program team will determine what alternate assessment will be used to meet this mandate. Please see the attached memo regarding specific guidelines and reporting requirement for schools. Contact Kathy Griffin, kgriffin@erskinecharters.org for additional information.

Announcement: IDEA, ADA, and Section 504 Requirements and COVID-19 Mitigation Strategies

Contact Person: Kathy Griffin

Department(s): Special Education and 504

Start Date: 08/19/2021

End Date: 09/02/2021

Details: Please see attached memo from SCDE, Office of General Counsel regarding the requirements when considering whether mask mandates are necessary for certain individuals in an educational setting. Please read carefully and contact Celina Patton, Laura Merrick, or Kathy Griffin for additional guidance, if needed.

Announcement: PEBA Open Enrollment Webinar

Contact Person: [schoolservicesintern](mailto:schoolservicesintern@erskinecharters.org)

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.

Announcement: Chronic Absentee Training from SCDE

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 08/22/2021

End Date: 09/03/2021

Details: Aveene Coleman from SCDE is offering online training for Attendance, Chronic Absenteeism, Dropout, Truancy Reporting and Incident Management. Attached is a copy of the upcoming training information. Please click on the link (in the attachment) to register for the webinar you would like to attend. If you are unable to attend the webinar, you may request a recording link: <https://forms.office.com/r/HX2k09ams8>