

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
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
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...
GEER Plan Submission	08/31/2021	Sally Fickling	Federal Programs Fin...
Formative Testing Platform for...	09/01/2021	Heather Holliday	Assessment
STC Certificates Needed	09/03/2021	Heather Holliday	Assessment
MTSS Back to School Training	08/01/2021 - 09/01/2021	Laura Merrick	MTSS
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...
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	Robbie Anderson	Human Resources and ...
Chronic Absentee Training from...	08/22/2021 - 09/03/2021	Jason Jones	PowerSchool and IT
School Test Coordinator Newsle...	08/24/2021 - 08/30/2021	Heather Holliday	Accountability , Ass...
Attendance and Special Program...	08/24/2021 - 09/17/2021	Jason Jones	PowerSchool and IT
SAT Graduating Cohort 2021 Dat...	08/27/2021 - 09/08/2021	Heather Holliday	Accountability , Ass...
Graduation Audit Training Shee...	08/27/2021 - 09/10/2021	Heather Holliday	Accountability
Let's Work Smart Quarterly Tra...	08/31/2021 - 09/14/2021	Elizabeth Riberd...	Leadership
September PS Admin Meeting	09/01/2021 - 09/16/2021	Jason Jones	PowerSchool and IT

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: 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_coaches_2021_2022

Submission: GEER Plan 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.)

Submission: Formative Testing Platform for Grades 9-12 Needed

Department: Assessment

Due Date: 09/01/2021

Details: Please complete the template to indicate information regarding Formative Assessments at your school for the 21-22 school year.

Submission: STC Certificates Needed

Department: Assessment

Due Date: 09/03/2021

Details: Please have the school's STC scan and upload a copy of his or her educator certificate. Please direct any questions to hholiday@erskinecharters.org.

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: 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: 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: Robbie Anderson

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>

Announcement: School Test Coordinator Newsletter

Contact Person: Heather Holliday

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

Start Date: 08/24/2021

End Date: 08/30/2021

Details: Attached you will find the latest newsletter for STCs. Please share it with appropriate staff members and notify hholliday@erskinecharters.org with questions.

Announcement: Attendance and Special Program Coding Information

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 08/24/2021

End Date: 09/17/2021

Details: The SCDE has created additional chart for the various scenarios of how to code attendance for virtual learning. Please see attached.

Announcement: SAT Graduating Cohort 2021 Data File

Contact Person: Heather Holliday

Department(s): Accountability , Assessment

Start Date: 08/27/2021

End Date: 09/08/2021

Details: Attached you will find your 2021 Grad Cohort SAT files for your information and planning. Everyone will have access to their individual school data as well as the document which describes the file itself. Please contact hholliday@erskinecharters.org with any questions.

Announcement: Graduation Audit Training Sheets

Contact Person: Heather Holliday

Department(s): Accountability

Start Date: 08/27/2021

End Date: 09/10/2021

Details: These files will be needed by those who are planning to attend the Grad Audit Transcript training September 1. There will be two files per school--a spreadsheet with completed data and a pdf of the transcripts from which the spreadsheet was completed. There is also one general document for reference concerning information on Credit Types and Computer Courses for graduation. If you need an email with the invitation for the training, please contact me at hholliday@erskinecharters.org. This training will be helpful for anyone who has responsibilities towards graduation and graduation requirements.

Announcement: Let's Work Smart Quarterly Training Session

Contact Person: Elizabeth Riberdy

Department(s): Leadership

Start Date: 08/31/2021

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: September PS Admin Meeting

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 09/01/2021

End Date: 09/16/2021

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

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/999791133>

You can also dial in using your phone.

United States: +1 (224) 501-3412

Access Code: 999-791-133

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/999791133>