

Charter Institute at Erskine

INSTITUTE INSIGHTS

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FY22 Payroll Authorization For...	09/17/2021	Ciera Bing	Federal Programs Fin...
Bills.com or Intact.com Author...	09/17/2021	Ciera Bing	Federal Programs Fin...
Testing Plan Template	09/15/2021	Heather Holliday	Assessment
Reading Plans	10/01/2021	Christy Junkins	State and Academic P...
Fall 2021 Formative Assessment...	09/16/2021	Heather Holliday	Assessment
Day 5 funding reports	09/14/2021	Jason Jones	PowerSchool and IT
Teacher Supply Check Records	09/30/2021	John Li	Finance
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...
PEBA Open Enrollment Webinar	08/20/2021 - 09/21/2021	Robbie Anderson	Human Resources and ...
Attendance and Special Program...	08/24/2021 - 09/17/2021	Jason Jones	PowerSchool and IT
Dual-modality Instruction Requ...	08/30/2021 - 09/29/2021	Christy Junkins	Human Resources and ...
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
School Test Coordinator Newsle...	09/01/2021 - 09/13/2021	Heather Holliday	Accountability , Ass...
SPED Coordinator Monthly Round...	09/10/2021 - 10/12/2021	Kathy Griffin	Special Education an...
Second Quarter Finance Trainin...	09/13/2021 - 10/13/2021	John Li	Federal Programs Fin...
Quarterly Title III Training	09/14/2021 - 10/14/2021	Celina Patton	Title III ESOL

Submission: FY22 Payroll Authorization Form

Department: Federal Programs Finance

Due Date: 09/17/2021

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: 09/17/2021

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: Testing Plan Template

Department: Assessment

Due Date: 09/15/2021

Details: Each school will submit a plan for testing to the DTC no later than September 15. The plan will be reviewed in the kickoff meeting August 6 at the Institute. Questions should be directed to hholliday@erskinecharters.org

Submission: Reading Plans

Department: State and Academic Programs

Due Date: 10/01/2021

Details: Submit completed Reading Plan for Elementary and Middle/High School. Do not complete the SCDE Reflection Tool on the SCDE Formstack. This year's reflection tool has been re-organized to reflect the state's implementation of Multi-Tiered System of Supports (MTSS). Please use only the updated literacy plan documents, as the sections and questions are organized differently than in prior years.

Submission: Fall 2021 Formative Assessments Complete

Department: Assessment

Due Date: 09/16/2021

Details: Please submit when you have completed Formative Testing for grades 1-9 for Fall 2021.

Submission: Day 5 funding reports

Department: PowerSchool and IT

Due Date: 09/14/2021

Details: The attached are the current 5th day funding reports. If you are comfortable with the report as generated please sign and send back. If not, please reach out to me and let me know.

Submission: Teacher Supply Check Records

Department: Finance

Due Date: 09/30/2021

Details: Under the South Carolina General Appropriations Act for 2018-2019, Proviso 1A.9, the schools are given an allocation of \$275 for each teacher, certified and non-certified, and full-time or part-time to offset expenses incurred by eligible employees for supplies directly related to the education of students. This includes all positions coded in PCS as teaching positions, guidance counselors, Library Media Specialists, Speech Therapists, Career Specialists, and ROTC Instructors (PCS Codes 03 – 11, 17, 18, and 23). In accordance with this proviso, a check in the amount of \$275 must be given to each teacher as soon as funding has been received from the Institute. Please also note that any supplies/materials/equipment purchased with the teacher supply funding is that of the teacher and not the school in which the teacher is employed. If a teacher leaves the employment of the school, supplies are taken by the teacher upon their departure.

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: 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: 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: Dual-modality Instruction Requirements and Limitations

Contact Person: Christy Junkins

Department(s): Human Resources and Benefits, New Schools, Transfer Schools

Start Date: 08/30/2021

End Date: 09/29/2021

Details: There is currently an act (https://www.scstatehouse.gov/sess124_2021-2022/bills/704.htm) stating the following:

Dual-modality instruction requirements, limitations

SECTION 3. (A) Due to the need for ongoing, high-quality instruction to address learning disruptions associated with COVID-19 for the 2021-2022 School Year, school districts are prohibited from assigning a teacher to deliver instruction to students simultaneously in-person and virtually, an approach often referred to as "dual-modality instruction", unless it is reasonable and necessary due to extreme and unavoidable circumstances in order to ensure that all students have access to highly qualified instructors.

(B) In the event that a school district determines it is necessary for a teacher to deliver dual-modality instruction, the school district must provide additional compensation to the teacher.

(C) For any teacher assigned by a school district to dual-modality instruction, the school district must provide the State Department of Education with the name of the teacher, school where the teacher is employed, and subject area in which the teacher was hired to teach. The State Department of Education shall report the information to the General Assembly at the completion of the school year.

If you have any teachers that fit this requirement, please notify Christy Junkins at cjunkins@erskinecharters.org. Thank you!

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>

Announcement: School Test Coordinator Newsletter

Contact Person: Heather Holliday

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

Start Date: 09/01/2021

End Date: 09/13/2021

Details: Attached you will find the School Test Coordinator newsletter for 9-1-21. Thanks!

Announcement: SPED Coordinator Monthly Roundtable

Contact Person: Kathy Griffin

Department(s): Special Education and 504

Start Date: 09/10/2021

End Date: 10/12/2021

Details: SPED Coordinator monthly roundtable will be held on 10/12/2021 from 1:00-2:00. More information will follow.

Announcement: Second Quarter Finance Training

Contact Person: John Li

Department(s): Federal Programs Finance , Finance

Start Date: 09/13/2021

End Date: 10/13/2021

Details: The October 13th training will be to kick off the new school year. The training will begin at 10am. 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: Quarterly Title III Training

Contact Person: Celina Patton

Department(s): Title III ESOL

Start Date: 09/14/2021

End Date: 10/14/2021

Details: The Quarter Title III Coordinator Training will be held virtually on 10/14/2021 from 1-2. More information to follow.