Charter Institute at Erskine

INSTITUTE INSIGHTS

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FY22 Quarter 1 Financials	10/29/2021	John Li	Finance
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SPED Coordinator Monthly Round...	09/10/2021 - 10/12/2021	Kathy Griffin	Special Education an...
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Submission: ARCS Standard 9: Evaluations

Department: Special Education and 504

Due Date: 10/15/2021

Details: All Tiers: Submit evidence that indicates a method of tracking all initial evaluation and re-evaluations.

Submission: CoGat--Items Prior to testing

Department: Assessment

Due Date: 10/11/2021

Details: This submission will ask for the following. From all--Security Affidavits (front and back if two pages) for STC, Test Administrators, and Monitors and the training sign in sheet. From paper testing schools--a copy of the Receipt of Materials form submitted to Riverside (the test vendor). From online schools--a verification that your staff has completed online training. These are due no later than the day prior to the test window, October 10.

Submission: FY22 Quarter 1 Financials

Department: Finance

Due Date: 10/29/2021

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: Solicitation for New State-Funded SROs, Training, and Equipment

Department: Finance

Due Date: 10/22/2021

Details: The South Carolina Department of Public Safety's Office of Highway Safety and Justice Programs (OHSJP) will be releasing a new School Resource Officer (SRO) Program solicitation, which will accept requests for the following: •New state-funded SRO positions, including training and equipment for those positions, in schools that do not have an SRO; •Training and equipment for existing state-funded SROs

The application will consist of two parts: Part 1. The school will complete a brief application form, to be signed by the school leader, which will include: •Contact information for the school and the law enforcement agency; •An indication of whether funding is requested to be provided to current law enforcement partner(s) for training and/or equipment for existing state-funded SROs. Training and equipment details or costs will not be required to be provided by the district; •A memo from your local law enforcement agency that indicates the agency is able to assign a full-time SRO to the school prior to March 31, 2022, once the award is released (on or about January 1, 2022). Training and equipment details or costs will not be required to be provided by the agency. Part 2. The Institute will work with your law enforcement agency to build a budget request.

Please work with your local law enforcement agency to pre-plan for the solicitation. Please note that the school will not automatically receive the funding by completing the application. The Institute will keep you posted on when the application becomes available. Please reach out to John Li, 803-849-2459, if you have any questions.

Submission: FY21 Annual Audit

Department: Finance

Due Date: 11/01/2021

Details: Description: As outlined in the Charter Contract, the audit and its findings must be submitted to the Institute by November 1, 2021. The Institute will accept the audit submission by Friday, November 5, 2021. However, for transparency and fairness reasons, the due date for the submission is still November 1, 2021. Any submission after November 1 will be considered late.

Submission: 2nd EEDA Amendment Request FY22

Department: Finance

Due Date: 10/15/2021

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

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: Instructions for Fund 217 - Revenue 4973

Contact Person: Ciera Bing

Department(s): Federal Programs Finance , Finance

Start Date: 09/13/2021

End Date: 10/13/2021

Details: The State Department of Education is the sub-recipient of CRF per-pupil Funding, LEAP, ARC, and Hotspots Funding (Sub fund 217). Because of this, these funds will not be reported on the SEFA. Please inform your auditor that these funds will not need to be reported on the SEFA and should be recorded in Revenue 3995. This will require a JE from Sub fund 217, Revenue 4973 (ARC, LEAP, and CRF per-pupil) to Sub fund 217 and Revenue 3995. Only the Revenue should be changed, not the Sub fund.

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.

Announcement: Formative Data Testing Percentage Requirements for Fall

Contact Person: Heather Holliday

Department(s): Accountability , Assessment

Start Date: 09/15/2021

End Date: 10/22/2021

Details: Preliminary guidance (not final and not official) has been provided concerning the minimum percentage of students needing to have participated in Fall formative testing. The attached memo has greater details. The numbers regarding enrollment included in the memo reflect the required number of students to test at each grade level and overall by school as of Day 5 enrollment information. Please direct any questions to hholliday@erskinecharters.org.

Announcement: Notice of Upcoming Solicitation- State-Funded School Resource Officers, Training, and Equipment

Contact Person: John Li

Department(s): Finance

Start Date: 09/21/2021

End Date: 10/20/2021

Details: The attached is a brief summary of a more comprehensive solicitation that will be finalized and released in the near future. This solicitation may have a relatively short application period, so please use the information contained in this document to pre-plan for the solicitation. If any information in this document is different than the final solicitation, the final solicitation will take precedence. Please work with your local law enforcement agency to pre-plan for the solicitation. Please note that the school will not automatically receive the funding by completing the application. The Institute will keep you posted when the application becomes available.

Announcement: School Test Coordinator Newsletter Sept 27

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 09/27/2021

End Date: 11/01/2021

Details: Attached is the newsletter for all School Test Coordinators. Contact hholliday@erskinecharters.org with any questions. Thank you.

Announcement: Gifted and Talented Student List

Contact Person: Heather Holliday

Department(s): Assessment, Gift and Talented

Start Date: 09/30/2021

End Date: 10/15/2021

Details: Attached you will find your list of GT students as pulled from the state GIFT system. Should you have any students who need to be added, you will need to send the profile sheet to hholliday@erskinecharters.org so that can be done and a new profile sheet printed for that student. If you are serving these students AND receive funding for them, make sure the Power School person in your building has also coded the High Achieving information for the year. Please let me know if you have any questions. Please make sure that the Gifted and Talented person at your school receives this information.

Announcement: PEBA Open Enrollment 2021

Contact Person: Robbie Anderson

Department(s): Human Resources and Benefits

Start Date: 10/01/2021

End Date: 10/31/2021

Details: PEBA Open Enrollment will officially begin on October 1 and will run until October 31. Employees are able to enroll or make changes in their insurance. Employees can also re-enroll in MoneyPlus and make changes in Life Insurance. Changes will be effective January 1, 2022. For any questions, please contact Robbie Anderson at (803) 429-2355 or randerson@erskinecharters.org

Announcement: October PS Admin Meeting

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 10/01/2021

End Date: 10/21/2021

Details: The PowerSchool monthly webinar will be Oct. 21, 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: MTSS Coordinator Training

Contact Person: Laura Merrick

Department(s): MTSS

Start Date: 10/03/2021

End Date: 11/03/2021

Details: The MTSS Quarterly Training will be held on 11/3/21 from 10:00-11:00. More information will follow.

Announcement: SC Teaching Fellows Application

Contact Person: Paula Gray

Department(s): Human Resources and Benefits

Start Date: 10/04/2021

End Date: 12/01/2021

Details: Here's what you need to know about the Teaching Fellows Program: Provides fellowships for up to 215 students each year; Includes enrichment programs, professional development, and leadership opportunities; Supplies up to a $6000 fellowship annually for four years; Requires participants to agree to teach in a SC public school one year for each year funding is received. Teaching Fellows must attend one of the eleven Teaching Fellows Institutions. These include Anderson University, Charleston Southern University, Clemson University, Coastal Carolina University, College of Charleston, Francis Marion University, Lander University, USC Aiken, USC Columbia, USC Upstate, and Winthrop University.

To apply for Teaching Fellows, a student must be: •A United States citizen or will be an eligible non-citizen under State Residency statutes at the time of high school graduation (Please note - students categorized as Deferred Action for Childhood Arrivals (DACA) are not eligible for Teaching Fellows.); •A legal resident of South Carolina (Please note - The Teaching Fellows Institution will verify residency after a student has been offered an award.); •A high school senior or a junior who is graduating early. Please contact Paula Gray at pgray@erskinecharters.org for more details.

Announcement: SCDE Surveys via Ecollect and Parent Portal in PowerSchool

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 10/05/2021

End Date: 10/15/2021

Details: The South Carolina Department of Education (SCDE) purchased Ecollect Forms as a tool for administering required accountability surveys through PowerSchool. SCDE has released its first forms to go out to parents/guardians through PowerSchool. The Student Broadband Access Survey Ecollect Form must be distributed to families to capture information around students' access to high-quality internet for completing coursework. Families access Ecollect forms via Parent Portal, so PowerSchool administrators must ensure that Parent Portal is activated and parents are aware of how to access for their students at the school. The Broadband Access survey must be completed by parents by Friday, October 15. Additional information is attached to this announcement.

Announcement: Section 504 Coordinator Quarterly Roundtable

Contact Person: Kathy Griffin

Department(s): Special Education and 504

Start Date: 10/08/2021

End Date: 11/09/2021

Details: 504 Coordinators quarterly roundtable will be held via Zoom on November 9th at 11 AM. Contact Kathy Griffin for more information. Links to attend the meeting will be sent directly to School 504 Coordinators.

Announcement: SPED Coordinator Monthly Roundtable

Contact Person: Kathy Griffin

Department(s): Special Education and 504

Start Date: 10/08/2021

End Date: 11/09/2021

Details: SPED Coordinator monthly roundtable will be held on 11/9/2021 from 1:00-2:00. More information will follow.

Announcement: Free Online Training for IT Skills for Students, Teachers, and Staff - Skillsets of Silicon Valley

Contact Person: Jason Jones

Department(s): Leadership, PowerSchool and IT

Start Date: 10/08/2021

End Date: 11/07/2021

Details: The South Carolina Department of Education (SCDE) is offering individual districts and schools the opportunity to establish an online IT skills training hub through SkillSets of Silicon Valley by leveraging its existing contract agreement. The district hub administered locally will feature COVID-19 training opportunities, as well as over 7,000 technical and leadership professional development courses for all employees and students.

Note this opportunity would be a 2-year individual hub with unlimited access and users administered as a district account with school level admins with ability to load staff and students. Each school can decide whom (teachers, staff, students, etc) would have access to this resource. New courses are added weekly. I have attached a short list of example courses.

If you are interested in participating or need more information, please send an email to jjones@erskinecharters.org with the name and email of the person who will be administering the program for your school.

Announcement: FY20 ESSER I Amendment Approval Memo

Contact Person: Ashley Sturkie

Department(s): Federal Programs Finance

Start Date: 10/08/2021

End Date: 10/22/2021

Details: The Charter Institute at Erskine has been notified of approval of all CARES Act plan (ESSER I) amendment requests from the South Carolina Department of Education. Please see the attached approval memo containing your school's current approved plan. The Institute is currently working on updating the reimbursement process and the documents needed for reimbursement submission to ensure an efficient process for schools. The reimbursement process and required documents will be shared in upcoming trainings and a memo will be sent to outline the required documentation for this fund as in previous years.

Announcement: Let's Work Smart Monthly Drop-In Q&A Session

Contact Person: Elizabeth Riberdy

Department(s): Leadership

Start Date: 10/12/2021

End Date: 10/26/2021

Details: The Institute is offering optional LWS Training Sessions. There will be an optional virtual drop-in session on Tuesday, October 26th from 1:00pm - 1:30pm. Although we are always available for assistance via email and phone, this is a designated time we will be available to answer questions and provide support if needed by your school. These are drop-in Q&A sessions to answer any questions related to LWS. Please see the attached memo for more information on additional training opportunities.