Charter Institute at Erskine

INSTITUTE INSIGHTS

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Submission: CoGat--Items After testing

Department: Assessment

Due Date: 11/08/2021

Details: Please submit the following items following your school's completion of CoGat testing, but no later than November 1. For the make up part of the submission, if you have no student make ups needed, please submit the excel document with "None" in the first box to confirm there are none to make up.

Submission: Dropouts Memo from State and Forms

Department: PowerSchool and IT

Due Date: 11/08/2021

Details: Attached you will find the Memo from the SDE. In addition, the SDE included three other documents. One of those is the document for schools with No Dropouts to complete and submit to the SDE by November 8. If you have any questions regarding dropouts, please contact hholliday@erskinecharters.org.

Submission: October 2021 Journal Entry Upload

Department: Finance

Due Date: 11/30/2021

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: FY20 CTE EIA Plan Amendment [November 12]

Department: CTE

Due Date: 11/12/2021

Details: If your school currently needs an amendment for FY20 CTE EIA, please upload the completed, signed amendment form using the attached template. If your school does not need an amendment, please answer "No" in the survey to be removed from this submission. You do NOT have to upload anything if you select "No". (Note: Currently, amendment deadlines during the 2021-2022 school year will be November 12, January 15, and April 15.) No submissions will be accepted after November 12, 2021 at 7:00pm.

Submission: Federal 5th Day Count Technical Assistance and Monitoring

Department: Title I

Due Date: 11/23/2021

Details: In effort to continually ensure compliance and provide adequate support to our schools, the Institute will conduct virtual technical assistance and monitoring through a desk review of school-level documentation that is needed to meet the requirements of the annual 5th day count. This virtual monitoring will also ensure your school is meeting compliance requirements for 5th day count. Please see the attached memo and list of students for details.

Submission: FY22 Title II Plan

Department: Title II

Due Date: 11/18/2021

Details: Please submit your school's FY22 Title II plan at: https://erskinecharters.formstack.com/forms/title_ii_plan_submission 2021 (After completing the form, please upload the PDF Submission that was emailed via Formstack for the school's and Institute's records.)

Submission: Child Count Verification

Department: Special Education and 504

Due Date: 11/22/2021

Details: Please use the attached child count verification form to certify that you have checked the preliminary data, included on the spreadsheet labeled with your school name in LWS, and the students listed were enrolled in your school on 10/26/2021 with an active IEP. Upload the completed verification form on or before the due date.

Submission: Teacher Supply Check Records

Department: Finance

Due Date: 11/12/2021

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.

Submission: PS 45th Day Reports

Department: PowerSchool and IT

Due Date: 11/10/2021

Details: Please submit your signed 45th day reports.

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: 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: FY21 GEER Plan Approval

Contact Person: Ashley Sturkie

Department(s): Federal Programs Finance

Start Date: 10/18/2021

End Date: 11/08/2021

Details: The Charter Institute at Erskine has been notified of approval of all FY21 GEER Plan. 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: GEER Funding Revenue Codes *UPDATE 10/26/21*

Contact Person: Ciera Bing

Department(s): Federal Programs Finance

Start Date: 10/18/2021

End Date: 11/26/2021

Details: GEER federal funding approval budgets will soon be sent out. Schools should proceed to use fund 820, revenue code 1999 to record revenue received. Please forward this information to your School Business Officer or External Accountant for their references.

Announcement: SC Alternate Assessment Technology Requirements

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 10/20/2021

End Date: 11/19/2021

Details: If you are a school who has SC Alt eligible testing students, please have your technology department visit the url in the attached document to begin the process of confirming your school has met the technology requirements for this test. All schools should be prepared for this test in the even you have a student enroll with an IEP indicating SC Alt eligibility. This test is administered completely online so the technology requirements are very important. Please reach out to hholliday@erskinecharters.org with any questions about the technology preparedness for this test.

Announcement: Precoding Errors needing correction

Contact Person: Heather Holliday

Department(s): Assessment, PowerSchool and IT

Start Date: 10/28/2021

End Date: 11/12/2021

Details: If you are included in this correspondence, you have coding in PS indicating the need for an OS or Oral Script Administration in a state test. The state is only using "OA" for coding this year. Please go into PS and correct the coding for any student(s) included in the attached file. If the student also requires paper/pencil testing, please precode that field as well. Contact hholliday@erskinecharters.org with any questions.

Announcement: School Test Coordinator Newsletter Oct 29

Contact Person: Heather Holliday

Department(s): Assessment, PowerSchool and IT

Start Date: 10/29/2021

End Date: 12/03/2021

Details: Attached you will find the latest STC newsletter. Please contact hholliday@erskinecharters.org with questions. Please share with your STCs if they do not receive this communication automatically.

Announcement: November PS Admin Meeting

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 11/01/2021

End Date: 11/18/2021

Details: The PowerSchool monthly webinar will be Nov. 18, 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: FY20 CTE EIA Carryforward Budget and Plan

Contact Person: Ashley Sturkie

Department(s): CTE, Federal Programs Finance

Start Date: 11/01/2021

End Date: 11/12/2021

Details: The Charter Institute is sending a reminder that your school's FY20 CTE EIA budget has carried forward to continue claiming expenditures during FY22 (school year 2021-2022).

Please see the attached approval memo containing your school's current approved plan and updated carryforward SmartFusion budget. 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: Nov. Erate Training and update

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 11/01/2021

End Date: 11/19/2021

Details: See attached document for Erate training information and updates.

Announcement: Let's Work Smart Quarterly Training Session

Contact Person: Haley Perez

Department(s): Leadership

Start Date: 11/02/2021

End Date: 11/16/2021

Details: The Institute is offering optional LWS Training Sessions. There will be an optional virtual session on Tuesday, November 16th 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: Disciplining Students with Disabilities SPED Roundtable Meeting

Contact Person: Kathy Griffin

Department(s): Special Education and 504

Start Date: 11/12/2021

End Date: 12/14/2021

Details: SPED Coordinator monthly roundtable will be held on 12/14/2021 from 1:00-2:00. The topic for this session is Disciplining Students with Disabilities. In addition to SPED Coordinators, we encourage 504 Coordinators and School Leaders to attend this informative session. We will review common pitfalls and review proactive measures to take as well as steps to follow should a student with a disability require a MDR.

Join us via Zoom https://us02web.zoom.us/j/88500661833?pwd=ZHlxQngvYm1uRlZZSGduazRWY1ZnUT09

Meeting ID: 885 0066 1833

Passcode: hBxZf9