

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

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November PS Admin Meeting	11/01/2021 - 11/18/2021	Jason Jones	PowerSchool and IT
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### **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: 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](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: GEER Benefit Breakout Sept 2021**

**Department:** Federal Programs Finance

**Due Date:** 11/15/2021

Details: Please update the Benefits Breakout form to reflect the amount that is included in the amended plan. Schools will be unable to seek federal reimbursements for benefits until received. Benefits total must equal the amount requested in the plan. Please refer to SCDE Financial Accounting Handbook for the correct category description

**Submission: Standard 11: Discipline**

**Department:** Special Education and 504

**Due Date:** 12/01/2021

Details: Standard 11: Discipline

Disciplinary removals of students with disabilities are done so in accordance with IDEA and Section 504 requirements and at a similar rate to non-disabled students. Removals are documented in the Incident Management in PowerSchool. The school has evidence of implementation of the school's policies and procedures that describe the method for tracking removals for disciplinary reasons as well as systems for IEP and 504 teams to meet to review plans and develop interventions.

**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: 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](mailto:hholliday@erskinecharters.org) with any questions about the technology preparedness for this test.

**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](mailto: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: 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: FY21 CSI Plan Approval**

**Contact Person:** Ashley Sturkie

**Department(s):** Comprehensive Support and Improvement, Federal Programs Finance

**Start Date:** 11/09/2021

**End Date:** 11/23/2021

Details: The purpose of this memo is to notify you that the Charter Institute at Erskine has been notified of approval of all FY 21 Title I CSI plan requests from the South Carolina Department of Education. 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: SPED Roundtable - December**

**Contact Person:** Sarah Love

**Department(s):** Special Education and 504

**Start Date:** 11/12/2021

**End Date:** 12/14/2021

Details: SPED Coordinators, please plan to attend our monthly roundtable via Zoom on December 14, 2021 at 1 pm using the following log in:

Join Zoom Meeting

<https://zoom.us/j/98695198379?pwd=YnFCdTZnMXU2UXpxUmZWOUd2aWMyUT09>

Meeting ID: 986 9519 8379

Passcode: 6Cv2LP

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

**Contact Person:** Haley Perez

**Department(s):** Leadership

**Start Date:** 11/16/2021

**End Date:** 11/30/2021

Details: The Institute is offering optional LWS Training Sessions. There will be an optional virtual drop-in session on Tuesday, November 30th 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.