

## Charter Institute at Erskine Staff Contact Information

1201 Main Street, Suite 300, Columbia, SC 29201

Name	Title	Role	Email
<b>Annsley Jordan</b>	Coordinator of Operations	<ul style="list-style-type: none"> <li>▪ Ombudsman:                             <ul style="list-style-type: none"> <li>○ Resolves parent/student conflict</li> </ul> </li> <li>▪ Answers and directs phone calls</li> <li>▪ Provides operational support to Institute staff</li> <li>▪ Provides support to Human Resources with benefits, teacher certification, employment records, and recruitment fairs</li> <li>▪ Provides support to Federal Programs by organizing fiscal files and records for auditing purpose, oversee equipment inventory related to federal funds, and assist with federal funds reimbursements</li> <li>▪ Other duties as assigned</li> </ul>	Email: <a href="mailto:operations@erskinecharters.org">operations@erskinecharters.org</a>  Phone: 803-849-2464
<b>Cameron Runyan</b>	Chief Executive Officer	<ul style="list-style-type: none"> <li>▪ Communications</li> <li>▪ Policy and Legal Initiatives</li> <li>▪ Board Liaison</li> <li>▪ Press Inquiries</li> <li>▪ Monitor Organizational Performance</li> <li>▪ Track local and national legal and policy developments</li> <li>▪ Business Partnerships</li> </ul>	Email: <a href="mailto:CEO@erskinecharters.org">CEO@erskinecharters.org</a>  Phone: 803-849-2464
<b>Celina Patton</b>	Director of Special Education	<ul style="list-style-type: none"> <li>▪ IDEA, Related Required State Reporting</li> <li>▪ IDEA Finance</li> <li>▪ Section 504</li> <li>▪ FERPA and HIPPA</li> <li>▪ Medical Homebound</li> <li>▪ Multi-District Agreements</li> <li>▪ Enrich</li> <li>▪ Discipline of students with disabilities</li> <li>▪ SC Credential</li> <li>▪ RTI (Response to Intervention)</li> </ul>	Email: <a href="mailto:sped504@erskinecharters.org">sped504@erskinecharters.org</a>  Phone: 803-849-2458

<b>Derek Phillips</b>	School Communications Specialist	<ul style="list-style-type: none"> <li>▪ Communications for internal, external audiences</li> <li>▪ Social Media</li> <li>▪ Media Releases, advisories &amp; inquiries</li> <li>▪ Institute videos</li> <li>▪ Provides technical assistance on compliance issues to: <ul style="list-style-type: none"> <li>○ Parent Involvement Professionals</li> <li>○ Title I Principals</li> <li>○ Administrators</li> <li>○ Institute Staff</li> </ul> </li> <li>▪ FOIA Requests</li> </ul>	Email: <a href="mailto:communications@erskinecharters.org">communications@erskinecharters.org</a> Phone: 803-849-2463
<b>Haley Perez</b>	Assistant Director of Federal Programs	<ul style="list-style-type: none"> <li>▪ Title I</li> <li>▪ Title II</li> <li>▪ Title IV</li> <li>▪ McKinney-Vento Program</li> <li>▪ Career &amp; Technical Education</li> <li>▪ USDA</li> <li>▪ Health and Nutrition</li> </ul>	Email: <a href="mailto:federalprograms@erskinecharters.org">federalprograms@erskinecharters.org</a> Phone: 803-849-2461
<b>John Li</b>	Assistant Director of Finance	<ul style="list-style-type: none"> <li>▪ Monthly School Funding Inquiries</li> <li>▪ EIA/EFA Funding allocation</li> <li>▪ Annual Enrollment Projections for Budgeting</li> <li>▪ Student Counts for Per Pupil Funding</li> <li>▪ Quarterly Reporting of School Balance Sheets, Income Statements, and Financial Statement</li> <li>▪ Medicaid policy, processes and reimbursements</li> <li>▪ SmartFusion Account Code Updates</li> <li>▪ GAPS</li> <li>▪ Federal funds distribution</li> <li>▪ Annual School Audit</li> <li>▪ Annual School Budget</li> <li>▪ State Allocation Survey</li> </ul>	Email: <a href="mailto:finance@erskinecharters.org">finance@erskinecharters.org</a> Phone: 803-849-2459
<b>Laura Merrick</b>	Special Education Coordinator	<ul style="list-style-type: none"> <li>▪ IDEA Compliance</li> <li>▪ Enrich Support</li> <li>▪ Discipline of students with disabilities</li> <li>▪ SC Credential</li> <li>▪ RTI (Response to Intervention)</li> <li>▪ Section 504</li> </ul>	Email: <a href="mailto:spedcoordinator@erskinecharters.org">spedcoordinator@erskinecharters.org</a> Phone: 803-849-2462

<p><b>Lisa Smith</b></p>	<p>Coordinator of State and Academic Programs</p>	<p><b>Title III/ESOL</b></p> <ul style="list-style-type: none"> <li>▪ WIDA and WIDA AMS (testing)</li> <li>▪ ACCESS for ELL’s</li> <li>▪ Screener and Home Language Survey</li> <li>▪ Translation Services</li> </ul> <p><b>Gifted and Talented</b></p> <ul style="list-style-type: none"> <li>▪ GIFT software</li> <li>▪ Student profile sheets</li> <li>▪ Gifted &amp; Talented Handbook</li> <li>▪ Qualification, Test, Dimensions</li> </ul> <p><b>Assessment</b></p> <ul style="list-style-type: none"> <li>○ State <ul style="list-style-type: none"> <li>▪ Test for Elementary schools</li> <li>▪ Test for Middle schools</li> <li>▪ Test for High schools</li> </ul> </li> </ul> <p><b>Systems Management</b></p> <ul style="list-style-type: none"> <li>▪ DRC Insight</li> <li>▪ WIDA-Assessment System</li> <li>▪ Destiny (textbooks)</li> <li>▪ G.I.F.T. (gifted/talented)</li> <li>▪ mIGDI (preK)</li> <li>▪ KRA (kindergarten)</li> <li>▪ PANext (ACT)</li> <li>▪ School Emergency Plans</li> </ul>	<p><a href="mailto:stateprogramsad@erskinecharters.org">stateprogramsad@erskinecharters.org</a></p> <p>Phone: 803-849-2465</p>
<p><b>Mary Thomasson</b></p>	<p>Director of State and Academic Programs</p>	<ul style="list-style-type: none"> <li>▪ State Program Requirements</li> <li>▪ Early Learning</li> <li>▪ Uniform Grading</li> <li>▪ EVAAS</li> <li>▪ Professional Learning</li> <li>▪ EEDA</li> <li>▪ Advanced Placement (AP)</li> <li>▪ Program for Assisting, Developing, and Evaluating Principal Performance (PADEPP)</li> <li>▪ Personalized Learning</li> <li>▪ Competency-Based Education</li> <li>▪ Health and Wellness, School Nurses</li> <li>▪ Standards and Learning</li> <li>▪ Textbooks (Destiny)</li> <li>▪ Graduation Requirements</li> <li>▪ School Emergency Plans</li> </ul>	<p>Email: <a href="mailto:stateprogramsdir@erskinecharters.org">stateprogramsdir@erskinecharters.org</a></p> <p>Phone: 803-849-2365</p>

		<ul style="list-style-type: none"> <li>▪ Attendance</li> <li>▪ Read to Succeed</li> <li>▪ Reading Coaches</li> <li>▪ Summer Reading Camp</li> </ul> <p><b>ADEPT (ADS)</b></p> <ul style="list-style-type: none"> <li>▪ Evaluation system (ADEPT, Safe-T, 4.0) <ul style="list-style-type: none"> <li>○ Mentors</li> <li>○ Induction teachers, Continuing contracts (annual, professional) <ul style="list-style-type: none"> <li>▪ Contract levels</li> </ul> </li> </ul> </li> </ul>	
<b>Paula Gray</b>	Director of Human Resources and Benefits	<ul style="list-style-type: none"> <li>▪ Health Insurance and Related Benefits</li> <li>▪ Employee Hires/Terminations</li> <li>▪ State Department of Education data entry (PCS)</li> <li>▪ Teacher Certification (Renewals/Extensions, Verifications, Updates)</li> <li>▪ SLED Checks</li> <li>▪ Medical Billing</li> <li>▪ MoneyPlus Processing and Billing (Medical Spending Accounts, Health Savings Accounts, etc.)</li> <li>▪ CERRA Job Postings and Uploading of Applications</li> <li>▪ CERRA Supply and Demand Survey</li> <li>▪ Maintain and Update Institute’s Employee Handbook</li> <li>▪ Maintain and Update Institute’s Policies (Social Media, Leave, Sexual Harassment, etc.)</li> <li>▪ Prepare and Maintain Agendas, Minutes, and Records for Institute’s Board of Trustees</li> <li>▪ Maintain and Update Board’s Policies and Procedures</li> <li>▪ Oversee Teacher, Student, and Volunteer of the Year Programs</li> <li>▪ Manage Title II Policies and Procedures</li> <li>▪ SCASA Liaison – Membership</li> <li>▪ Attend trainings at PEBA, SCASA, etc. for HR related functions</li> <li>▪ Title II</li> </ul>	<p>Email: <a href="mailto:hrbenefits@erskinecharters.org">hrbenefits@erskinecharters.org</a></p> <p>Phone: 803-849-2460</p>
<b>Vamshi Rudrapati</b>	Director	<ul style="list-style-type: none"> <li>▪ Institute Operations</li> <li>▪ School Portfolio Management</li> <li>▪ Charter Application Process</li> </ul>	<p>Email: <a href="mailto:director@erskinecharters.org">director@erskinecharters.org</a></p> <p>Phone: 803-849-2464</p>

		<ul style="list-style-type: none"><li>▪ Student Success Framework</li><li>▪ Title IX</li><li>▪ School Safety</li></ul>	
<b>William James</b>	Director of PowerSchool and Technology	<ul style="list-style-type: none"><li>▪ PowerSchool Oversight</li><li>▪ State Reporting, State Data Collections</li><li>▪ Data Quality &amp; Screening</li><li>▪ E-rate</li><li>▪ Date Imports</li><li>▪ District Technology Plans<ul style="list-style-type: none"><li>• State Data Collections</li><li>• Transcripts &amp; Records</li></ul></li></ul>	Email: <a href="mailto:TechDirector@erskinecharters.org">TechDirector@erskinecharters.org</a>  Phone: 803-849-2354