

Charter Institute at Erskine Staff Contact Information

1201 Main Street, Suite 300, Columbia, SC 29201

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

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

		<ul style="list-style-type: none"> ▪ Section 504 	
Lisa Smith	Coordinator of Assessment and GT	<p>Gifted and Talented</p> <ul style="list-style-type: none"> ▪ GIFT software ▪ Student profile sheets ▪ Gifted & Talented Handbook ▪ Qualification, Test, Dimensions <p>Assessment</p> <ul style="list-style-type: none"> ○ State <ul style="list-style-type: none"> ▪ Test for Elementary schools ▪ Test for Middle schools ▪ Test for High schools <p>Systems Management</p> <ul style="list-style-type: none"> ▪ DRC Insight ▪ WIDA-Assessment System ▪ Destiny (textbooks) ▪ G.I.F.T. (gifted/talented) ▪ mIGDI (preK) ▪ KRA (kindergarten) ▪ PANext (ACT) ▪ School Emergency Plans 	<p>stateprogramsad@erskinecharters.org</p> <p>Phone: 803-849-2465</p>
Mary Thomasson	Director of State and Academic Programs	<ul style="list-style-type: none"> ▪ State Program Requirements ▪ Early Learning ▪ Uniform Grading ▪ EVAAS ▪ Professional Learning ▪ EEDA ▪ Advanced Placement (AP) ▪ Program for Assisting, Developing, and Evaluating Principal Performance (PADEPP) ▪ Personalized Learning ▪ Competency-Based Education ▪ Health and Wellness, School Nurses ▪ Standards and Learning ▪ Textbooks (Destiny) ▪ Graduation Requirements ▪ School Emergency Plans ▪ Attendance ▪ Read to Succeed ▪ Reading Coaches ▪ Summer Reading Camp 	<p>Email: stateprogramsdir@erskinecharters.org</p> <p>Phone: 803-849-2365</p>

		ADEPT (ADS) <ul style="list-style-type: none"> ▪ Evaluation system (ADEPT, Safe-T, 4.0) <ul style="list-style-type: none"> ○ Mentors ○ Induction teachers, Continuing contracts (annual, professional) <ul style="list-style-type: none"> ▪ Contract levels 	
Paula Gray	Director of Human Resources and Benefits	<ul style="list-style-type: none"> ▪ Health Insurance and Related Benefits ▪ Employee Hires/Terminations ▪ State Department of Education data entry (PCS) ▪ Teacher Certification (Renewals/Extensions, Verifications, Updates) ▪ SLED Checks ▪ Medical Billing ▪ MoneyPlus Processing and Billing (Medical Spending Accounts, Health Savings Accounts, etc.) ▪ CERRA Job Postings and Uploading of Applications ▪ CERRA Supply and Demand Survey ▪ Maintain and Update Institute’s Employee Handbook ▪ Maintain and Update Institute’s Policies (Social Media, Leave, Sexual Harassment, etc.) ▪ Prepare and Maintain Agendas, Minutes, and Records for Institute’s Board of Trustees ▪ Maintain and Update Board’s Policies and Procedures ▪ Oversee Teacher, Student, and Volunteer of the Year Programs ▪ Manage Title II Policies and Procedures ▪ SCASA Liaison – Membership ▪ Attend trainings at PEBA, SCASA, etc. for HR related functions ▪ Title II 	Email: hrbenefits@erskinecharters.org Phone: 803-849-2460
Richard Melzer	Director of Accountability	<ul style="list-style-type: none"> ▪ Student Success Framework ▪ Student Data ▪ Accountability ▪ Best Practices for Instruction 	Email: accountability@erskinecharters.org Phone: 803-722-3841
Vamshi Rudrapati	Director	<ul style="list-style-type: none"> ▪ Institute Operations ▪ School Portfolio Management ▪ Charter Application Process 	Email: director@erskinecharters.org Phone: 803-849-2464

		<ul style="list-style-type: none"> ▪ Title IX ▪ School Safety ▪ Title I, Title II, Title III, Title IV, IDEA, CATE and other federal programs. ▪ ESOL <ul style="list-style-type: none"> ○ WIDA and WIDA AMS (testing) ○ ACCESS for ELL's ○ Screener and Home Language Survey ○ Translation Services 	
William James	Director of PowerSchool and Technology	<ul style="list-style-type: none"> ▪ PowerSchool Oversight ▪ State Reporting, State Data Collections ▪ Data Quality & Screening ▪ E-rate ▪ Date Imports ▪ District Technology Plans <ul style="list-style-type: none"> ● State Data Collections ● Transcripts & Records 	Email: TechDirector@erskinecharters.org Phone: 803-849-2354