

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

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Title I Plan Submission 2020-2...	10/16/2020	Haley Perez	Title I
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### Submission: Supplemental Software Program Survey

**Department:** Title I

**Due Date:** 10/16/2020

Details: We are planning an initiative by partnering with Imagine Learning or a comparable software to provide interventions for students struggling in ELA & math. For eligible Title I elementary & middle schools with technology to support implementation, the Institute will purchase student licenses for a software program. Please complete this brief survey to provide information for your school: [https://erskinecharters.formstack.com/forms/institutesoftware20\\_21](https://erskinecharters.formstack.com/forms/institutesoftware20_21)

### Submission: Finance Policies

**Department:** Finance

**Due Date:** 10/30/2020

Details: Schools are required to update policies annually to incorporate changes in the Institute's model policies. Schools that choose to develop their own policies must submit the proposed policies to the Institute for review and approval, prior to individual school board adoption. School policies that are less restrictive than the Institute model policies will not be approved.

To see the current version of all Institute policies, please visit: <https://erskinecharters.org/institute-fiscal-policies/>. Policies will be updated to reflect changes in state and federal law as applicable.

**Submission: 2020-2021 CSI State Funds Plan**

**Department:** Comprehensive Support and Improvement

**Due Date:** 10/15/2020

Details: Schools must submit to the SCDE Office of School Transformation a Special Projects Application for CSI funds. The updated 2020-21 Special Projects Application must document all 2018-2019 and 2019-20 State and Federal CSI funds. Please review the updated Special Projects Application template provided with this memo for an example of how to document all CSI funds. The completed application should be submitted for approval to [dlong@ed.sc.gov](mailto:dlong@ed.sc.gov) by October 15, 2020.

**Submission: 2020-2021 Priority State Funds Plan**

**Department:** Comprehensive Support and Improvement

**Due Date:** 10/15/2020

Details: Schools must submit to the SCDE Office of School Transformation a Special Projects Application for Priority funds. The updated 2020-21 Special Projects Application must document all 2018-2019 and 2019-20 State and Federal Priority funds. Please review the updated Special Projects Application template provided with this memo for an example of how to document all Priority funds. The completed application should be submitted for approval to [dlong@ed.sc.gov](mailto:dlong@ed.sc.gov) by October 15, 2020.

**Submission: Reading Plans 20-21**

**Department:** State and Academic Programs

**Due Date:** 10/12/2020

Details: Due to the COVID-19 school closure last spring, the collection of reading plans by the SCDE was postponed to October 2020. The Reading Plan Reflection Tools were also updated by the SCDE. Schools must submit reading plans to the Institute on the new reflection tool template by October 9, 2020. The Institute will submit school plans to the SCDE. See the Documents section for guidance documents and templates. Please contact Sherri Herbst if you have any questions.

**Submission: CERRA Supply and Demand Survey**

**Department:** Human Resources and Benefits

**Due Date:** 10/16/2020

Details: Please read the instructions on the first tab and then complete the information on the other 5 tabs. Also, note that some of the tabs have more than 1 page or section, so be sure to complete everything in each tab.

**Submission: Title I Plan Submission 2020-2021**

**Department:** Title I

**Due Date:** 10/16/2020

Details: Please submit your school's Title I plan at: [https://erskinecharters.formstack.com/forms/title\\_i\\_plan\\_submission2020](https://erskinecharters.formstack.com/forms/title_i_plan_submission2020)

After completing the form, please upload the PDF Submission that was emailed via Formstack.

**Submission: September 2020 Journal Entry Upload**

**Department:** Finance

**Due Date:** 10/30/2020

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: FY21 1st Quarter Financials**

**Department:** Finance

**Due Date:** 10/30/2020

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 Annual Audit**

**Department:** Finance

**Due Date:** 11/02/2020

Details: Description: As outlined in the Charter Contract, the audit and its findings must be submitted to the Institute by November 2, 2020. The Institute will accept the audit submission by Friday, November 6, 2020. However, for transparency and fairness reason, the due date for the submission is still November 2, 2020. Any submission after November 2 will be considered late.

**Submission: IDEA Employee Documents 2020-2021**

**Department:** Special Education and 504

**Due Date:** 10/19/2020

Details: IMPORTANT: If your IDEA plan does NOT include benefits, you have been marked as "Exempt" from the benefits breakout upload. You do NOT have to upload any document into this box.

**Submission: Title I Planning Meeting 2020-2021**

**Department:** Title I

**Due Date:** 10/16/2020

Details: Please use the Planning Meeting checklist to ensure your school meets all requirements. IMPORTANT: Please ensure your sign-in sheet lists the participants and their role/position.

**Submission: School Contacts Verification 2020-2021**

**Department:** Leadership

**Due Date:** 10/23/2020

Details: Please contact Elizabeth Riberdy (specialprojectscoord@erskinecharters.org) with all questions or concerns.

**Submission: COVID-19 Technology Purchase Reimbursement**

**Department:** Finance

**Due Date:** 10/13/2020

Details: On Tues., Oct. 6th the SCDE notified districts of the opportunity to request reimbursement for unbudgeted technology purchases made after July 1, 2020, and that but for COVID-19 these items would not be necessary. SCDE will review all requests and priority will be given to those districts with a demonstrated need. Note: Submitting documentation and requesting reimbursement DO NOT automatically mean that the school will be approved for the total amount requested for reimbursement.

**Submission: Parent and Family Engagement Policy 2020-2021**

**Department:** Title I

**Due Date:** 10/30/2020

Details: The Parent and Family Engagement Policy consists of TWO requirements-

- 1) Proof of distribution of the ORIGINAL/DRAFT school Title I Parent and Family Engagement policy to parents requesting input. (Any received input should be discussed at the upcoming Planning Meeting.)
- 2) Evidence of distribution of the FINALIZED school Title I Parent and Family Engagement policy to parents.

**Submission: School-Parent Compact 2020-2021**

**Department:** Title I

**Due Date:** 10/30/2020

Details: The School-Parent Compact consists of 2 requirements:

1. Proof of distribution of the ORIGINAL/DRAFT school Title I School-Parent Compact to parents requesting input (Any received input should be discussed at the upcoming Planning Meeting.)
2. Evidence of distribution of the FINALIZED school Title I School-Parent Compact to parents

**Submission: Institute Induction Program**

**Department:** State and Academic Programs

**Due Date:** 10/19/2020

Details: The Institute is excited to offer an innovative program for Induction teachers at Institute schools. Please see attached document for details and complete the Smart Form within this submission to indicate if you would like your induction teachers to participate in the optional Institute program. Please contact Sherri Herbst if you have any questions.

**Submission: IDEA Plan Submission - CCA**

**Department:** Special Education and 504

**Due Date:** 10/19/2020

Details: Please submit your schools's IDEA plan at [https://erskinecharters.formstack.com/forms/idea\\_plan\\_submission2020](https://erskinecharters.formstack.com/forms/idea_plan_submission2020).

After completing the survey, please upload the PDF Submission that was emailed via Formstack.

**Submission: PIE - PowerSchool Institute at Erskine**

**Department:** PowerSchool and IT

**Due Date:** 10/16/2020

Details: Link to register is here:

[https://erskinecharters.formstack.com/forms/powerschool\\_training\\_registration](https://erskinecharters.formstack.com/forms/powerschool_training_registration)

**Announcement: Monthly SPED Coordinators Training**

**Contact Person:** Celina Patton

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

**Start Date:** 09/13/2020

**End Date:** 10/13/2020

Details: This Monthly SPED Coordinators Training will be held for SPED Coordinators on October 13. It will be held virtually. More information will follow.

**Announcement: FY21 Enrollment**

**Contact Person:** John Li

**Department(s):** Finance

**Start Date:** 09/14/2020

**End Date:** 10/30/2020

Details: Please see the attached memo- The Institute has submitted a revised budget request to the legislative budget committees and the Governor's office in hopes that funding for this unprecedented growth may be secured. To preserve our off-cycle budget request, and to ensure the Institute receives sufficient funding to support school operations portfolio-wide, we are asking that all schools not exceed their individual enrollment projections that were presented to the General Assembly.

**Announcement: Quarterly Title III Coordinators Training**

**Contact Person:** Celina Patton

**Department(s):** Title III ESOL

**Start Date:** 09/15/2020

**End Date:** 10/15/2020

Details: This Title III Coordinators Training will be held for Title III Coordinators on October 15. It will be held virtually. More information will follow.

**Announcement: October 2020 PowerSchool Admin Monthly Webinar**

**Contact Person:** Zenobia Ealy

**Department(s):** PowerSchool and IT

**Start Date:** 09/15/2020

**End Date:** 10/15/2020

Details: This PowerSchool Admin Training will be held for PowerSchool Admins on October 15. It will be held virtually. More information will follow.

### **Announcement: Let's Work Smart Training Webinar**

**Contact Person:** Elizabeth Riberdy

**Department(s):** Accountability , Additional Targeted Support and Improvement, Assessment, Charter Applications , Charter Authorization , Communications, Comprehensive Support and Improvement, CTE, Federal Programs Finance , Finance, Gift and Talented , Human Resources and Benefits, Leadership, MTSS, New Schools, PowerSchool and IT, Special Education and 504, State and Academic Programs , Title I, Title II, Title III ESOL, Title IV, Transfer Schools

**Start Date:** 09/19/2020

**End Date:** 10/22/2020

Details: This Let's Work Smart Training will be held for any interest school personnel on October 19-22. It will be held virtually. There are four separate opportunities to attend: October 19th at 11:00am, October 20th at 11:00am, October 21st at 2:00pm, and October 22nd at 2:00pm. The link to register is here: [https://erskinecharters.formstack.com/forms/let\\_s\\_work\\_smart\\_training\\_sign\\_up](https://erskinecharters.formstack.com/forms/let_s_work_smart_training_sign_up). Please contact Elizabeth Riberdy ([specialprojectscoord@erskinecharters.org](mailto:specialprojectscoord@erskinecharters.org)) with any further questions.

### **Announcement: End of Course Training**

**Contact Person:** Christy Junkins

**Department(s):** Assessment

**Start Date:** 09/21/2020

**End Date:** 10/21/2020

Details: This End of Course Training will be held for School Testing Coordinators on October 21. It will be held virtually. More information will follow.

### **Announcement: Monthly MTSS Coordinators Training**

**Contact Person:** Celina Patton

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

**Start Date:** 09/21/2020

**End Date:** 10/21/2020

Details: This Monthly MTSS Training will be held for MTSS Coordinators on October 21. It will be held virtually. More information will follow.

### **Announcement: Survey to Parents**

**Contact Person:** Vamshi Rudrapati

**Department(s):** Leadership

**Start Date:** 09/25/2020

**End Date:** 10/30/2020

Details: The Institute is working on a report to legislators to ensure we have funding available for the growth our schools received this year. We would greatly appreciate it if you would send this survey to the parents and encourage them to complete it next week.

Link to the survey: [https://erskinecharters.formstack.com/forms/transfer\\_student\\_parent\\_survey](https://erskinecharters.formstack.com/forms/transfer_student_parent_survey)

A spreadsheet with a password has been sent to the school leaders' email.

**Announcement: FY21 Title I Allocation**

**Contact Person:** Ashley Sturkie

**Department(s):** Federal Programs Finance , Title I

**Start Date:** 10/01/2020

**End Date:** 10/16/2020

Details: The Charter Institute at Erskine has been notified of its Title I allocation from the South Carolina Department of Education. Please see the attached memo for information on your school's allocation. Prior to completing your Title I plan, the planning meeting must be held. The meeting notice, sign-in sheet, agenda, and minutes for this meeting, as well as the Title I plan will be due via LWS by October 16, 2020. All activities must be linked to the submitted Comprehensive Needs Assessment. All expenditures must tie back to school data and be outcome driven. The school is required to meet all the Title I compliance requirements, as listed in the attached Title I Monitoring Checklist.

**Announcement: COVID-19 Technology Purchase Reimbursement**

**Contact Person:** Ciera Bing

**Department(s):** Federal Programs Finance , Finance

**Start Date:** 10/07/2020

**End Date:** 10/13/2020

Details: On Tues., Oct. 6th the SCDE notified districts of the opportunity to request reimbursement for unbudgeted technology purchases made after July 1, 2020, and that but for COVID-19 these items would not be necessary. SCDE will review all requests and priority will be given to those districts with a demonstrated need. Note: Submitting documentation and requesting reimbursement DO NOT automatically mean that the school will be approved for the total amount requested for reimbursement. Please upload required documents listed in the memo.

**Announcement: DHEC COVID-19 Guidance**

**Contact Person:** Sherri Herbst

**Department(s):** State and Academic Programs

**Start Date:** 10/07/2020

**End Date:** 10/12/2020

Details: Please review DHEC COVID-19 guidance documents for Plexiglass use in schools, Identifying close contacts of Athletes, and FAQs for nurses. Contact Sherri Herbst if you have any questions.

**Announcement: Monthly SPED Coordinators Training**

**Contact Person:** Celina Patton

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

**Start Date:** 10/10/2020

**End Date:** 11/10/2020

Details: This Monthly SPED Training will be held for SPED/504 Coordinators on November 10. It will be held virtually. More information will follow.

**Announcement: Monthly MTSS Coordinators Training**

**Contact Person:** Celina Patton

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

**Start Date:** 10/18/2020

**End Date:** 11/18/2020

Details: This Monthly MTSS Training will be held for MTSS Coordinators on November 18. It will be held virtually. More information will follow.