

Charter Institute at Erskine

INSTITUTE INSIGHTS

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School Fiscal Policies	07/30/2021	John Li	Finance
Comprehensive Needs Assessment	07/28/2021	Haley Perez	Title I
FY22 Payroll Authorization For...	08/06/2021	Ciera Bing	Federal Programs Fin...
Bills.com or Intact.com Author...	08/06/2021	Ciera Bing	Federal Programs Fin...
School Contact Information Upd...	08/13/2021	Ashley Epperson	Communications
School Improvement Plan	08/10/2021	Christy Junkins	Leadership
Summer Graduates Roster and Tr...	08/06/2021	Jason Jones	PowerSchool and IT
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School Leaders' Liaison Survey	07/01/2021 - 07/22/2021	Sally Fickling	Leadership
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Safety Plans	07/15/2021 - 07/26/2021	Sherri Herbst	State and Academic P...
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LWS Training Opportunities	07/15/2021 - 08/20/2021	Haley Perez	Accountability , Add...

Submission: ESSER III Plan Submission

Department: Federal Programs Finance

Due Date: 07/21/2021

Details: Please submit your school's ESSER III plan at: https://erskinecharters.formstack.com/forms/esser_iii_plan (After completing the form, please upload the PDF Submission that was emailed via Formstack for the school's and Institute's records.) Please keep in mind that ESSER I and ESSER II must be spent before ESSER III.

Submission: Grad Rate File in Enrich

Department: Leadership

Due Date: 08/13/2021

Details: The Grade Rate File in Enrich has been updated to reflect all Summer Graduates.

Submission: School Fiscal Policies

Department: Finance

Due Date: 07/30/2021

Details: Organizational finance policies are critical to clarify roles, authority, and responsibilities for financial management and function. The Institute requires that all schools under our sponsorship maintain policies that mirror the best practices outlined in the Institute's own framework policies.

Submission: Comprehensive Needs Assessment

Department: Title I

Due Date: 07/28/2021

Details: ALL schools must complete a CNA - even if not a Title I school. This is a federal mandate and an SCDE deadline - Extensions cannot be provided. Please see attachments for guidance related to completing the CNA, including a list of questions to use in order to prepare. The attached memo also contains the link for completing the CNA survey. (Please note: The CNA is required to identify needs related to all federal fund expenditures, not just Title I.)

Submission: FY22 Payroll Authorization Form

Department: Federal Programs Finance

Due Date: 08/06/2021

Details: If your school's payroll is finalized by a 3rd party, a representative from that vendor MUST sign as the approver. If this form is on file with the Institute, the school will no longer be required to sign each payroll register before submission for reimbursement, as the form is an attestation that the individuals listed are those responsible for reviewing and approving throughout FY22. ***If your school chooses not to use this form, please submit a comment requesting "Exempt" status.***

Submission: Bills.com or Intact.com Authorization Form

Department: Federal Programs Finance

Due Date: 08/06/2021

Details: Please download either Bills.com or Intact.com form under documents and complete for submission. Each school is required to submit on behalf of their school if using a third party bills approval system. ***If your school does not use a third party software for processing monthly bills and reimbursements, please submit a comment requesting "Exempt" status.***

Submission: School Contact Information Update

Department: Communications

Due Date: 08/13/2021

Details: Please contact Ashley Epperson at aepperson@erskinecharters.org/(803) 995-0527 with any questions.

Submission: School Improvement Plan

Department: Leadership

Due Date: 08/10/2021

Details: Completed School Improvement Plan

Submission: Summer Graduates Roster and Transcripts, Summer 2021

Department: PowerSchool and IT

Due Date: 08/06/2021

Details: Schools with Summer Graduates should submit a roster of students for graduation along with final transcripts for review. If you have no summer graduates, please submit a statement to that affect.

Announcement: Beginning of the Year Finance Memo

Contact Person: John Li

Department(s): Finance, New Schools, Transfer Schools

Start Date: 07/01/2021

End Date: 07/31/2021

Details: Please see the attached memos relating to School Disbursement for FY22, School Level Contributions and Donations, School Level Fees, and School Revenue and Expenditures Reporting. Should you have any questions, please feel free to reach out to John Li.

Announcement: School Leaders' Liaison Survey

Contact Person: Sally Fickling

Department(s): Leadership

Start Date: 07/01/2021

End Date: 07/22/2021

Details: The Charter Institute at Erskine is pleased to be able to provide the School Leader Liaison Program for the 2021-2022 school year. The School Leader Liaison, Dr. Brian Newsome, will provide support to all school leaders as they navigate the school year, coordinate actions related to the impact of COVID-19, and strive to increase student achievement and teacher effectiveness. Please complete the survey at the link below to share your concerns and topics you would like to see covered by the program. This survey is confidential and will be solely used for program planning purposes for 2021-2022. <https://erskinecharters.formstack.com/forms/schoolleaderliaison>

Announcement: Federal 5 Day Count Information

Contact Person: Haley Perez

Department(s): PowerSchool and IT, Title I, Title II

Start Date: 07/01/2021

End Date: 08/20/2021

Details: As you know, the upcoming 5th day count for the 2021-2022 school year is the official data pull that impacts eligibility and allocation of federal funds. As your school is preparing for the upcoming year, please remember how crucial the data collection and data accuracy are for this. Please see attached for important items related to Power School and Federal funding for 5th Day Count. The Institute will also be providing optional, drop-in technical assistance sessions (More information attached).

Announcement: Teacher and Student Opinion Survey Results

Contact Person: Christy Junkins

Department(s): Leadership

Start Date: 07/09/2021

End Date: 08/08/2021

Details: Excel files containing the 2021 Student and Teacher Opinion Survey results are attached. The teacher responses to the questions "I feel safe at my school before and after hours" and "The rules for behavior are enforced at my school" will appear on the Students Safety section of the annual school report card. "Percent of students and teachers satisfied with learning environment," "Percent of students and teachers satisfied with social and physical environment," and "Percent of students and teachers satisfied with school-home relations" will appear on the Student Engagement section of the annual school report card. Parent Opinion Surveys are being prepared now and will be available within the next few weeks per SCDE.

Announcement: State and Academic Programs Updates

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 07/11/2021

End Date: 07/19/2021

Details: Please review the announcements for State and Academic Programs. Announcements include Special Areas Credentials, SCTS 4.0 Train the Trainer Training offered by SCDE, Face Covering Updates from SCDE, and Hot Spot Updates. Contact Sherri Herbst if you have any questions.

Announcement: School Test Coordinator Training

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 07/13/2021

End Date: 08/06/2021

Details: Mandatory In-Person Training held on August 6, 2021, at 1201 Main Street, Ste. 300, Columbia, SC 29201, from 10 am to 4 pm. This address is the Institute office.

Announcement: Safety Plans

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 07/15/2021

End Date: 07/26/2021

Details: The intended audience for this announcement is School Leaders. Please review the announcement regarding revised Safety Plans. The institute is required to report on the status of school safety plans and collect revised safety plans each year. Guidance and resources are linked in the memorandum. Contact Sherri Herbst if you have any questions.

Announcement: Section 504 Coordinator Back to School Kickoff Training

Contact Person: Kathy Griffin

Department(s): Special Education and 504

Start Date: 07/15/2021

End Date: 08/12/2021

Details: Required training for all school level 504 Coordinators will be held Thursday, August 12th via Zoom at 10:00 AM. Training will be recorded. Contact person: Kathy Griffin, kgriffin@erskinecharters.org 803-830-0719

Announcement: First Quarter Finance Training

Contact Person: John Li

Department(s): Federal Programs Finance , Finance

Start Date: 07/15/2021

End Date: 08/05/2021

Details: The August 5th training will be to kick off the new school year. The Institute's Finance Department will continue to have quarterly trainings throughout the school year. Zoom link will be sent out via email to all School Finance and School Leader contacts.

Announcement: SPED Coordinator Kickoff Training for New Coordinators

Contact Person: Kathy Griffin

Department(s): Special Education and 504

Start Date: 07/15/2021

End Date: 08/05/2021

Details: August 5th-New SPED Coordinator Training (or by invitation) from 9:30-4 at the Charter Institute office in Columbia-3rd floor conference room. Please complete this RSVP form https://erskinecharters.formstack.com/forms/sped_training_rsvp_aug12_copy_copy by July 23rd for planning purposes.

Announcement: SPED Coordinator Kickoff Training Coordinators

Contact Person: Kathy Griffin

Department(s): Special Education and 504

Start Date: 07/15/2021

End Date: 08/06/2021

Details: August 6th-All SPED Coordinators New School Year Kickoff Training from 9-4 at the Charter Institute office in Columbia-3rd floor conference room. Please complete this RSVP form by July 23rd https://erskinecharters.formstack.com/forms/sped_training_rsvp_aug12_copy_copy. Contact Laura Merrick for additional information

Announcement: LWS Training Opportunities

Contact Person: Haley Perez

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, School Facilities, Special Education and 504, State and Academic Programs , Title I, Title II, Title III ESOL, Title IV, Transfer Schools

Start Date: 07/15/2021

End Date: 08/20/2021

Details: In an effort to continually provide efficient support to our schools, the Institute is implementing an annual training plan to provide Institute-specific trainings for Let's Work Smart. LWS is the data management platform used by the Institute. This training will be provided in three phases: weekly summer kick-off sessions, quarterly school year sessions, and monthly drop-in sessions. All training opportunities are optional and will be held virtually via Zoom. All sessions can be attended by any LWS users as needed. Please see the attached memo for information on these training sessions.