

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
FY2 Quarter 4 Financials	08/13/2021	John Li	Finance
Grad Rate File in Enrich	08/13/2021	Christy Junkins	Leadership
Fifth-Year Graduation Rate	08/24/2021	Christy Junkins	Leadership
June 2021 Journal Entry Upload	08/06/2021	Elizabeth Riberd...	Finance
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
Advanced Placement and ASVAB s...	07/30/2021	Heather Holliday	Assessment
Summer Survey Final Submission	08/20/2021	Christy Junkins	Leadership
School Report Card Narrative f...	08/20/2021	Christy Junkins	Leadership
Summer Graduates Roster and Tr...	08/06/2021	Jason Jones	PowerSchool and IT
Beginning of the Year Finance ...	07/01/2021 - 07/31/2021	John Li	Finance, New Schools...
Federal 5 Day Count Informatio...	07/01/2021 - 08/20/2021	Haley Perez	PowerSchool and IT, ...
Title III Back to School Train...	07/10/2021 - 09/10/2021	Celina Patton	Title III ESOL
School Test Coordinator Traini...	07/13/2021 - 08/06/2021	Heather Holliday	Assessment
Safety Plans	07/15/2021 - 07/26/2021	Sherri Herbst	State and Academic P...
Section 504 Coordinator Back t...	07/15/2021 - 08/12/2021	Kathy Griffin	Special Education an...
First Quarter Finance Training	07/15/2021 - 08/05/2021	John Li	Federal Programs Fin...
SPED Coordinator Kickoff Train...	07/15/2021 - 08/05/2021	Kathy Griffin	Special Education an...
SPED Coordinator Kickoff Train...	07/15/2021 - 08/06/2021	Kathy Griffin	Special Education an...
LWS Training Opportunities	07/15/2021 - 08/20/2021	Haley Perez	Accountability , Add...
Quarterly Title III Training	07/19/2021 - 05/12/2022	Celina Patton	Title III ESOL
August PS Admin Meeting	07/20/2021 - 08/19/2021	Jason Jones	PowerSchool and IT
VirtualSC Digital Learning Day...	07/21/2021 - 08/10/2021	Heather Holliday	Accountability , Ass...
KidsFirst Conference - Registr...	07/22/2021 - 08/13/2021	Ashley Epperson	Leadership
Opinion Survey Results for 202...	07/25/2021 - 08/24/2021	Christy Junkins	Leadership
MTSS Back to School Training	08/01/2021 - 09/01/2021	Laura Merrick	MTSS

### Submission: FY2 Quarter 4 Financials

**Department:** Finance

**Due Date:** 08/13/2021

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: 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: Fifth-Year Graduation Rate**

**Department:** Leadership

**Due Date:** 08/24/2021

Details: Updated 5 Year Graduation Plan- see memo for instructions. Due August 24, 2021.

**Submission: June 2021 Journal Entry Upload**

**Department:** Finance

**Due Date:** 08/06/2021

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: 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: Advanced Placement and ASVAB scores from High Schools**

**Department:** Assessment

**Due Date:** 07/30/2021

Details: Failure to provide scores may mean the data will not be included in submitted state accountability files towards the state report card.

**Submission: Summer Survey Final Submission**

**Department:** Leadership

**Due Date:** 08/20/2021

Details: Make sure the results to the summer survey is completed accurately in Member Center. Contact Christy Junkins if you have any questions.

**Submission: School Report Card Narrative for 2020-2021**

**Department:** Leadership

**Due Date:** 08/20/2021

Details: Attached is the school report card narrative that was submitted into the Member Center. Please review the document and make any needed changes. Please contact Christy Junkins if you have any questions.

**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: 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: Title III Back to School Training**

**Contact Person:** Celina Patton

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

**Start Date:** 07/10/2021

**End Date:** 09/10/2021

Details: The Title III Back to School Training will be held on 8/20/2021 virtually from 1:00-3:00. More information will follow. The intended audience is Title III coordinators and registrars.

**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](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](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: The first optional LWS kick-off training session is on Monday, July 26 from 10am-11am. 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.

**Announcement: Quarterly Title III Training**

**Contact Person:** Celina Patton

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

**Start Date:** 07/19/2021

**End Date:** 05/12/2022

Details: The Quarterly Title III Training will be held on 5/12/2022 from 1:00-2:00. More information to follow.

**Announcement: August PS Admin Meeting**

**Contact Person:** Jason Jones

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

**Start Date:** 07/20/2021

**End Date:** 08/19/2021

Details: N/A

**Announcement: VirtualSC Digital Learning Day Information**

**Contact Person:** Heather Holliday

**Department(s):** Accountability , Assessment, Gift and Talented , PowerSchool and IT

**Start Date:** 07/21/2021

**End Date:** 08/10/2021

Details: VirtualSC is excited to announce that on August 10, 2021, our program will host a day of learning for School Counselors, school staff, parents and district franchise teachers. Sessions of interest for School Counselors and other school staff include the 2021-22 school year update from VSC, a beginner/refresher Dashboard training, AP Capstone and Middle School Program Open House sessions, and more! Parents are also invited to attend the VirtualSC Open House sessions to learn more about how various parts of the program works, should they anticipate their student's enrollment in a VSC course during the upcoming school year. Please see below for additional information, and do not hesitate to reach out to our office if we can assist with any questions regarding our Digital Learning Day. (The links below can be copied and pasted into your browser for additional information.)

VirtualSC's Digital Learning Day General Information: <https://virtualsc.org/digitalllearningday/>

Digital Learning Day Registration: <https://virtualsc.org/digitalllearningday/>

Sincerely,

The VirtualSC Team

**Announcement: KidsFirst Conference - Registration**

**Contact Person:** Ashley Epperson

**Department(s):** Leadership

**Start Date:** 07/22/2021

**End Date:** 08/13/2021

Details: The Charter Institute at Erskine and the South Carolina Public Charter School District are thrilled to announce the inaugural KidsFirst Conference. The conference will be hosted on September 28 and 29 at the Columbia Convention Center. Day 1 will include sessions for school board members and school leaders, and Day 2 will include presentations and breakout sessions for school leaders and high-level school staff members. REGISTER FOR THE CONFERENCE HERE: [https://erskinecharters.formstack.com/forms/kids\\_first\\_conference\\_registration](https://erskinecharters.formstack.com/forms/kids_first_conference_registration) LEARN MORE ABOUT THE CONFERENCE HERE: <https://erskinecharters.org/kidsfirst-conference/>

**Announcement: Opinion Survey Results for 2020-2021**

**Contact Person:** Christy Junkins

**Department(s):** Leadership

**Start Date:** 07/25/2021

**End Date:** 08/24/2021

Details: Parent, Teacher, and Student Opinion Survey Results

**Announcement: MTSS Back to School Training**

**Contact Person:** Laura Merrick

**Department(s):** MTSS

**Start Date:** 08/01/2021

**End Date:** 09/01/2021

Details: The MTSS Back to School Training will be held on 9/1/2021 from 9:30-4:00. More information will follow.