

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

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FY2 Quarter 4 Financials	08/13/2021	John Li	Finance
Grad Rate File in Enrich	08/13/2021	Christy Junkins	Leadership
2020-2021 Teacher Attendance S...	08/10/2021	Christy Junkins	Leadership
Fifth-Year Graduation Rate	08/24/2021	Christy Junkins	Leadership
2020-2021 Teacher Attendance S...	08/10/2021	Christy Junkins	Leadership
New Schools-Comprehensive Need...	08/20/2021	Haley Perez	Title I
School Contact Information Upd...	08/13/2021	Ashley Epperson	Communications
School Improvement Plan	08/10/2021	Christy Junkins	Leadership
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...	08/11/2021	Jason Jones	PowerSchool and IT
2021-2022 PowerSchool Document...	08/27/2021	Jason Jones	PowerSchool and IT
July 2021 Journal Entry Upload	08/31/2021	John Li	Finance
National Board Certified Teach...	08/13/2021	Paula Gray	Human Resources and ...
BPA Fiscal Policies	08/13/2021	John Li	Finance
Federal 5 Day Count Informatio...	07/01/2021 - 08/20/2021	Haley Perez	PowerSchool and IT, ...
Let's Work Smart Summer Sessio...	07/09/2021 - 08/09/2021	Elizabeth Riberd...	Accountability , Add...
Title III Back to School Train...	07/10/2021 - 08/10/2021	Celina Patton	Title III ESOL
Section 504 Coordinator Back t...	07/15/2021 - 08/12/2021	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
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COVID-19 Interim Guidance from...	07/30/2021 - 08/09/2021	Sherri Herbst	State and Academic P...
Expiration of Waivers Granted ...	07/30/2021 - 08/29/2021	Christy Junkins	Leadership
MTSS Back to School Training	08/01/2021 - 09/01/2021	Laura Merrick	MTSS
STC Announcements 8-1-2021	08/01/2021 - 08/09/2021	Heather Holliday	Accountability , Ass...
Let's Work Smart Quarterly Tra...	08/14/2021 - 09/14/2021	Elizabeth Riberd...	Leadership

### 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: 2020-2021 Teacher Attendance Survey**

**Department:** Leadership

**Due Date:** 08/10/2021

Details: Teacher Attendance Surveys are due by August 10, 2021.

**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: 2020-2021 Teacher Attendance Survey Extension**

**Department:** Leadership

**Due Date:** 08/10/2021

Details: Teacher Attendance Surveys are due by August 10, 2021.

**Submission: New Schools-Comprehensive Needs Assessment**

**Department:** Title I

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

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: School Contact Information Update**

**Department:** Communications

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

Details: Please contact Ashley Epperson at [aeperson@erskinecharters.org](mailto:aeperson@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 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:** 08/11/2021

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.

**Submission: 2021-2022 PowerSchool Documentation**

**Department:** PowerSchool and IT

**Due Date:** 08/27/2021

Details: Attached to this ticket is a stack of PowerSchool documents for which you should be aware and following the guidelines throughout the year. Any questions to these documents should be addressed to Erskine and Cantey.

**Submission: July 2021 Journal Entry Upload**

**Department:** Finance

**Due Date:** 08/31/2021

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: National Board Certified Teachers**

**Department:** Human Resources and Benefits

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

Details: Please send a list of your National Board Certified teachers so we can update our list to SCDE. If you don't have any, just list NONE. Thank you!

**Submission: BPA Fiscal Policies**

**Department:** Finance

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

Details: 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.

### **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: Let's Work Smart Summer Session 4**

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

**Start Date:** 07/09/2021

**End Date:** 08/09/2021

Details: The Institute is offering optional LWS Training Sessions. There will be an optional virtual session on Monday, August 9th from 10am-11am. These optional sessions will provide a presentation that will cover LWS basics, highlight effective practices, and answer frequently asked questions. It is highly recommended that all LWS users attend one of the optional sessions as we enter the new school year. (Note: Each session will cover the same content, but multiple session options will be held to best accommodate schedules.) Please see the attached memo for more information on additional training opportunities.

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

**Contact Person:** Celina Patton

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

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

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

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: 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: 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: The PowerSchool monthly webinar will be Aug. 19, 2021 @ 9:00 am. More details to come.

### **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: SmartFusion Returned Federal Requisitions**

**Contact Person:** Ciera Bing

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

**Start Date:** 07/28/2021

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

Details: In order to meet the SCDE federal deadline of August 15th, schools WILL NOT have the opportunity to rectify claims with errors as the requisitions will be DENIED and you will FORFEIT the federal dollars by not submitting ALL required documentation that can be found on page 2 of your grant's approval memo after the resubmission date noted in the returned SmartFusion email. If you have any questions please reach out ASAP.

### **Announcement: COVID-19 Interim Guidance from DHEC**

**Contact Person:** Sherri Herbst

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

**Start Date:** 07/30/2021

**End Date:** 08/09/2021

Details: The South Carolina Department of Health and Environmental Control (DHEC) has issued COVID-19 interim guidance for K-12 schools as students, teachers, parents, and staff. Please review the attached Institute memorandum. It includes key points and a link to the interim guidance from DHEC. It is important to review the DHEC guidance as you determine your school's approach to safely open for the 2021-2022 school year. Please contact Sherri Herbst if you have any questions or concerns.

### **Announcement: Expiration of Waivers Granted for the 2020-2021 School Year**

**Contact Person:** Christy Junkins

**Department(s):** Leadership

**Start Date:** 07/30/2021

**End Date:** 08/29/2021

Details: Memo from SCDE on the expiration of waivers granted for the 2020-2021 school year.

**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.

**Announcement: STC Announcements 8-1-2021**

**Contact Person:** Heather Holliday

**Department(s):** Accountability , Assessment

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

**End Date:** 08/09/2021

Details: Attached you will find updates provided to us by the SCDE and various testing providers. Included are testing updates, training opportunities, general testing announcements, etc. Please contact [hholliday@erskincharters.org](mailto:hholliday@erskincharters.org) with any questions.

**Announcement: Let's Work Smart Quarterly Training Session**

**Contact Person:** Elizabeth Riberdy

**Department(s):** Leadership

**Start Date:** 08/14/2021

**End Date:** 09/14/2021

Details: The Institute is offering optional LWS Training Sessions. There will be an optional virtual session on Tuesday, September 14th from 1:00pm - 2:00pm. These optional sessions will provide a presentation that will cover LWS basics, highlight effective practices, and answer frequently asked questions. It is highly recommended that any new school personnel with access to LWS attend these sessions. Any current school personnel with questions or concerns regarding LWS are encouraged to attend as well. (Note: Each session will cover the same content, but multiple session options will be held to best accommodate schedules.) Please see the attached memo for more information on additional training opportunities.