

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

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### **Submission: ARCS Standard 9: Evaluations**

**Department:** Special Education and 504

**Due Date:** 10/15/2021

Details: All Tiers: Submit evidence that indicates a method of tracking all initial evaluation and re-evaluations.

### **Submission: ARCS Standard 8: Comparable Services (a)**

**Department:** Special Education and 504

**Due Date:** 09/30/2021

Details: Tier 1: Institute Internal check of completed comparable services at 5 and 30 days.

Tier 2: Submit completed tracking document for all transfer students with IEPs into the school that documents the 5th and 30 day requirements.

Tier 3: Submit completed tracking document monthly for all transfer students with IEPs into the school that documents the 5th and 30 day requirements.

### **Submission: Reading Plans**

**Department:** State and Academic Programs

**Due Date:** 10/01/2021

Details: Submit completed Reading Plan for Elementary and Middle/High School. Do not complete the SCDE Reflection Tool on the SCDE Formstack. This year's reflection tool has been re-organized to reflect the state's implementation of Multi-Tiered System of Supports (MTSS). Please use only the updated literacy plan documents, as the sections and questions are organized differently than in prior years.

**Submission: Teacher Supply Check Records**

**Department:** Finance

**Due Date:** 09/30/2021

Details: Under the South Carolina General Appropriations Act for 2018-2019, Proviso 1A.9, the schools are given an allocation of \$275 for each teacher, certified and non-certified, and full-time or part-time to offset expenses incurred by eligible employees for supplies directly related to the education of students. This includes all positions coded in PCS as teaching positions, guidance counselors, Library Media Specialists, Speech Therapists, Career Specialists, and ROTC Instructors (PCS Codes 03 – 11, 17, 18, and 23). In accordance with this proviso, a check in the amount of \$275 must be given to each teacher as soon as funding has been received from the Institute. Please also note that any supplies/materials/equipment purchased with the teacher supply funding is that of the teacher and not the school in which the teacher is employed. If a teacher leaves the employment of the school, supplies are taken by the teacher upon their departure.

**Submission: CERRA Supply and Demand Survey**

**Department:** Human Resources and Benefits

**Due Date:** 09/27/2021

Details: The CERRA survey is an important tool to collect data that is frequently requested by the Legislature, the Education Oversight Committee, and other state agencies that support and/or fund these initiatives.

The Excel file contains five worksheets, with the first one consisting of survey instructions. A few minor changes were made to the instructions this year so please read them carefully before completing the four remaining worksheets. You may even notice that a couple of survey questions were deleted. Be sure to scroll down to the bottom of each worksheet as most contain multiple tables. Each worksheet includes an auto-sum feature; therefore, you are not required to enter totals.

In order to allow us sufficient time to process the data and submit required information to the State Board of Education, please email me your completed survey by Monday, September 27, 2021.

**Submission: Graduation Rate Data Check vs. SDE file**

**Department:** Accountability

**Due Date:** 09/22/2021

Details: You have an opportunity to compare your graduation rate data with the data pulled from the SDE. A memo is attached concerning this submission. You also have an individual school file to use. Address all questions to [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org).

**Submission: Fall 2021 Dropout and No Show Data Coding**

**Department:** PowerSchool and IT

**Due Date:** 10/01/2021

Details: Please see the attached presentation concerning guidance from the state and the Institute regarding No Show and Dropout coding including deadlines for Fall 2021. You will also have a file containing the following information: potential dropouts list, No Show Coding, and current Dropout coding in PS. Please direct all questions to Heather Holliday ([hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org)).

**Submission: CoGat Staffing and Information**

**Department:** Assessment

**Due Date:** 09/22/2021

Details: Attached you will find a memo regarding the upcoming CoGat training and testing. It is very important that the STC have access to this memo and submission prior to test training Tuesday, September 21. Please contact [hholiday@erskinecharters.org](mailto:hholiday@erskinecharters.org) with any questions.

**Submission: FY22 Arts in Education Plan Submission**

**Department:** Federal Programs Finance

**Due Date:** 10/01/2021

Details: Please submit your school's Arts in Education plan at: [https://erskinecharters.formstack.com/forms/artsineducation\\_plans](https://erskinecharters.formstack.com/forms/artsineducation_plans) (After completing the form, please upload the PDF Submission that was emailed via Formstack for the school's and Institute's records.)

**Submission: EEDA Benefit Breakout**

**Department:** Federal Programs Finance

**Due Date:** 10/01/2021

Details: Please update the Benefits Breakout form to reflect the amount that is included in the plan. Schools will be unable to seek federal reimbursements for benefits until received. Benefits total must equal the amount requested in the plan. Please refer to SCDE Financial Accounting Handbook for the correct category description

**Announcement: Required Documentation for Translation Services**

**Contact Person:** Celina Patton

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

**Start Date:** 08/15/2021

**End Date:** 09/24/2021

Details: Upon request, the Charter Institute at Erskine must provide the S.C. Department of Education, U.S. Department of Education (USDOE) and the U.S. Department of Justice (Civil Rights Division) with documentation that every school is meeting its obligation to meaningfully communicate with LEP parents in a language they can understand. Schools must adequately notify LEP parents of information about any program, service, or activity of a school that is called to the attention of non-LEP parents. Please see the attached memo for the required documentation needed for translation services.

**Announcement: PEBA Open Enrollment Webinar**

**Contact Person:** Robbie Anderson

**Department(s):** Human Resources and Benefits

**Start Date:** 08/20/2021

**End Date:** 09/21/2021

Details: This 1 hour meeting will be via Zoom. An email with an invite will be sent to all PEBA BA's. Please contact Robbie Anderson at [randerson@erskinecharters.org](mailto:randerson@erskinecharters.org) with any questions.

**Announcement: Dual-modality Instruction Requirements and Limitations**

**Contact Person:** Christy Junkins

**Department(s):** Human Resources and Benefits, New Schools, Transfer Schools

**Start Date:** 08/30/2021

**End Date:** 09/29/2021

Details: There is currently an act ([https://www.scstatehouse.gov/sess124\\_2021-2022/bills/704.htm](https://www.scstatehouse.gov/sess124_2021-2022/bills/704.htm)) stating the following:

Dual-modality instruction requirements, limitations

SECTION 3. (A) Due to the need for ongoing, high-quality instruction to address learning disruptions associated with COVID-19 for the 2021-2022 School Year, school districts are prohibited from assigning a teacher to deliver instruction to students simultaneously in-person and virtually, an approach often referred to as "dual-modality instruction", unless it is reasonable and necessary due to extreme and unavoidable circumstances in order to ensure that all students have access to highly qualified instructors.

(B) In the event that a school district determines it is necessary for a teacher to deliver dual-modality instruction, the school district must provide additional compensation to the teacher.

(C) For any teacher assigned by a school district to dual-modality instruction, the school district must provide the State Department of Education with the name of the teacher, school where the teacher is employed, and subject area in which the teacher was hired to teach. The State Department of Education shall report the information to the General Assembly at the completion of the school year.

If you have any teachers that fit this requirement, please notify Christy Junkins at [cjunkins@erskinecharters.org](mailto:cjunkins@erskinecharters.org). Thank you!

**Announcement: SPED Coordinator Monthly Roundtable**

**Contact Person:** Kathy Griffin

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

**Start Date:** 09/10/2021

**End Date:** 10/12/2021

Details: SPED Coordinator monthly roundtable will be held on 10/12/2021 from 1:00-2:00. More information will follow.

**Announcement: Instructions for Fund 217 - Revenue 4973**

**Contact Person:** Ciera Bing

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

**Start Date:** 09/13/2021

**End Date:** 10/13/2021

Details: The State Department of Education is the sub-recipient of CRF per-pupil Funding, LEAP, ARC, and Hotspots Funding (Sub fund 217). Because of this, these funds will not be reported on the SEFA. Please inform your auditor that these funds will not need to be reported on the SEFA and should be recorded in Revenue 3995. This will require a JE from Sub fund 217, Revenue 4973 (ARC, LEAP, and CRF per-pupil) to Sub fund 217 and Revenue 3995. Only the Revenue should be changed, not the Sub fund.

**Announcement: Second Quarter Finance Training**

**Contact Person:** John Li

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

**Start Date:** 09/13/2021

**End Date:** 10/13/2021

Details: The October 13th training will be to kick off the new school year. The training will begin at 10am. 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: Quarterly Title III Training**

**Contact Person:** Celina Patton

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

**Start Date:** 09/14/2021

**End Date:** 10/14/2021

Details: The Quarter Title III Coordinator Training will be held virtually on 10/14/2021 from 1-2. More information to follow.

**Announcement: Formative Data Testing Percentage Requirements for Fall**

**Contact Person:** Heather Holliday

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

**Start Date:** 09/15/2021

**End Date:** 10/22/2021

Details: Preliminary guidance (not final and not official) has been provided concerning the minimum percentage of students needing to have participated in Fall formative testing. The attached memo has greater details. The numbers regarding enrollment included in the memo reflect the required number of students to test at each grade level and overall by school as of Day 5 enrollment information. Please direct any questions to [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org).