

Charter Institute at Erskine

INSTITUTE INSIGHTS

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GEER Funding Revenue Codes *UP...	10/18/2021 - 11/26/2021	Ciera Bing	Federal Programs Fin...
School Test Coordinator Newsle...	10/29/2021 - 12/03/2021	Heather Holliday	Assessment, PowerSch...
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MAP--Optional Training on Grow...	11/15/2021 - 12/10/2021	Heather Holliday	Accountability , Ass...
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Submission: October 2021 Journal Entry Upload

Department: Finance

Due Date: 11/30/2021

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: Federal 5th Day Count Technical Assistance and Monitoring

Department: Title I

Due Date: 11/23/2021

Details: In effort to continually ensure compliance and provide adequate support to our schools, the Institute will conduct virtual technical assistance and monitoring through a desk review of school-level documentation that is needed to meet the requirements of the annual 5th day count. This virtual monitoring will also ensure your school is meeting compliance requirements for 5th day count. Please see the attached memo and list of students for details.

Submission: Child Count Verification

Department: Special Education and 504

Due Date: 11/22/2021

Details: Please use the attached child count verification form to certify that you have checked the preliminary data, included on the spreadsheet labeled with your school name in LWS, and the students listed were enrolled in your school on 10/26/2021 with an active IEP. Upload the completed verification form on or before the due date.

Submission: Standard 11: Discipline

Department: Special Education and 504

Due Date: 12/01/2021

Details: Standard 11: Discipline

Disciplinary removals of students with disabilities are done so in accordance with IDEA and Section 504 requirements and at a similar rate to non-disabled students. Removals are documented in the Incident Management in PowerSchool. The school has evidence of implementation of the school's policies and procedures that describe the method for tracking removals for disciplinary reasons as well as systems for IEP and 504 teams to meet to review plans and develop interventions.

Submission: FY22 SmartFusion Contact Form

Department: Federal Programs Finance

Due Date: 11/30/2021

Details: This purpose of this form is to assign an individual to receive approval and/or denial communication emails from SmartFusion for ALL federal programs expense claims. This form MUST be completed by the School Leader. Please keep in mind that the individual assigned will solely be responsible for resubmitting reimbursements within a timely manner and communicating all reimbursement needs to the school and the finance contact. Only one individual may be assigned for each school

Submission: FY22 IDEA Plan

Department: Federal Programs Finance

Due Date: 11/30/2021

Details: Please submit your school's FY22 IDEA plan at: https://erskinecharters.formstack.com/forms/idea_plan_submission2021 (After completing the form, please upload the PDF Submission that was emailed via Formstack for the school's and Institute's records.)

Announcement: SC Teaching Fellows Application

Contact Person: Paula Gray

Department(s): Human Resources and Benefits

Start Date: 10/04/2021

End Date: 12/01/2021

Details: Here's what you need to know about the Teaching Fellows Program: Provides fellowships for up to 215 students each year; Includes enrichment programs, professional development, and leadership opportunities; Supplies up to a \$6000 fellowship annually for four years; Requires participants to agree to teach in a SC public school one year for each year funding is received. Teaching Fellows must attend one of the eleven Teaching Fellows Institutions. These include Anderson University, Charleston Southern University, Clemson University, Coastal Carolina University, College of Charleston, Francis Marion University, Lander University, USC Aiken, USC Columbia, USC Upstate, and Winthrop University.

To apply for Teaching Fellows, a student must be: •A United States citizen or will be an eligible non-citizen under State Residency statutes at the time of high school graduation (Please note - students categorized as Deferred Action for Childhood Arrivals (DACA) are not eligible for Teaching Fellows.); •A legal resident of South Carolina (Please note - The Teaching Fellows Institution will verify residency after a student has been offered an award.); •A high school senior or a junior who is graduating early. Please contact Paula Gray at pgray@erskinecharters.org for more details.

Announcement: GEER Funding Revenue Codes *UPDATE 10/26/21*

Contact Person: Ciera Bing

Department(s): Federal Programs Finance

Start Date: 10/18/2021

End Date: 11/26/2021

Details: GEER federal funding approval budgets will soon be sent out. Schools should proceed to use fund 820, revenue code 1999 to record revenue received. Please forward this information to your School Business Officer or External Accountant for their references.

Announcement: School Test Coordinator Newsletter Oct 29

Contact Person: Heather Holliday

Department(s): Assessment, PowerSchool and IT

Start Date: 10/29/2021

End Date: 12/03/2021

Details: Attached you will find the latest STC newsletter. Please contact hholliday@erskinecharters.org with questions. Please share with your STCs if they do not receive this communication automatically.

Announcement: FY21 CSI Plan Approval

Contact Person: Ashley Sturkie

Department(s): Comprehensive Support and Improvement, Federal Programs Finance

Start Date: 11/09/2021

End Date: 11/23/2021

Details: The purpose of this memo is to notify you that the Charter Institute at Erskine has been notified of approval of all FY 21 Title I CSI plan requests from the South Carolina Department of Education. The Institute is currently working on updating the reimbursement process and the documents needed for reimbursement submission to ensure an efficient process for schools. The reimbursement process and required documents will be shared in upcoming trainings and a memo will be sent to outline the required documentation for this fund as in previous years.

Announcement: SCASA Professional Development Opportunities

Contact Person: Christy Junkins

Department(s): Leadership

Start Date: 11/11/2021

End Date: 12/11/2021

Details: The Institute has paid for all of our schools who have memberships for SCASA to be able to attend any of the additional trainings at no cost. Once logged in to your account, the price should reflect \$0.00. If you have any questions or issues, please email or call Christy Junkins.

Announcement: SPED Roundtable - December

Contact Person: Sarah Love

Department(s): Special Education and 504

Start Date: 11/12/2021

End Date: 12/14/2021

Details: SPED Coordinators, please plan to attend our monthly roundtable via Zoom on December 14, 2021 at 1 pm using the following log in:

Join Zoom Meeting

<https://zoom.us/j/98695198379?pwd=YnFCdTZnMXU2UXpxUmZWOUd2aWMYUT09>

Meeting ID: 986 9519 8379

Passcode: 6Cv2LP

Announcement: Enrich--Optional Training--Testing Tab and CCR reports

Contact Person: Heather Holliday

Department(s): Accountability , Assessment

Start Date: 11/15/2021

End Date: 12/03/2021

Details: This training is an optional training intended for School Leadership, Accountability, Guidance Counselors, and Testing personnel. We will dive into how to access a student's test records in Enrich and how to use the current CCR report for high schools. These items may assist schools in understanding school accountability ratings with the SDE and creating plans for students based on historical test results.

Announcement: MAP--Optional Training on Growth Reports

Contact Person: Heather Holliday

Department(s): Accountability , Assessment

Start Date: 11/15/2021

End Date: 12/10/2021

Details: This training is an optional training intended for School Leadership, Accountability, Guidance Counselors, and Testing personnel. We will dive into how to access MAP Growth Reports and what insights they may provide in terms of overall class and school performance towards driving instruction and meeting school SIP goals.

Announcement: FY22 IDEA Allocation

Contact Person: Haley Perez

Department(s): Federal Programs Finance

Start Date: 11/15/2021

End Date: 11/30/2021

Details: The Charter Institute at Erskine has been notified of its FY 22 IDEA allocation (Fund 203) from the South Carolina Department of Education. Please see your school's allocation in the attached memo. Please complete the linked "IDEA Plan Submission" linked in the memo by listing the requested activities you plan to fund with the allocation, provide sufficient narrative description for activities, and have the form electronically signed by the individuals completing the Formstack submission. These IDEA funds are to be spent on the provision of special education and/or related services to students who are identified as having a disability under IDEA. (The "Special Education Budgetary Decision Making Tool" is also linked in the memo as an optional resource to identify needs related to IDEA funds.) Please submit the signed, completed plan to the Institute via Formstack submission and uploaded to Let's Work Smart by Tuesday, November 30, 2021 at 7:00 p.m.

Announcement: Let's Work Smart Monthly Drop-In Q&A Session

Contact Person: Haley Perez

Department(s): Leadership

Start Date: 11/16/2021

End Date: 11/30/2021

Details: The Institute is offering optional LWS Training Sessions. There will be an optional virtual drop-in session on Tuesday, November 30th from 1:00pm - 1:30pm. Although we are always available for assistance via email and phone, this is a designated time we will be available to answer questions and provide support if needed by your school. These are drop-in Q&A sessions to answer any questions related to LWS. Please see the attached memo for more information on additional training opportunities.

Announcement: FY22 Title I Allocation

Contact Person: Ashley Sturkie

Department(s): Federal Programs Finance , Title I

Start Date: 11/19/2021

End Date: 12/10/2021

Details: The Charter Institute at Erskine has been notified of its FY 22 Title I allocation (Fund 201) from the South Carolina Department of Education. Please see your school's allocation in the attached memo. Please complete the linked "Title I Plan Submission" linked in the memo by listing the requested activities you plan to fund with the allocation, provide sufficient narrative description for activities, and have the form electronically signed by the individuals completing the Formstack submission. Please submit the signed, completed plan to the Institute via Formstack submission and uploaded to Let's Work Smart by Friday, December 10 2021 at 7:00 p.m.