

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
CARES Act Amendments (ESSER) E...	03/05/2021	Sarah Shealy	Federal Programs Fin...
January 2021 Journal Entry Upl...	03/01/2021	John Li	Finance
Industry Certifications/Creden...	03/31/2021	John Li	Finance
Red Cross Training	03/05/2021	Sarah Shealy	Title IV
CRDC School Data	03/05/2021	Jason Jones	PowerSchool and IT
Title I Employee Documents (Fe...	03/12/2021	Sarah Shealy	Title I
Title I Teacher Survey	03/31/2021	Sarah Shealy	Title I
Title I Parent Survey	03/31/2021	Sarah Shealy	Title I
CERRA Virtual Teacher Expo	02/01/2021 - 03/25/2021	Paula Gray	Human Resources and ...
Federal Programs Training	02/03/2021 - 03/03/2021	Haley Perez	Title I, Title II
Paraprofessionals and Certific...	02/05/2021 - 03/07/2021	Sarah Shealy	Title I
Monthly SPED Coordinators Trai...	02/09/2021 - 03/09/2021	Celina Patton	Special Education an...
Monthly MTSS Coordinators Trai...	02/17/2021 - 03/17/2021	Celina Patton	Special Education an...
March 2021 PowerSchool Admin M...	02/18/2021 - 03/18/2021	Zenobia Ealy	PowerSchool and IT
FY21 CRF Plan Approval	02/22/2021 - 03/09/2021	Haley Perez	Federal Programs Fin...
Teacher of the Year (21-22)	02/25/2021 - 03/31/2021	Ashley Epperson	Human Resources and ...
State and Academic Programs Up...	02/26/2021 - 03/05/2021	Sherri Herbst	State and Academic P...

Submission: CARES Act Amendments (ESSER) Employee Documentation

Department: Federal Programs Finance

Due Date: 03/05/2021

Details: These employees salaries must be paid in whole or in part from CARES Act Funding. Stipends are nonapplicable to this submission.

These documents are needed to obtain approval and late submissions will delay the plan approval process.

Submission: January 2021 Journal Entry Upload

Department: Finance

Due Date: 03/01/2021

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: Industry Certifications/Credentials Funding

Department: Finance

Due Date: 03/31/2021

Details: General Appropriations Act for 2019-20, Proviso 1A.60

Please submit documentation for the number of national industry exams administered and the total cost for the exams.

Submission: Red Cross Training

Department: Title IV

Due Date: 03/05/2021

Details: Based on the Title IV Needs Survey, your school indicated interest in Red Cross Training. Please complete and upload the included memo for the Institute to prepare the registration and scheduling for your school's training session.

Submission: CRDC School Data

Department: PowerSchool and IT

Due Date: 03/05/2021

Details: Additional information regarding CRDC will be coming in the March PowerSchool training webinar.

Submission: Title I Employee Documents (February Amendments) 2020-2021

Department: Title I

Due Date: 03/12/2021

Details: If the positions in question have not been hired yet, submit only the Staff List with the names "Not Hired" and the proposed FTE and monetary amounts. You will be exempted from the rest of the documentation for these empty positions. (Please note: At this time, these salaries have not yet been approved in the school Title I plan. These documents are needed to obtain approval and late submissions will delay the plan approval process.) Please ensure to submit the required items for all employees included in your school's attached list.)

Submission: Title I Teacher Survey

Department: Title I

Due Date: 03/31/2021

Details: In order to complete the Title I Annual Evaluation for 2020-2021 and the Comprehensive Needs Assessment for 2021-2022, teacher survey data must be collected related to Title I. Please share this survey link with teachers to complete the survey. The survey will be open until 03/31/21 and results will be shared with school leaders and Title I coordinators: <https://erskinecharters.formstack.com/forms/teachersurvey2021>

Submission: Title I Parent Survey

Department: Title I

Due Date: 03/31/2021

Details: In order to complete the Title I Annual Evaluation for 2020-2021 and the Comprehensive Needs Assessment for 2021-2022, parent survey data must be collected related to Title I. Please share this survey link with parents to complete the survey. The survey will be open until 03/31/21 and results will be shared with school leaders and Title I coordinators. (English Survey: <https://erskinecharters.formstack.com/forms/titleiparentsurvey2021>) (Spanish survey: <https://erskinecharters.formstack.com/forms/titleispanishsurvey2021>)

Announcement: CERRA Virtual Teacher Expo

Contact Person: Paula Gray

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

Start Date: 02/01/2021

End Date: 03/25/2021

Details: CERRA will be hosting a one-day virtual teacher expo on Friday, March 26, 2021, from 11AM-3PM. The deadline for early bird registration (at \$250) is February 5, 2021. The registration fee then jumps to \$350.

To get more information about the event, and to register, go to <https://www.careereco.com/Fair/RenderPage?fairPageId=3568749b-17a0-41e3-9bd7-ac7c001eecd0>

If you have any questions about the event or the registration process, please contact Todd Scholl at schollt@cerra.org.

Announcement: Federal Programs Training

Contact Person: Haley Perez

Department(s): Title I, Title II

Start Date: 02/03/2021

End Date: 03/03/2021

Details: This Federal Programs Training will be held for Federal Programs Coordinators on March 3 at 10am. (Zoom information sent via email)

Announcement: Paraprofessionals and Certification Reimbursements

Contact Person: Sarah Shealy

Department(s): Title I

Start Date: 02/05/2021

End Date: 03/07/2021

Details: Title I guidance concerning Paraprofessionals has been compiled for your school's use. If an employee in your school becomes certified via the ParaPro test this year, reimbursement is available from the Institute. Please reach out to Sarah Shealy (compliancecoordinator@erskinecharters.org) with any questions.

Announcement: Monthly SPED Coordinators Training

Contact Person: Celina Patton

Department(s): Special Education and 504

Start Date: 02/09/2021

End Date: 03/09/2021

Details: This SPED Training will be held for SPED/504 Coordinators on March 9. More information will follow.

Announcement: Monthly MTSS Coordinators Training

Contact Person: Celina Patton

Department(s): Special Education and 504

Start Date: 02/17/2021

End Date: 03/17/2021

Details: This MTSS Training will be held for MTSS Coordinators on March 17. More information will follow.

Announcement: March 2021 PowerSchool Admin Monthly Webinar

Contact Person: Zenobia Ealy

Department(s): PowerSchool and IT

Start Date: 02/18/2021

End Date: 03/18/2021

Details: This PowerSchool Training will be held for PowerSchool Admins on March 18. More information will follow.

Announcement: FY21 CRF Plan Approval

Contact Person: Haley Perez

Department(s): Federal Programs Finance

Start Date: 02/22/2021

End Date: 03/09/2021

Details: The Charter Institute at Erskine has approved your school's FY 21 Coronavirus Relief Funds (CRF) Plan. Please see the included Smart Fusion budget and approval memo containing your school's current approved plan, documents required for pre-approval/reimbursement, and important deadlines. When submitting Smart Fusion documentation for CRF expense requisitions, please work with your Finance contact to submit as a compressed file by activity. All documents related to the activity's reimbursement request should be uploaded in one file. This is due to the requirement that the Institute must submit all documents to SCDE each quarter. Please upload documents in the order as outlined in the attached approval memo.

Announcement: Teacher of the Year (21-22)

Contact Person: Ashley Epperson

Department(s): Human Resources and Benefits, Leadership

Start Date: 02/25/2021

End Date: 03/31/2021

Details: The Charter Institute at Erskine Teacher of the Year serves as an ambassador for the Institute and all schools and students within the Institute. The Teacher of the Year will serve for one school year and is a leader and role model for all Institute teachers. All schools must submit their TOY data sheets and teachers' completed portfolios using the following Formstack: https://erskinecharters.formstack.com/forms/institute_teacher_of_the_year. All submissions are due by March 31, 2021. Schools with more than one grade-span may submit one teacher in each category: Elementary, Middle, and High. Information about the TOY process, requirements, and more can be found in the attached document.

Announcement: State and Academic Programs Updates

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 02/26/2021

End Date: 03/05/2021

Details: Please review the updates from the Department of State and Academic Programs. Announcements include information on 21-22 Reading Plans, Computer Science Virtual PD Opportunities, Mock Rangefinding TDA Pilot Opportunity, COVID-19 Vaccine Locator Tool, and Governor McMaster's Executive order regarding gatherings of 250+ - new protocols for planning Proms, Graduations, and other ceremonies. Please contact Sherri Herbst if you have any questions.