

# Charter Institute at Erskine

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### **Submission: CARES Act Amendments (ESSER) Employee Documentation**

**Department:** Federal Programs Finance

**Due Date:** 03/19/2021

Details: Based on your school's January 2021 Amendment to your CARES Act (ESSER) Plan - Please submit the required documents for all employees paid in full or in part from CARES Act funding. 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: 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: 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>)

**Submission: CRF (February Amendment or Late Hire) Employee Documentation**

**Department:** Federal Programs Finance

**Due Date:** 03/19/2021

Details: Please upload the required documents as listed for all employees paid in whole or in part from CRF Funding.

All employees paid in whole or in part from federal funding must provide supporting documentation.

**Submission: Governor's List of Graduating Seniors**

**Department:** PowerSchool and IT

**Due Date:** 03/19/2021

Details: The governor is offering to write congratulatory letters to the high school seniors in the district. Please submit the names and home addresses of your seniors who will be graduating this spring.

**Submission: ESSER II Plan Submission**

**Department:** Federal Programs Finance

**Due Date:** 03/17/2021

Details: Please submit your schools ESSER II plan at: <https://erskinecharters.formstack.com/forms/esseriify21> (After completing the form, please upload the PDF Submission that was emailed via Formstack for the school's and Institute's records.)

**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](mailto:schollt@cerra.org).

**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:** 03/10/2021

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](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: Pandemic Electronic Benefit Transfer Requests**

**Contact Person:** Jason Jones

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

**Start Date:** 03/01/2021

**End Date:** 03/19/2021

Details: The Department of Social Services and the South Carolina Department of Education are working to provide Pandemic EBT (P-EBT) benefits to qualifying children across South Carolina. All households with potentially eligible students are strongly encouraged to validate their address in the DSS P-EBT Address Portal on or before March 19, 2021. The P-EBT Address Portal is located on the DSS website at, <https://benefitsportal.dss.sc.gov/#/pebt/addressverification>

Additional information regarding how parents can validate their address, the number of potentially eligible students in each school, and frequently asked questions regarding P-EBT can be found in the attached documents.

**Announcement: FY21 ESSER II Allocations**

**Contact Person:** Haley Perez

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

**Start Date:** 03/02/2021

**End Date:** 03/16/2021

Details: N/A

**Announcement: Institute Awards Banquet Nominations - Teacher, Student and Volunteer of the Year Nominations**

**Contact Person:** Paula Gray

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

**Start Date:** 03/05/2021

**End Date:** 04/16/2021

Details: The nomination form for Student of the Year and Volunteer of the Year is now live. The deadline to submit is April 16th, 2021. The application for Teacher of the Year is also live. The deadline to submit is March 31st, 2021. The following link includes all three forms: [https://erskinecharters.formstack.com/forms/institute\\_teacher\\_of\\_the\\_year](https://erskinecharters.formstack.com/forms/institute_teacher_of_the_year). Please contact Paula Gray with any questions!

**Announcement: State and Academic Programs Updates**

**Contact Person:** Sherri Herbst

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

**Start Date:** 03/05/2021

**End Date:** 03/12/2021

Details: Please see attached document for State and Academic Programs updates. Updates include information regarding Safety Trainings, TB Testing, Leadership Development PLOs, Instruction Hub-Learning Object Repository, 2019 Social Studies Standards, New Special Areas Evaluation Training, and PADEPP. Please Contact Sherri Herbst if you have any questions.

**Announcement: Learning Object Repository**

**Contact Person:** Jason Jones

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

**Start Date:** 03/06/2021

**End Date:** 03/19/2021

Details: With the procurement of a Learning Object Repository (LOR) platform called Instruction Hub, the South Carolina Department of Education (SCDE) is embarking on a journey to provide more resources for lesson planning and student learning, exemplary teaching strategies and professional opportunities all across our state. Safari Montage and the SCDE need information from each school related to current tools in the school's digital ecosystem to begin implementation planning.

To participate, each school will complete a Needs Assessment Form which must be completed by March 19th in order for the school incident to be built, training, etc. to happen for 2021-2022. The Needs Assessment will ask for the school's IT contact and Curriculum and Instruction contact.

We recognize that every school may not be ready for this digital resource. Infrastructure such as a schoolwide LMS, devices, networks, and teacher preparation are first steps toward using a LOR. If all of these are not in place, schools can choose to opt out of the LOR implementation for the coming school year 2021-2022. There will be an open window again next spring for 2022-2023.

Link to the Needs Assessment is here: [https://forms.office.com/Pages/ResponsePage.aspx?id=gl4HMhmp2kWI-qMjMgllj1wmNoHxIWBBBoEIHpa\\_mlgFUQUhTVlo3Q0xKRlpRVUdFVzA3Q0NQT1E1Qy4u](https://forms.office.com/Pages/ResponsePage.aspx?id=gl4HMhmp2kWI-qMjMgllj1wmNoHxIWBBBoEIHpa_mlgFUQUhTVlo3Q0xKRlpRVUdFVzA3Q0NQT1E1Qy4u)

**Announcement: Content Planning Training**

**Contact Person:** Ashley Epperson

**Department(s):** Communications

**Start Date:** 03/08/2021

**End Date:** 04/08/2021

Details: This Communications Training will be held for Communications Coordinators on April 8. More information will follow.

**Announcement: Monthly SPED Coordinators Training**

**Contact Person:** Celina Patton

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

**Start Date:** 03/13/2021

**End Date:** 04/13/2021

Details: This SPED Training will be held for SPED/504 Coordinators on April 13. More information will follow.