

# Charter Institute at Erskine

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**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: College Freshman Report**

**Department:** State and Academic Programs

**Due Date:** 04/16/2021

Details: With the increased interest in the readiness of all South Carolina high school graduates for college, career, and citizenship, SCDE is asking you to provide information about what activities your 2020 completers pursued in the Fall following graduation. Completers include students earning a State diploma or local certificate during the 2019-20 school year. Attached is the High School Report of College Freshman Summary Worksheet, where you will summarize the activity by number of students. At the bottom of the Summary Worksheet the pass/fail/no credit status will be summed by course type. Completed High School Report of College Freshman Summary Worksheets must be emailed by April 16, 2021. An Excel spreadsheet named CFR20\_xxxxxxx (where xxxxxx is the SIDN) has been prepared for your school. This file lists the names of students for which a diploma was ordered and earned for the class of 2020. In this file you will be able to code each student as attending a 4-year college or university, a 2-year college or regional campus (degree, not certificate program), a 2-year associate degree (transfer program), a technical college (diploma or certificate program), other institutions, gainfully employed, entering the armed services, or other/unknown. To code each student, you will need to select the appropriate activity from the dropdown box in the "Update" column of the Excel spreadsheet. (These categories have been revised to match the Summary Worksheet). The number of students in each activity should match your college freshmen summary worksheet.

**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: Graduation Survey**

**Department:** State and Academic Programs

**Due Date:** 04/02/2021

Details: Please complete the following survey (link below) concerning your school's graduation ceremonies. Then, answer the question in the Smart Form to indicate completion. Please direct any questions to [commspecialist@erskinecharters.org](mailto:commspecialist@erskinecharters.org)

[https://erskinecharters.formstack.com/forms/2020\\_2021\\_graduation\\_survey](https://erskinecharters.formstack.com/forms/2020_2021_graduation_survey)

**Submission: FY21 Title I Plan Amendment [April 15th]**

**Department:** Federal Programs Finance

**Due Date:** 04/15/2021

Details: If your school currently needs an amendment for Title I, please upload the completed, signed amendment form using the attached template. If your school does not need an amendment, please answer "No" in the survey to be removed from this submission. You do NOT have to upload anything if you select "No". (Note: Currently, amendment deadlines during the 2020-2021 school year will be September 15, January 15, and April 15.) No submissions will be accepted after 4/15/2020 at 7:00pm.

**Submission: FY21 Title II Plan Amendment [April 15th]**

**Department:** Federal Programs Finance

**Due Date:** 04/15/2021

Details: If your school currently needs an amendment for Title II, please upload the completed, signed amendment form using the attached template. If your school does not need an amendment, please answer "No" in the survey to be removed from this submission. You do NOT have to upload anything if you select "No". (Note: Currently, amendment deadlines during the 2020-2021 school year will be September 15, January 15, and April 15.) No submissions will be accepted after 4/15/2020 at 7:00pm.

**Submission: FY21 IDEA Plan Amendment [April 15th]**

**Department:** Federal Programs Finance

**Due Date:** 04/15/2021

Details: If your school currently needs an amendment for IDEA, please upload the completed, signed amendment form using the attached template. If your school does not need an amendment, please answer "No" in the survey to be removed from this submission. You do NOT have to upload anything if you select "No". (Note: Currently, amendment deadlines during the 2020-2021 school year will be September 15, January 15, and April 15.) No submissions will be accepted after 4/15/2020 at 7:00pm.

**Submission: FY20 ESSER I Plan Amendment [April 15th]**

**Department:** Federal Programs Finance

**Due Date:** 04/15/2021

Details: If your school currently needs an amendment for FY20 ESSER I, please upload the completed, signed amendment form using the attached template. If your school does not need an amendment, please answer "No" in the survey to be removed from this submission. You do NOT have to upload anything if you select "No". (Note: Currently, amendment deadlines during the 2020-2021 school year will be September 15, January 15, and April 15.) No submissions will be accepted after 4/15/2020 at 7:00pm.

**Submission: FY21 CRF Plan Amendment [April 15th]**

**Department:** Federal Programs Finance

**Due Date:** 04/15/2021

Details: If your school currently needs an amendment for CRF, please upload the completed, signed amendment form using the attached template. If your school does not need an amendment, please answer "No" in the survey to be removed from this submission. You do NOT have to upload anything if you select "No". (Note: Currently, amendment deadlines during the 2020-2021 school year will be September 15, January 15, and April 15.) No submissions will be accepted after 4/15/2020 at 7:00pm.

**Submission: FY19 CTE EIA/State Plan Amendment [April 15th]**

**Department:** Federal Programs Finance

**Due Date:** 04/15/2021

Details: If your school currently needs an amendment for FY19 CTE EIA/State, please upload the completed, signed amendment form using the attached template. If your school does not need an amendment, please answer "No" in the survey to be removed from this submission. You do NOT have to upload anything if you select "No". (Note: Currently, amendment deadlines during the 2020-2021 school year will be September 15, January 15, and April 15.) No submissions will be accepted after 4/15/2020 at 7:00pm.

**Submission: FY20 CTE EIA/State Plan Amendment [April 15th]**

**Department:** Federal Programs Finance

**Due Date:** 04/15/2021

Details: If your school currently needs an amendment for FY20 CTE EIA/State, please upload the completed, signed amendment form using the attached template. If your school does not need an amendment, please answer "No" in the survey to be removed from this submission. You do NOT have to upload anything if you select "No". (Note: Currently, amendment deadlines during the 2020-2021 school year will be September 15, January 15, and April 15.) No submissions will be accepted after 4/15/2020 at 7:00pm.

**Submission: FY21 CTE EIA/State Plan Amendment [April 15th]**

**Department:** Federal Programs Finance

**Due Date:** 04/15/2021

Details: If your school currently needs an amendment for FY21 CTE EIA/State, please upload the completed, signed amendment form using the attached template. If your school does not need an amendment, please answer "No" in the survey to be removed from this submission. You do NOT have to upload anything if you select "No". (Note: Currently, amendment deadlines during the 2020-2021 school year will be September 15, January 15, and April 15.) No submissions will be accepted after 4/15/2020 at 7:00pm.

**Submission: FY19 CSI Plan Amendment [April 15th]**

**Department:** Federal Programs Finance

**Due Date:** 04/15/2021

Details: If your school currently needs an amendment for FY19 CSI, please upload the completed, signed amendment form using the attached template. If your school does not need an amendment, please answer "No" in the survey to be removed from this submission. You do NOT have to upload anything if you select "No". (Note: Currently, amendment deadlines during the 2020-2021 school year will be September 15, January 15, and April 15.) No submissions will be accepted after 4/15/2020 at 7:00pm.

**Submission: FY20 CSI Plan Amendment [April 15th]**

**Department:** Federal Programs Finance

**Due Date:** 04/15/2021

Details: If your school currently needs an amendment for FY20 CSI, please upload the completed, signed amendment form using the attached template. If your school does not need an amendment, please answer "No" in the survey to be removed from this submission. You do NOT have to upload anything if you select "No". (Note: Currently, amendment deadlines during the 2020-2021 school year will be September 15, January 15, and April 15.) No submissions will be accepted after 4/15/2020 at 7:00pm.

**Submission: FY20 ESSER I Plan Amendment [April 15th] - Transfer Schools**

**Department:** Federal Programs Finance

**Due Date:** 04/09/2021

Details: If your school currently needs an amendment for FY20 ESSER I, please upload the completed, signed amendment form using the attached template. If your school does not need an amendment, please answer "No" in the survey to be removed from this submission. You do NOT have to upload anything if you select "No". (Note: Currently, amendment deadlines during the 2020-2021 school year will be September 15, January 15, and April 15.) No submissions will be accepted after 4/15/2020 at 7:00pm.

**Submission: 20 Day Letter (Feb-Mar) 2020-2021**

**Department:** Title I

**Due Date:** 04/09/2021

Details: In accordance with the Every Student Succeeds Act of 2015, all schools are required to provide timely notice to parents when students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject level in which the teacher has been assigned. ESSA Sec. 1112 (e)(1)(B)(ii) \*This includes substitutes. These letters should be sent home with students in the applicable class. Please keep in mind you do not have to resubmit letters. Please see attached resources and examples below to determine when letters should be sent. Example 1: Teacher 1 taught 3rd grade in Aug-Sept and is still teaching 3rd grade in Oct-Nov. A letter would need to be sent at the beginning of the year. Example 2: Teacher 2 taught Class A in Aug-Dec but in now teaching Class B in Jan-May. A letter would need to be sent twice during the year at the beginning of each semester.

**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?fairPagelId=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: FY21 CRF Plan Approval**

**Contact Person:** Haley Perez

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

**Start Date:** 02/22/2021

**End Date:** 03/26/2021

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: 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: 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.

**Announcement: April 2021 PowerSchool Admin Monthly Webinar**

**Contact Person:** Zenobia Ealy

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

**Start Date:** 03/15/2021

**End Date:** 04/15/2021

Details: This PowerSchool Training will be held for PowerSchool Admins on April 15. More information will follow.

**Announcement: FY20 CSI Amended Plan Approval**

**Contact Person:** Haley Perez

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

**Start Date:** 03/16/2021

**End Date:** 04/02/2021

Details: The Charter Institute at Erskine has been notified of approval of your school's FY20 CSI plan amendment request from the South Carolina Department of Education. Please see the attached memo containing your school's current approved plan, documents required for pre-approval/reimbursement, and important deadlines, as well as your updated Smart Fusion budget.

**Announcement: FY21 IDEA Plan Amendment Approval**

**Contact Person:** Haley Perez

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

**Start Date:** 03/16/2021

**End Date:** 04/02/2021

Details: The Charter Institute at Erskine has been notified of approval of your school's FY21 IDEA plan amendment request from the South Carolina Department of Education. Please see the attached memo containing your school's current approved plan, documents required for pre-approval/reimbursement, and important deadlines, as well as your updated Smart Fusion budget.

**Announcement: FY21 CTE EIA Plan Approval**

**Contact Person:** Haley Perez

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

**Start Date:** 03/16/2021

**End Date:** 04/02/2021

Details: The Charter Institute at Erskine has approved your school's FY 21 CTE EIA plan. Please see the attached Smart Fusion budget and approval memo containing your school's current approved plan, documents required for pre-approval/reimbursement, and important deadlines.

**Announcement: FY21 Title I Amended Plan Approval**

**Contact Person:** Haley Perez

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

**Start Date:** 03/16/2021

**End Date:** 04/02/2021

Details: The Charter Institute at Erskine has updated your school's FY 21 Title I Smart Fusion budget based on the recent submission of the Benefits Breakout form for employees with benefits charged to Title I. Please see attached for the revised Smart Fusion budget which contains these amounts, as well as the revised approval memo with the benefits items no longer listed as pending.

### **Announcement: Hot Spot Safe Operation**

**Contact Person:** Sherri Herbst

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

**Start Date:** 03/17/2021

**End Date:** 04/21/2021

Details: Please inform families who were issued Verizon Hot Spots to follow the following safe practices and to discontinue use and inform the school if they are experiencing overheating issues with the issued unit. To help promote the safe operation of all Hot Spots, the manufacturer suggests the following best practices: • Use only approved charging cables, including the cable provided. • Unplug your device once it is fully charged. Devices should not be left plugged in continuously. • When not in use, power down your device. • Place your device on a flat, solid, and sturdy surface such as a floor or table. • Ensure your device is not covered for proper ventilation. • Keep devices near room temperature when in use. • Do not expose the units to extreme temperatures for extended periods of time. • Do not expose the unit or its battery to water or other liquids. • Do not drop the units and do not insert foreign objects into the battery or unit. Please contact Sherri Herbst if you have any questions or concerns.

### **Announcement: Monthly MTSS Coordinators Training**

**Contact Person:** Celina Patton

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

**Start Date:** 03/21/2021

**End Date:** 04/21/2021

Details: This MTSS Training will be held for MTSS Coordinators on April 21. More information will follow.

### **Announcement: Third Quarter Federal Reimbursements**

**Contact Person:** Ciera Bing

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

**Start Date:** 03/26/2021

**End Date:** 04/09/2021

Details: All Jan. 2021 - March 2021 federal programs expenses incurred by the school must be submitted in SmartFusion for reimbursement by Friday, April 9th. If you will be seeking a plan amendment, you are still required to seek reimbursements for all NON-AMENDED expenses that the school incurred in your APPROVED plan.