Charter Institute at Erskine

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Submission: ESSER III Plan Submission

Department: Federal Programs Finance

Due Date: 01/15/2022

Details: Please submit your school's ESSER III plan at: https://erskinecharters.formstack.com/forms/esser_iii_plan (After completing the form, please upload the PDF Submission that was emailed via Formstack for the school's and Institute's records.) Please keep in mind that ESSER I and ESSER II must be spent before ESSER III.

Submission: November 2021 Journal Entry Upload

Department: Finance

Due Date: 01/07/2022

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: SC Alt staff and student check for Spring 2022 testing

Department: Assessment

Due Date: 01/07/2022

Details: We have received the files from the SDE which were pulled based on precode and populated in the TIDE system. Attached you will find an individual school file with a tab for staff, students, and changes to be made. There is also a general document with directions for checking these files. Even if you do not have changes to make, there is a submission. Please see the directions for specifics. Please contact hholliday@erskinecharters.org with questions.

Submission: ESSER October Amendment Benefit Breakout

Department: Federal Programs Finance

Due Date: 01/07/2022

Details: Please update the Benefits Breakout form to reflect the amount that is included in the amended plan for October. 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

Submission: ESSER II October Amendment Benefit Breakout

Department: Federal Programs Finance

Due Date: 01/07/2022

Details: Please update the Benefits Breakout form to reflect the amount that is included in the amended 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

Submission: ESSER I Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 01/07/2022

Details: Please submit the required documents (Work Agreement, Schedule, Job Description, and Salary Split) for ESSER I funded employees within your school during the 2021-2022 school year. See the included FAQ detailed information regarding each document.

Submission: ESSER II Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 01/07/2022

Details: Please submit the required documents (Work Agreement, Schedule, Job Description, and Salary Split) for ESSER II funded employees within your school during the 2021-2022 school year. See the included FAQ detailed information regarding each document.

Submission: FY20 CSI Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 01/07/2022

Details: Please submit the required documents (Work Agreement, Schedule, Job Description, and Salary Split) for FY20 CSI funded employees within your school during the 2021-2022 school year. See the included FAQ for detailed information regarding each document.

Submission: FY21 CSI Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 01/07/2022

Details: Please submit the required documents (Work Agreement, Schedule, Job Description, and Salary Split) for FY21 CSI funded employees within your school during the 2021-2022 school year. See the included FAQ for detailed information regarding each document.

Submission: FY21 TSI Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 01/07/2022

Details: Please submit the required documents (Work Agreement, Schedule, Job Description, and Salary Split) for FY21 TSI funded employees within your school during the 2021-2022 school year. See the included FAQ for detailed information regarding each document.

Submission: FY22 GEER Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 01/07/2022

Details: Please submit the required documents (Work Agreement, Schedule, Job Description, and Salary Split) for FY22 GEER funded employees within your school during the 2021-2022 school year. See the included FAQ for detailed information regarding each document.

Submission: FY22 Title II Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 01/07/2022

Details: Please submit the required documents (Work Agreement, Schedule, Job Description, and Salary Split) for Title II funded employees within your school during the 2021-2022 school year. See the included FAQ for detailed information regarding each document.

Submission: Performance Tasks Assessment Student List

Department: Assessment

Due Date: 01/12/2022

Details: Attached you will find your student list for Spring 2022 Performance Tasks Testing. This is one test parents CAN opt out of, though it is not suggested that is widely advertised. Handle those on a case by case basis. You will also find a parent letter to send to each student and the opt out form should you need it. One question must be answered to complete the submission. Contact hholliday@erskinecharters.org with questions.

Submission: FY21 CTE Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 01/07/2022

Details: Please submit the required documents (Work Agreement, Schedule, Job Description, and Salary Split) for FY21 CTE funded employees within your school during the 2021-2022 school year. See the included FAQ for detailed information regarding each document.

Submission: FY22 Title I Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 01/14/2022

Details: Please submit the required documents (Work Agreement, Schedule, Job Description, and Salary Split) for FY22 Title I funded employees within your school during the 2021-2022 school year. See the included FAQ detailed information regarding each document.

Announcement: News from the SC State Library, SC-DISCUS & Virtual Tutoring availability

Contact Person: Jason Jones

Department(s): Leadership, PowerSchool and IT

Start Date: 11/22/2021

End Date: 12/22/2021

Details: Discus – South Carolina's Virtual Library provides free access to an electronic library that's available 24/7 to South Carolina residents and is provided by the South Carolina State Library. Discus serves the information needs of all by providing a core collection of high-quality online resources – with a particular emphasis on supporting education.

•Schools can request specialized training from our Discus Training Coordinator and attend free Discus training.

•Schools receive free Discus promotional materials from the State Library.

Here is a link to the online form to request Discus participation: http://www.surveymonkey.com/s/F8BQXQF

SC Department of Education Partnership with SC State Library to Provide Virtual Tutoring 24x7 - Details can be found here: https://ed.sc.gov/newsroom/news-releases/s-c-department-of-education-and-s-c-state-library-announce-partnership-to-provide-virtual-tutoring-support-to-south-carolina-students/

Announcement: Fall 2021 KRA school results

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 11/30/2021

End Date: 12/30/2021

Details: Attached you will find the school level results for Fall KRA testing. These results have been uploaded into Enrich so the results will become part of each student's historical test records. If you need assistance in interpreting these scores, please reach out to hholliday@erskinecharters.org.

Announcement: SCASA Seminar Series Opportunities

Contact Person: Kristin Olcott

Department(s): Leadership

Start Date: 12/03/2021

End Date: 12/31/2021

Details: The Charter Institute at Erskine has paid for all schools to attend any of the SCASA Seminar Series professional development. Please visit https://www.scasa.org/seminarseries to register for any of the series you'd like to attend. It is at no cost to you or your school. If you have any questions or need assistance, please let me know. Here is a list of the remaining opportunities: Dec. 8 (In-Person): 2021 Office Professionals' Conference, Jan. 11: Supporting an ENtire School Community Through a Comprehensive Physical and Emotional Well-Being Plan, Feb. 8: MTSS, Mar. 8: Establishing and Supporting Collaborative Teams Who Thrive.

Announcement: WIDA ACCESS resources

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 12/08/2021

End Date: 01/21/2022

Details: Here are the resources as promised following our WIDA ACCESS training for spring 2022. Please contact hholliday@erskinecharters.org with any questions.

Announcement: Transcript training: Computer Units and Dual Enrollment

Contact Person: Heather Holliday

Department(s): Accountability , PowerSchool and IT

Start Date: 12/08/2021

End Date: 01/07/2022

Details: This training is appropriate for high school level staff who have responsibilities regarding coding of courses for graduation in Power School, Guidance Counselors, and School Leaders involved with Accountability and Transcripts. We will take an in depth look at determining if computer units and Dual Enrollment courses on a transcript count towards graduation and/or College Readiness Accountability. The link for the Zoom meeting is attached. The meeting is scheduled for Jan 7 from 2-3. Please contact hholliday@erskinecharters.org.

Announcement: Enrich--Optional Training--Creating test results exports

Contact Person: Heather Holliday

Department(s): Accountability , Assessment

Start Date: 12/08/2021

End Date: 02/04/2022

Details: This training would be appropriate for anyone who has admin level rights (including Instructional Coaches, Principals, Assistant Principals, Accountability staff, and Guidance Staff). We will learn how to access test results for a student as well as use the reports feature in Enrich to create an export of test data for a group of students. Included will be demonstrations of how to create the report, save the report, edit a report, and customize a report for your needs. The zoom link and information is in the attached document. The training will be February 4 from 2-3. Please contact hholliday@erskinecharters.org with any questions.

Announcement: Enrich CCR and test tabs resources

Contact Person: Heather Holliday

Department(s): Accountability , Assessment

Start Date: 12/10/2021

End Date: 01/09/2022

Details: In this announcement you will find the following files and resources: the presentation used in the training on Dec 3; a document containing a link to the recording of the meeting; a requested "cheat sheet" with information about populating test scores and important fields. This is being provided to all should there be any who could not attend and wish to have access to the provided resources. Contact hholliday@erskinecharters.org with questions.

Announcement: GT qualifiers from Fall 2021 testing

Contact Person: Heather Holliday

Department(s): Assessment, Gift and Talented

Start Date: 12/10/2021

End Date: 01/09/2022

Details: Attached you will find the list of your students who have qualified for GT based on their Fall 2021 CoGat/IOWA scores. You can communicate this with families as you see fit as some of you serve GT and others do not. Parents should at least be notified of their qualification. Qualification should also be coded in PS. High achieving should not be coded unless you actively serve them in GT. Individual student profile sheets will be sent to you before Winter Break. A list of those who have qualified to take Performance Tasks Assessment will also be provided before the break.

Announcement: SCDE Exchange Visitor Program

Contact Person: Paula Gray

Department(s): Human Resources and Benefits

Start Date: 12/10/2021

End Date: 01/09/2022

Details: Please see attached documents for SCDE Exchange Visitor Programs for France, Spain, and Germany.

Announcement: Third Quarter Finance Training

Contact Person: Ciera Bing

Department(s): Finance

Start Date: 12/13/2021

End Date: 01/12/2022

Details: The January 12th training will be to touch base on 45th day funding and federal programs budgets and reimbursements. The training will begin at 10am. The Institute's Finance Department will continue to have quarterly trainings throughout the school year. Zoom link can be found below.

Topic: 3rd Qtr. Finance Training

Time: Jan 12, 2022 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

https://us04web.zoom.us/j/77145419418?pwd=S0hqUDFicm1qZndPODE2L09tVXBHZz09

Meeting ID: 771 4541 9418

Passcode: 9Z2j0x

Announcement: CRDC Data Collection for 20-21

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 12/13/2021

End Date: 02/01/2022

Details: The Civil Rights Data Collection will be opening on Dec. 13, 2021 and remain open through February 2022. Schools will need to submit their CRDC data directly through the NCES website. More details will be forthcoming.

CRDC - New user Manual https://crdc.communities.ed.gov/services/PDCService.svc/GetPDCDocumentFile?fileId=41724

CRDC Resources - Getting Started guides - https://crdc.communities.ed.gov/#program/getting-started

CRDC FAQ's - https://crdc.communities.ed.gov/services/PDCService.svc/GetPDCDocumentFile?fileId=41864

This page will get you a list of documents that details for each of the spreadsheets. - https://crdc.communities.ed.gov/#p=19

Announcement: School Test Coordinator Newsletter Dec 13

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 12/13/2021

End Date: 01/07/2022

Details: Attached you will find the December 13 STC newsletter. Please contact hholliday@erskinecharters.org with questions.

Announcement: Virtual School Parent Letter regarding testing

Contact Person: Heather Holliday

Department(s): Accountability , Assessment

Start Date: 12/14/2021

End Date: 01/13/2022

Details: Attached you will find a copy of the memo also included via email containing a letter you can use to communicate the importance of testing with your parents. Contact hholliday@erskinecharters.org with questions.