

Charter Institute at Erskine

INSTITUTE INSIGHTS

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ESSER II October Amendment Ben...	01/28/2022	Charity Glasgow	Federal Programs Fin...
PS 90th Day Reports	01/28/2022	Jason Jones	PowerSchool and IT
Fall/Winter EOC Dec21-Jan22	01/28/2022	Heather Holliday	Assessment
FY22 Quarter 2 Financials	01/31/2022	John Li	Finance
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Early Graduates Roster and Tra...	01/28/2022	Jason Jones	PowerSchool and IT
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Third Quarter PEBA Training	01/06/2022 - 01/25/2022	Robbie Anderson	Human Resources and ...
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Let's Work Smart Monthly Drop-...	01/11/2022 - 01/25/2022	Haley Perez	Leadership
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School Leaders Meeting	01/16/2022 - 02/16/2022	Ashley Epperson	Leadership
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Submission: ESSER III Plan Submission

Department: Federal Programs Finance

Due Date: 01/28/2022

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: ESSER II October Amendment Benefit Breakout

Department: Federal Programs Finance

Due Date: 01/28/2022

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: PS 90th Day Reports

Department: PowerSchool and IT

Due Date: 01/28/2022

Details: Please submit copies of your 90th day reports.

Submission: Fall/Winter EOC Dec21-Jan22

Department: Assessment

Due Date: 01/28/2022

Details: These will be the files you need to submit for Fall/Winter EOC testing. Contact hholiday@erskinecharters.org with questions.

Submission: FY22 Quarter 2 Financials

Department: Finance

Due Date: 01/31/2022

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: December 2021 Journal Entry Upload

Department: Finance

Due Date: 01/31/2022

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: Early Graduates Roster and Transcripts, Winter 2022

Department: PowerSchool and IT

Due Date: 01/28/2022

Details: Schools with Winter Graduates should submit a roster of students for graduation along with final transcripts for review. If you have no early graduates, submit your school's calendar in the documents requested.

Submission: ESSER II Amendment [February 4th]

Department: Federal Programs Finance

Due Date: 02/04/2022

Details: If your school needs an amendment for ESSER II, please upload the completed, signed amendment form using the attached template. If your school does not need an amendment, answer "No" in the survey to be removed from this submission. You do NOT have to upload anything if you select "No". This is a deferred "January 15th" amendment due to the approval time of ESSER II. (Note: Current amendment deadlines are 9/15/21, 1/15/22, and 4/15/22.) No submissions will be accepted after 2/04/22 at 7:00pm.

Submission: Junior Scholars Student Information Collection

Department: Accountability

Due Date: 01/28/2022

Details: It is time for us to begin collecting information for students to be recognized as Junior Scholars. Each school should complete the Jr. Scholars information form and submit through LWS. The information will be compiled and sent to the SDE. Directions on completing the form is on the spreadsheet at the top. Contact hholliday@erskinecharters.org.

Submission: Title III Audit Phase Two

Department: Title III ESOL

Due Date: 01/27/2022

Details: Please submit the requested information as detailed in the Audit Checklist.

Submission: FY22 Title I Annual Meeting

Department: Title I

Due Date: 01/28/2022

Details: The agenda MUST include the items listed on the provided checklist. Templates are provided and can be personalized to fit your school as needed.

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: 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: MTSS Coordinator Training

Contact Person: Laura Merrick

Department(s): MTSS

Start Date: 01/02/2022

End Date: 02/02/2022

Details: MTSS Coordinator training will be held on 2/2/2022 from 1:00-2:00. More information will follow.

Announcement: Class Rank Reports to CHE & IHE (Semester 1)

Contact Person: Jason Jones

Department(s): Leadership, PowerSchool and IT

Start Date: 01/03/2022

End Date: 01/31/2022

Details: High Schools are required to report class ranking to both the Commission on Higher Education and the Institutions of Higher Education within the state. See attached memo.

Announcement: Third Quarter PEBA Training

Contact Person: Robbie Anderson

Department(s): Human Resources and Benefits

Start Date: 01/06/2022

End Date: 01/25/2022

Details: The January 25th training will touch base on updates related to PEBA, Medical Billing, and COBRA Billing. The Zoom link can be found below:

Robert Anderson is inviting you to a scheduled Zoom meeting.

Topic: 3rd Quarter School Support Training

Time: Jan 25, 2022 11:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/94989095234?pwd=aT11SGRnbIZKeUovbXlkK3Roc1ovUT09>

Meeting ID: 949 8909 5234

Passcode: K6Nu9t

Announcement: SC READY/PASS Data files interpretation--Optional Training

Contact Person: Heather Holliday

Department(s): Accountability , Assessment

Start Date: 01/06/2022

End Date: 02/04/2022

Details: Have you ever looked at the state data file with test results and wondered where to begin looking at it to actually help you? This training is appropriate for any elementary and middle school staff who are responsible for being able to use data to drive instructional improvement and outcomes. We will take an in depth look at the state data files for your school and what each column means. We will then discuss how the data can be used to drive instructional decisions now and in the future. See attached document for link to the zoom meeting. Contact hholliday@erskinecharters.org with questions.

Announcement: SCASA First Time Membership Discount

Contact Person: Paula Gray

Department(s): Human Resources and Benefits

Start Date: 01/07/2022

End Date: 02/25/2022

Details: Starting today, new members can join SCASA at half-price! For just \$99, they will receive full member benefits including membership in a Professional Affiliate, as well as free registration to the Affiliate Roundtable meetings. They will also receive a \$225 registration discount to the 2022 Innovative Ideas Institute (i3), and discounted or free registration to all SCASA conferences, events, and webinars.

If you have someone at your school that needs a membership and has never had one, this is a good opportunity. The application is attached. Please let Paula Gray know if you have any questions.

Announcement: Quarterly Title III Training

Contact Person: Laura Merrick

Department(s): Title III ESOL

Start Date: 01/10/2022

End Date: 02/10/2022

Details: The Quarterly Title III Coordinator Training will be held virtually on 2/10/2022 from 1:00-2:00.

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

Contact Person: Haley Perez

Department(s): Leadership

Start Date: 01/11/2022

End Date: 01/25/2022

Details: The Institute is offering optional LWS Training Sessions. There will be an optional virtual drop-in session on Tuesday, January 25th 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: Federal Programs Training

Contact Person: Haley Perez

Department(s): Additional Targeted Support and Improvement, Comprehensive Support and Improvement, CTE, Federal Programs Finance , Title I, Title II

Start Date: 01/11/2022

End Date: 01/26/2022

Details: The Institute will host a virtual Federal Programs training via Zoom on Wednesday, January 26 from 10:00 a.m. – 12:00 p.m. The purpose of this meeting is to share information related to federal grants, programmatic compliance, and fiscal compliance, including the reimbursement process for federal expenditures. This session will be recorded and the slides will be shared as well. Zoom Link: <https://us04web.zoom.us/j/78043362503?pwd=MKexvW96BozL0FzGq1z30fSraD3r3O.1> (Meeting ID: 780 4336 2503, Passcode: t5uYCz)

Announcement: Textbook Caravan Information

Contact Person: Kristin Olcott

Department(s): State and Academic Programs

Start Date: 01/13/2022

End Date: 02/14/2022

Details: See attached memo with updated textbook caravan information.

Announcement: FY22 GEER Approval

Contact Person: Ashley Sturkie

Department(s): Federal Programs Finance

Start Date: 01/14/2022

End Date: 01/28/2022

Details: Attached is your GEER approval memo containing your school's current approved plan, documents required for claiming reimbursement, and important deadlines. The GEER Smart Fusion budget previously shared is also attached for your convenience. Please carefully review the attached document to ensure the appropriate documentation is submitted to the Institute and applicable supporting documents are filed at the school.

Announcement: School Leaders Meeting

Contact Person: Ashley Epperson

Department(s): Leadership

Start Date: 01/16/2022

End Date: 02/16/2022

Details: The Institute will be holding a School Leaders Meeting on February 16th, 2022. More information to follow.

Announcement: Title III February Training

Contact Person: Sally Fickling

Department(s): Title III ESOL

Start Date: 01/19/2022

End Date: 02/11/2022

Details: The monthly Title III training for February will be held on Thursday, February 10, 2022, at 1:00 pm. Join Zoom Meeting at <https://zoom.us/j/99658382794?pwd=dXdJZW1MWCtqVXBiU29aRUlvNnBjUT09> or use Meeting ID: 996 5838 2794 and Passcode: bSna6

Announcement: FY21 ESSER II Plan Approval

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 01/21/2022

End Date: 02/04/2022

Details: The Charter Institute at Erskine has been notified of approval of all CRRSA Act (ESSER II) plans from the South Carolina Department of Education. Please see the attached approval memo containing your school's current approved plan. Your SmartFusion budget will be sent upon completion. All expenditure request will continue to follow the school's financial policies and Charter Institute at Erskine pre-approval and reimbursement process.