

Charter Institute at Erskine

INSTITUTE INSIGHTS

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February PS Admin Meeting	02/01/2022 - 02/17/2022	Jason Jones	PowerSchool and IT

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: 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: EEDA Amendment Request FY22 Feb. 15th

Department: Finance

Due Date: 02/15/2022

Details: Please submit your amendment request for the grant you wish to amend. Contact arodriguez@erskinecharters.org if you have any questions.

Submission: FY20 CSI Plan Amendment

Department: Comprehensive Support and Improvement

Due Date: 02/10/2022

Details: If your school currently needs an amendment for FY20 CSI plan, 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: The due date was extended from 1/15/21 as the previous amendment was not yet approved by SCDE.)

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: 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: 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: Update: The training occurred 1/21/11. The attached file has a link to the presentation if you would like to view it now.

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: 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: 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 Amendment 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) plan amendments from the South Carolina Department of Education. Please see the attached approval memo containing your school's current approved plan. All expenditure request will continue to follow the school's financial policies and Charter Institute at Erskine pre-approval and reimbursement process.

Announcement: Administering ACCESS for ELLS or WIDA on Ipad devices

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 01/24/2022

End Date: 02/04/2022

Details: See attached memo from DRC regarding assessments for ACCESS for ELLS or WIDA on Ipad devices

Announcement: FY22 Title II Plan Approval

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 01/24/2022

End Date: 03/11/2022

Details: The Charter Institute at Erskine has been notified of approval of your school's FY22 Title II plan from the South Carolina Department of Education. Please see the attached approval memo containing your school's current approved plan, documents required for pre-approval/reimbursement, and important deadlines. Please note that the Smart Fusion budget will be sent upon completion.

Announcement: FY22 IDEA Approval

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 01/25/2022

End Date: 03/11/2022

Details: The Charter Institute at Erskine has been notified of approval of your school's FY 22 IDEA plan from the South Carolina Department of Education. Please see the attached approval memo containing your school's current approved plan, documents required for pre-approval/reimbursement, and important deadlines. Please note that the Smart Fusion budget will be sent upon completion.

Announcement: SC Teacher Expo

Contact Person: Paula Gray

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

Start Date: 01/25/2022

End Date: 03/22/2022

Details: The SC Teacher Expo will be held on Thursday, April 7, 2022 in the Goodman Building of the SC State Fairgrounds in Columbia, SC. Due to current CDC recommendations for maximizing protection and preventing the spread of COVID-19 to others, they ask that masks be worn at all times when you are inside the building.

The 2022 Expo will be open to certified teachers, recent teacher education program graduates, and applicants who have applied to and met admission criteria for an approved alternative certification program.

The Expo schedule will be as follows:

- 9:00am - Districts check in and set up booths
- 9:30am - Participants check in
- 10:00am - Participants visit district booths and set up interviews
- 12:30pm - Lunch break; district booths closed
- 1:00pm - Pre-scheduled interviews
- 4:00pm - Expo concludes

Space is limited and the Institute may have no more than 6 recruiters, so only one person from the first six schools that contact Paula Gray (pgray@erskinecharters.org) may attend. The registration fee is \$40 per person and includes lunch. Please contact Paula Gray if you would like to attend.

Announcement: School Test Coordinator Newsletter Jan 26

Contact Person: Heather Holliday

Department(s): Accountability , Assessment, PowerSchool and IT

Start Date: 01/26/2022

End Date: 02/04/2022

Details: Attached is the latest newsletter for STCs. Please share this with anyone who has responsibilities with testing in your building. We are about to enter the busiest part of testing season so there are a lot of updates in these documents. Thank you! Contact hholliday@erskinecharters.org with questions.

Announcement: ESSER III Plan Approval

Contact Person: Ashley Sturkie

Department(s): Federal Programs Finance

Start Date: 01/27/2022

End Date: 02/10/2022

Details: The Charter Institute at Erskine has been notified of approval of ESSER III plans from the South Carolina Department of Education. Please see the attached approval memo containing your school's current approved plan. All expenditure request will continue to follow the school's financial policies and Charter Institute at Erskine pre-approval and reimbursement process.

Announcement: FY20 CSI Amendment Approval

Contact Person: Ashley Sturkie

Department(s): Comprehensive Support and Improvement

Start Date: 01/27/2022

End Date: 02/10/2022

Details: The Charter Institute at Erskine has been notified of approval of FY20 CSI amendments from the South Carolina Department of Education. Please see the attached approval memo containing your school's current approved plan and Smart Fusion budget. All expenditure request will continue to follow the school's financial policies and Charter Institute at Erskine pre-approval and reimbursement process.

Announcement: February PS Admin Meeting

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 02/01/2022

End Date: 02/17/2022

Details: The PowerSchool monthly webinar will be Feb. 17, 2022 at 9:00 am. Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/999791133>

You can also dial in using your phone. United States: +1 (224) 501-3412 Access Code: 999-791-133 New to GoToMeeting? Get the app now and be ready when your first meeting starts: <https://global.gotomeeting.com/install/999791133>