Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
ESSER II Employee Documentatio...	02/25/2022	Sarah Shealy	Federal Programs Fin...
FY21 CSI Employee Documentatio...	02/25/2022	Sarah Shealy	Federal Programs Fin...
FY22 Title I Employee Document...	02/28/2022	Sarah Shealy	Federal Programs Fin...
ESSER II Employee Time & Effor...	02/25/2022	Sarah Shealy	Federal Programs Fin...
Title I Employee Time & Effort...	02/25/2022	Sarah Shealy	Federal Programs Fin...
FY22 Title I Annual Meeting	02/25/2022	Sarah Shealy	Title I
WIDA ACCESS--items from Spring...	03/11/2022	Heather Holliday	Assessment
January 2022 Journal Entry Upl...	02/28/2022	John Li	Finance
ESSER III Return to Instructio...	02/25/2022	Ashley Sturkie	Federal Programs Fin...
2022-2023 Academic Calendar	02/25/2022	Jason Jones	PowerSchool and IT
TITLE I Benefit Breakout	02/22/2022	Charity Glasgow	Federal Programs Fin...
FY21 Additional Title I Plan S...	02/25/2022	Ashley Sturkie	Title I
Grade 10 Testing Reimbursement...	03/04/2022	Heather Holliday	Assessment
SCASA First Time Membership Di...	01/07/2022 - 02/25/2022	Paula Gray	Human Resources and ...
FY22 Title II Plan Approval	01/24/2022 - 03/11/2022	Sarah Shealy	Federal Programs Fin...
FY22 IDEA Approval	01/25/2022 - 03/11/2022	Sarah Shealy	Federal Programs Fin...
SC Teacher Expo	01/25/2022 - 03/22/2022	Paula Gray	Human Resources and ...
Let's Work Smart Monthly Drop-...	02/08/2022 - 02/22/2022	Haley Perez	Leadership
Spring 2022 Test Administratio...	02/10/2022 - 05/02/2022	Heather Holliday	Assessment
FY21 Additional Title I Alloca...	02/11/2022 - 02/25/2022	Ashley Sturkie	Federal Programs Fin...
Spring EOC/SC READY/SC PASS Te...	02/18/2022 - 03/30/2022	Heather Holliday	Assessment
Enrich Optional Training Recor...	02/18/2022 - 03/20/2022	Heather Holliday	Accountability , Ass...
Annual renewal and approval fo...	02/21/2022 - 03/04/2022	Jason Jones	PowerSchool and IT
Spring Diploma Order Reminders	02/21/2022 - 04/01/2022	Jason Jones	PowerSchool and IT
Let's Work Smart Quarterly Tra...	02/24/2022 - 03/10/2022	Haley Perez	Leadership

Submission: ESSER II Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 02/25/2022

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: FY21 CSI Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 02/25/2022

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: FY22 Title I Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 02/28/2022

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.

Submission: ESSER II Employee Time & Effort Collection

Department: Federal Programs Finance

Due Date: 02/25/2022

Details: All employees paid in full or in part with federal funds must keep specific documents to officially certify the amount of time they spent on grant activities (2 C.F.R. Part 200.430(i)(1)) Either a semi-annual certification or a personnel activity report (PAR) must be submitted. (All employees whose work is funded fully (100%) by a single cost objective or grant award must complete a semi-annual cert. A PAR must be completed if an employee is funded partially on one or more grant cost objectives)

Submission: Title I Employee Time & Effort Collection

Department: Federal Programs Finance

Due Date: 02/25/2022

Details: All employees paid in full or in part with federal funds must keep specific documents to officially certify the amount of time they spent on grant activities (2 C.F.R. Part 200.430(i)(1)) Either a semi-annual certification or a personnel activity report (PAR) must be submitted. (All employees whose work is funded fully (100%) by a single cost objective or grant award must complete a semi-annual cert. A PAR must be completed if an employee is funded partially on one or more grant cost objectives)

Submission: FY22 Title I Annual Meeting

Department: Title I

Due Date: 02/25/2022

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.

Submission: WIDA ACCESS--items from Spring 2022 testing

Department: Assessment

Due Date: 03/11/2022

Details: Please submit the requested items regarding Spring 2022 WIDA ACCESS training as you have availability. Requested items are: Security Affidavits (any new ones submit ASAP or resubmit if questioned), TA information spreadsheet (at start of testing window), Security documents scanned (after testing), Date materials mailed back (after testing), and seating charts (after testing). Contact hholliday@erskinecharters.org with questions. Email if should be exempt with no testers.

Submission: January 2022 Journal Entry Upload

Department: Finance

Due Date: 02/28/2022

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 III Return to Instruction Plan Update

Department: Federal Programs Finance

Due Date: 02/25/2022

Details: ESSER III Return to Instruction Plans must be reviewed/updated every 6 months. Step 1: Public input must be considered to develop the plan. Share "ESSER III Stakeholder Survey" via school social media, website, email, etc. https://erskinecharters.formstack.com/forms/esser3_stakeholder_survey_winter22 Step 2: Please submit your school's ESSER III Return Plan at: https://erskinecharters.formstack.com/forms/esser3returnplan_update Please upload the PDF Submission that was emailed via Formstack

Submission: 2022-2023 Academic Calendar

Department: PowerSchool and IT

Due Date: 02/25/2022

Details: Please upload your 2022-2023 board approved academic calendar. Reminder: the calendar should include 180 instructional days along with 3 make-up days.

Submission: TITLE I Benefit Breakout

Department: Federal Programs Finance

Due Date: 02/22/2022

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: FY21 Additional Title I Plan Submission

Department: Title I

Due Date: 02/25/2022

Details: Please create your school's FY21 Additional Title I plan at https://erskinecharters.formstack.com/forms/additional_title_i_plan_submission2022. After completing the survey, please upload in LWS the PDF Submission that was emailed to you via Formstack.

Submission: Grade 10 Testing Reimbursement from Fall 2021

Department: Assessment

Due Date: 03/04/2022

Details: The state requires documentation for fall Grade 10 testing for PSAT and preACT. Please submit a completed Reimbursement Claim Form along with an invoice and proof of payment so I can begin the process of requesting reimbursement for your schools. Please 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: 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: Let's Work Smart Monthly Drop-In Q&A Session

Contact Person: Haley Perez

Department(s): Leadership

Start Date: 02/08/2022

End Date: 02/22/2022

Details: The Institute is offering optional LWS Training Sessions. There will be an optional virtual drop-in session on Tuesday, February 22nd 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: Spring 2022 Test Administration Manuals

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 02/10/2022

End Date: 05/02/2022

Details: Attached are the TAMs for SC Ready/PASS and EOC for Spring 2022 testing. You are welcome to download this and begin looking over details for the upcoming Spring testing cycle. Contact hholliday@erskinecharters.org with questions.

Announcement: FY21 Additional Title I Allocation

Contact Person: Ashley Sturkie

Department(s): Federal Programs Finance , Title I

Start Date: 02/11/2022

End Date: 02/25/2022

Details: The Charter Institute at Erskine has allocated additional FY 21 Title I funds (Fund 201) to your school. Please see your school's additional allocation in the attached memo. The purpose of these funds is to provide additional supplemental funding to support your school's Title I schoolwide program for the 2021-2022 school year. Please submit the signed, completed plan to the Institute via Formstack submission and uploaded to Let's Work Smart by Friday, February 25, 2022 at 7:00 p.m. Link to formstack: https://erskinecharters.formstack.com/forms/additional_title_i_plan_submission2022

Announcement: Spring EOC/SC READY/SC PASS Test and DRC Training

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 02/18/2022

End Date: 03/30/2022

Details: Mandatory test training for all school STCs held Wednesday, March 30, 2022, at the Institute in the afternoon session beginning at 1:00. The morning session beginning at 10:00 will be training in DRC (the testing platform) and include how to navigate DRC, adding students, adding test sessions, and ticketing options. The morning session is optional, but has been requested by many schools. Lunch will be served from 12:15-1:00. All parts of the training, optional and mandatory, will be held face to face at the Institute at 1201 Main Street, Suite 300, Columbia, SC 29201. A registration form with dietary requests will be sent via email to STCs at a later date. Again, the morning is optional and the afternoon is mandatory.

Announcement: Enrich Optional Training Recording--Running Reports

Contact Person: Heather Holliday

Department(s): Accountability , Assessment

Start Date: 02/18/2022

End Date: 03/20/2022

Details: For those of you who missed this optional training, the document attached contains the link to the recording. Contact hholliday@erskinecharters.org with questions.

Announcement: Annual renewal and approval for LBA courses

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 02/21/2022

End Date: 03/04/2022

Details: Reminder that any LBA courses must be approved annually by the Institute. For courses already in existence, please fill out the attached form and submit via email to jjones@erskinecharters.org for the annual renewal.

Announcement: Spring Diploma Order Reminders

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 02/21/2022

End Date: 04/01/2022

Details: Please see attached reminder documentation from SCDE regarding Spring Diploma Orders. Ordering is open and will remain open until June 13, 2022. Please remember to audit 9-12 grade transcripts each year to ensure every student graduates with the required number of credits per SBE Regulation 43-234. Auditing transcripts will also help eliminate human error.

Announcement: Let's Work Smart Quarterly Training Session

Contact Person: Haley Perez

Department(s): Leadership

Start Date: 02/24/2022

End Date: 03/10/2022

Details: The Institute is offering optional LWS Training Sessions. There will be an optional virtual session on Thursday, March 10th from 1:00pm - 2:00pm. These optional sessions will provide a presentation that will cover LWS basics, highlight effective practices, and answer frequently asked questions. It is highly recommended that any new school personnel with access to LWS attend these sessions. Any current school personnel with questions or concerns regarding LWS are encouraged to attend as well. (Note: Each session will cover the same content, but multiple session options will be held to best accommodate schedules.) Please see the attached memo for more information on additional training opportunities.