Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
ESSER II Employee Documentatio...	03/04/2022	Sarah Shealy	Federal Programs Fin...
FY22 Title I Employee Document...	03/02/2022	Sarah Shealy	Federal Programs Fin...
FY22 IDEA Employee Documentati...	03/04/2022	Sarah Shealy	Federal Programs Fin...
IDEA Employee Time & Effort Co...	03/04/2022	Sarah Shealy	Federal Programs Fin...
Title III Audit Phase Two	03/04/2022	Sally Fickling	Title III ESOL
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...	03/04/2022	Ashley Sturkie	Federal Programs Fin...
2022-2023 Academic Calendar	03/18/2022	Jason Jones	PowerSchool and IT
Grade 10 Testing Reimbursement...	03/04/2022	Heather Holliday	Assessment
Transfer-ESSER I Amendment [Ma...	03/08/2022	Sarah Shealy	Federal Programs Fin...
GEER Benefit Breakout for Jan ...	03/09/2022	Charity Glasgow	Federal Programs Fin...
Fall Winter 2021 EOC Scores an...	03/09/2022	Heather Holliday	Assessment
Civil Rights Data Collection S...	03/04/2022	Jason Jones	PowerSchool and IT
ESSER III Employee Document Su...	03/04/2022	Ashley Sturkie	Federal Programs Fin...
FY22 Title I Parent Survey	03/11/2022	Sarah Shealy	Title I
FY22 Title I Teacher Survey	03/11/2022	Sarah Shealy	Title I
Governor's Letters to Graduate...	03/23/2022	Jason Jones	PowerSchool and IT
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 ...
Spring 2022 Test Administratio...	02/10/2022 - 05/02/2022	Heather Holliday	Assessment
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
School Test Coordinator Newsle...	02/22/2022 - 03/08/2022	Heather Holliday	Assessment, PowerSch...
PowerSchool Update Announcemen...	02/23/2022 - 03/11/2022	Jason Jones	Leadership, PowerSch...
New Enrollment Survey for Home...	02/23/2022 - 03/25/2022	Jason Jones	Leadership, PowerSch...
Let's Work Smart Quarterly Tra...	02/24/2022 - 03/10/2022	Haley Perez	Leadership
Spring 2022 Career Readiness A...	02/24/2022 - 03/18/2022	Sally Fickling	Special Education an...
March PS Admin Meeting	03/01/2022 - 03/17/2022	Jason Jones	PowerSchool and IT

Submission: ESSER II Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 03/04/2022

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: FY22 Title I Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 03/02/2022

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: FY22 IDEA Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 03/04/2022

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

Submission: IDEA Employee Time & Effort Collection

Department: Federal Programs Finance

Due Date: 03/04/2022

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 III Audit Phase Two

Department: Title III ESOL

Due Date: 03/04/2022

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

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: 03/04/2022

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: 03/18/2022

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: 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.

Submission: Transfer-ESSER I Amendment [March 8]

Department: Federal Programs Finance

Due Date: 03/08/2022

Details: If your school currently needs an amendment for ESSER I, please upload the completed, signed amendment form using the attached template. Please note this is the FINAL amendment for your ESSER I plan. 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". No submissions will be accepted after March 8 at 7:00pm.

Submission: GEER Benefit Breakout for Jan Amendment

Department: Federal Programs Finance

Due Date: 03/09/2022

Details: Please update the Benefits Breakout form to reflect the amount that is included in the amended plan for January. 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: Fall Winter 2021 EOC Scores and Students not Tested

Department: Assessment

Due Date: 03/09/2022

Details: Attached you will find your scores from the SDE. They should not vary all that much from your preliminary rosters, but these are the official scores. The submission is for you to submit a list of students who were enrolled in an EOC course but did not take the EOC test. If you tested all students, put NONE in the spreadsheet and submit. Contact hholliday@erskinecharters.org.

Submission: Civil Rights Data Collection School Information

Department: PowerSchool and IT

Due Date: 03/04/2022

Details: Please complete the formstack survey regarding current year school level information for Civil Rights Data Collection. https://erskinecharters.formstack.com/forms/civil_rights_data_collection

Submission: ESSER III Employee Document Survey

Department: Federal Programs Finance

Due Date: 03/04/2022

Details: ESSER I expires in FY22 and must be spent before claiming ESSER II. ESSER II expires in FY23 and must be spent before claiming ESSER III. ESSER III expires in FY24. This is a survey to ask which schools will be claiming employees in ESSER III during this fiscal year (07/01/2021-06/30/2022). If you choose yes, then we will collect employee documents now. If you select no, then we will wait until next fiscal year to collect employee docs.

Submission: FY22 Title I Parent Survey

Department: Title I

Due Date: 03/11/2022

Details: In order to complete this year's Title I Annual Evaluation and next year's Comprehensive Needs Assessment, parent survey data must be collected. Please share this survey link with all parents by 03/11/22 to allow time for results before it closes on 03/31/22. Results will be shared with school leaders and Title I coordinators. English Survey: https://erskinecharters.formstack.com/forms/titleiparentsurvey2022   Spanish Survey: https://erskinecharters.formstack.com/forms/titleispanishsurvey2022

Submission: FY22 Title I Teacher Survey

Department: Title I

Due Date: 03/11/2022

Details: In order to complete this year's Title I Annual Evaluation and next year's Comprehensive Needs Assessment, teacher survey data must be collected. Please share this survey link with all instructional staff by 03/11/22 to allow time for results before it closes on 03/31/22. Results will be shared with school leaders and Title I coordinators: https://erskinecharters.formstack.com/forms/teachersurvey2022

Submission: Governor's Letters to Graduates

Department: PowerSchool and IT

Due Date: 03/23/2022

Details: Governor McMaster would like to send congratulatory letters to all high school graduating seniors this spring. Please complete the attached spreadsheet with names and mailing addresses of graduating seniors for the spring.

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: 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: 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: School Test Coordinator Newsletter February 22

Contact Person: Heather Holliday

Department(s): Assessment, PowerSchool and IT

Start Date: 02/22/2022

End Date: 03/08/2022

Details: Attached you will find the latest STC Newsletter. There is a link to a formstack which needs to be completed by Monday, February 28, so please ensure the STC at your school receives this communication. Please contact hholliday@erskinecharters.org with questions.

Announcement: PowerSchool Update Announcements

Contact Person: Jason Jones

Department(s): Leadership, PowerSchool and IT

Start Date: 02/23/2022

End Date: 03/11/2022

Details: Please see the attached announcement for PowerSchool updates regarding: LBA Courses, 2022-2023 school calendars, CRDC reporting, Home Language Surveys / McKinney-Vento / Foster Care / Multilingual Learners, Online Enrollment Shared Service Model update, and a new Student's Assignment Calendar in PowerSchool.

Announcement: New Enrollment Survey for Home Language and McKinney-Vento / Foster Care

Contact Person: Jason Jones

Department(s): Leadership, PowerSchool and IT

Start Date: 02/23/2022

End Date: 03/25/2022

Details: SCDE created a new Enrollment Survey. The Enrollment Survey (ES) is to consolidate identification tools for the three federal programs housed within the Diversity, Inclusion, and Access (DIA) team including the McKinney-Vento Education of Homeless Children and Youth, Title I, Part C Migrant Education, and Title III, Part A Multilingual Learners and Immigrant Children and Youth. Please see attached memos.

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.

Announcement: Spring 2022 Career Readiness Assessment Guidance

Contact Person: Sally Fickling

Department(s): Special Education and 504, Title III ESOL

Start Date: 02/24/2022

End Date: 03/18/2022

Details: The WorkKeys Assessment will be given this spring to juniors and seniors across the state. Please see the memo for further guidance regarding accommodations for this assessment for IEP, 504 and ML students.

Announcement: March PS Admin Meeting

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 03/01/2022

End Date: 03/17/2022

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

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

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