

Charter Institute at Erskine

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Submission: FY22 GEER Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 03/18/2022

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: WIDA ACCESS--items from Spring 2022 testing

Department: Assessment

Due Date: 03/25/2022

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: School Fiscal Policies

Department: Finance

Due Date: 04/01/2022

Details: Organizational finance policies are critical to clarify roles, authority, and responsibilities for financial management and function. The Institute requires that all schools under our sponsorship maintain policies that mirror the best practices outlined in the Institute's own framework policies. Finance policies can be found on the Institute's Finance webpage.

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: FY22 CTE EIA Plan Submission

Department: CTE

Due Date: 03/17/2022

Details: Please upload the completed template to submit your FY 22 CTE EIA State plan. The attached memo and SCDE Expenditure Guidelines contains further information.

Submission: FY22 Title II Teacher Survey

Department: Title II

Due Date: 03/25/2022

Details: In support of your school's Title II program and FY23 Comprehensive Needs Assessment, teacher survey data will be collected. Please share this survey link with all instructional staff by 03/25/22 to allow time for results before it closes on 04/22/22. Results will be shared with school leaders: https://erskinecharters.formstack.com/forms/teachersurvey2022_titleii

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.

Submission: February 2022 Journal Entry Upload

Department: Finance

Due Date: 03/31/2022

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: School Report Card Posting on Website

Department: Title I

Due Date: 03/25/2022

Details: Title I schools must provide evidence that the LEA and each school links directly to SCDE's report card website. Please provide the link to the website page which has your school's most recent report card posted/linked.

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: 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: 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: 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: 03/31/2022

Details: The PowerSchool monthly webinar has been moved to March 31, 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>

Announcement: GEER Amendment Approval

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 03/02/2022

End Date: 03/18/2022

Details: The Charter Institute at Erskine has approved your school's GEER plan amendment request. Please see the attached approval memo containing your school's current approved plan. Your school's Smart Fusion 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.

Announcement: State Accountability Model Update Files including Toolkit

Contact Person: Heather Holliday

Department(s): Accountability , Assessment

Start Date: 03/04/2022

End Date: 04/08/2022

Details: Attached you will find the updated accountability manual for 21-22. You will also have your own personal Toolkit file from the SDE. Schools which were new this year will not have a personalized Toolkit but the Institute and State versions are available for everyone. We will use these in our trainings. Contact hholliday@erskinecharters.org with questions. Here is a link to the recording: <https://www.dropbox.com/sh/cggir7n3lmaaaw8/AADGuwnPN3FwHdORR-BcBB5Ba?dl=0>.

Announcement: Ecollect recorded webinar

Contact Person: Jason Jones

Department(s): Leadership, PowerSchool and IT

Start Date: 03/06/2022

End Date: 04/15/2022

Details: Ecollect is the new online forms collection through PowerSchool that will be used by SCDE for school climate surveys. It is imperative that school leaders become familiar with it and how to use it as it will be counted on the school report cards distributed by the state SCDE. Here is a short recorded webinar from our Cantey PowerSchool support team introducing the system. Please share with your systems admins and anyone who will be assisting your school's students to respond to the surveys. <https://www.dropbox.com/sh/870mesbq1tb007c/AAATHAYfbbAVZqPag2pkQC2La?dl=0>

Announcement: Section 504 Coordinator Quarterly Roundtable

Contact Person: Sarah Love

Department(s): Special Education and 504

Start Date: 03/07/2022

End Date: 04/07/2022

Details: The 504 Coordinator roundtable will be held for School 504 Coordinators on March 24th at 11 AM via Zoom. More information will follow.

Announcement: School Test Coordinator Newsletter March 8

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 03/08/2022

End Date: 03/21/2022

Details: Attached is the latest School Test Coordinator newsletter. Please share with anyone in your school who needs this information. Contact hholliday@erskinecharters.org with questions.

Announcement: Ecollect Forms access

Contact Person: Jason Jones

Department(s): Leadership, PowerSchool and IT

Start Date: 03/08/2022

End Date: 04/01/2022

Details: Please remember that before using eCollect for accountability purposes, the SCDE is testing the system for eCollect form delivery and data collection in a non-accountability context using this form. Please announce the "Privacy and Security Directory and Military Information Opt-Out Survey" to parents and begin collecting responses as soon as possible.

Attached is a Quick Reference Card for Ecollect Form Access through PowerSchool

Announcement: State Accountability Model Update for High Schools

Contact Person: Heather Holliday

Department(s): Accountability

Start Date: 03/08/2022

End Date: 04/07/2022

Details: Because I could not hold this live, I recorded a presentation for you. The link to the presentation: <https://www.dropbox.com/sh/kdqff490jy8oj4v/AADHYnQ2Co1OulAVoP31u86da?dl=0>. Feel free to share this as you see fit. You will also find an updated slide deck used in the presentation as I had some incorrect tables included. The information shared on the presentation is accurate, but this slide deck has been updated with the correct tables. Contact hholliday@erskinecharters.org with questions.

Announcement: FY21 ESSER II Amendment Approval

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 03/09/2022

End Date: 04/22/2022

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

Announcement: SPED Coordinator Monthly Roundtable

Contact Person: Sarah Love

Department(s): Special Education and 504

Start Date: 03/11/2022

End Date: 04/05/2022

Details: SPED Coordinator monthly roundtable will be held on 3/8/2022 from 1:00-2:00. More information will follow.

Announcement: TeachingBooks - Free resources

Contact Person: Jason Jones

Department(s): PowerSchool and IT, State and Academic Programs

Start Date: 03/13/2022

End Date: 04/12/2022

Details: The South Carolina State Library/Discus announced, that it has licensed TeachingBooks for everyone in South Carolina to enrich connections to children's and young adult books—at absolutely zero cost to you. To enable seamless access to the new state-funded literacy resource—TeachingBooks—please complete the technology setup form. <https://teachingbooks.net/SCSetup>

Completion of the form will allow integrations for: Clever, ClassLink, Google, Learning Management Systems like Canvas or Schoology, Library platforms like Destiny and MackinVIA, the Chrome browser and more...

Once the form has been submitted, TeachingBooks will send you an email with tech setup details and offer personalized support to ensure that TeachingBooks is tied to your instructional technologies.

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

Contact Person: Haley Perez

Department(s): Leadership

Start Date: 03/15/2022

End Date: 03/29/2022

Details: The Institute is offering optional LWS Training Sessions. There will be an optional virtual drop-in session on Tuesday, March 29th 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: Fourth Quarter Finance Training

Contact Person: John Li

Department(s): Federal Programs Finance , Finance

Start Date: 03/20/2022

End Date: 04/20/2022

Details: The April 20th training will be to kick off the new school year. The training will begin at 10am. The Institute's Finance Department will continue to have quarterly trainings throughout the school year. Zoom link will be sent out via email to all School Finance and School Leader contacts.