

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
FY22 Title I Employee Document...	04/01/2022	Sarah Shealy	Federal Programs Fin...
ESSER I Employee Time & Effort...	04/01/2022	Sarah Shealy	Federal Programs Fin...
Title I Employee Time & Effort...	04/01/2022	Sarah Shealy	Federal Programs Fin...
GEER Employee Time & Effort Co...	04/01/2022	Sarah Shealy	Federal Programs Fin...
School Fiscal Policies	04/01/2022	Angelica Rodrigu...	Finance
FY22 CTE Perkins Plan Submissi...	04/01/2022	Ashley Sturkie	CTE
FY22 CTE EIA Plan Submission	04/08/2022	Ashley Sturkie	CTE
College Freshman Report for SD...	04/15/2022	Heather Holliday	Accountability
February 2022 Journal Entry Up...	03/31/2022	John Li	Finance
Final Budget Collection	03/31/2022	Angelica Rodrigu...	Finance
FY22 20 Day Letters [August 20...	04/08/2022	Sarah Shealy	Title I
Reporting Submission-135th Day	04/01/2022	Jason Jones	PowerSchool and IT
FY22 Title II Amendment Submis...	04/15/2022	Haley Perez	Title II
FY22 IDEA Amendment Submission...	04/15/2022	Haley Perez	Federal Programs Fin...
GEER Amendment Submission (Apr...	04/15/2022	Haley Perez	Federal Programs Fin...
ESSER I Amendment Submission (...)	04/15/2022	Haley Perez	Federal Programs Fin...
ESSER II Amendment Submission ...	04/15/2022	Haley Perez	Federal Programs Fin...
ESSER III Amendment Submission...	04/15/2022	Haley Perez	Federal Programs Fin...
FY20 CSI Amendment Submission ...	04/15/2022	Haley Perez	Comprehensive Suppor...
FY21 ATSI Amendment Submission...	04/15/2022	Haley Perez	Additional Targeted ...
FY21 CTE EIA Amendment Submiss...	04/15/2022	Haley Perez	CTE
FY20 CTE EIA Amendment Submiss...	04/15/2022	Haley Perez	CTE
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
Spring Diploma Order Reminders	02/21/2022 - 04/01/2022	Jason Jones	PowerSchool and IT
March PS Admin Meeting	03/01/2022 - 03/31/2022	Jason Jones	PowerSchool and IT
State Accountability Model Upd...	03/04/2022 - 04/08/2022	Heather Holliday	Accountability , Ass...
Ecollect recorded webinar	03/06/2022 - 04/15/2022	Jason Jones	Leadership, PowerSch...
Section 504 Coordinator Quarte...	03/07/2022 - 04/07/2022	Sarah Love	Special Education an...
Ecollect Forms access	03/08/2022 - 04/01/2022	Jason Jones	Leadership, PowerSch...
State Accountability Model Upd...	03/08/2022 - 04/07/2022	Heather Holliday	Accountability
FY21 ESSER II Amendment Approv...	03/09/2022 - 04/22/2022	Sarah Shealy	Federal Programs Fin...
SPED Coordinator Monthly Round...	03/11/2022 - 04/05/2022	Sarah Love	Special Education an...
TeachingBooks - Free resources	03/13/2022 - 04/12/2022	Jason Jones	PowerSchool and IT, ...
Let's Work Smart Monthly Drop-...	03/15/2022 - 03/29/2022	Haley Perez	Leadership
FY21 CTE EIA Amendment Approva...	03/16/2022 - 03/30/2022	Haley Perez	CTE, Federal Program...
Title II Amendment Approval	03/17/2022 - 04/01/2022	Sarah Shealy	Federal Programs Fin...
FY22 Federal Fund Final Amendm...	03/18/2022 - 04/15/2022	Haley Perez	Additional Targeted ...
IDEA Amendment Approval	03/22/2022 - 05/06/2022	Sarah Shealy	Federal Programs Fin...
FY22 Title I Plan Approval	03/24/2022 - 04/08/2022	Haley Perez	Federal Programs Fin...
Fourth Quarter Finance Trainin...	03/28/2022 - 04/28/2022	John Li	Finance
April PS Admin Meeting	04/01/2022 - 04/22/2022	Jason Jones	PowerSchool and IT
Read to Succeed (R2S) PowerSch...	04/01/2022 - 05/05/2022	Jason Jones	PowerSchool and IT

**Submission: FY22 Title I Employee Documentation 2021-2022**

**Department:** Federal Programs Finance

**Due Date:** 04/01/2022

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 I Employee Time & Effort Collection**

**Department:** Federal Programs Finance

**Due Date:** 04/01/2022

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:** 04/01/2022

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: GEER Employee Time & Effort Collection**

**Department:** Federal Programs Finance

**Due Date:** 04/01/2022

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: 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: FY22 CTE Perkins Plan Submission**

**Department:** CTE

**Due Date:** 04/01/2022

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

**Submission: FY22 CTE EIA Plan Submission**

**Department:** CTE

**Due Date:** 04/08/2022

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: College Freshman Report for SDE**

**Department:** Accountability

**Due Date:** 04/15/2022

Details: It is time for to begin the collection of information for the annual College Freshman Report. Attached each school will find their individual student files. There are also many resources available to you in the documents section. When you have completed the file, please save it and submit it here. Each school will also submit a summary worksheet. Please contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) with questions.

**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: Final Budget Collection**

**Department:** Finance

**Due Date:** 03/31/2022

Details: Please upload most recent FY22 Board Approved Budget

**Submission: FY22 20 Day Letters [August 2021 - March 2022]**

**Department:** Title I

**Due Date:** 04/08/2022

Details: In accordance with the Every Student Succeeds Act of 2015, all schools are required to provide timely notice to parents when students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject level in which the teacher has been assigned. ESSA Sec. 1112 (e)(1)(B)(ii) \*This includes substitutes, instructional assistants, and paraprofessionals; anyone not holding a SCDE Teacher's Certification applicable to the grade/class/course being taught. These letters should be sent home with students in the applicable class. Please keep in mind you do not have to resubmit letters or send letters every 20 days. See attached resources and examples below to determine when letters should be sent. Example 1: Teacher 1 taught 3rd grade in Aug-Sept and is still teaching 3rd grade in Oct-Nov. One letter would need to be sent at the beginning of the year. Example 2: Teacher 2 taught Class A in Aug-Sept but is now teaching Class B in Oct-Nov. A letter would be sent to Class A families, and a new letter sent to Class B families. Please note another submission will open at the end of May to collect letters sent during the Spring semester (January-June).

**Submission: Reporting Submission-135th Day**

**Department:** PowerSchool and IT

**Due Date:** 04/01/2022

Details: We do have a file of academic assistance to upload before you run your reports. Please wait until we get that file uploaded before trying to run and sign-off of your 135 day reports.

**Submission: FY22 Title II Amendment Submission (April 15)**

**Department:** Title II

**Due Date:** 04/15/2022

Details: If your school currently needs an amendment for Title II, 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". No submissions will be accepted after 4/15/22 at 7:00pm. Please note this is the FINAL amendment for this fund.

**Submission: FY22 IDEA Amendment Submission (April 15)**

**Department:** Federal Programs Finance

**Due Date:** 04/15/2022

Details: If your school currently needs an amendment for IDEA, 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". No submissions will be accepted after 4/15/22 at 7:00pm. Please note this is the FINAL amendment for this fund.

**Submission: GEER Amendment Submission (April 15)**

**Department:** Federal Programs Finance

**Due Date:** 04/15/2022

Details: If your school currently needs an amendment for GEER, 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". No submissions will be accepted after 4/15/22 at 7:00pm. Please note this is the FINAL amendment for this fund.

**Submission: ESSER I Amendment Submission (April 15)**

**Department:** Federal Programs Finance

**Due Date:** 04/15/2022

Details: If your school currently needs an amendment for ESSER I, 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". No submissions will be accepted after 4/15/22 at 7:00pm. Please note this is the FINAL amendment for this fund.

**Submission: ESSER II Amendment Submission (April 15)**

**Department:** Federal Programs Finance

**Due Date:** 04/15/2022

Details: If your school currently 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, 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 4/15/22 at 7:00pm. Please note this is the FINAL amendment for this fiscal year (7/01/2021-6/30/2022). ESSER I must be spent and claimed prior to ESSER II.

**Submission: ESSER III Amendment Submission (April 15)**

**Department:** Federal Programs Finance

**Due Date:** 04/15/2022

Details: If your school currently needs an amendment for ESSER III, 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". No submissions will be accepted after 4/15/22 at 7:00pm. Please note this is the FINAL amendment for this fiscal year (7/01/2021-6/30/2022). ESSER II must be spent prior to ESSER III.

**Submission: FY20 CSI Amendment Submission (April 15)**

**Department:** Comprehensive Support and Improvement

**Due Date:** 04/15/2022

Details: If your school currently needs an amendment for FY20 CSI, 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". No submissions will be accepted after 4/15/22 at 7:00pm. Please note this is the FINAL amendment for this fund.

**Submission: FY21 ATSI Amendment Submission (April 15)**

**Department:** Additional Targeted Support and Improvement

**Due Date:** 04/15/2022

Details: If your school currently needs an amendment for FY21 ATSI, 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". No submissions will be accepted after 4/15/22 at 7:00pm. Please note this is the FINAL amendment for this fund.

**Submission: FY21 CTE EIA Amendment Submission (April 15)**

**Department:** CTE

**Due Date:** 04/15/2022

Details: If your school currently needs an amendment for FY21 EIA 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". No submissions will be accepted after 4/15/22 at 7:00pm. Please note this is the final amendment for this fund.

**Submission: FY20 CTE EIA Amendment Submission (April 15)**

**Department:** CTE

**Due Date:** 04/15/2022

Details: If your school currently needs an amendment for FY20 EIA 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". No submissions will be accepted after 4/15/22 at 7:00pm. Please note this is the final amendment for this fund.

**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: 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: 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: 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](mailto: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: 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](mailto: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: FY21 CTE EIA Amendment Approval**

**Contact Person:** Haley Perez

**Department(s):** CTE, Federal Programs Finance

**Start Date:** 03/16/2022

**End Date:** 03/30/2022

Details: The Charter Institute at Erskine has been notified of approval of all FY21 CTE EIA plan amendment requests . 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: Title II Amendment Approval**

**Contact Person:** Sarah Shealy

**Department(s):** Federal Programs Finance , Title II

**Start Date:** 03/17/2022

**End Date:** 04/01/2022

Details: The Charter Institute at Erskine has been notified of approval of your school's Title II plan amendment 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: FY22 Federal Fund Final Amendments**

**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:** 03/18/2022

**End Date:** 04/15/2022

Details: As shared in previous training sessions and information, there is an upcoming deadline (April 15) for federal grant amendments. Due to the requirements of federal fund expenditures, the final amendment deadline for Fiscal Year 22 grants that are closing is Friday, April 15, at 7:00 p.m. Amendment submissions for grants currently approved by SCDE will open in Let's Work Smart on March 18, 2022. In order to ensure timely approval, it is highly recommended to plan amendments in advance and submit prior to April 15 if possible. Please also be mindful of your school's Spring Break, if applicable, as there will be no exceptions to this deadline. Please review the memo in Let's Work Smart for detailed information.

**Announcement: IDEA Amendment Approval**

**Contact Person:** Sarah Shealy

**Department(s):** Federal Programs Finance

**Start Date:** 03/22/2022

**End Date:** 05/06/2022

Details: The Charter Institute at Erskine has been notified of approval of your school's FY22 IDEA plan amendment 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: FY22 Title I Plan Approval**

**Contact Person:** Haley Perez

**Department(s):** Federal Programs Finance , Title I

**Start Date:** 03/24/2022

**End Date:** 04/08/2022

Details: The Charter Institute at Erskine has been notified of approval of your school's FY22 Title I 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: Fourth Quarter Finance Training**

**Contact Person:** John Li

**Department(s):** Finance

**Start Date:** 03/28/2022

**End Date:** 04/28/2022

Details: \*\*\*Please note change in date, due to the Public Charter School Alliance 2022 Leadership Summit\*\*\*

The April 28th training will be to touch base on funding, policies, and federal programs amendments, reimbursements, and upcoming deadlines. The training will begin at 10am. The Institute's Finance Department will continue to have quarterly trainings throughout the school year. Zoom link can be found below.

Topic: 4th Qtr. Finance Training

Time: Apr 28, 2022 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/71895314615?pwd=MEwwTDIQUdV6Vkc4R1ZlZ0ZW53VLQ09>

Meeting ID: 718 9531 4615

Passcode: zBd25z

**Announcement: April PS Admin Meeting**

**Contact Person:** Jason Jones

**Department(s):** PowerSchool and IT

**Start Date:** 04/01/2022

**End Date:** 04/22/2022

Details: The PowerSchool monthly webinar will be April 21, 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: Read to Succeed (R2S) PowerSchool Training**

**Contact Person:** Jason Jones

**Department(s):** PowerSchool and IT

**Start Date:** 04/01/2022

**End Date:** 05/05/2022

Details: N/A