

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
FY22 CTE EIA Plan Submission	04/08/2022	Ashley Sturkie	CTE
College Freshman Report for SD...	04/15/2022	Heather Holliday	Accountability
FY22 20 Day Letters [August 20...	04/08/2022	Sarah Shealy	Title I
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
FY22 Title I Amendment Submiss...	04/15/2022	Haley Perez	Title I
FY21 Title I Additional Amendm...	04/15/2022	Haley Perez	Title I
SC Alt post testing	04/22/2022	Heather Holliday	Assessment
ESSER Survey for Use of Techno...	04/05/2022	Sarah Shealy	Federal Programs Fin...
FY22 Title I Plan Distribution...	04/15/2022	Sarah Shealy	Title I
Spring 2022 Test Administratio...	02/10/2022 - 05/02/2022	Heather Holliday	Assessment
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...
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, ...
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
School Test Coordinator Newsle...	03/28/2022 - 04/15/2022	Heather Holliday	Assessment
Erate CIPA Compliance	03/28/2022 - 04/15/2022	Jason Jones	PowerSchool and IT
FY21 Title I Approval	03/29/2022 - 04/15/2022	Sarah Shealy	Federal Programs Fin...
Teacher List for Climate Surve...	03/31/2022 - 04/30/2022	Heather Holliday	Accountability
Teachers Needed for State Leve...	03/31/2022 - 04/12/2022	Heather Holliday	Assessment
School Climate Survey Update	04/01/2022 - 04/22/2022	Heather Holliday	Accountability , Pow...
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
FY21 ATSI Amendment Approval	04/01/2022 - 04/15/2022	Sarah Shealy	Additional Targeted ...
Mail Merge for Spring Test Tic...	04/01/2022 - 04/22/2022	Heather Holliday	Assessment
Enrich Grad Rate Submission Op...	04/01/2022 - 05/06/2022	Heather Holliday	Accountability

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 hholiday@erskinecharters.org with questions.

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 in 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: 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.

Submission: FY22 Title I Amendment Submission (April 15)

Department: Title I

Due Date: 04/15/2022

Details: If your school currently needs an amendment for Title 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: FY21 Title I Additional Amendment Submission (April 15)

Department: Title I

Due Date: 04/15/2022

Details: If your school currently needs an amendment for FY21 Title I additional allocation, 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: SC Alt post testing

Department: Assessment

Due Date: 04/22/2022

Details: Please submit the test security agreements for your school for SC Alt and answer the questions for your submission. The security agreements can be found in the attached TAM on pages 55-56 for STCs and 57-58 for Test Administrators. Contact hholiday@erskinecharters.org with questions.

Submission: ESSER Survey for Use of Technology (OIG)

Department: Federal Programs Finance

Due Date: 04/05/2022

Details: Please complete this survey: <https://erskinecharters.formstack.com/forms/oigesserfortech> by Tuesday, April 5th, 2022 at 7:00pm. It consists of 29 questions regarding the challenges of using ESSER 1, 2, & 3 funding to purchase educational technology, and how those purchases have impacted your students to mitigate learning loss. This data request is from the US Department of Education, Office of Inspector General. Your responses reported to the OIG will be anonymous.

Submission: FY22 Title I Plan Distribution Statement

Department: Title I

Due Date: 04/15/2022

Details: Title I schools must submit written proof that the plan has been shared with parents and stakeholders. The written statement will certify that the plan has been shared and must provide examples of how, when, and where the approved Title I plan is provided.

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: 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: 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: 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 and Smart Fusion budget. 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

Announcement: School Test Coordinator Newsletter March 28

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 03/28/2022

End Date: 04/15/2022

Details: Attached you will find the latest School Test Coordinator's Newsletter. Please share with anyone in your school who has testing responsibilities. Please contact hholliday@erskinecharters.org with questions.

Announcement: Erate CIPA Compliance

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 03/28/2022

End Date: 04/15/2022

Details: Schools participating with Erate program must ensure CIPA compliance. I have attached a sample CIPA Compliance checklist to help the school in meeting the requirements for CIPA Compliance. Please review the attached and take any actions necessary to confirm your school's CIPA compliance if you are filing for ERate services.

Announcement: FY21 Title I Approval

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance , Title I

Start Date: 03/29/2022

End Date: 04/15/2022

Details: The Charter Institute at Erskine has been notified of approval of your school's FY21 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. Please be mindful that these additional funds are FY21 funds and are separate from FY22 Title I funds. Each fund will have a separate approval memo and Smart Fusion budget. These Title I funds will also require separate amendments if your school needs to submit an amendment. (There will be two Title I amendment submissions in LWS – One will be for the regular FY22 funds and one will be for these additional FY21 funds).

Announcement: Teacher List for Climate Survey

Contact Person: Heather Holliday

Department(s): Accountability

Start Date: 03/31/2022

End Date: 04/30/2022

Details: Attached you will find your list of teachers from the SC Department of Education. These are the teachers whose survey answers will be included in the report card rating next fall. At least 80% of this staff list must complete the survey to avoid penalties for participation on the report card. Contact hholliday@erskinecharters.org with questions. As additional information is available from the SDE, that will be shared with you.

Announcement: Teachers Needed for State Level EOCEP Standard Setting

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 03/31/2022

End Date: 04/12/2022

Details: Attached you will find a memo from the SDE seeking teachers to assist with the standards setting process for high school EOCEP tests and their corresponding SC Alt tests. There is a link to an application for any interested teachers included in the memo. This is an opportunity for Charter School teachers to have their input on state testing standards. Contact hholliday@erskinecharters.org with questions.

Announcement: School Climate Survey Update

Contact Person: Heather Holliday

Department(s): Accountability , PowerSchool and IT

Start Date: 04/01/2022

End Date: 04/22/2022

Details: The attached document contains information from the SC Department of Education regarding the upcoming student and teacher climate surveys. The window opens April 4, 2022. An email has also been sent to all school leaders and accountability coordinators as they appear in the Google contact sheet. Please contact hholliday@erskinecharters.org with questions.

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

Announcement: FY21 ATSI Amendment Approval

Contact Person: Sarah Shealy

Department(s): Additional Targeted Support and Improvement

Start Date: 04/01/2022

End Date: 04/15/2022

Details: The Charter Institute at Erskine has been notified of approval of your school's FY21 ATSI 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: Mail Merge for Spring Test Tickets (Optional Training)

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 04/01/2022

End Date: 04/22/2022

Details: This training is geared towards School Test Coordinators who expressed an interest in learning how to create student test tickets using Excel and Mail Merge. This allows the STCs to edit tickets to include both needed and wanted information and create tickets in a single page format rather than cutting the smaller tickets by hand. The link to the training is in the attached document. The session will be recorded and shared. Contact hholliday@erskinecharters.org with questions.

Announcement: Enrich Grad Rate Submission Optional Training

Contact Person: Heather Holliday

Department(s): Accountability

Start Date: 04/01/2022

End Date: 05/06/2022

Details: This is the annual training for the Graduation Rate Submission via Enrich. The guidelines from the SDE regarding the exemption of students from the cohort as well as the actual process used in Enrich for the submission will be covered during the training. Following the guidelines set forth by the SDE will help prevent as many errors in the submission as possible. The link to the training is in the attached document. The training will be recorded. Please contact hholliday@erskinecharters.org with questions.