Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
ESSER I Employee Documentation...	04/22/2022	Sarah Shealy	Federal Programs Fin...
ESSER II Employee Documentatio...	04/15/2022	Sarah Shealy	Federal Programs Fin...
FY22 GEER Employee Documentati...	04/15/2022	Sarah Shealy	Federal Programs Fin...
ESSER I Employee Time & Effort...	04/22/2022	Sarah Shealy	Federal Programs Fin...
ESSER II Employee Time & Effor...	04/15/2022	Sarah Shealy	Federal Programs Fin...
ESSER III Employee Time & Effo...	04/22/2022	Sarah Shealy	Federal Programs Fin...
College Freshman Report for SD...	04/15/2022	Heather Holliday	Accountability
School Report Card Posting on ...	04/22/2022	Haley Perez	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 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
Standard 16: Outcomes	05/06/2022	Sarah Love	Special Education an...
FY22 Title I Amendment Submiss...	04/15/2022	Haley Perez	Title I
FY21 Title I Additional Amendm...	04/15/2022	Haley Perez	Title I
FY20 ATSI Amendment Submission...	04/15/2022	Haley Perez	Additional Targeted ...
SC Alt post testing	04/22/2022	Heather Holliday	Assessment
FY22 Title I Plan Distribution...	04/15/2022	Sarah Shealy	Title I
FY22 Quarter 3 Financials	04/29/2022	John Li	Finance
ESSER III Return to Instructio...	05/01/2022	Haley Perez	Federal Programs Fin...
March 2022 Journal Entry Uploa...	04/29/2022	Angelica Rodrigu...	Finance
SmartFusion Federal Reimbursem...	04/15/2022	Ciera Bing	Federal Programs Fin...
TITLE I Benefit Breakout Resub...	04/22/2022	Ciera Bing	Federal Programs Fin...
ESSER III Employee Documentati...	04/22/2022	Sarah Shealy	Federal Programs Fin...
FY21 Title I Employee Document...	04/22/2022	Sarah Shealy	Federal Programs Fin...
Work Keys post test submission	05/02/2022	Heather Holliday	Assessment
Spring 2022 Test Administratio...	02/10/2022 - 05/02/2022	Heather Holliday	Assessment
Ecollect recorded webinar	03/06/2022 - 04/15/2022	Jason Jones	Leadership, PowerSch...
FY21 ESSER II Amendment Approv...	03/09/2022 - 04/22/2022	Sarah Shealy	Federal Programs Fin...
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...
Fourth Quarter Finance Trainin...	03/28/2022 - 05/04/2022	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 , Pow...
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

Charter Institute at Erskine

INSTITUTE INSIGHTS

Enrich Grad Rate Submission Op...	04/01/2022 - 05/06/2022	Heather Holliday	Accountability
KRA 2.0 Training for Fall 2022...	04/08/2022 - 05/08/2022	Heather Holliday	Assessment
Fourth Quarter PEBA Training	04/08/2022 - 05/05/2022	Robbie Anderson	Human Resources and ...
FY20 ESSER I Amendment Approva...	04/08/2022 - 04/22/2022	Sarah Shealy	Federal Programs Fin...
CEEB College Entrance Exam Boa...	04/10/2022 - 05/27/2022	Jason Jones	PowerSchool and IT, ...
Quarterly Title III Training	04/12/2022 - 05/12/2022	Celina Patton	Title III ESOL
Let's Work Smart Monthly Drop-...	04/12/2022 - 04/26/2022	Haley Perez	Leadership

Submission: ESSER I Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 04/22/2022

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

Submission: ESSER II Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 04/15/2022

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 GEER Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 04/15/2022

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: ESSER I Employee Time & Effort Collection

Department: Federal Programs Finance

Due Date: 04/22/2022

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: ESSER II Employee Time & Effort Collection

Department: Federal Programs Finance

Due Date: 04/15/2022

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: ESSER III Employee Time & Effort Collection

Department: Federal Programs Finance

Due Date: 04/22/2022

Details: When completing Time and Effort for these employees, please refer to the included "SCDE Time and Effort Procedure" and "Who Fills Out What" pdfs for further details and instructions.

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 with questions.

Submission: School Report Card Posting on Website

Department: Title I

Due Date: 04/22/2022

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.

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 CSI Amendment Submission (April 15)

Department: Comprehensive Support and Improvement

Due Date: 04/15/2022

Details: If your school currently needs an amendment for FY21 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: Standard 16: Outcomes

Department: Special Education and 504

Due Date: 05/06/2022

Details: School submits evidence and a description of how outcomes for students with disabilities are tracked.

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: FY20 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 FY20 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: 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 hholliday@erskinecharters.org with questions.

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.

Submission: FY22 Quarter 3 Financials

Department: Finance

Due Date: 04/29/2022

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-Step 1

Department: Federal Programs Finance

Due Date: 05/01/2022

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_summer22 no later than May 1, 2022. The survey will close on May 15, 2022 and your school's results will be shared with you. (A separate submission is due on 6/15 for the Plan Update).

Submission: March 2022 Journal Entry Upload

Department: Finance

Due Date: 04/29/2022

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: SmartFusion Federal Reimbursement Review

Department: Federal Programs Finance

Due Date: 04/15/2022

Details: As we are entering the 4th quarter of this school year, it is very important that school leaders and school finance contacts are meeting to see what is outstanding for federal reimbursements. As an additional step, we are offering the opportunity to schedule a meeting with each school leader to discuss their federal reimbursement funding status. If your school would like to take advantage of this opportunity, please complete the attached Smart Form.

Submission: TITLE I Benefit Breakout Resubmission

Department: Federal Programs Finance

Due Date: 04/22/2022

Details: Please update the Benefits Breakout form to reflect the amount that is included in the amended plan. Schools will be unable to seek federal reimbursements for benefits until received. Benefits total must equal the amount requested in the plan. Please refer to SCDE Financial Accounting Handbook for the correct category description

Submission: ESSER III Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 04/22/2022

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

Submission: FY21 Title I Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 04/22/2022

Details: Please submit the required documents (Work Agreement, Schedule, Job Description, and Salary Split) for FY21 Title I funded employees within your school during the 2021-2022 school year. See the included FAQ detailed information regarding each document.

Submission: Work Keys post test submission

Department: Assessment

Due Date: 05/02/2022

Details: Please submit the requested information upon conclusion of your school's Work Keys testing for Spring 2022. For the purpose of this test, the Test Administrator agreement is called "Monitor Agreement". Please contact hholliday@erskinecharters.org with questions.

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: 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: 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: 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: Fourth Quarter Finance Training

Contact Person: John Li

Department(s): Finance

Start Date: 03/28/2022

End Date: 05/04/2022

Details: ***Please note change in date, due to the Public Charter School Alliance 2022 Leadership Summit and April's Finance SCASA Roundtable***

The May 4th training will be to touch base on funding, policies, and federal programs amendments, reimbursements, and upcoming deadlines. The training will begin at 10am. This is the final training for FY22. The Zoom link can be found below.

Topic: 4th Qtr. Finance Training

Time: May 4, 2022 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

https://us04web.zoom.us/j/71895314615?pwd=MEwwTDlQUDV6Vkc4R1Zlb0ZWS3VLQT09

Meeting ID: 718 9531 4615

Passcode: zBd25z

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 , PowerSchool and IT

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, State and Academic Programs

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.

Announcement: KRA 2.0 Training for Fall 2022--early information

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 04/08/2022

End Date: 05/08/2022

Details: Attached you will find initial information concerning mandatory training for the new KRA 2.0 for all STCs and 5K teachers who will serve as Test Administrators for the new KRA. Please contact hholliday@erskinecharters.org with any questions.

Announcement: Fourth Quarter PEBA Training

Contact Person: Robbie Anderson

Department(s): Human Resources and Benefits

Start Date: 04/08/2022

End Date: 05/05/2022

Details: Our 4th Quarter PEBA Training will take place on Thursday, May 5th, 2022, via Zoom. The Zoom link is below:

Robert Anderson is inviting you to a scheduled Zoom meeting.

Topic: 4th Quarter PEBA Training

Time: May 5, 2022 11:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

https://zoom.us/j/97890051100?pwd=RWw4R3dXZkF3dEpyZTlhSGpRV3lhZz09

Meeting ID: 978 9005 1100

Passcode: Gm8EJc

Announcement: FY20 ESSER I Amendment Approval

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 04/08/2022

End Date: 04/22/2022

Details: The Charter Institute at Erskine has been notified of approval of all CARES Act plan (ESSER I) amendment requests from the South Carolina Public Charter School District (via 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 request will continue to follow the school's financial policies and Charter Institute at Erskine pre-approval and reimbursement process.

Announcement: CEEB College Entrance Exam Board Application

Contact Person: Jason Jones

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

Start Date: 04/10/2022

End Date: 05/27/2022

Details: Schools expanding to include high school grade levels please fill out the attached application for a College Entrance Examination Board Code for your school. This code will be used by students to indicate the school where of attendance for scores to be sent.

Announcement: Quarterly Title III Training

Contact Person: Celina Patton

Department(s): Title III ESOL

Start Date: 04/12/2022

End Date: 05/12/2022

Details: The Quarterly Title III Training will be held on 5/12/2022 from 1:00-2:00. More information to follow.

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

Contact Person: Haley Perez

Department(s): Leadership

Start Date: 04/12/2022

End Date: 04/26/2022

Details: The Institute is offering optional LWS Training Sessions. There will be an optional virtual drop-in session on Tuesday, April 26th 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.