

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
FY22 Title I Employee Document...	05/09/2022	Sarah Shealy	Federal Programs Fin...
FY23 Preliminary Budget	05/13/2022	John Li	Finance
SC READY/PASS Post Test Items	06/07/2022	Heather Holliday	Assessment
EOC Spring 2022 Post Test Subm...	06/07/2022	Heather Holliday	Assessment
FY22 Annual Audit Engagement	05/31/2022	John Li	Finance
FY22 Title I Program Annual Ev...	05/13/2022	Sarah Shealy	Title I
ESSER III Original Plan Benefi...	05/13/2022	Charity Glasgow	Federal Programs Fin...
ESSER III January Amendment Be...	05/13/2022	Charity Glasgow	Federal Programs Fin...
GEER Benefit Breakout for Apri...	05/13/2022	Charity Glasgow	Federal Programs Fin...
Parchment Account setup and co...	05/20/2022	Jason Jones	PowerSchool and IT
FY22 CTE Employee Documentati...	05/13/2022	Sarah Shealy	Federal Programs Fin...
Inventory Survey	05/13/2022	Angelica Rodrigu...	Finance
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
State Memo Regarding No Opt Ou...	04/18/2022 - 05/18/2022	Heather Holliday	Accountability , Ass...
Parent School Climate Surveys	04/18/2022 - 05/12/2022	Jason Jones	Accountability , Pow...
eCollect Surveys FAQ document ...	04/18/2022 - 05/18/2022	Heather Holliday	Assessment, PowerSch...
Updated Teacher list for Surve...	04/21/2022 - 05/21/2022	Heather Holliday	Assessment, PowerSch...
Resources from Mail Merge Trai...	04/22/2022 - 05/22/2022	Heather Holliday	Assessment, PowerSch...
FY21 CSI Amendment Approval	04/25/2022 - 06/03/2022	Haley Perez	Federal Programs Fin...
Seals of Distinction Report in...	04/25/2022 - 05/25/2022	Heather Holliday	Accountability , Pow...
FY22 Title I Teacher and Paren...	04/29/2022 - 05/13/2022	Sarah Shealy	Title I
GEER Amendment Approval	04/29/2022 - 05/13/2022	Haley Perez	Federal Programs Fin...
May PS Admin Meeting	05/01/2022 - 05/19/2022	Jason Jones	PowerSchool and IT
Seals of Biliteracy Coding in P...	05/02/2022 - 06/01/2022	Heather Holliday	Accountability , Ass...
eCollect Survey Memo and Stude...	05/03/2022 - 06/02/2022	Heather Holliday	Accountability , Pow...
FY20 ESSER I Plan Amendment Ap...	05/05/2022 - 05/20/2022	Sarah Shealy	Federal Programs Fin...
Enrich Grad Rate Training Pres...	05/06/2022 - 06/05/2022	Heather Holliday	Accountability , Ass...
FY22 IDEA Amendment Approval	05/06/2022 - 05/13/2022	Sarah Shealy	Federal Programs Fin...
School Leaders Meeting	05/15/2022 - 06/15/2022	Ashley Epperson	Leadership

Submission: FY22 Title I Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 05/09/2022

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: FY23 Preliminary Budget

Department: Finance

Due Date: 05/13/2022

Details: As outlined in Section 8.1, Budget, of the Charter Contract, the School must use the same budget codes as are required of school districts in the State. The budget shall be based on documented SCDE estimated revenues in accordance with the allocations in S.C. Code Ann. § 59-40-140(A)-(C). The School shall establish and maintain adequate operating reserves in order to avoid possible financial hardships. When determining the reserve amount, the School shall take into account such factors as the School's mission and longterm strategy, current and future commitments and day-to-day operating costs. On or before April 30 of each year, the School shall submit to the Sponsor the School's preliminary proposed budget for the upcoming school year, with the School's final budget submitted to the Sponsor by July 01 subject to modifications throughout the year as are required or are permitted.

Submission: SC READY/PASS Post Test Items

Department: Assessment

Due Date: 06/07/2022

Details: Please submit the requested items and complete the requested questions for Spring 2022 testing. Contact hholliday@erskinecharters.org with questions.

Submission: EOC Spring 2022 Post Test Submissions

Department: Assessment

Due Date: 06/07/2022

Details: Please submit the required documents and answer the required question to complete the submission. Contact hholliday@erskinecharters.org with questions.

Submission: FY22 Annual Audit Engagement

Department: Finance

Due Date: 05/31/2022

Details: Description: As outlined in the Charter Contract, the audit and its findings must be submitted to the Institute by November 1, 2022.

Submission: FY22 Title I Program Annual Evaluation

Department: Title I

Due Date: 05/13/2022

Details: To begin the wrap-up of this year's Title I federal requirements, a Title I Annual Evaluation must be completed. The focus of this evaluation is to document the impact of your Title I Schoolwide Program for 2021-2022. The template for the Title I planning team to meet & complete the Annual Evaluation can be found here: <https://erskinecharters.formstack.com/forms/annualevaluation2022>. The questions from the Formstack & results of your Parent & Teacher surveys are included here for reference.

Submission: ESSER III Original Plan Benefit Breakout

Department: Federal Programs Finance

Due Date: 05/13/2022

Details: Please update the Benefits Breakout form to reflect the amount that is included in the original 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 January Amendment Benefit Breakout

Department: Federal Programs Finance

Due Date: 05/13/2022

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: GEER Benefit Breakout for April Amendment

Department: Federal Programs Finance

Due Date: 05/13/2022

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

Submission: Parchment Account setup and confirmations

Department: PowerSchool and IT

Due Date: 05/20/2022

Details: Please ensure the school has access to Parchment and that PowerSchool admins are able to access and upload transcripts. For schools with students earning Seals of Biliteracy or Seals of Distinction, you will also want to ensure your students have access to the system and are able to access the site post-graduation. SCDE is using the Post Graduate Student Email field found on the demographic page as the email being sent to the Parchment system for student accounts.

Submission: FY22 CTE Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 05/13/2022

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

Submission: Inventory Survey

Department: Finance

Due Date: 05/13/2022

Details: The survey is to inquire about technology rentals for inventory purposes. Please complete the SmartForm.

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: State Memo Regarding No Opt Out of Testing

Contact Person: Heather Holliday

Department(s): Accountability , Assessment

Start Date: 04/18/2022

End Date: 05/18/2022

Details: The state has released a memo which can be shared with parents indicating that there is "No Statutory provision [which] exists for parents to opt their children out of testing". Feel free to post this information to your website as a resource should you wish to do so. Contact hholliday@erskinecharters.org with questions.

Announcement: Parent School Climate Surveys

Contact Person: Jason Jones

Department(s): Accountability , PowerSchool and IT

Start Date: 04/18/2022

End Date: 05/12/2022

Details: The Parent School Climate Surveys are now active in PowerSchool. SCDE and the Charter Institute at Erskine recommend the use of PowerSchool's Parent Portal to access the school climate survey, however the SCDE has provided a pdf parent letter with a link to click or a QR code to scan for alternate access to the individualized parent school climate survey. Note the links are customized per student/parent and should only be accessed by the parent/guardian of the student. See attached document for your school's pdf file.

Announcement: eCollect Surveys FAQ document as of Apr 18

Contact Person: Heather Holliday

Department(s): Assessment, PowerSchool and IT

Start Date: 04/18/2022

End Date: 05/18/2022

Details: A Frequently Asked Questions document was recently sent to us with answers to many of the questions you all have submitted regarding the teacher survey. I have attached the document here for your reference. If any additional updates are provided, I will be sure to get those to you as well. Please contact hholliday@erskinecharters.org with questions.

Announcement: Updated Teacher list for Surveys from SDE

Contact Person: Heather Holliday

Department(s): Assessment, PowerSchool and IT

Start Date: 04/21/2022

End Date: 05/21/2022

Details: The SDE has released an updated teacher list with additional data. Please contact hholliday@erskinecharters.org.

Announcement: Resources from Mail Merge Training

Contact Person: Heather Holliday

Department(s): Assessment, PowerSchool and IT

Start Date: 04/22/2022

End Date: 05/22/2022

Details: Resources from the optional training held on 4/22/2022 on Mail Merge for Ticket creation are posted. The link for the recording is contained on the last slide of the presentation. Contact hholliday@erskinecharters.org with questions.

Announcement: FY21 CSI Amendment Approval

Contact Person: Haley Perez

Department(s): Federal Programs Finance

Start Date: 04/25/2022

End Date: 06/03/2022

Details: The Charter Institute at Erskine has been notified of approval of your school's FY21 CSI 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: Seals of Distinction Report in Enrich

Contact Person: Heather Holliday

Department(s): Accountability , PowerSchool and IT

Start Date: 04/25/2022

End Date: 05/25/2022

Details: Enrich has released a new report to help schools with Seals of Distinction designations for students. Attached you will find a document with the directions for how to run the report in Enrich. This is for all schools who have a graduating class this year. Please share with appropriate personnel. Contact hholliday@erskinecharters.org with questions.

Announcement: FY22 Title I Teacher and Parent Survey Results

Contact Person: Sarah Shealy

Department(s): Title I

Start Date: 04/29/2022

End Date: 05/13/2022

Details: The results of the Title I Parent and Teacher Surveys have been processed and are ready for your school's review. Please see the memo attached for access links. This data will be crucial as your school completes the 2021-2022 Title I Annual Survey and the 2022-2023 Comprehensive Needs Assessment. The Charter Institute at Erskine strongly recommends sharing this data with school leadership and the school board.

Announcement: GEER Amendment Approval

Contact Person: Haley Perez

Department(s): Federal Programs Finance

Start Date: 04/29/2022

End Date: 05/13/2022

Details: The Charter Institute at Erskine has approved your school's GEER plan amendment request. Please see the attached approval memo containing your school's current approved plan. Please note the 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: May PS Admin Meeting

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 05/01/2022

End Date: 05/19/2022

Details: The PowerSchool monthly webinar will be May 19, 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: Seals of Biliteracy Coding in PS

Contact Person: Heather Holliday

Department(s): Accountability , Assessment, PowerSchool and IT

Start Date: 05/02/2022

End Date: 06/01/2022

Details: Attached are the guidelines for coding students for Seals of Biliteracy in Power School.

Announcement: eCollect Survey Memo and Student Participation Numbers

Contact Person: Heather Holliday

Department(s): Accountability , PowerSchool and IT

Start Date: 05/03/2022

End Date: 06/02/2022

Details: Attached you will find a memo which includes information regarding the Spring 2022 climate surveys with specific information regarding student and teacher participation. You will also find a spreadsheet containing the names of the students who have been continuously enrolled in your school from Day 45 through the end of March. Also included on the sheet are calculations to approximate the number of student surveys needed to reach the 80% participation threshold based on the continuous enrollment numbers. Please contact hholliday@erskinecharters.org with questions.

Announcement: FY20 ESSER I Plan Amendment Approval

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 05/05/2022

End Date: 05/20/2022

Details: The Charter Institute at Erskine has been notified of approval of all CARES Act plan (ESSER I) amendment requests from the South Carolina 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: Enrich Grad Rate Training Presentation and Resources

Contact Person: Heather Holliday

Department(s): Accountability , Assessment, PowerSchool and IT

Start Date: 05/06/2022

End Date: 06/05/2022

Details: The training was held May 6. It was recorded as well. You will find the presentation attached. Within the presentation are links to the recording and resources files. Please contact hholliday@erskinecharters.org with any questions.

Announcement: FY22 IDEA Amendment Approval

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 05/06/2022

End Date: 05/13/2022

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: School Leaders Meeting

Contact Person: Ashley Epperson

Department(s): Leadership

Start Date: 05/15/2022

End Date: 06/15/2022

Details: The Institute will hold a School Leaders Meeting on June 15th, 2022. More information to follow.