

Charter Institute at Erskine

INSTITUTE INSIGHTS

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Submission: ESSER I Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 06/24/2022

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: FY21 CSI Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 06/22/2022

Details: Please submit the required documents (Work Agreement, Schedule, Job Description, and Salary Split) for FY21 CSI 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: 06/30/2022

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: FY21 CSI Employee Time & Effort Collection

Department: Federal Programs Finance

Due Date: 06/30/2022

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: FY21 CTE Employee Time & Effort Collection

Department: Federal Programs Finance

Due Date: 06/30/2022

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: 06/30/2022

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: IDEA Employee Time & Effort Collection

Department: Federal Programs Finance

Due Date: 06/30/2022

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: FY22 Title I Employee Time & Effort Collection

Department: Federal Programs Finance

Due Date: 06/30/2022

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 II Employee Time & Effort Collection

Department: Federal Programs Finance

Due Date: 06/30/2022

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: 06/30/2022

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: FY21 TSI Employee Time & Effort Collection

Department: Federal Programs Finance

Due Date: 06/30/2022

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: 06/30/2022

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 Readiness Test payment information

Department: Assessment

Due Date: 06/23/2022

Details: While the state does not require documentation for College Readiness Testing, we collect this information to ensure we have records of what should be dispersed to you from the state once that process is complete. Please submit a completed Reimbursement Claim Form along with an invoice and proof of payment to keep on file . Please contact hholiday@erskinecharters.org with questions. You may receive these well into the summer, so the a due date near the end of June.

Submission: ESSER III Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 06/22/2022

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: FY23 Board Approved Budget

Department: Finance

Due Date: 06/30/2022

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: FY22 CTE Employee Time & Effort Collection

Department: Federal Programs Finance

Due Date: 06/30/2022

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: FY21 Title I Employee Time & Effort Collection

Department: Federal Programs Finance

Due Date: 06/30/2022

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: End of Year Checklist

Department: PowerSchool and IT

Due Date: 06/24/2022

Details: PowerSchool Admins should see the attached End-of-Year guide and confirm steps have been taken to ensure a successful end of year process for your school.

Submission: FY23 Comprehensive Needs Assessment (CNA)

Department: Title I

Due Date: 06/20/2022

Details: All Schools must complete a Comprehensive Needs Survey (CNA) annually. Please see attachments for guidance related to completing the CNA, including a list of questions to use in order to prepare. The attached memo also contains the link for completing the CNA survey. (Please note: The CNA is required to identify needs related to all federal fund expenditures, not just Title I.)

Submission: FY22 ATSI Plan Submission

Department: Additional Targeted Support and Improvement

Due Date: 06/24/2022

Details: Please submit your school's FY22 ATSI plan at: https://erskinecharters.formstack.com/forms/atsi_fy22 (After completing the form, please upload the PDF Submission that was emailed via Formstack for the school's and Institute's records.)

Submission: FY22 CSI Plan Submission

Department: Comprehensive Support and Improvement

Due Date: 06/24/2022

Details: Please submit your school's FY22 CSI plan at: <https://erskinecharters.formstack.com/forms/fy22csi> (After completing the form, please upload the PDF Submission that was emailed via Formstack for the school's and Institute's records.)

Submission: End of year transcripts and class ranking reports

Department: PowerSchool and IT

Due Date: 06/24/2022

Details: Please submit copies of your end of year transcripts and class ranking reports for grades 9-12.

Submission: Inventory of Fixed Assets

Department: Finance

Due Date: 06/30/2022

Details: In compliance with Section 59-40-40e, all charter schools are subject to the same fixed asset inventory requirements as are traditional public schools. The submitted document must contain a listing of all fixed assets and physical inventory on hand that is owned by the school (leased items not required). Please reference document templates within the submission. Schools must complete both tabs in worksheet and maintain a copy of this document on file at the School for reference.

Submission: PS 180th Day Reports

Department: PowerSchool and IT

Due Date: 06/24/2022

Details: Please submit copies of your 180th day reports.

Submission: Summer Surveys and Narratives

Department: Accountability

Due Date: 06/30/2022

Details: The portal for submitting summer surveys and narratives with the SCDE is now open. You will find several guiding memos and documents attached which include deadlines and information on completing these processes. If your school is a new school for 21-22 this will be the first time you complete this work. If you were an existing school in 21-22, you also have your former narrative attached as a place to begin. Please reach out to hholiday@erskinecharters.org with questions.

Submission: FY22 Title I Parent Activity Documents

Department: Title I

Due Date: 06/30/2022

Details: Documents for the Planning Meeting and Annual Meeting do not need to be re-submitted.

Submission: ESSER III January Amendment Benefit Breakout Resubmission

Department: Federal Programs Finance

Due Date: 06/23/2022

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: HS Class Ranking Files for 2021-2022

Department: PowerSchool and IT

Due Date: 06/30/2022

Details: SCDE Posted Class Ranking files on 6/17/2022. Attached is your school's file from SCDE

Announcement: Required Testing Information on School Website--Feedback

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 05/10/2022

End Date: 06/23/2022

Details: The South Carolina Department of Education requires that certain testing information be published and easily accessible for parents and students on each school's individual website. The requirements were reviewed during the School Test Coordinator Training on March 30 and references to the Test Administration Manual pages given. The deadline from the SDE to have these updates was April 1. All school sites were checked May 10. Individual feedback for each school is attached. Please contact hholliday@erskinecharters.org with questions.

Announcement: SCASA Memberships: 2022-2023

Contact Person: Robbie Anderson

Department(s): Human Resources and Benefits

Start Date: 05/16/2022

End Date: 06/24/2022

Details: It is time to register for the 2022-2023 SCASA Memberships. Please email a list of those interested to Robbie Anderson at randerson@erskinecharters.org. Please include the name, email address, phone number, position title, and preferred roundtables of those interested in membership. A copy of SCASA benefits of memberships and a list of roundtables are attached. The group membership fee is discounted compared to the individual rate. Please submit the list of names to me no later than Friday, June 24th. Please contact me if you have any questions.

Announcement: Embargo Info from SDE RE: Student Preliminary Test Results

Contact Person: Heather Holliday

Department(s): Accountability , Assessment

Start Date: 05/23/2022

End Date: 06/22/2022

Details: The state released the attached information via email regarding preliminary scores and what can be released to different groups throughout the embargo period. Please contact hholliday@erskinecharters.org with questions.

Announcement: Preliminary WIDA ACCESS and Alt ACCESS Scores Spr 22

Contact Person: Heather Holliday

Department(s): Accountability , Assessment

Start Date: 05/23/2022

End Date: 06/22/2022

Details: Attached you will find your preliminary scores for ACCESS and Alt ACCESS from Spring 2022 testing. In addition, you will find a memo containing information from the SDE regarding results and the embargo information. To reiterate one item from the memo, please do not enter the scores into Power School until after the rollover this summer. The scores are for your communication regarding results with parents and students. School Test Coordinators should share this information with Title III Coordinators. Please contact hholliday@erskinecharters.org with questions.

Announcement: School / District Audit Firm Approval

Contact Person: John Li

Department(s): Finance

Start Date: 05/24/2022

End Date: 06/30/2022

Details: Good Afternoon School Leaders and School Finance Officers

Please see the email below from SCDE Audit Services and SC State Auditor's Office.

Announcement: Alg I EOC Rescore

Contact Person: Heather Holliday

Department(s): Assessment, PowerSchool and IT

Start Date: 05/26/2022

End Date: 06/25/2022

Details: Recent SDE communication indicated DRC has rescored the Alg I exams for one question for which students should have had access to the Desmos calculator, but did not. This rescore did not affect all students and the scores only shifted one or two points, but that may change the average and hence GPA for those students who were affected. Please note that no student scores decreased. The error goes in favor of the student so scores either remained the same or increased. Contact hholliday@erskinecharters.org with questions.

Announcement: FY22 CSI Title I Allocation

Contact Person: Haley Perez

Department(s): Comprehensive Support and Improvement

Start Date: 05/27/2022

End Date: 06/24/2022

Details: The Charter Institute at Erskine has been notified of its FY 22 CSI Title I allocation (Fund 239) from the South Carolina Department of Education. Please see your school's allocation in the attached memo. Please complete the linked "FY22 CSI Title I Plan Submission" linked in the memo by listing the requested activities you plan to fund with the allocation, provide sufficient narrative description for activities, and have the form electronically signed by the individuals completing the Formstack submission. Please submit the signed, completed plan to the Institute via Formstack submission and uploaded to Let's Work Smart by Friday, June 24, 2022 at 7:00pm.

Announcement: FY22 ATSI Title I Allocation

Contact Person: Sarah Shealy

Department(s): Additional Targeted Support and Improvement

Start Date: 05/27/2022

End Date: 06/24/2022

Details: The Charter Institute at Erskine has been notified of its FY 22 ATSI Title I allocation (Fund 239) from the South Carolina Department of Education. Please see your school's allocation in the attached memo. Please complete the linked "FY22 ATSI Title I Plan Submission" linked in the memo by listing the requested activities you plan to fund with the allocation, provide sufficient narrative description for activities, and have the form electronically signed by the individuals completing the Formstack submission. Please submit the signed, completed plan to the Institute via Formstack submission and uploaded to Let's Work Smart by Friday, June 24, 2022 at 7:00pm.

Announcement: MAP Technical Requirement updates for 22-23

Contact Person: Heather Holliday

Department(s): Assessment, PowerSchool and IT

Start Date: 06/07/2022

End Date: 06/30/2022

Details: NWEA MAP has released new Technical Requirement updates for Fall 2022. The link to the updates is included in the attached document. You will want to get your IT folks on this task well before school begins in the fall to ensure a smooth testing cycle. Contact hholliday@erskinecharters.org with questions.

Announcement: ESSER III Supplemental Plan Approval

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 06/08/2022

End Date: 06/24/2022

Details: The Charter Institute at Erskine has been notified of approval of your school's ESSER III supplemental plan from the South Carolina Department of Education. Please see the attached Smart Fusion budget and approval memo containing your school's current approved plan, documents required for pre-approval/reimbursement, and important deadlines. Please note that if applicable the Smart Fusion budget with benefits will be sent upon completion of the Benefits Breakout in LWS. Please note this is for the approval of your school's supplemental ESSER III allocation and not the regular ESSER III allocation. Each allocation has a separate approval memo and Smart Fusion budget.

Announcement: ESSER III Plan Approval

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 06/08/2022

End Date: 06/24/2022

Details: The Charter Institute at Erskine has been notified of approval of your school's ESSER III plan from the South Carolina Department of Education. Please see the attached approval memo containing your school's current approved plan, documents required for pre-approval/reimbursement, and important deadlines. Please note that the Smart Fusion budget will be sent upon completion.

Announcement: Federal 5 Day Count Information

Contact Person: Haley Perez

Department(s): Federal Programs Finance , PowerSchool and IT, Title I, Title II

Start Date: 06/10/2022

End Date: 06/30/2022

Details: As you know, the upcoming 5th day count for the 2022-2023 school year is the official data pull that impacts eligibility and allocation of federal funds. As your school is preparing for the upcoming school year, please remember how crucial the data collection and data accuracy are for this. Please see attached for important items related to Power School and Federal funding for 5th Day Count. The Institute will also be providing optional, drop-in technical assistance sessions (More information attached).

Announcement: FY20 TSI Amendment Approval

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 06/13/2022

End Date: 06/24/2022

Details: The Charter Institute at Erskine has been notified of approval of your school's FY20 ATSI plan amendment from the South Carolina Department of Education. Please see the attached approval memo containing your school's current approved plan and your school's updated 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: Google Testing Calendar Memo for 22-23

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 06/15/2022

End Date: 06/30/2022

Details: Attached you will find a memo regarding a submission which will become available July 1. In the meantime, work on the submission can begin using the link in the memo. This testing calendar is one the Institute has used for several years so it is not anything new. Feel free to share this memo with anyone who needs the information. I know several schools are in the process of assigning STC responsibilities and may not know who that person will be at this time. Please contact hholliday@erskinecharters.org with questions.

Announcement: Work Keys Results Spring 2022

Contact Person: Heather Holliday

Department(s): Accountability , Assessment

Start Date: 06/16/2022

End Date: 06/30/2022

Details: Attached you will find your school's Spring 2022 Work Keys (Career Readiness) results. These results have been uploaded into Enrich for you as well so the results should be reflected in the College and Career Readiness reports at this time. You can use this information to determine who among your third year students may need to retest on any areas of Work Keys in the fall to be classified as Career Ready. Students must earn a Certificate of Silver, Gold, or Platinum to be considered Career Ready. Bronze certificates or those with no designation of a certificate will not qualify for Career Readiness per the results of this test administration. Scores of any subtest below a level 4 can be retaken in order to try again in the fall. Please contact hholliday@erskinecharters.org with questions.