

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
CoGat--Items After testing	11/01/2021	Heather Holliday	Assessment
FY22 Quarter 1 Financials	10/29/2021	John Li	Finance
FY21 Annual Audit	11/01/2021	John Li	Finance
Dropouts Memo from State and F...	11/08/2021	Heather Holliday	PowerSchool and IT
ESSER II Benefit Breakout 07/1...	10/29/2021	Charity Glasgow	Federal Programs Fin...
ESSER III Plan - New Schools	11/05/2021	Sally Fickling	Federal Programs Fin...
Parent Right to Know 2021-2022	10/29/2021	Sarah Shealy	Title II
FY20 ESSER I Plan Amendment	10/29/2021	Sarah Shealy	Federal Programs Fin...
FY21 ESSER II Amendment	10/29/2021	Sarah Shealy	Federal Programs Fin...
FY21 ATSI Plan Amendment	10/29/2021	Sarah Shealy	Federal Programs Fin...
FY20 ATSI Plan Amendment	10/29/2021	Sarah Shealy	Federal Programs Fin...
FY21 CTE EIA Plan Amendment	10/29/2021	Ashley Sturkie	CTE
FY21 GEER Plan Amendment	10/29/2021	Ashley Sturkie	Federal Programs Fin...
FY20 CSI Plan Amendment	10/29/2021	Ashley Sturkie	Comprehensive Suppor...
FY21 CSI Benefit Breakout	11/05/2021	Ciera Bing	Federal Programs Fin...
SC Alt testing list and precod...	11/03/2021	Heather Holliday	Assessment
School Test Coordinator Newsle...	09/27/2021 - 11/01/2021	Heather Holliday	Assessment
PEBA Open Enrollment 2021	10/01/2021 - 10/31/2021	Robbie Anderson	Human Resources and ...
MTSS Coordinator Training	10/03/2021 - 11/03/2021	Laura Merrick	MTSS
SC Teaching Fellows Applicatio...	10/04/2021 - 12/01/2021	Paula Gray	Human Resources and ...
Section 504 Coordinator Quarte...	10/08/2021 - 11/09/2021	Kathy Griffin	Special Education an...
SPED Coordinator Monthly Round...	10/08/2021 - 11/09/2021	Kathy Griffin	Special Education an...
Free Online Training for IT Sk...	10/08/2021 - 11/07/2021	Jason Jones	Leadership, PowerSch...
FY 21 CTE EIA Amendment Approv...	10/11/2021 - 10/25/2021	Ashley Sturkie	CTE, Federal Program...
Let's Work Smart Monthly Drop-...	10/12/2021 - 10/26/2021	Haley Perez	Leadership
FY 21 CTE EIA Carryforward Bud...	10/13/2021 - 10/27/2021	Ashley Sturkie	CTE, Federal Program...
FY21 ESSER II Amendment or Car...	10/15/2021 - 10/29/2021	Ashley Sturkie	Federal Programs Fin...
Update on Federal Programs Pro...	10/15/2021 - 10/29/2021	Haley Perez	Additional Targeted ...
FY21 Targeted School Improveme...	10/18/2021 - 11/01/2021	Sarah Shealy	Federal Programs Fin...
FY21 GEER Plan Approval	10/18/2021 - 11/01/2021	Ashley Sturkie	Federal Programs Fin...
GEER Funding Revenue Codes	10/18/2021 - 11/17/2021	Ciera Bing	Federal Programs Fin...
FY20 TSI Carryforward Reminder...	10/19/2021 - 11/05/2021	Sarah Shealy	Additional Targeted ...
FY20 CSI Carryforward Plan	10/19/2021 - 11/01/2021	Ashley Sturkie	Comprehensive Suppor...
High Achieving Coding Check	10/20/2021 - 10/27/2021	Heather Holliday	Gift and Talented , ...
SC Alternate Assessment Techno...	10/20/2021 - 11/19/2021	Heather Holliday	Assessment
School Test Coordinator Newsle...	10/21/2021 - 10/29/2021	Heather Holliday	Assessment

Submission: CoGat--Items After testing

Department: Assessment

Due Date: 11/01/2021

Details: Please submit the following items following your school's completion of CoGat testing, but no later than November 1. For the make up part of the submission, if you have no student make ups needed, please submit the excel document with "None" in the first box to confirm there are none to make up.

Submission: FY22 Quarter 1 Financials

Department: Finance

Due Date: 10/29/2021

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: FY21 Annual Audit

Department: Finance

Due Date: 11/01/2021

Details: Description: As outlined in the Charter Contract, the audit and its findings must be submitted to the Institute by November 1, 2021. The Institute will accept the audit submission by Friday, November 5, 2021. However, for transparency and fairness reasons, the due date for the submission is still November 1, 2021. Any submission after November 1 will be considered late.

Submission: Dropouts Memo from State and Forms

Department: PowerSchool and IT

Due Date: 11/08/2021

Details: Attached you will find the Memo from the SDE. In addition, the SDE included three other documents. One of those is the document for schools with No Dropouts to complete and submit to the SDE by November 8. If you have any questions regarding dropouts, please contact hholliday@erskinecharters.org.

Submission: ESSER II Benefit Breakout 07/15 Amendments

Department: Federal Programs Finance

Due Date: 10/29/2021

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 Plan - New Schools

Department: Federal Programs Finance

Due Date: 11/05/2021

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

Submission: Parent Right to Know 2021-2022

Department: Title II

Due Date: 10/29/2021

Details: Under federal law, parents have the right to know: 1) whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; 2) whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; 3) the baccalaureate degree major of a teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

Submission: FY20 ESSER I Plan Amendment

Department: Federal Programs Finance

Due Date: 10/29/2021

Details: If your school currently needs an amendment for FY20 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". (Note: Currently, amendment deadlines during the 2021-2022 school year will be October 29, January 15, and April 15.) No submissions will be accepted after October 29, 2021 at 7:00pm.

Submission: FY21 ESSER II Amendment

Department: Federal Programs Finance

Due Date: 10/29/2021

Details: If your school currently needs an amendment for FY21 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". (Note: Currently, amendment deadlines during the 2021-2022 school year will be October 29, January 15, and April 15.) No submissions will be accepted after October 29, 2021 at 7:00pm.

Submission: FY21 ATSI Plan Amendment

Department: Federal Programs Finance

Due Date: 10/29/2021

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". (Note: Currently, amendment deadlines during the 2021-2022 school year will be October 29, January 15, and April 15.) No submissions will be accepted after October 29, 2021 at 7:00pm.

Submission: FY20 ATSI Plan Amendment

Department: Federal Programs Finance

Due Date: 10/29/2021

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". (Note: Currently, amendment deadlines during the 2021-2022 school year will be October 29, January 15, and April 15.) No submissions will be accepted after October 29, 2021 at 7:00pm.

Submission: FY21 CTE EIA Plan Amendment

Department: CTE

Due Date: 10/29/2021

Details: If your school currently needs an amendment for FY21 CTE 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". (Note: Currently, amendment deadlines during the 2021-2022 school year will be October 29, January 15, and April 15.) No submissions will be accepted after October 29, 2021 at 7:00pm.

Submission: FY21 GEER Plan Amendment

Department: Federal Programs Finance

Due Date: 10/29/2021

Details: If your school currently needs an amendment for FY21 GEER plan, 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". (Note: Currently, amendment deadlines during the 2021-2022 school year will be October 29, January 15, and April 15.) No submissions will be accepted after October 29, 2021 at 7:00pm.

Submission: FY20 CSI Plan Amendment

Department: Comprehensive Support and Improvement

Due Date: 10/29/2021

Details: If your school currently needs an amendment for FY20 CSI plan, 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". (Note: Currently, amendment deadlines during the 2021-2022 school year will be October 29, January 15, and April 15.) No submissions will be accepted after October 29, 2021 at 7:00pm.

Submission: FY21 CSI Benefit Breakout

Department: Federal Programs Finance

Due Date: 11/05/2021

Details: Please update the Benefits Breakout form to reflect the amount that is included in the 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: SC Alt testing list and precode for 21-22

Department: Assessment

Due Date: 11/03/2021

Details: Attached you will find a sheet containing your list of currently coded SC Alt testers for the spring. Many of them have incomplete coding in PS as the First and Last Name of their Test Administrator has not been included. Please check your list and then resubmit with "Updated" in the title to confirm this is the correct list. If any student is missing, please update their SC Alt coding in PS and include on your updated list. This coding should match the student's IEP.

Announcement: School Test Coordinator Newsletter Sept 27

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 09/27/2021

End Date: 11/01/2021

Details: Attached is the newsletter for all School Test Coordinators. Contact hholliday@erskinecharters.org with any questions. Thank you.

Announcement: PEBA Open Enrollment 2021

Contact Person: Robbie Anderson

Department(s): Human Resources and Benefits

Start Date: 10/01/2021

End Date: 10/31/2021

Details: PEBA Open Enrollment will officially begin on October 1 and will run until October 31. Employees are able to enroll or make changes in their insurance. Employees can also re-enroll in MoneyPlus and make changes in Life Insurance. Changes will be effective January 1, 2022. For any questions, please contact Robbie Anderson at (803) 429-2355 or randerson@erskinecharters.org

Announcement: MTSS Coordinator Training

Contact Person: Laura Merrick

Department(s): MTSS

Start Date: 10/03/2021

End Date: 11/03/2021

Details: The MTSS Quarterly Training will be held on 11/3/21 from 10:00-11:00. More information will follow.

Announcement: SC Teaching Fellows Application

Contact Person: Paula Gray

Department(s): Human Resources and Benefits

Start Date: 10/04/2021

End Date: 12/01/2021

Details: Here's what you need to know about the Teaching Fellows Program: Provides fellowships for up to 215 students each year; Includes enrichment programs, professional development, and leadership opportunities; Supplies up to a \$6000 fellowship annually for four years; Requires participants to agree to teach in a SC public school one year for each year funding is received. Teaching Fellows must attend one of the eleven Teaching Fellows Institutions. These include Anderson University, Charleston Southern University, Clemson University, Coastal Carolina University, College of Charleston, Francis Marion University, Lander University, USC Aiken, USC Columbia, USC Upstate, and Winthrop University.

To apply for Teaching Fellows, a student must be: •A United States citizen or will be an eligible non-citizen under State Residency statutes at the time of high school graduation (Please note - students categorized as Deferred Action for Childhood Arrivals (DACA) are not eligible for Teaching Fellows.); •A legal resident of South Carolina (Please note - The Teaching Fellows Institution will verify residency after a student has been offered an award.); •A high school senior or a junior who is graduating early. Please contact Paula Gray at pgray@erskinecharters.org for more details.

Announcement: Section 504 Coordinator Quarterly Roundtable

Contact Person: Kathy Griffin

Department(s): Special Education and 504

Start Date: 10/08/2021

End Date: 11/09/2021

Details: 504 Coordinators quarterly roundtable will be held via Zoom on November 9th at 11 AM. Contact Kathy Griffin for more information. Links to attend the meeting will be sent directly to School 504 Coordinators.

Announcement: SPED Coordinator Monthly Roundtable

Contact Person: Kathy Griffin

Department(s): Special Education and 504

Start Date: 10/08/2021

End Date: 11/09/2021

Details: SPED Coordinator monthly roundtable will be held on 11/9/2021 from 1:00-2:00. More information will follow.

Announcement: Free Online Training for IT Skills for Students, Teachers, and Staff - Skillsets of Silicon Valley

Contact Person: Jason Jones

Department(s): Leadership, PowerSchool and IT

Start Date: 10/08/2021

End Date: 11/07/2021

Details: The South Carolina Department of Education (SCDE) is offering individual districts and schools the opportunity to establish an online IT skills training hub through SkillSets of Silicon Valley by leveraging its existing contract agreement. The district hub administered locally will feature COVID-19 training opportunities, as well as over 7,000 technical and leadership professional development courses for all employees and students.

Note this opportunity would be a 2-year individual hub with unlimited access and users administered as a district account with school level admins with ability to load staff and students. Each school can decide whom (teachers, staff, students, etc) would have access to this resource. New courses are added weekly. I have attached a short list of example courses.

If you are interested in participating or need more information, please send an email to jjones@erskinecharters.org with the name and email of the person who will be administering the program for your school.

Announcement: FY 21 CTE EIA Amendment Approval

Contact Person: Ashley Sturkie

Department(s): CTE, Federal Programs Finance

Start Date: 10/11/2021

End Date: 10/25/2021

Details: The Charter Institute at Erskine has been notified of approval of all FY21 CTE EIA plan amendments. Please see the attached approval memo containing your school's current approved plan and SmartFusion Budget. The Institute is currently working on updating the reimbursement process and the documents needed for reimbursement submission to ensure an efficient process for schools. The reimbursement process and required documents will be shared in upcoming trainings and a memo will be sent to outline the required documentation for this fund as in previous years.

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

Contact Person: Haley Perez

Department(s): Leadership

Start Date: 10/12/2021

End Date: 10/26/2021

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

Announcement: FY 21 CTE EIA Carryforward Budget and Plan

Contact Person: Ashley Sturkie

Department(s): CTE, Federal Programs Finance

Start Date: 10/13/2021

End Date: 10/27/2021

Details: The Charter Institute is sending a reminder that your school's FY21 CTE EIA budget has carried forward to continue claiming expenditures during FY22 (school year 2021-2022).

Please see the attached approval memo containing your school's current approved plan and updated carryforward SmartFusion budget. The Institute is currently working on updating the reimbursement process and the documents needed for reimbursement submission to ensure an efficient process for schools. The reimbursement process and required documents will be shared in upcoming trainings and a memo will be sent to outline the required documentation for this fund as in previous years.

Announcement: FY21 ESSER II Amendment or Carryforward Approval Memo

Contact Person: Ashley Sturkie

Department(s): Federal Programs Finance

Start Date: 10/15/2021

End Date: 10/29/2021

Details: The Charter Institute at Erskine has been notified of approval of all ESSER II amendment requests from the South Carolina Department of Education. Please see the attached approval memo containing your school's current approved plan and SmartFusion budget. The Institute is currently working on updating the reimbursement process and the documents needed for reimbursement submission to ensure an efficient process for schools. The reimbursement process and required documents will be shared in upcoming trainings and a memo will be sent to outline the required documentation for this fund as in previous years.

Announcement: Update on Federal Programs Processes

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: 10/15/2021

End Date: 10/29/2021

Details: As you know, the Institute is currently working on updating federal programs processes, including the reimbursement process and the documents needed for reimbursement submission to ensure an efficient process for schools. In order to update this process to increase effectiveness, the Institute has obtained feedback from various stakeholders, including school leaders, Institute staff, school stakeholders, and external stakeholders. Please review the attached memo in Let's Work Smart for more information on these updates. The Institute will host a brief, optional virtual session via Zoom on Monday, October 25, 2021 from 1:00 p.m.-1:30 p.m. The purpose of this meeting is to share a high-level overview of these changes, as well as the philosophy and reason for the updates. We are looking forward to sharing these updates with you! Please contact Haley Perez (hperez@erskinecharters.org) with any questions or concerns.

Announcement: FY21 Targeted School Improvement (TSI) Approval Memo

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 10/18/2021

End Date: 11/01/2021

Details: The Charter Institute at Erskine has been notified of approval of all FY21 Targeted School Improvement (TSI) plan requests from the South Carolina Department of Education. The Institute is currently working on updating the reimbursement process and the documents needed for reimbursement submission to ensure an efficient process for schools. The reimbursement process and required documents will be shared in upcoming trainings and a memo will be sent to outline the required documentation for this fund as in previous years. Your SmartFusion budget will be sent upon completion.

Announcement: FY21 GEER Plan Approval

Contact Person: Ashley Sturkie

Department(s): Federal Programs Finance

Start Date: 10/18/2021

End Date: 11/01/2021

Details: The Charter Institute at Erskine has been notified of approval of all FY21 GEER Plan. Please see the attached approval memo containing your school's current approved plan. The Institute is currently working on updating the reimbursement process and the documents needed for reimbursement submission to ensure an efficient process for schools. The reimbursement process and required documents will be shared in upcoming trainings and a memo will be sent to outline the required documentation for this fund as in previous years.

Announcement: GEER Funding Revenue Codes

Contact Person: Ciera Bing

Department(s): Federal Programs Finance

Start Date: 10/18/2021

End Date: 11/17/2021

Details: GEER federal funding approval budgets will soon be sent out. Schools should proceed to use fund 820, revenue code 1620 to record revenue received. Please forward this information to your School Business Officer or External Accountant for their references.

Announcement: FY20 TSI Carryforward Reminder Memo

Contact Person: Sarah Shealy

Department(s): Additional Targeted Support and Improvement, Federal Programs Finance

Start Date: 10/19/2021

End Date: 11/05/2021

Details: The Charter Institute wanted to provide a reminder that your school's FY20 ATSI budget has now carried forward to continue claiming expenditures during FY22 (school year 2021-2022). The Institute is currently working on updating the reimbursement process and the documents needed for reimbursement submission to ensure an efficient process for schools. The reimbursement process and required documents will be shared in upcoming trainings and a memo will be sent to outline the required documentation for this fund as in previous years. Your SmartFusion budget will be sent upon completion.

Announcement: FY20 CSI Carryforward Plan

Contact Person: Ashley Sturkie

Department(s): Comprehensive Support and Improvement

Start Date: 10/19/2021

End Date: 11/01/2021

Details: The Charter Institute is sending a reminder that your school's FY20 budget has carried forward to continue claiming expenditures during FY22 (school year 2021-2022).

Please see the attached approval memo containing your school's current approved plan. The Institute is currently working on updating the reimbursement process and the documents needed for reimbursement submission to ensure an efficient process for schools. The reimbursement process and required documents will be shared in upcoming trainings and a memo will be sent to outline the required documentation for this fund as in previous years.

Announcement: High Achieving Coding Check

Contact Person: Heather Holliday

Department(s): Gift and Talented , PowerSchool and IT

Start Date: 10/20/2021

End Date: 10/27/2021

Details: Attached is your currently coding High Achieving list from PS. This list should be compared with the following: the list provided to you at the end of September (10/20 update for a couple of schools) from GIFT containing your GT qualified students; current student enrollment in classes that serve GT; AP student list if you are high school as they should be coded for AP. If these lists agree, then your High Achieving coding for Quarter is correct. If they do not, then your coding may not be correct. Contact hholliday@erskinecharters.org with any questions as the proper coding affects your GT funding. If students are not coded for High Achieving in PS, you will not receive funding for them. If you have coded them High Achieving and they are not on your GIFT list, we need to update GIFT. Heather will be your contact for updating GIFT.

Announcement: SC Alternate Assessment Technology Requirements

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 10/20/2021

End Date: 11/19/2021

Details: If you are a school who has SC Alt eligible testing students, please have your technology department visit the url in the attached document to begin the process of confirming your school has met the technology requirements for this test. All schools should be prepared for this test in the even you have a student enroll with an IEP indicating SC Alt eligibility. This test is administered completely online so the technology requirements are very important. Please reach out to hholliday@erskinecharters.org with any questions about the technology preparedness for this test.

Announcement: School Test Coordinator Newsletter Oct 21

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 10/21/2021

End Date: 10/29/2021

Details: Attached you will find the Oct 21 School Test Coordinator Newsletter.