Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
CoGat--Items After testing	11/08/2021	Heather Holliday	Assessment
FY21 Annual Audit	11/01/2021	John Li	Finance
Dropouts Memo from State and F...	11/08/2021	Heather Holliday	PowerSchool and IT
ESSER III Plan - New Schools	11/05/2021	Sally Fickling	Federal Programs Fin...
FY21 CSI Benefit Breakout	11/05/2021	Ciera Bing	Federal Programs Fin...
SC Alt testing list and precod...	11/03/2021	Heather Holliday	Assessment
September 2021 Journal Entry U...	11/05/2021	John Li	Finance
October 2021 Journal Entry Upl...	11/30/2021	John Li	Finance
School Test Coordinator Newsle...	09/27/2021 - 11/01/2021	Heather Holliday	Assessment
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...
FY21 ESSER II Amendment or Car...	10/15/2021 - 11/05/2021	Ashley Sturkie	Federal Programs Fin...
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 *UP...	10/18/2021 - 11/26/2021	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...
SC Alternate Assessment Techno...	10/20/2021 - 11/19/2021	Heather Holliday	Assessment
Precoding Errors needing corre...	10/28/2021 - 11/12/2021	Heather Holliday	Assessment, PowerSch...
School Test Coordinator Newsle...	10/29/2021 - 12/03/2021	Heather Holliday	Assessment, PowerSch...
November PS Admin Meeting	11/01/2021 - 11/18/2021	Jason Jones	PowerSchool and IT
Let's Work Smart Quarterly Tra...	11/02/2021 - 11/16/2021	Haley Perez	Leadership

Submission: CoGat--Items After testing

Department: Assessment

Due Date: 11/08/2021

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: 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 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: 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.

Submission: September 2021 Journal Entry Upload

Department: Finance

Due Date: 11/05/2021

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: October 2021 Journal Entry Upload

Department: Finance

Due Date: 11/30/2021

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.

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: 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: FY21 ESSER II Amendment or Carryforward Approval Memo

Contact Person: Ashley Sturkie

Department(s): Federal Programs Finance

Start Date: 10/15/2021

End Date: 11/05/2021

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: 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 *UPDATE 10/26/21*

Contact Person: Ciera Bing

Department(s): Federal Programs Finance

Start Date: 10/18/2021

End Date: 11/26/2021

Details: GEER federal funding approval budgets will soon be sent out. Schools should proceed to use fund 820, revenue code 1999 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: 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: Precoding Errors needing correction

Contact Person: Heather Holliday

Department(s): Assessment, PowerSchool and IT

Start Date: 10/28/2021

End Date: 11/12/2021

Details: If you are included in this correspondence, you have coding in PS indicating the need for an OS or Oral Script Administration in a state test. The state is only using "OA" for coding this year. Please go into PS and correct the coding for any student(s) included in the attached file. If the student also requires paper/pencil testing, please precode that field as well. Contact hholliday@erskinecharters.org with any questions.

Announcement: School Test Coordinator Newsletter Oct 29

Contact Person: Heather Holliday

Department(s): Assessment, PowerSchool and IT

Start Date: 10/29/2021

End Date: 12/03/2021

Details: Attached you will find the latest STC newsletter. Please contact hholliday@erskinecharters.org with questions. Please share with your STCs if they do not receive this communication automatically.

Announcement: November PS Admin Meeting

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 11/01/2021

End Date: 11/18/2021

Details: The PowerSchool monthly webinar will be Nov. 18, 2021 @ 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: Let's Work Smart Quarterly Training Session DATE CHANGE

Contact Person: Haley Perez

Department(s): Leadership

Start Date: 11/02/2021

End Date: 11/16/2021

Details: The Institute is offering optional LWS Training Sessions. There will be an optional virtual session on Tuesday, November 9th from 1:00pm - 2:00pm. These optional sessions will provide a presentation that will cover LWS basics, highlight effective practices, and answer frequently asked questions. It is highly recommended that any new school personnel with access to LWS attend these sessions. Any current school personnel with questions or concerns regarding LWS are encouraged to attend as well. (Note: Each session will cover the same content, but multiple session options will be held to best accommodate schedules.) Please see the attached memo for more information on additional training opportunities.