Charter Institute at Erskine

INSTITUTE INSIGHTS

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Submission: ESSER III Plan Submission

Department: Federal Programs Finance

Due Date: 01/15/2022

Details: Please submit your school's ESSER III plan at: https://erskinecharters.formstack.com/forms/esser_iii_plan (After completing the form, please upload the PDF Submission that was emailed via Formstack for the school's and Institute's records.) Please keep in mind that ESSER I and ESSER II must be spent before ESSER III.

Submission: November 2021 Journal Entry Upload

Department: Finance

Due Date: 01/07/2022

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: SC Alt staff and student check for Spring 2022 testing

Department: Assessment

Due Date: 01/07/2022

Details: We have received the files from the SDE which were pulled based on precode and populated in the TIDE system. Attached you will find an individual school file with a tab for staff, students, and changes to be made. There is also a general document with directions for checking these files. Even if you do not have changes to make, there is a submission. Please see the directions for specifics. Please contact hholliday@erskinecharters.org with questions.

Submission: ESSER October Amendment Benefit Breakout

Department: Federal Programs Finance

Due Date: 01/07/2022

Details: Please update the Benefits Breakout form to reflect the amount that is included in the amended plan for October. 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 II October Amendment Benefit Breakout

Department: Federal Programs Finance

Due Date: 01/07/2022

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: PS 90th Day Reports

Department: PowerSchool and IT

Due Date: 01/28/2022

Details: Please submit copies of your 90th day reports.

Submission: ESSER I Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 01/07/2022

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: 01/07/2022

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: FY20 CSI Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 01/07/2022

Details: Please submit the required documents (Work Agreement, Schedule, Job Description, and Salary Split) for FY20 CSI funded employees within your school during the 2021-2022 school year. See the included FAQ for detailed information regarding each document.

Submission: FY21 CSI Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 01/07/2022

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: FY21 TSI Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 01/07/2022

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

Submission: FY22 GEER Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 01/07/2022

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: FY22 Title II Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 01/07/2022

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

Submission: Performance Tasks Assessment Student List

Department: Assessment

Due Date: 01/12/2022

Details: Attached you will find your student list for Spring 2022 Performance Tasks Testing. This is one test parents CAN opt out of, though it is not suggested that is widely advertised. Handle those on a case by case basis. You will also find a parent letter to send to each student and the opt out form should you need it. One question must be answered to complete the submission. Contact hholliday@erskinecharters.org with questions.

Submission: FY21 CTE Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 01/07/2022

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

Submission: Fall/Winter EOC Dec21-Jan22

Department: Assessment

Due Date: 01/28/2022

Details: These will be the files you need to submit for Fall/Winter EOC testing. Contact hholliday@erskinecharters.org with questions.

Submission: FY22 Title I Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 01/14/2022

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: Early Graduates Roster and Transcripts, Winter 2022

Department: PowerSchool and IT

Due Date: 01/28/2022

Details: Schools with Winter Graduates should submit a roster of students for graduation along with final transcripts for review. If you have no early graduates, submit your school's calendar in the documents requested.

Submission: Mass Screenings Assessment

Department: State and Academic Programs

Due Date: 01/14/2022

Details: SCDE would like to measure how mass screenings (vision, dental, and hearing) have been impacted and gather a baseline data assessment. SCDE needs ALL school nurses to complete and submit to LWS by January 14, 2022. They need 100% participation on this assessment from all lead nurses, charter nurses and private school nurses.

Submission: Palmetto Literacy Project (LETRS) Curriculum Selection

Department: Leadership

Due Date: 01/13/2022

Details: SCDE will be providing one of the five approved K-5 base curricula at no cost to PLP schools. Each vendor has provided documentation with more infomration about their curriculum, including an overview of any costs for PD, trainings, consumables, etc. Information can be found here: https://drive.google.com/drive/folders/1yVzW9omNp0a4aUHwfhBCjJlnwQ7 VWaWI. If you need assistance, please contact Kristin Olcott at kolcott@erskinecharters.org.

Announcement: WIDA ACCESS resources

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 12/08/2021

End Date: 01/21/2022

Details: Here are the resources as promised following our WIDA ACCESS training for spring 2022. Please contact hholliday@erskinecharters.org with any questions.

Announcement: Transcript training: Computer Units and Dual Enrollment

Contact Person: Heather Holliday

Department(s): Accountability , PowerSchool and IT

Start Date: 12/08/2021

End Date: 01/07/2022

Details: This training is appropriate for high school level staff who have responsibilities regarding coding of courses for graduation in Power School, Guidance Counselors, and School Leaders involved with Accountability and Transcripts. We will take an in depth look at determining if computer units and Dual Enrollment courses on a transcript count towards graduation and/or College Readiness Accountability. The link for the Zoom meeting is attached. The meeting is scheduled for Jan 7 from 2-3. Please contact hholliday@erskinecharters.org.

Announcement: Enrich--Optional Training--Creating test results exports

Contact Person: Heather Holliday

Department(s): Accountability , Assessment

Start Date: 12/08/2021

End Date: 02/04/2022

Details: This training would be appropriate for anyone who has admin level rights (including Instructional Coaches, Principals, Assistant Principals, Accountability staff, and Guidance Staff). We will learn how to access test results for a student as well as use the reports feature in Enrich to create an export of test data for a group of students. Included will be demonstrations of how to create the report, save the report, edit a report, and customize a report for your needs. The zoom link and information is in the attached document. The training will be February 4 from 2-3. Please contact hholliday@erskinecharters.org with any questions.

Announcement: Enrich CCR and test tabs resources

Contact Person: Heather Holliday

Department(s): Accountability , Assessment

Start Date: 12/10/2021

End Date: 01/09/2022

Details: In this announcement you will find the following files and resources: the presentation used in the training on Dec 3; a document containing a link to the recording of the meeting; a requested "cheat sheet" with information about populating test scores and important fields. This is being provided to all should there be any who could not attend and wish to have access to the provided resources. Contact hholliday@erskinecharters.org with questions.

Announcement: GT qualifiers from Fall 2021 testing

Contact Person: Heather Holliday

Department(s): Assessment, Gift and Talented

Start Date: 12/10/2021

End Date: 01/09/2022

Details: Attached you will find the list of your students who have qualified for GT based on their Fall 2021 CoGat/IOWA scores. You can communicate this with families as you see fit as some of you serve GT and others do not. Parents should at least be notified of their qualification. Qualification should also be coded in PS. High achieving should not be coded unless you actively serve them in GT. Individual student profile sheets will be sent to you before Winter Break. A list of those who have qualified to take Performance Tasks Assessment will also be provided before the break.

Announcement: SCDE Exchange Visitor Program

Contact Person: Paula Gray

Department(s): Human Resources and Benefits

Start Date: 12/10/2021

End Date: 01/09/2022

Details: Please see attached documents for SCDE Exchange Visitor Programs for France, Spain, and Germany.

Announcement: Third Quarter Finance Training

Contact Person: Ciera Bing

Department(s): Finance

Start Date: 12/13/2021

End Date: 01/12/2022

Details: The January 12th training will be to touch base on 45th day funding and federal programs budgets and reimbursements. The training will begin at 10am. The Institute's Finance Department will continue to have quarterly trainings throughout the school year. Zoom link can be found below.

Topic: 3rd Qtr. Finance Training

Time: Jan 12, 2022 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

https://us04web.zoom.us/j/77145419418?pwd=S0hqUDFicm1qZndPODE2L09tVXBHZz09

Meeting ID: 771 4541 9418

Passcode: 9Z2j0x

Announcement: CRDC Data Collection for 20-21

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 12/13/2021

End Date: 02/01/2022

Details: The Civil Rights Data Collection will be opening on Dec. 13, 2021 and remain open through February 2022. Schools will need to submit their CRDC data directly through the NCES website. More details will be forthcoming.

CRDC - New user Manual https://crdc.communities.ed.gov/services/PDCService.svc/GetPDCDocumentFile?fileId=41724

CRDC Resources - Getting Started guides - https://crdc.communities.ed.gov/#program/getting-started

CRDC FAQ's - https://crdc.communities.ed.gov/services/PDCService.svc/GetPDCDocumentFile?fileId=41864

This page will get you a list of documents that details for each of the spreadsheets. - https://crdc.communities.ed.gov/#p=19

Announcement: School Test Coordinator Newsletter Dec 13

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 12/13/2021

End Date: 01/07/2022

Details: Attached you will find the December 13 STC newsletter. Please contact hholliday@erskinecharters.org with questions.

Announcement: Virtual School Parent Letter regarding testing

Contact Person: Heather Holliday

Department(s): Accountability , Assessment

Start Date: 12/14/2021

End Date: 01/13/2022

Details: Attached you will find a copy of the memo also included via email containing a letter you can use to communicate the importance of testing with your parents. Contact hholliday@erskinecharters.org with questions.

Announcement: Discipline Training: Back to the Basics Webinar

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 12/20/2021

End Date: 01/12/2022

Details: The SCDE Office of Special Education Services, Office of Student Intervention Services, Office of Virtual Education and the Office of General Counsel will host a virtual professional development opportunity regarding discipline on January 12, 2022, from 9:00 am -11:30 am. The presentation will focus on definitions, scenarios, reporting requirements, and important discipline reminders with an emphasis on students with disabilities and students experiencing trauma. Please click the link below to register for this session by January 7, 2022. This session will be recorded.

Link for signup - https://forms.office.com/pages/responsepage.aspx?id=xeIEJ_Upfk-5HL1W8GhZlcAUraU-_edNpKHegIztCLR UM1g4QTlGWjI1Uk9aQ01OOU5HNFlOTVUxRy4u

Announcement: Let's Work Smart Quarterly Training Session

Contact Person: Haley Perez

Department(s): Leadership

Start Date: 12/30/2021

End Date: 01/13/2022

Details: The Institute is offering optional LWS Training Sessions. There will be an optional virtual session on Thursday, January 13th 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.

Announcement: January PS Admin Meeting

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 01/01/2022

End Date: 01/20/2022

Details: The PowerSchool monthly webinar will be Jan. 20, 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: MTSS Coordinator Training

Contact Person: Laura Merrick

Department(s): MTSS

Start Date: 01/02/2022

End Date: 02/02/2022

Details: MTSS Coordinator training will be held on 2/2/2022 from 1:00-2:00. More information will follow.

Announcement: Class Rank Reports to CHE & IHE (Semester 1)

Contact Person: Jason Jones

Department(s): Leadership, PowerSchool and IT

Start Date: 01/03/2022

End Date: 01/31/2022

Details: High Schools are required to report class ranking to both the Commission on Higher Education and the Institutions of Higher Education within the state. See attached memo.