

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

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ESSER I Employee Time & Effor...	01/21/2022	Sarah Shealy	Federal Programs Fin...
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Title III Audit Phase Two	01/27/2022	Sally Fickling	Title III ESOL
WIDA ACCESS resources	12/08/2021 - 01/21/2022	Heather Holliday	Assessment
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CRDC Data Collection for 20-21	12/13/2021 - 02/01/2022	Jason Jones	PowerSchool and IT
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School Leaders Meeting	01/16/2022 - 02/16/2022	Ashley Epperson	Leadership

**Submission: PS 90th Day Reports**

**Department:** PowerSchool and IT

**Due Date:** 01/28/2022

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

**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](mailto:hholliday@erskinecharters.org) with questions.

**Submission: FY22 Quarter 2 Financials**

**Department:** Finance

**Due Date:** 01/31/2022

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: December 2021 Journal Entry Upload**

**Department:** Finance

**Due Date:** 01/31/2022

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: 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: Reimbursement Form for Formative Testing from the SDE**

**Department:** Assessment

**Due Date:** 01/17/2022

Details: Please download the attached form, complete your school's information, save it with your school name, and submit through LWS along with an invoice to receive reimbursement from the South Carolina Department of Education for costs associated with Formative testing. The Institute has an internal due date of 1/17/22 to meet the state deadline of 1/22/22 with compiled information. If this does not pertain to you, please email [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) so you can be exempted from the submission.

**Submission: FY22 IDEA Employee Documentation 2021-2022**

**Department:** Federal Programs Finance

**Due Date:** 01/21/2022

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

**Submission: SC READY/PASS Oral Script Ordering**

**Department:** Assessment

**Due Date:** 01/17/2022

Details: All schools with grades 3-8 should submit a completed spreadsheet indicating the number of oral scripts to be ordered to fulfill requirements of an IEP. Even if the school needs no scripts ordered, there should be "0"s entered and submitted as confirmation. Heather Holliday will take care of the actual ordering for schools. Please contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) with questions.

**Submission: Junior Scholars Student Information Collection**

**Department:** Accountability

**Due Date:** 01/28/2022

Details: It is time for us to begin collecting information for students to be recognized as Junior Scholars. Each school should complete the Jr. Scholars information form and submit through LWS. The information will be compiled and sent to the SDE. Directions on completing the form is on the spreadsheet at the top. Contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org).

**Submission: 2021-2022 CSI State Funds Plan**

**Department:** Comprehensive Support and Improvement

**Due Date:** 01/21/2022

Details: SCDE has requested schools to complete their 2021-2022 CSI plan and email the plan to [transformschoools@ed.sc.gov](mailto:transformschoools@ed.sc.gov) for approval by January 21, 2021. Please upload a copy of your 2021-2022 CSI State funds plan here.

**Submission: 2021-2022 CSI Memorandum of Agreement**

**Department:** Comprehensive Support and Improvement

**Due Date:** 01/21/2022

Details: SCDE has requested schools to complete their 2021-2022 CSI Memorandum of Agreement. Please upload your school's MOA signed by the Charter School Leader and Charter School Board Chairperson. (A fully executed copy with the Institute Superintendent signature will be submitted to SCDE and provided to you for your school records.)

**Submission: ESSER I Employee Time & Effort Collection**

**Department:** Federal Programs Finance

**Due Date:** 01/21/2022

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:** 01/21/2022

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:** 01/21/2022

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:** 01/21/2022

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:** 01/21/2022

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 I Employee Time & Effort Collection**

**Department:** Federal Programs Finance

**Due Date:** 01/21/2022

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:** 01/21/2022

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:** 01/21/2022

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:** 01/21/2022

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 III Audit Phase Two**

**Department:** Title III ESOL

**Due Date:** 01/27/2022

Details: Please submit the requested information as detailed in the Audit Checklist.

**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](mailto:hholliday@erskinecharters.org) with any questions.

### **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: 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: 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.

**Announcement: Third Quarter PEBA Training**

**Contact Person:** Robbie Anderson

**Department(s):** Human Resources and Benefits

**Start Date:** 01/06/2022

**End Date:** 01/25/2022

Details: The January 25th training will touch base on updates related to PEBA, Medical Billing, and COBRA Billing. The Zoom link can be found below:

Robert Anderson is inviting you to a scheduled Zoom meeting.

Topic: 3rd Quarter School Support Training

Time: Jan 25, 2022 11:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/94989095234?pwd=aT11SGRnbIZKeUovbXlkK3Roc1ovUT09>

Meeting ID: 949 8909 5234

Passcode: K6Nu9t

**Announcement: SC READY/PASS Data files interpretation--Optional Training**

**Contact Person:** Heather Holliday

**Department(s):** Accountability , Assessment

**Start Date:** 01/06/2022

**End Date:** 02/04/2022

Details: Have you ever looked at the state data file with test results and wondered where to begin looking at it to actually help you? This training is appropriate for any elementary and middle school staff who are responsible for being able to use data to drive instructional improvement and outcomes. We will take an in depth look at the state data files for your school and what each column means. We will then discuss how the data can be used to drive instructional decisions now and in the future. See attached document for link to the zoom meeting. Contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) with questions.

**Announcement: School Test Coordinator Newsletter Jan 6**

**Contact Person:** Heather Holliday

**Department(s):** Assessment

**Start Date:** 01/06/2022

**End Date:** 01/21/2022

Details: Attached you will find the latest School Test Coordinator newsletter. Please contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) with questions.

**Announcement: SCASA First Time Membership Discount**

**Contact Person:** Paula Gray

**Department(s):** Human Resources and Benefits

**Start Date:** 01/07/2022

**End Date:** 02/25/2022

Details: Starting today, new members can join SCASA at half-price! For just \$99, they will receive full member benefits including membership in a Professional Affiliate, as well as free registration to the Affiliate Roundtable meetings. They will also receive a \$225 registration discount to the 2022 Innovative Ideas Institute (i3), and discounted or free registration to all SCASA conferences, events, and webinars.

If you have someone at your school that needs a membership and has never had one, this is a good opportunity. The application is attached. Please let Paula Gray know if you have any questions.

**Announcement: Quarterly Title III Training**

**Contact Person:** Laura Merrick

**Department(s):** Title III ESOL

**Start Date:** 01/10/2022

**End Date:** 02/10/2022

Details: The Quarterly Title III Coordinator Training will be held virtually on 2/10/2022 from 1:00-2:00.

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

**Contact Person:** Haley Perez

**Department(s):** Leadership

**Start Date:** 01/11/2022

**End Date:** 01/25/2022

Details: The Institute is offering optional LWS Training Sessions. There will be an optional virtual drop-in session on Tuesday, January 25th 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: Federal Programs Training**

**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:** 01/11/2022

**End Date:** 01/26/2022

Details: The Institute will host a virtual Federal Programs training via Zoom on Wednesday, January 26 from 10:00 a.m. – 12:00 p.m. The purpose of this meeting is to share information related to federal grants, programmatic compliance, and fiscal compliance, including the reimbursement process for federal expenditures. This session will be recorded and the slides will be shared as well. Zoom Link: <https://us04web.zoom.us/j/78043362503?pwd=MKexvW96BozL0FzGq1z30fSraD3r3O.1> (Meeting ID: 780 4336 2503, Passcode: t5uYCz)

**Announcement: Textbook Caravan Information**

**Contact Person:** Kristin Olcott

**Department(s):** State and Academic Programs

**Start Date:** 01/13/2022

**End Date:** 02/14/2022

Details: See attached memo with updated textbook caravan information.

**Announcement: FY20 TSI Amendment Approval**

**Contact Person:** Sarah Shealy

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

**Start Date:** 01/13/2022

**End Date:** 01/21/2022

Details: The Charter Institute at Erskine has been notified of approval of all FY 20 ATSI plan amendment requests from the South Carolina Department of Education. Please see the attached approval memo containing your school's current approved plan and your SmartFusion budget. All expenditure requests will continue to follow the school's financial policies and Charter Institute at Erskine pre-approval and reimbursement process.

**Announcement: FY20 ESSER I Amendment Approval**

**Contact Person:** Sarah Shealy

**Department(s):** Federal Programs Finance

**Start Date:** 01/13/2022

**End Date:** 01/21/2022

Details: The Charter Institute at Erskine has been notified of approval of all CARES Act plan (ESSER I) approvals from the South Carolina Department of Education. Please see the attached approval memo containing your school's current approved plan and your SmartFusion budget. All expenditure request will continue to follow the school's financial policies and Charter Institute at Erskine pre-approval and reimbursement process.

**Announcement: FY22 GEER Approval**

**Contact Person:** Ashley Sturkie

**Department(s):** Federal Programs Finance

**Start Date:** 01/14/2022

**End Date:** 01/28/2022

Details: Attached is your GEER approval memo containing your school's current approved plan, documents required for claiming reimbursement, and important deadlines. The GEER Smart Fusion budget previously shared is also attached for your convenience. Please carefully review the attached document to ensure the appropriate documentation is submitted to the Institute and applicable supporting documents are filed at the school.

**Announcement: School Leaders Meeting**

**Contact Person:** Ashley Epperson

**Department(s):** Leadership

**Start Date:** 01/16/2022

**End Date:** 02/16/2022

Details: The Institute will be holding a School Leaders Meeting on February 16th, 2022. More information to follow.