

Charter Institute at Erskine

INSTITUTE INSIGHTS

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FY22 School-Parent Compact	02/18/2022	Sarah Shealy	Title I
ESSER I Employee Documentation...	02/18/2022	Sarah Shealy	Federal Programs Fin...
FY22 Title I Annual Meeting	02/23/2022	Sarah Shealy	Title I
EEDA Amendment Request FY22 Fe...	02/15/2022	Angelica Rodrigu...	Finance
SC Alt Testing--Items Required...	02/15/2022	Heather Holliday	Assessment
WIDA ACCESS--items from Spring...	03/11/2022	Heather Holliday	Assessment
January 2022 Journal Entry Upl...	02/28/2022	John Li	Finance
IDEA Benefit Breakout	02/18/2022	Ciera Bing	Federal Programs Fin...
ESSER III Return to Instructio...	02/25/2022	Ashley Sturkie	Federal Programs Fin...
2022-2023 Academic Calendar	02/25/2022	Jason Jones	PowerSchool and IT
TITLE I Benefit Breakout	02/22/2022	Charity Glasgow	Federal Programs Fin...
FY22 IDEA Plan Amendment [Febr...	02/18/2022	Sarah Shealy	Federal Programs Fin...
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FY21 Additional Title I Plan S...	02/25/2022	Ashley Sturkie	Title I
SCASA First Time Membership Di...	01/07/2022 - 02/25/2022	Paula Gray	Human Resources and ...
Textbook Caravan Information	01/13/2022 - 02/14/2022	Kristin Olcott	State and Academic P...
School Leaders Meeting	01/16/2022 - 02/16/2022	Ashley Epperson	Leadership
FY22 Title II Plan Approval	01/24/2022 - 03/11/2022	Sarah Shealy	Federal Programs Fin...
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SC Teacher Expo	01/25/2022 - 03/22/2022	Paula Gray	Human Resources and ...
February PS Admin Meeting	02/01/2022 - 02/17/2022	Jason Jones	PowerSchool and IT
PADEPP Survey	02/04/2022 - 02/17/2022	Paula Gray	Human Resources and ...
Let's Work Smart Monthly Drop-...	02/08/2022 - 02/22/2022	Haley Perez	Leadership
School Test Coordinator Newsle...	02/08/2022 - 02/18/2022	Heather Holliday	Assessment, PowerSch...
SCDE National School Lunch Pro...	02/09/2022 - 02/14/2022	Haley Perez	Leadership, Title I
Broadband Access Internet Surv...	02/09/2022 - 02/18/2022	Kristin Olcott	Leadership
Spring 2022 Test Administratio...	02/10/2022 - 05/02/2022	Heather Holliday	Assessment
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PowerSchool Scheduling Trainin...	02/15/2022 - 03/16/2022	Jason Jones	PowerSchool and IT

Submission: FY22 Title I Planning Meeting

Department: Title I

Due Date: 02/18/2022

Details: The planning meeting must be held before submitting a Title I Plan. The school MUST invite a diverse planning team including: Staff, administrators, parents, community members, students (at high school level). Parents should be a part of the planning team. The team will meet to plan & develop the Title I Plan based on the needs of the school. The school should consider strategies to close the achievement gaps. Please review Planning Meeting checklist to ensure your school meets requirements.

Submission: FY22 Parent & Family Engagement Policy

Department: Title I

Due Date: 02/18/2022

Details: Annually, Title I schools & families review & agree upon a Parent & Family Engagement Policy. A draft must be shared with families & review feedback during the Title I Planning Meeting. Upload the final version of the Policy. Documentation must be on file to show that the school developed jointly with, agreed upon with, & distributed to parents a written Parent & Family Engagement Policy. A checklist is provided to support your school in meeting all federal requirements.

Submission: FY22 School-Parent Compact

Department: Title I

Due Date: 02/18/2022

Details: Annually, Title I schools & families review & agree upon a School-Parent Compact. A draft must be shared with families & review feedback during the Title I Planning Meeting. Upload the final version of the Compact. Documentation must be on file to show that the school developed jointly with, agreed upon with, & distributed to parents a written School-Parent Compact. A checklist is provided to support your school in meeting all federal requirements.

Submission: ESSER I Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 02/18/2022

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: FY22 Title I Annual Meeting

Department: Title I

Due Date: 02/23/2022

Details: The agenda MUST include the items listed on the provided checklist. Templates are provided and can be personalized to fit your school as needed.

Submission: EEDA Amendment Request FY22 Feb. 15th

Department: Finance

Due Date: 02/15/2022

Details: Please submit your amendment request for the grant you wish to amend. Contact arodriguez@erskinecharters.org if you have any questions.

Submission: SC Alt Testing--Items Required Prior to Testing

Department: Assessment

Due Date: 02/15/2022

Details: Please submit the required items prior to the start of Alt testing at your school. If you have no Alt students to test, please email hholliday@erskinecharters.org or leave me a comment in the submission so you can be Exempted from the submission. Items required are the spreadsheet of TA information and one question. There will be a post test submission later in the term.

Submission: WIDA ACCESS--items from Spring 2022 testing

Department: Assessment

Due Date: 03/11/2022

Details: Please submit the requested items regarding Spring 2022 WIDA ACCESS training as you have availability. Requested items are: Security Affidavits (any new ones submit ASAP or resubmit if questioned), TA information spreadsheet (at start of testing window), Security documents scanned (after testing), Date materials mailed back (after testing), and seating charts (after testing). Contact hholliday@erskinecharters.org with questions. Email if should be exempt with no testers.

Submission: January 2022 Journal Entry Upload

Department: Finance

Due Date: 02/28/2022

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: IDEA Benefit Breakout

Department: Federal Programs Finance

Due Date: 02/18/2022

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: ESSER III Return to Instruction Plan Update

Department: Federal Programs Finance

Due Date: 02/25/2022

Details: ESSER III Return to Instruction Plans must be reviewed/updated every 6 months. Step 1: Public input must be considered to develop the plan. Share "ESSER III Stakeholder Survey" via school social media, website, email, etc. https://erskinecharters.formstack.com/forms/esser3_stakeholder_survey_winter22 Step 2: Please submit your school's ESSER III Return Plan at: https://erskinecharters.formstack.com/forms/esser3returnplan_update Please upload the PDF Submission that was emailed via Formstack

Submission: 2022-2023 Academic Calendar

Department: PowerSchool and IT

Due Date: 02/25/2022

Details: Please upload your 2022-2023 board approved academic calendar. Reminder: the calendar should include 180 instructional days along with 3 make-up days.

Submission: TITLE I Benefit Breakout

Department: Federal Programs Finance

Due Date: 02/22/2022

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: FY22 IDEA Plan Amendment [February 18]

Department: Federal Programs Finance

Due Date: 02/18/2022

Details: If your school currently needs an amendment for FY22 IDEA, 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". This is a special amendment due to the approval time of FY22 IDEA. (Note: Current amendment deadlines are 9/15/21, 1/15/22, and 4/15/22.) No submissions will be accepted after 2/18/22 at 7:00pm.

Submission: FY22 Title II Plan Amendment [February 18]

Department: Federal Programs Finance

Due Date: 02/18/2022

Details: If your school currently needs an amendment for Title 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". This is a special amendment due to the approval time of Title II. (Note: Current amendment deadlines are 9/15/21, 1/15/22, and 4/15/22.) No submissions will be accepted after 2/18/22 at 7:00pm.

Submission: FY21 Additional Title I Plan Submission

Department: Title I

Due Date: 02/25/2022

Details: Please create your school's FY21 Additional Title I plan at https://erskinecharters.formstack.com/forms/additional_title_i_plan_submission2022. After completing the survey, please upload in LWS the PDF Submission that was emailed to you via Formstack.

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: 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: 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.

Announcement: FY22 Title II Plan Approval

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 01/24/2022

End Date: 03/11/2022

Details: The Charter Institute at Erskine has been notified of approval of your school's FY22 Title II 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: FY22 IDEA Approval

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 01/25/2022

End Date: 03/11/2022

Details: The Charter Institute at Erskine has been notified of approval of your school's FY 22 IDEA 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: SC Teacher Expo

Contact Person: Paula Gray

Department(s): Human Resources and Benefits, New Schools, Transfer Schools

Start Date: 01/25/2022

End Date: 03/22/2022

Details: The SC Teacher Expo will be held on Thursday, April 7, 2022 in the Goodman Building of the SC State Fairgrounds in Columbia, SC. Due to current CDC recommendations for maximizing protection and preventing the spread of COVID-19 to others, they ask that masks be worn at all times when you are inside the building.

The 2022 Expo will be open to certified teachers, recent teacher education program graduates, and applicants who have applied to and met admission criteria for an approved alternative certification program.

The Expo schedule will be as follows:

- 9:00am - Districts check in and set up booths
- 9:30am - Participants check in
- 10:00am - Participants visit district booths and set up interviews
- 12:30pm - Lunch break; district booths closed
- 1:00pm - Pre-scheduled interviews
- 4:00pm - Expo concludes

Announcement: February PS Admin Meeting

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 02/01/2022

End Date: 02/17/2022

Details: The PowerSchool monthly webinar will be Feb. 17, 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: PADEPP Survey

Contact Person: Paula Gray

Department(s): Human Resources and Benefits

Start Date: 02/04/2022

End Date: 02/17/2022

Details: The Office of Educator Effectiveness and Leadership Development has developed a PADEPP Survey so that principals and PADEPP evaluators can give us feedback on each of the 13 revisions recommended by our PADEPP Advisory Group. These revisions will help us align more closely with the National Professional Standards for Educational Leaders (PSEL). Please help us by sending the link to the survey to all of your principals and principal evaluators in your district. The deadline for submission is February 17 as we would like to take our revisions to the SBE in April. Thank you so much for your assistance!

Link to Survey: https://docs.google.com/forms/d/1adgDUzR3VtrCPsFBxBm6gwcmP0JTRH4Ko_hJSSQuIMQ/viewform?pli=1&pli=1&pli=1&edit_requested=true#response=ACYDBNhnZ3yFGWiggz8li1FAuXNC3f0ZBSoirLRLhWzRqwqnlHU90IY5vJQ5YfvKk5dh_48

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

Contact Person: Haley Perez

Department(s): Leadership

Start Date: 02/08/2022

End Date: 02/22/2022

Details: The Institute is offering optional LWS Training Sessions. There will be an optional virtual drop-in session on Tuesday, February 22nd 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: School Test Coordinator Newsletter February 8

Contact Person: Heather Holliday

Department(s): Assessment, PowerSchool and IT

Start Date: 02/08/2022

End Date: 02/18/2022

Details: Attached you will find the latest newsletter for your STC. Please share this with your Special Education Chair as well as your Title III Chair as it also contains information pertinent to them.

Announcement: SCDE National School Lunch Program Interest Training

Contact Person: Haley Perez

Department(s): Leadership, Title I

Start Date: 02/09/2022

End Date: 02/14/2022

Details: The SCDE Office of Health and Nutrition is hosting a training on February 14, 2022 for charter schools looking to join the National School Lunch Program for School Year 2022-2023. Please see the attached flyer if your school is interested in joining the program next school year.

Announcement: Broadband Access Internet Survey

Contact Person: Kristin Olcott

Department(s): Leadership

Start Date: 02/09/2022

End Date: 02/18/2022

Details: We anticipate that the legislature will be acting soon to appropriate significant funds for expansion of broadband internet in South Carolina. The South Carolina Office of Regulatory Staff (ORS) is creating maps of our state indicating which areas are in most need of highspeed internet. Because internet for educational use is a high priority, ORS has asked for our assistance in determining which students and staff live in households without adequate highspeed internet, whether it is because of service providers' unwillingness to provide it to the home, the cost, or the lack of cell coverage. To that end, ORS has created the I Need Internet survey. Data from the survey will be used to update the maps with more specific information on internet service around the state. We would very much appreciate your distributing this information to your students, staff, and families so that decisions on where to spend broadband resources can be fully informed of the educational needs for broadband in our

state. Survey Link: <https://survey123.arcgis.com/share/a79de0eacc1f48098d03f1a33a707670>.

Announcement: Spring 2022 Test Administration Manuals

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 02/10/2022

End Date: 05/02/2022

Details: Attached are the TAMs for SC Ready/PASS and EOC for Spring 2022 testing. You are welcome to download this and begin looking over details for the upcoming Spring testing cycle. Contact hholliday@erskinecharters.org with questions.

Announcement: FY21 Additional Title I Allocation

Contact Person: Ashley Sturkie

Department(s): Federal Programs Finance , Title I

Start Date: 02/11/2022

End Date: 02/25/2022

Details: The Charter Institute at Erskine has allocated additional FY 21 Title I funds (Fund 201) to your school. Please see your school's additional allocation in the attached memo. The purpose of these funds is to provide additional supplemental funding to support your school's Title I schoolwide program for the 2021-2022 school year. Please submit the signed, completed plan to the Institute via Formstack submission and uploaded to Let's Work Smart by Friday, February 25, 2022 at 7:00 p.m. Link to formstack: https://erskinecharters.formstack.com/forms/additional_title_i_plan_submission2022

Announcement: PowerSchool Scheduling Training

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 02/15/2022

End Date: 03/16/2022

Details: This is a 2 day training. It will begin on Tuesday, March 15, 2022 and end on Wednesday, March 16, 2022. This is an optional training.