

Charter Institute at Erskine

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Submission: FY22 IDEA Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 03/25/2022

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: ESSER I Employee Time & Effort Collection

Department: Federal Programs Finance

Due Date: 03/25/2022

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 (July-Dec 2021)

Department: Federal Programs Finance

Due Date: 03/25/2022

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: 03/25/2022

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: WIDA ACCESS--items from Spring 2022 testing

Department: Assessment

Due Date: 03/25/2022

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: School Fiscal Policies

Department: Finance

Due Date: 04/01/2022

Details: Organizational finance policies are critical to clarify roles, authority, and responsibilities for financial management and function. The Institute requires that all schools under our sponsorship maintain policies that mirror the best practices outlined in the Institute's own framework policies. Finance policies can be found on the Institute's Finance webpage.

Submission: FY22 CTE EIA Plan Submission

Department: CTE

Due Date: 04/08/2022

Details: Please upload the completed template to submit your FY 22 CTE EIA State plan. The attached memo and SCDE Expenditure Guidelines contains further information.

Submission: College Freshman Report for SDE

Department: Accountability

Due Date: 04/15/2022

Details: It is time for to begin the collection of information for the annual College Freshman Report. Attached each school will find their individual student files. There are also many resources available to you in the documents section. When you have completed the file, please save it and submit it here. Each school will also submit a summary worksheet. Please contact hholiday@erskinecharters.org with questions.

Submission: FY22 Title II Teacher Survey

Department: Title II

Due Date: 03/25/2022

Details: In support of your school's Title II program and FY23 Comprehensive Needs Assessment, teacher survey data will be collected. Please share this survey link with all instructional staff by 03/25/22 to allow time for results before it closes on 04/22/22. Results will be shared with school leaders: https://erskinecharters.formstack.com/forms/teachersurvey2022_titleii

Submission: Governor's Letters to Graduates

Department: PowerSchool and IT

Due Date: 03/23/2022

Details: Governor McMaster would like to send congratulatory letters to all high school graduating seniors this spring. Please complete the attached spreadsheet with names and mailing addresses of graduating seniors for the spring.

Submission: February 2022 Journal Entry Upload

Department: Finance

Due Date: 03/31/2022

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: School Report Card Posting on Website

Department: Title I

Due Date: 03/25/2022

Details: Title I schools must provide evidence that the LEA and each school links directly to SCDE's report card website. Please provide the link to the website page which has your school's most recent report card posted/linked.

Submission: Final Budget Collection

Department: Finance

Due Date: 03/31/2022

Details: Please upload most recent FY22 Board Approved Budget

Submission: FY21 CSI Benefit Breakout Amendment 01/15/22

Department: Federal Programs Finance

Due Date: 03/25/2022

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: FY20 ATSI Benefit Breakout Amendment 01/15/22

Department: Federal Programs Finance

Due Date: 03/25/2022

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: FY21 ATSI Benefit Breakout Amendment 01/15/22

Department: Federal Programs Finance

Due Date: 03/25/2022

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: FY21 CTE Benefit Breakout Amendment 01/15/22

Department: Federal Programs Finance

Due Date: 03/25/2022

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: ESSER II January Amendment Benefit Breakout

Department: Federal Programs Finance

Due Date: 03/25/2022

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 20 Day Letters [August 2021 - March 2022]

Department: Title I

Due Date: 04/08/2022

Details: In accordance with the Every Student Succeeds Act of 2015, all schools are required to provide timely notice to parents when students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject level in which the teacher has been assigned. ESSA Sec. 1112 (e)(1)(B)(ii) *This includes substitutes, instructional assistants, and paraprofessionals; anyone not holding a SCDE Teacher's Certification applicable to the grade/class/course being taught. These letters should be sent home with students in the applicable class. Please keep in mind you do not have to resubmit letters or send letters every 20 days. See attached resources and examples below to determine when letters should be sent. Example 1: Teacher 1 taught 3rd grade in Aug-Sept and is still teaching 3rd grade in Oct-Nov. One letter would need to be sent at the beginning of the year. Example 2: Teacher 2 taught Class A in Aug-Sept but is now teaching Class B in Oct-Nov. A letter would be sent to Class A families, and a new letter sent to Class B families. Please note another submission will open at the end of May to collect letters sent during the Spring semester (January-June).

Submission: Reporting Submission-135th Day

Department: PowerSchool and IT

Due Date: 04/01/2022

Details: We do have a file of academic assistance to upload before you run your reports. Please wait until we get that file uploaded before trying to run and sign-off of your 135 day reports.

Submission: New KRA kits to be ordered from SDE

Department: Assessment

Due Date: 03/25/2022

Details: I need to know the number of KRA kits you will need for fall testing of 5K students. You should order one per testing teacher and one for the STC. Please do not order a lot of extra kits at this time for just in case. We can get more later if needed. Contact hholliday@erskinecharters.org with questions.

Submission: FY22 Title II Amendment Submission (April 15)

Department: Title II

Due Date: 04/15/2022

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". No submissions will be accepted after 4/15/22 at 7:00pm. Please note this is the FINAL amendment for this fund.

Submission: FY22 IDEA Amendment Submission (April 15)

Department: Federal Programs Finance

Due Date: 04/15/2022

Details: If your school currently needs an amendment for 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". No submissions will be accepted after 4/15/22 at 7:00pm. Please note this is the FINAL amendment for this fund.

Submission: GEER Amendment Submission (April 15)

Department: Federal Programs Finance

Due Date: 04/15/2022

Details: If your school currently needs an amendment for GEER, 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". No submissions will be accepted after 4/15/22 at 7:00pm. Please note this is the FINAL amendment for this fund.

Submission: ESSER I Amendment Submission (April 15)

Department: Federal Programs Finance

Due Date: 04/15/2022

Details: If your school currently needs an amendment for 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". No submissions will be accepted after 4/15/22 at 7:00pm. Please note this is the FINAL amendment for this fund.

Submission: ESSER II Amendment Submission (April 15)

Department: Federal Programs Finance

Due Date: 04/15/2022

Details: If your school currently needs an amendment for 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". No submissions will be accepted after 4/15/22 at 7:00pm. Please note this is the FINAL amendment for this fiscal year (7/01/2021-6/30/2022). ESSER I must be spent and claimed prior to ESSER II.

Submission: ESSER III Amendment Submission (April 15)

Department: Federal Programs Finance

Due Date: 04/15/2022

Details: If your school currently needs an amendment for ESSER III, 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". No submissions will be accepted after 4/15/22 at 7:00pm. Please note this is the FINAL amendment for this fiscal year (7/01/2021-6/30/2022). ESSER II must be spent prior to ESSER III.

Submission: FY20 CSI Amendment Submission (April 15)

Department: Comprehensive Support and Improvement

Due Date: 04/15/2022

Details: If your school currently needs an amendment for FY20 CSI, 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". No submissions will be accepted after 4/15/22 at 7:00pm. Please note this is the FINAL amendment for this fund.

Submission: FY21 ATSI Amendment Submission (April 15)

Department: Additional Targeted Support and Improvement

Due Date: 04/15/2022

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". No submissions will be accepted after 4/15/22 at 7:00pm. Please note this is the FINAL amendment for this fund.

Submission: FY21 CTE EIA Amendment Submission (April 15)

Department: CTE

Due Date: 04/15/2022

Details: If your school currently needs an amendment for FY21 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". No submissions will be accepted after 4/15/22 at 7:00pm. Please note this is the final amendment for this fund.

Submission: FY20 CTE EIA Amendment Submission (April 15)

Department: CTE

Due Date: 04/15/2022

Details: If your school currently needs an amendment for FY20 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". No submissions will be accepted after 4/15/22 at 7:00pm. Please note this is the final amendment for this fund.

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

Space is limited and the Institute may have no more than 6 recruiters, so only one person from the first six schools that contact Paula Gray (pgray@erskinecharters.org) may attend. The registration fee is \$40 per person and includes lunch. Please contact Paula Gray if you would like to attend. 7

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: Spring EOC/SC READY/SC PASS Test and DRC Training

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 02/18/2022

End Date: 03/30/2022

Details: Mandatory test training for all school STCs held Wednesday, March 30, 2022, at the Institute in the afternoon session beginning at 1:00. The morning session beginning at 10:00 will be training in DRC (the testing platform) and include how to navigate DRC, adding students, adding test sessions, and ticketing options. The morning session is optional, but has been requested by many schools. Lunch will be served from 12:15-1:00. All parts of the training, optional and mandatory, will be held face to face at the Institute at 1201 Main Street, Suite 300, Columbia, SC 29201. A registration form with dietary requests will be sent via email to STCs at a later date. Again, the morning is optional and the afternoon is mandatory.

Announcement: Spring Diploma Order Reminders

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 02/21/2022

End Date: 04/01/2022

Details: Please see attached reminder documentation from SCDE regarding Spring Diploma Orders. Ordering is open and will remain open until June 13, 2022. Please remember to audit 9-12 grade transcripts each year to ensure every student graduates with the required number of credits per SBE Regulation 43-234. Auditing transcripts will also help eliminate human error.

Announcement: New Enrollment Survey for Home Language and McKinney-Vento / Foster Care

Contact Person: Jason Jones

Department(s): Leadership, PowerSchool and IT

Start Date: 02/23/2022

End Date: 03/25/2022

Details: SCDE created a new Enrollment Survey. The Enrollment Survey (ES) is to consolidate identification tools for the three federal programs housed within the Diversity, Inclusion, and Access (DIA) team including the McKinney-Vento Education of Homeless Children and Youth, Title I, Part C Migrant Education, and Title III, Part A Multilingual Learners and Immigrant Children and Youth. Please see attached memos.

Announcement: March PS Admin Meeting

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 03/01/2022

End Date: 03/31/2022

Details: The PowerSchool monthly webinar has been moved to March 31, 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: State Accountability Model Update Files including Toolkit

Contact Person: Heather Holliday

Department(s): Accountability , Assessment

Start Date: 03/04/2022

End Date: 04/08/2022

Details: Attached you will find the updated accountability manual for 21-22. You will also have your own personal Toolkit file from the SDE. Schools which were new this year will not have a personalized Toolkit but the Institute and State versions are available for everyone. We will use these in our trainings. Contact hholliday@erskinecharters.org with questions. Here is a link to the recording: <https://www.dropbox.com/sh/cggir7n3lmaaaw8/AADGuwnPN3FwHdORR-BcBB5Ba?dl=0>.

Announcement: Ecollect recorded webinar

Contact Person: Jason Jones

Department(s): Leadership, PowerSchool and IT

Start Date: 03/06/2022

End Date: 04/15/2022

Details: Ecollect is the new online forms collection through PowerSchool that will be used by SCDE for school climate surveys. It is imperative that school leaders become familiar with it and how to use it as it will be counted on the school report cards distributed by the state SCDE. Here is a short recorded webinar from our Cantey PowerSchool support team introducing the system. Please share with your systems admins and anyone who will be assisting your school's students to respond to the surveys. <https://www.dropbox.com/sh/870mesbq1tb007c/AAATHAYfbbAVZqPag2pkQC2La?dl=0>

Announcement: Section 504 Coordinator Quarterly Roundtable

Contact Person: Sarah Love

Department(s): Special Education and 504

Start Date: 03/07/2022

End Date: 04/07/2022

Details: The 504 Coordinator roundtable will be held for School 504 Coordinators on March 24th at 11 AM via Zoom. More information will follow.

Announcement: School Test Coordinator Newsletter March 8

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 03/08/2022

End Date: 03/21/2022

Details: Attached is the latest School Test Coordinator newsletter. Please share with anyone in your school who needs this information. Contact hholliday@erskinecharters.org with questions.

Announcement: Ecollect Forms access

Contact Person: Jason Jones

Department(s): Leadership, PowerSchool and IT

Start Date: 03/08/2022

End Date: 04/01/2022

Details: Please remember that before using eCollect for accountability purposes, the SCDE is testing the system for eCollect form delivery and data collection in a non-accountability context using this form. Please announce the "Privacy and Security Directory and Military Information Opt-Out Survey" to parents and begin collecting responses as soon as possible.

Attached is a Quick Reference Card for Ecollect Form Access through PowerSchool

Announcement: State Accountability Model Update for High Schools

Contact Person: Heather Holliday

Department(s): Accountability

Start Date: 03/08/2022

End Date: 04/07/2022

Details: Because I could not hold this live, I recorded a presentation for you. The link to the presentation: <https://www.dropbox.com/sh/kdqff490jy8oj4v/AADHYnQ2Co1OulAVoP31u86da?dl=0>. Feel free to share this as you see fit. You will also find an updated slide deck used in the presentation as I had some incorrect tables included. The information shared on the presentation is accurate, but this slide deck has been updated with the correct tables. Contact hholliday@erskinecharters.org with questions.

Announcement: FY21 ESSER II Amendment Approval

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 03/09/2022

End Date: 04/22/2022

Details: The Charter Institute at Erskine has been notified of approval of your school's ESSER II plan from the South Carolina Department of Education. Please see the attached approval memo containing your school's current approved plan. Your school's Smart Fusion budget will be sent upon completion. All expenditure requests will continue to follow the school's financial policies and Charter Institute at Erskine pre-approval and reimbursement process.

Announcement: SPED Coordinator Monthly Roundtable

Contact Person: Sarah Love

Department(s): Special Education and 504

Start Date: 03/11/2022

End Date: 04/05/2022

Details: SPED Coordinator monthly roundtable will be held on 3/8/2022 from 1:00-2:00. More information will follow.

Announcement: TeachingBooks - Free resources

Contact Person: Jason Jones

Department(s): PowerSchool and IT, State and Academic Programs

Start Date: 03/13/2022

End Date: 04/12/2022

Details: The South Carolina State Library/Discus announced, that it has licensed TeachingBooks for everyone in South Carolina to enrich connections to children's and young adult books—at absolutely zero cost to you. To enable seamless access to the new state-funded literacy resource—TeachingBooks—please complete the technology setup form. <https://teachingbooks.net/SCSetup>

Completion of the form will allow integrations for: Clever, ClassLink, Google, Learning Management Systems like Canvas or Schoology, Library platforms like Destiny and MackinVIA, the Chrome browser and more...

Once the form has been submitted, TeachingBooks will send you an email with tech setup details and offer personalized support to ensure that TeachingBooks is tied to your instructional technologies.

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

Contact Person: Haley Perez

Department(s): Leadership

Start Date: 03/15/2022

End Date: 03/29/2022

Details: The Institute is offering optional LWS Training Sessions. There will be an optional virtual drop-in session on Tuesday, March 29th 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: FY21 CTE EIA Amendment Approval

Contact Person: Haley Perez

Department(s): CTE, Federal Programs Finance

Start Date: 03/16/2022

End Date: 03/30/2022

Details: The Charter Institute at Erskine has been notified of approval of all FY21 CTE EIA plan amendment requests . Please see the attached approval memo containing your school's current approved plan. Your school's Smart Fusion budget will be sent upon completion. All expenditure request will continue to follow the school's financial policies and Charter Institute at Erskine pre-approval and reimbursement process.

Announcement: Title II Amendment Approval

Contact Person: Angelica Rodriguez

Department(s): Federal Programs Finance , Title II

Start Date: 03/17/2022

End Date: 04/01/2022

Details: The Charter Institute at Erskine has been notified of approval of your school's Title II plan amendment from the South Carolina Department of Education. Please see the attached approval memo containing your school's current approved plan. Your school's Smart Fusion budget will be sent upon completion. All expenditure requests will continue to follow the school's financial policies and Charter Institute at Erskine pre-approval and reimbursement process.

Announcement: FY22 Federal Fund Final Amendments

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: 03/18/2022

End Date: 04/15/2022

Details: As shared in previous training sessions and information, there is an upcoming deadline (April 15) for federal grant amendments. Due to the requirements of federal fund expenditures, the final amendment deadline for Fiscal Year 22 grants that are closing is Friday, April 15, at 7:00 p.m. Amendment submissions for grants currently approved by SCDE will open in Let's Work Smart on March 18, 2022. In order to ensure timely approval, it is highly recommended to plan amendments in advance and submit prior to April 15 if possible. Please also be mindful of your school's Spring Break, if applicable, as there will be no exceptions to this deadline. Please review the memo in Let's Work Smart for detailed information.