

Charter Institute at Erskine

INSTITUTE INSIGHTS

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FY22 Quarter 3 Financials	04/29/2022	John Li	Finance
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Let's Work Smart Monthly Drop-...	04/12/2022 - 04/26/2022	Haley Perez	Leadership
Seals of Distinction Webinar	04/17/2022 - 05/20/2022	Jason Jones	Accountability , Pow...
Parent School Climate Surveys	04/18/2022 - 05/12/2022	Jason Jones	Accountability , Pow...

Submission: ESSER I Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 04/22/2022

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 I Employee Time & Effort Collection

Department: Federal Programs Finance

Due Date: 04/22/2022

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 III Employee Time & Effort Collection

Department: Federal Programs Finance

Due Date: 04/22/2022

Details: When completing Time and Effort for these employees, please refer to the included "SCDE Time and Effort Procedure" and "Who Fills Out What" pdfs for further details and instructions.

Submission: School Report Card Posting on Website

Department: Title I

Due Date: 04/22/2022

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: Standard 16: Outcomes

Department: Special Education and 504

Due Date: 05/06/2022

Details: School submits evidence and a description of how outcomes for students with disabilities are tracked.

Submission: SC Alt post testing

Department: Assessment

Due Date: 04/22/2022

Details: Please submit the test security agreements for your school for SC Alt and answer the questions for your submission. The security agreements can be found in the attached TAM on pages 55-56 for STCs and 57-58 for Test Administrators. Contact hholliday@erskinecharters.org with questions.

Submission: FY22 Quarter 3 Financials

Department: Finance

Due Date: 04/29/2022

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: ESSER III Return to Instruction Plan Update-Step 1

Department: Federal Programs Finance

Due Date: 05/01/2022

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_summer22 no later than May 1, 2022. The survey will close on May 15, 2022 and your school's results will be shared with you. (A separate submission is due on 6/15 for the Plan Update).

Submission: March 2022 Journal Entry Upload

Department: Finance

Due Date: 04/29/2022

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: TITLE I Benefit Breakout Resubmission

Department: Federal Programs Finance

Due Date: 04/22/2022

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: ESSER III Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 04/22/2022

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

Submission: FY21 Title I Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 04/22/2022

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

Submission: Work Keys post test submission

Department: Assessment

Due Date: 05/02/2022

Details: Please submit the requested information upon conclusion of your school's Work Keys testing for Spring 2022. For the purpose of this test, the Test Administrator agreement is called "Monitor Agreement". Please contact hholiday@erskinecharters.org with questions.

Submission: Safari Montage Learning Object Repository Signup

Department: PowerSchool and IT

Due Date: 04/29/2022

Details: Complete this form to begin setup of Safari Montage Learning Object Repository for the school.
<https://forms.office.com/r/BpPk93tGQ0>

Submission: Read to Succeed PowerSchool Setup

Department: PowerSchool and IT

Due Date: 04/29/2022

Details: For all schools with 3rd grades, ACT 284 requires the school to offer a summer reading program for any student not reading on grade level. Please see the recorded webinar for correctly setting up the summer school in PowerSchool. Schools will need to confirm viewing the webinar and correct setup in PowerSchool.

https://www.dropbox.com/s/q2ghtfopjhec7jb/Set%20Up%20Read%20to%20Succeed%20Summer%20Camps%20-%20School%20Level_Recording%204122022.mp4?dl=0

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 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: IDEA Amendment Approval

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 03/22/2022

End Date: 05/06/2022

Details: The Charter Institute at Erskine has been notified of approval of your school's FY22 IDEA plan amendment from the South Carolina Department of Education. Please see the attached approval memo containing your school's current approved plan and Smart Fusion budget. All expenditure requests will continue to follow the school's financial policies and Charter Institute at Erskine pre-approval and reimbursement process.

Announcement: Fourth Quarter Finance Training

Contact Person: John Li

Department(s): Finance

Start Date: 03/28/2022

End Date: 05/04/2022

Details: ***Please note change in date, due to the Public Charter School Alliance 2022 Leadership Summit and April's Finance SCASA Roundtable***

The May 4th training will be to touch base on funding, policies, and federal programs amendments, reimbursements, and upcoming deadlines. The training will begin at 10am. This is the final training for FY22. The Zoom link can be found below.

Topic: 4th Qtr. Finance Training

Time: May 4, 2022 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/71895314615?pwd=MEwwTDIQUdV6Vkc4R1ZlZ0ZWS3VLQT09>

Meeting ID: 718 9531 4615

Passcode: zBd25z

Announcement: Teacher List for Climate Survey

Contact Person: Heather Holliday

Department(s): Accountability , PowerSchool and IT

Start Date: 03/31/2022

End Date: 04/30/2022

Details: Attached you will find your list of teachers from the SC Department of Education. These are the teachers whose survey answers will be included in the report card rating next fall. At least 80% of this staff list must complete the survey to avoid penalties for participation on the report card. Contact hholliday@erskinecharters.org with questions. As additional information is available from the SDE, that will be shared with you.

Announcement: School Climate Survey Update

Contact Person: Heather Holliday

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

Start Date: 04/01/2022

End Date: 04/22/2022

Details: The attached document contains information from the SC Department of Education regarding the upcoming student and teacher climate surveys. The window opens April 4, 2022. An email has also been sent to all school leaders and accountability coordinators as they appear in the Google contact sheet. Please contact hholliday@erskinecharters.org with questions.

Announcement: April PS Admin Meeting

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 04/01/2022

End Date: 04/22/2022

Details: The PowerSchool monthly webinar will be April 21, 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: Read to Succeed (R2S) PowerSchool Training

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 04/01/2022

End Date: 05/05/2022

Details: N/A

Announcement: Mail Merge for Spring Test Tickets (Optional Training)

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 04/01/2022

End Date: 04/22/2022

Details: This training is geared towards School Test Coordinators who expressed an interest in learning how to create student test tickets using Excel and Mail Merge. This allows the STCs to edit tickets to include both needed and wanted information and create tickets in a single page format rather than cutting the smaller tickets by hand. The link to the training is in the attached document. The session will be recorded and shared. Contact hholliday@erskinecharters.org with questions.

Announcement: Enrich Grad Rate Submission Optional Training

Contact Person: Heather Holliday

Department(s): Accountability

Start Date: 04/01/2022

End Date: 05/06/2022

Details: This is the annual training for the Graduation Rate Submission via Enrich. The guidelines from the SDE regarding the exemption of students from the cohort as well as the actual process used in Enrich for the submission will be covered during the training. Following the guidelines set forth by the SDE will help prevent as many errors in the submission as possible. The link to the training is in the attached document. The training will be recorded. Please contact hholliday@erskinecharters.org with questions.

Announcement: KRA 2.0 Training for Fall 2022--early information

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 04/08/2022

End Date: 05/08/2022

Details: Attached you will find initial information concerning mandatory training for the new KRA 2.0 for all STCs and 5K teachers who will serve as Test Administrators for the new KRA. Please contact hholliday@erskinecharters.org with any questions.

Announcement: Fourth Quarter PEBA Training

Contact Person: Robbie Anderson

Department(s): Human Resources and Benefits

Start Date: 04/08/2022

End Date: 05/05/2022

Details: Our 4th Quarter PEBA Training will take place on Thursday, May 5th, 2022, via Zoom. The Zoom link is below:

Robert Anderson is inviting you to a scheduled Zoom meeting.

Topic: 4th Quarter PEBA Training

Time: May 5, 2022 11:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/97890051100?pwd=RWw4R3dXZkF3dEpyZTIhSGpRV3lhZz09>

Meeting ID: 978 9005 1100

Passcode: Gm8EJc

Announcement: FY20 ESSER I Amendment Approval

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 04/08/2022

End Date: 04/22/2022

Details: The Charter Institute at Erskine has been notified of approval of all CARES Act plan (ESSER I) amendment requests from the South Carolina Public Charter School District (via 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 request will continue to follow the school's financial policies and Charter Institute at Erskine pre-approval and reimbursement process.

Announcement: CEEB College Entrance Exam Board Application

Contact Person: Jason Jones

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

Start Date: 04/10/2022

End Date: 05/27/2022

Details: Schools expanding to include high school grade levels please fill out the attached application for a College Entrance Examination Board Code for your school. This code will be used by students to indicate the school where of attendance for scores to be sent.

Announcement: Quarterly Title III Training

Contact Person: Celina Patton

Department(s): Title III ESOL

Start Date: 04/12/2022

End Date: 05/12/2022

Details: The Quarterly Title III Training will be held on 5/12/2022 from 1:00-2:00. More information to follow.

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

Contact Person: Haley Perez

Department(s): Leadership

Start Date: 04/12/2022

End Date: 04/26/2022

Details: The Institute is offering optional LWS Training Sessions. There will be an optional virtual drop-in session on Tuesday, April 26th 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: Seals of Distinction Webinar

Contact Person: Jason Jones

Department(s): Accountability , PowerSchool and IT

Start Date: 04/17/2022

End Date: 05/20/2022

Details: Enrich will have a new Seals of Distinction report that will be released in Enrich Version 22.1.1, due this week. Its purpose is to help identify students who qualify for the Diploma Pathways Seals of Distinction. The criteria for the Seals involve primarily course credits and test scores, and compiling that information can be time consuming. Because Enrich has access to most of the information required for determining the Seals – from assessment data to course credits - the hope is that this report will help save research time for staff in gathering the information they need. Anna Duvall, School Counselor & Career Specialist Liaison at SCDE, has scheduled a webinar for Thursday April 21 at 9:00 AM. Zoom Link: <https://us06web.zoom.us/j/84769623664> (April 21 at 9:00 AM) This session will be recorded and posted on the SCDE Counselor Padlet.

Announcement: Parent School Climate Surveys

Contact Person: Jason Jones

Department(s): Accountability , PowerSchool and IT

Start Date: 04/18/2022

End Date: 05/12/2022

Details: The Parent School Climate Surveys are now active in PowerSchool. SCDE and the Charter Institute at Erskine recommend the use of PowerSchool's Parent Portal to access the school climate survey, however the SCDE has provided a pdf parent letter with a link to click or a QR code to scan for alternate access to the individualized parent school climate survey. Note the links are customized per student/parent and should only be accessed by the parent/guardian of the student. See attached document for your school's pdf file.