

Charter Institute at Erskine

INSTITUTE INSIGHTS

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Read to Succeed (R2S) PowerSch...	04/01/2022 - 05/05/2022	Jason Jones	PowerSchool and IT
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CEEB College Entrance Exam Boa...	04/10/2022 - 05/27/2022	Jason Jones	PowerSchool and IT, ...
Quarterly Title III Training	04/12/2022 - 05/12/2022	Celina Patton	Title III ESOL
Let's Work Smart Monthly Drop-...	04/12/2022 - 04/26/2022	Haley Perez	Leadership
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Parent School Climate Surveys	04/18/2022 - 05/12/2022	Jason Jones	Accountability , Pow...
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May PS Admin Meeting	05/01/2022 - 05/19/2022	Jason Jones	PowerSchool and IT

Submission: ESSER III Employee Time & Effort Collection

Department: Federal Programs Finance

Due Date: 04/29/2022

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: FY23 Preliminary Budget

Department: Finance

Due Date: 05/13/2022

Details: As outlined in Section 8.1, Budget, of the Charter Contract, the School must use the same budget codes as are required of school districts in the State. The budget shall be based on documented SCDE estimated revenues in accordance with the allocations in S.C. Code Ann. § 59-40-140(A)-(C). The School shall establish and maintain adequate operating reserves in order to avoid possible financial hardships. When determining the reserve amount, the School shall take into account such factors as the School's mission and longterm strategy, current and future commitments and day-to-day operating costs. On or before April 30 of each year, the School shall submit to the Sponsor the School's preliminary proposed budget for the upcoming school year, with the School's final budget submitted to the Sponsor by July 01 subject to modifications throughout the year as are required or are permitted.

Submission: ESSER III Amendment Submission (April 15)

Department: Federal Programs Finance

Due Date: 04/29/2022

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: Supplemental ESSER III Amendment Submission (April 29)

Department: Federal Programs Finance

Due Date: 04/29/2022

Details: If your school currently needs an amendment for supplemental 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 4/29/22 at 7:00pm. Please note this is the FINAL amendment for this fiscal year (7/01/2021-6/30/2022).

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: 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: 04/29/2022

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: 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/q2ghtfopjh7ec7jb/Set%20Up%20Read%20to%20Succeed%20Summer%20Camps%20-%20School%20Level_Recording%204122022.mp4?dl=0

Submission: BPA Fiscal Policies

Department: Finance

Due Date: 04/26/2022

Details: Schools that choose to develop their own policies must submit the proposed policies to the Institute for review and approval, prior to individual school board adoption. School policies that are less restrictive than the Institute model policies will not be approved.

Submission: CLA Fiscal Policies

Department: Finance

Due Date: 04/26/2022

Details: Schools that choose to develop their own policies must submit the proposed policies to the Institute for review and approval, prior to individual school board adoption. School policies that are less restrictive than the Institute model policies will not be approved.

Submission: CDCS Fiscal Policies

Department: Finance

Due Date: 04/26/2022

Details: Schools that choose to develop their own policies must submit the proposed policies to the Institute for review and approval, prior to individual school board adoption. School policies that are less restrictive than the Institute model policies will not be approved.

Submission: CASC Fiscal Policies

Department: Finance

Due Date: 04/26/2022

Details: Schools that choose to develop their own policies must submit the proposed policies to the Institute for review and approval, prior to individual school board adoption. School policies that are less restrictive than the Institute model policies will not be approved.

Submission: HCA Fiscal Policies

Department: Finance

Due Date: 04/26/2022

Details: Schools that choose to develop their own policies must submit the proposed policies to the Institute for review and approval, prior to individual school board adoption. School policies that are less restrictive than the Institute model policies will not be approved.

Submission: LCA Fiscal Policies

Department: Finance

Due Date: 04/26/2022

Details: Schools that choose to develop their own policies must submit the proposed policies to the Institute for review and approval, prior to individual school board adoption. School policies that are less restrictive than the Institute model policies will not be approved.

Submission: MSE Fiscal Policies

Department: Finance

Due Date: 04/26/2022

Details: Schools that choose to develop their own policies must submit the proposed policies to the Institute for review and approval, prior to individual school board adoption. School policies that are less restrictive than the Institute model policies will not be approved.

Submission: OCA Fiscal Policies

Department: Finance

Due Date: 04/26/2022

Details: Schools that choose to develop their own policies must submit the proposed policies to the Institute for review and approval, prior to individual school board adoption. School policies that are less restrictive than the Institute model policies will not be approved.

Submission: OOL Fiscal Policies

Department: Finance

Due Date: 04/26/2022

Details: Schools that choose to develop their own policies must submit the proposed policies to the Institute for review and approval, prior to individual school board adoption. School policies that are less restrictive than the Institute model policies will not be approved.

Submission: ESSER III Budget Input Questionnaire

Department: Federal Programs Finance

Due Date: 04/29/2022

Details: As we notice schools are expending ESSER I and ESSER II funds, we are in the process of preparing budgets. Please note you must receive full approval for all funds prior to seeking reimbursement for ESSER III expenses. If you feel your school has met these qualifications, we are providing the option to receive your ESSER III budget prior to July 1st. Please complete the attached form.

Submission: Berkeley Prep Academy Fiscal Policies

Department: Finance

Due Date: 04/27/2022

Details: Schools that choose to develop their own policies must submit the proposed policies to the Institute for review and approval, prior to individual school board adoption. School policies that are less restrictive than the Institute model policies will not be approved.

Submission: SCPA Fiscal Policies

Department: Finance

Due Date: 04/27/2022

Details: Schools that choose to develop their own policies must submit the proposed policies to the Institute for review and approval, prior to individual school board adoption. School policies that are less restrictive than the Institute model policies will not be approved.

Submission: FY21 ATSI Amended Benefit Breakout

Department: Federal Programs Finance

Due Date: 04/29/2022

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: SCS Fiscal Policies

Department: Finance

Due Date: 04/28/2022

Details: Schools that choose to develop their own policies must submit the proposed policies to the Institute for review and approval, prior to individual school board adoption. School policies that are less restrictive than the Institute model policies will not be approved.

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: 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: 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: 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 School Support 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 School Support 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 School Support Training

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

Join Zoom Meeting

<https://zoom.us/j/97890051100?pwd=RWw4R3dXZkF3dEpyZTlhSGpRV3lhZz09>

Meeting ID: 978 9005 1100

Passcode: Gm8EJc

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: State Memo Regarding No Opt Out of Testing

Contact Person: Heather Holliday

Department(s): Accountability , Assessment

Start Date: 04/18/2022

End Date: 05/18/2022

Details: The state has released a memo which can be shared with parents indicating that there is "No Statutory provision [which] exists for parents to opt their children out of testing". Feel free to post this information to your website as a resource should you wish to do so. Contact hholliday@erskinecharters.org with questions.

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.

Announcement: School Test Coordinator Newsletter April 18

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 04/18/2022

End Date: 04/29/2022

Details: Attached you will find the latest School Test Coordinator newsletter. Please feel free to share this with anyone i your school who needs this information. Contact hholliday@erskinechartes.org with questions.

Announcement: eCollect Surveys FAQ document as of Apr 18

Contact Person: Heather Holliday

Department(s): Assessment, PowerSchool and IT

Start Date: 04/18/2022

End Date: 05/18/2022

Details: A Frequently Asked Questions document was recently sent to us with answers to many of the questions you all have submitted regarding the teacher survey. I have attached the document here for your reference. If any additional updates are provided, I will be sure to get those to you as well. Please contact hholliday@erskinecharters.org with questions.

Announcement: Updated Teacher list for Surveys from SDE

Contact Person: Heather Holliday

Department(s): Assessment, PowerSchool and IT

Start Date: 04/21/2022

End Date: 05/21/2022

Details: The SDE has released an updated teacher list with additional data. Please contact hholliday@erskinecharters.org.

Announcement: ESSER III Plan Approval

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 04/21/2022

End Date: 04/29/2022

Details: The Charter Institute at Erskine has been notified of approval of your school's ESSER III 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: Resources from Mail Merge Training

Contact Person: Heather Holliday

Department(s): Assessment, PowerSchool and IT

Start Date: 04/22/2022

End Date: 05/22/2022

Details: Resources from the optional training held on 4/22/2022 on Mail Merge for Ticket creation are posted. The link for the recording is contained on the last slide of the presentation. Contact hholliday@erskinecharters.org with questions.

Announcement: May PS Admin Meeting

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 05/01/2022

End Date: 05/19/2022

Details: The PowerSchool monthly webinar will be May 19, 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>