

Charter Institute at Erskine

INSTITUTE INSIGHTS

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ESSER II Employee Documentatio...	05/06/2022	Sarah Shealy	Federal Programs Fin...
FY22 IDEA Employee Documentati...	05/06/2022	Sarah Shealy	Federal Programs Fin...
FY23 Preliminary Budget	05/13/2022	John Li	Finance
Standard 16: Outcomes	05/06/2022	Sarah Love	Special Education an...
Work Keys post test submission	05/02/2022	Heather Holliday	Assessment
FY22 Annual Audit Engagement	05/31/2022	John Li	Finance
LCCA Fiscal Policies	05/03/2022	Angelica Rodrigu...	Finance
GCA Fiscal Policies	05/04/2022	Angelica Rodrigu...	Finance
SCCA Fiscal Policies	05/06/2022	Angelica Rodrigu...	Finance
FY22 Title I Program Annual Ev...	05/13/2022	Sarah Shealy	Title I
ESSER III Original Plan Benefi...	05/13/2022	Charity Glasgow	Federal Programs Fin...
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GEER Benefit Breakout for Apri...	05/13/2022	Charity Glasgow	Federal Programs Fin...
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Quarterly Title III Training	04/12/2022 - 05/12/2022	Celina Patton	Title III ESOL
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FY22 CTE EIA Plan Approval	04/26/2022 - 05/06/2022	Haley Perez	CTE, Federal Program...
FY22 Title I Teacher and Paren...	04/29/2022 - 05/13/2022	Sarah Shealy	Title I
GEER Amendment Approval	04/29/2022 - 05/13/2022	Haley Perez	Federal Programs Fin...
May PS Admin Meeting	05/01/2022 - 05/19/2022	Jason Jones	PowerSchool and IT

Submission: ESSER II Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 05/06/2022

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

Submission: FY22 IDEA Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 05/06/2022

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: 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: 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: 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: FY22 Annual Audit Engagement

Department: Finance

Due Date: 05/31/2022

Details: Description: As outlined in the Charter Contract, the audit and its findings must be submitted to the Institute by November 1, 2022.

Submission: LCCA Fiscal Policies

Department: Finance

Due Date: 05/03/2022

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: GCA Fiscal Policies

Department: Finance

Due Date: 05/04/2022

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: SCCA Fiscal Policies

Department: Finance

Due Date: 05/06/2022

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: FY22 Title I Program Annual Evaluation

Department: Title I

Due Date: 05/13/2022

Details: To begin the wrap-up of this year's Title I federal requirements, a Title I Annual Evaluation must be completed. The focus of this evaluation is to document the impact of your Title I Schoolwide Program for 2021-2022. The template for the Title I planning team to meet & complete the Annual Evaluation can be found here: <https://erskinecharters.formstack.com/forms/annualevaluation2022>. The questions from the Formstack & results of your Parent & Teacher surveys are included here for reference.

Submission: ESSER III Original Plan Benefit Breakout

Department: Federal Programs Finance

Due Date: 05/13/2022

Details: Please update the Benefits Breakout form to reflect the amount that is included in the original 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 January Amendment Benefit Breakout

Department: Federal Programs Finance

Due Date: 05/13/2022

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: GEER Benefit Breakout for April Amendment

Department: Federal Programs Finance

Due Date: 05/13/2022

Details: Please update the Benefits Breakout form to reflect the amount that is included in the amended plan for January. 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

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: 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 , PowerSchool and IT

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: 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: 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: 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: FY21 CSI Amendment Approval

Contact Person: Haley Perez

Department(s): Federal Programs Finance

Start Date: 04/25/2022

End Date: 06/03/2022

Details: The Charter Institute at Erskine has been notified of approval of your school's FY21 CSI 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: Seals of Distinction Report in Enrich

Contact Person: Heather Holliday

Department(s): Accountability , PowerSchool and IT

Start Date: 04/25/2022

End Date: 05/25/2022

Details: Enrich has released a new report to help schools with Seals of Distinction designations for students. Attached you will find a document with the directions for how to run the report in Enrich. This is for all schools who have a graduating class this year. Please share with appropriate personnel. Contact hholliday@erskinecharters.org with questions.

Announcement: FY22 CTE EIA Plan Approval

Contact Person: Haley Perez

Department(s): CTE, Federal Programs Finance

Start Date: 04/26/2022

End Date: 05/06/2022

Details: The Charter Institute at Erskine has been notified of approval of your school's FY22 CTE EIA plan. 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 Title I Teacher and Parent Survey Results

Contact Person: Sarah Shealy

Department(s): Title I

Start Date: 04/29/2022

End Date: 05/13/2022

Details: The results of the Title I Parent and Teacher Surveys have been processed and are ready for your school's review. Please see the memo attached for access links. This data will be crucial as your school completes the 2021-2022 Title I Annual Survey and the 2022-2023 Comprehensive Needs Assessment. The Charter Institute at Erskine strongly recommends sharing this data with school leadership and the school board.

Announcement: GEER Amendment Approval

Contact Person: Haley Perez

Department(s): Federal Programs Finance

Start Date: 04/29/2022

End Date: 05/13/2022

Details: The Charter Institute at Erskine has approved your school's GEER plan amendment request. Please see the attached approval memo containing your school's current approved plan. Please note the 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: 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>

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