

Charter Institute at Erskine

INSTITUTE INSIGHTS

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FY22 GEER Employee Documentati...	05/20/2022	Sarah Shealy	Federal Programs Fin...
FY22 Title II Employee Documen...	05/20/2022	Sarah Shealy	Federal Programs Fin...
FY22 Title I Employee Document...	05/18/2022	Sarah Shealy	Federal Programs Fin...
FY22 IDEA Employee Documentati...	05/18/2022	Sarah Shealy	Federal Programs Fin...
ESSER I Employee Time & Effor...	06/10/2022	Sarah Shealy	Federal Programs Fin...
FY21 CSI Employee Time & Effor...	06/10/2022	Sarah Shealy	Federal Programs Fin...
FY21 CTE Employee Time & Effor...	06/10/2022	Sarah Shealy	Federal Programs Fin...
ESSER II Employee Time & Effor...	06/10/2022	Sarah Shealy	Federal Programs Fin...
IDEA Employee Time & Effort Co...	06/10/2022	Sarah Shealy	Federal Programs Fin...
FY22 Title I Employee Time & E...	06/10/2022	Sarah Shealy	Federal Programs Fin...
Title II Employee Time & Effor...	06/10/2022	Sarah Shealy	Federal Programs Fin...
GEER Employee Time & Effort Co...	06/10/2022	Sarah Shealy	Federal Programs Fin...
FY21 TSI Employee Time & Effor...	06/10/2022	Sarah Shealy	Federal Programs Fin...
ESSER III Employee Time & Effo...	06/10/2022	Sarah Shealy	Federal Programs Fin...
SC READY/PASS Post Test Items	06/07/2022	Heather Holliday	Assessment
EOC Spring 2022 Post Test Subm...	06/07/2022	Heather Holliday	Assessment
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FY22 Annual Audit Engagement	05/31/2022	John Li	Finance
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FY21 CSI Jan Amendment Benefit...	05/16/2022	Ciera Bing	Federal Programs Fin...
IDEA Benefit Breakout 5.5.2022...	05/20/2022	John Li	Federal Programs Fin...
FY21 Title I Employee Time & E...	06/10/2022	Sarah Shealy	Federal Programs Fin...
Graduation Rate Training Confi...	05/27/2022	Heather Holliday	Accountability
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FY21 Title I Benefit Breakout	05/19/2022	Ciera Bing	Federal Programs Fin...
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CEEB College Entrance Exam Boa...	04/10/2022 - 05/27/2022	Jason Jones	PowerSchool and IT, ...
State Memo Regarding No Opt Ou...	04/18/2022 - 05/18/2022	Heather Holliday	Accountability , Ass...
eCollect Surveys FAQ document ...	04/18/2022 - 05/18/2022	Heather Holliday	Assessment, PowerSch...
Updated Teacher list for Surve...	04/21/2022 - 05/21/2022	Heather Holliday	Assessment, PowerSch...
Resources from Mail Merge Trai...	04/22/2022 - 05/22/2022	Heather Holliday	Assessment, PowerSch...
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Seals of Distinction Report in...	04/25/2022 - 05/25/2022	Heather Holliday	Accountability , Pow...
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May PS Admin Meeting	05/01/2022 - 05/19/2022	Jason Jones	PowerSchool and IT
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eCollect Survey Memo and Stude...	05/03/2022 - 06/02/2022	Heather Holliday	Accountability , Pow...
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School Leaders Meeting	05/15/2022 - 06/15/2022	Ashley Epperson	Leadership
Class Rank Reports to CHE & IH...	05/16/2022 - 06/13/2022	Jason Jones	Leadership, PowerSch...
Let's Work Smart Monthly Drop-...	05/17/2022 - 05/31/2022	Haley Perez	Leadership

Submission: FY21 TSI Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 05/20/2022

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

Submission: FY22 GEER Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 05/20/2022

Details: Please submit the required documents (Work Agreement, Schedule, Job Description, and Salary Split) for FY22 GEER funded employees within your school during the 2021-2022 school year. See the included FAQ for detailed information regarding each document.

Submission: FY22 Title II Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 05/20/2022

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

Submission: FY22 Title I Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 05/18/2022

Details: Please submit the required documents (Work Agreement, Schedule, Job Description, and Salary Split) for FY22 Title I 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: 05/18/2022

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: 06/10/2022

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: FY21 CSI Employee Time & Effort Collection

Department: Federal Programs Finance

Due Date: 06/10/2022

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: FY21 CTE Employee Time & Effort Collection

Department: Federal Programs Finance

Due Date: 06/10/2022

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 II Employee Time & Effort Collection

Department: Federal Programs Finance

Due Date: 06/10/2022

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

Department: Federal Programs Finance

Due Date: 06/10/2022

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: FY22 Title I Employee Time & Effort Collection

Department: Federal Programs Finance

Due Date: 06/10/2022

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: Title II Employee Time & Effort Collection

Department: Federal Programs Finance

Due Date: 06/10/2022

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: 06/10/2022

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: FY21 TSI Employee Time & Effort Collection

Department: Federal Programs Finance

Due Date: 06/10/2022

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: 06/10/2022

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: SC READY/PASS Post Test Items

Department: Assessment

Due Date: 06/07/2022

Details: Please submit the requested items and complete the requested questions for Spring 2022 testing. Contact hholiday@erskinecharters.org with questions.

Submission: EOC Spring 2022 Post Test Submissions

Department: Assessment

Due Date: 06/07/2022

Details: Please submit the required documents and answer the required question to complete the submission. Contact hholiday@erskinecharters.org with questions.

Submission: ESSER III Return to Instruction Plan Update-Step 2

Department: Federal Programs Finance

Due Date: 06/15/2022

Details: ESSER III Return to Instruction Plans must be reviewed/updated every 6 months. Step 2: Once stakeholder input has been collected and reviewed, if your school needs to update the plan, please complete the survey at: https://erskinecharters.formstack.com/forms/esser3returnplan_update (Please upload the PDF Submission emailed via Formstack for the school's records.) If your school does not need to update the plan at this time, please select "No" to be marked as Exempt from this submission.

Submission: ESSER III Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 05/20/2022

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: 05/18/2022

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: Students Not Tested on State Tests 21-22

Department: Assessment

Due Date: 06/10/2022

Details: Attached you will find the following: state guidelines for Students Not Tested, a template for the submission of students not tested in your school, the ability to upload scanned documents if you are applying for any testing exclusions as outlined in the state documents, and confirmation of coding in PS. If you are not applying for any exclusions, please leave me a comment for that part of the submission so I know to exclude that part for you. Contact hholliday@erskinecharters.org w/???

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: Parchment Account setup and confirmations

Department: PowerSchool and IT

Due Date: 05/20/2022

Details: Please ensure the school has access to Parchment and that PowerSchool admins are able to access and upload transcripts. For schools with students earning Seals of Biliteracy or Seals of Distinction, you will also want to ensure your students have access to the system and are able to access the site post-graduation. SCDE is using the Post Graduate Student Email field found on the demographic page as the email being sent to the Parchment system for student accounts.

Submission: FY22 CTE Employee Time & Effort Collection

Department: Federal Programs Finance

Due Date: 06/10/2022

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: FY22 CTE Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 05/20/2022

Details: Please submit the required documents (Work Agreement, Schedule, Job Description, and Salary Split) for FY22 CTE funded employees within your school during the 2021-2022 school year. See the included FAQ for detailed information regarding each document.

Submission: FY21 CSI Jan Amendment Benefit Breakout

Department: Federal Programs Finance

Due Date: 05/16/2022

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: IDEA Benefit Breakout 5.5.2022 AMENDMENT

Department: Federal Programs Finance

Due Date: 05/20/2022

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: FY21 Title I Employee Time & Effort Collection

Department: Federal Programs Finance

Due Date: 06/10/2022

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: Graduation Rate Training Confirmation

Department: Accountability

Due Date: 05/27/2022

Details: The recent training on this collection process was optional; however, there were many important details, including new information, covered in the training that is important for all to see. Please have at least one person at your school view the training, access the documents, and confirm by the Smart Form that the training is complete for your school. Recording link is at the end of the presentation.

Submission: FY22 CTE EIA Benefit Breakout

Department: Federal Programs Finance

Due Date: 05/19/2022

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: FY21 CSI April Amendment Benefit Breakout

Department: Federal Programs Finance

Due Date: 05/19/2022

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 Title I Benefit Breakout

Department: Federal Programs Finance

Due Date: 05/19/2022

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: FY20 ATSI Benefit Breakout April Amendment

Department: Federal Programs Finance

Due Date: 05/20/2022

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

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: 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: 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: 05/27/2022

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: 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>

Announcement: Seals of Biliteracy Coding in PS

Contact Person: Heather Holliday

Department(s): Accountability , Assessment, PowerSchool and IT

Start Date: 05/02/2022

End Date: 06/01/2022

Details: Attached are the guidelines for coding students for Seals of Biliteracy in Power School.

Announcement: eCollect Survey Memo and Student Participation Numbers

Contact Person: Heather Holliday

Department(s): Accountability , PowerSchool and IT

Start Date: 05/03/2022

End Date: 06/02/2022

Details: Attached you will find a memo which includes information regarding the Spring 2022 climate surveys with specific information regarding student and teacher participation. You will also find a spreadsheet containing the names of the students who have been continuously enrolled in your school from Day 45 through the end of March. Also included on the sheet are calculations to approximate the number of student surveys needed to reach the 80% participation threshold based on the continuous enrollment numbers. Please contact hholliday@erskinecharters.org with questions.

Announcement: FY20 ESSER I Plan Amendment Approval

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 05/05/2022

End Date: 05/20/2022

Details: The Charter Institute at Erskine has been notified of approval of all CARES Act plan (ESSER I) amendment requests from the South Carolina 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: Enrich Grad Rate Training Presentation and Resources

Contact Person: Heather Holliday

Department(s): Accountability , Assessment, PowerSchool and IT

Start Date: 05/06/2022

End Date: 06/05/2022

Details: The training was held May 6. It was recorded as well. You will find the presentation attached. Within the presentation are links to the recording and resources files. Please contact hholliday@erskinecharters.org with any questions.

Announcement: Required Testing Information on School Website--Feedback

Contact Person: Heather Holliday

Department(s): Assessment

Start Date: 05/10/2022

End Date: 06/23/2022

Details: The South Carolina Department of Education requires that certain testing information be published and easily accessible for parents and students on each school's individual website. The requirements were reviewed during the School Test Coordinator Training on March 30 and references to the Test Administration Manual pages given. The deadline from the SDE to have these updates was April 1. All school sites were checked May 10. Individual feedback for each school is attached. Please contact hholliday@erskinecharters.org with questions.

Announcement: FY22 Title II Amendment Approval

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance , Title II

Start Date: 05/11/2022

End Date: 05/27/2022

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: FY20 CTE Amendment Approval

Contact Person: Haley Perez

Department(s): CTE, Federal Programs Finance

Start Date: 05/11/2022

End Date: 05/27/2022

Details: The Charter Institute at Erskine has been notified of approval of all FY20 CTE EIA plan amendment requests . Please see the attached approval memo containing your school's current approved plan and your SmartFusion budget. All expenditure request will continue to follow the school's financial policies and Charter Institute at Erskine pre-approval and reimbursement process.

Announcement: FY21 CTE EIA Amendment Approval

Contact Person: Haley Perez

Department(s): CTE, Federal Programs Finance

Start Date: 05/11/2022

End Date: 05/27/2022

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 and revised Smart Fusion budget. All expenditure request will continue to follow the school's financial policies and Charter Institute at Erskine pre-approval and reimbursement process.

Announcement: FY21 CTE EIA Amendment Approval

Contact Person: Haley Perez

Department(s): CTE, Federal Programs Finance

Start Date: 05/12/2022

End Date: 05/27/2022

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 and revised Smart Fusion budget. All expenditure request will continue to follow the school's financial policies and Charter Institute at Erskine pre-approval and reimbursement process.

Announcement: School Leaders Meeting

Contact Person: Ashley Epperson

Department(s): Leadership

Start Date: 05/15/2022

End Date: 06/15/2022

Details: The Institute will hold a School Leaders Meeting on June 15th, 2022. More information to follow.

Announcement: Class Rank Reports to CHE & IHE (End of Year)

Contact Person: Jason Jones

Department(s): Leadership, PowerSchool and IT

Start Date: 05/16/2022

End Date: 06/13/2022

Details: High Schools are required to report class ranking to both the Commission on Higher Education and the Institutions of Higher Education within the state. See attached memo.

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

Contact Person: Haley Perez

Department(s): Leadership

Start Date: 05/17/2022

End Date: 05/31/2022

Details: The Institute is offering optional LWS Training Sessions. There will be an optional virtual drop-in session on Tuesday, May 31st 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.