Charter Institute at Erskine

INSTITUTE INSIGHTS

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ESSER I Employee Time & Effort...	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
ESSER III Return to Instructio...	06/15/2022	Haley Perez	Federal Programs Fin...
Students Not Tested on State T...	06/10/2022	Heather Holliday	Assessment
FY22 Annual Audit Engagement	05/31/2022	John Li	Finance
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Graduation Rate Training Confi...	05/27/2022	Heather Holliday	Accountability
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ESSER III Supplemental Benefit...	05/27/2022	Ciera Bing	Federal Programs Fin...
April 2022 Journal Entry Uploa...	06/03/2022	John Li	Finance
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PS 180th Day Reports	06/17/2022	Jason Jones	PowerSchool and IT
CEEB College Entrance Exam Boa...	04/10/2022 - 05/27/2022	Jason Jones	PowerSchool and IT, ...
FY21 CSI Amendment Approval	04/25/2022 - 06/03/2022	Haley Perez	Federal Programs Fin...
Seals of Distinction Report in...	04/25/2022 - 05/25/2022	Heather Holliday	Accountability , Pow...
FY22 CTE EIA Plan Approval	04/26/2022 - 05/27/2022	Haley Perez	CTE, Federal Program...
Seals of Bilteracy Coding in P...	05/02/2022 - 06/01/2022	Heather Holliday	Accountability , Ass...
eCollect Survey Memo and Stude...	05/03/2022 - 06/02/2022	Heather Holliday	Accountability , Pow...
Enrich Grad Rate Training Pres...	05/06/2022 - 06/05/2022	Heather Holliday	Accountability , Ass...
Required Testing Information o...	05/10/2022 - 06/23/2022	Heather Holliday	Assessment
FY22 Title II Amendment Approv...	05/11/2022 - 05/27/2022	Sarah Shealy	Federal Programs Fin...
FY20 CTE Amendment Approval	05/11/2022 - 05/27/2022	Haley Perez	CTE, Federal Program...
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Submission: FY21 CSI Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 05/27/2022

Details: Please submit the required documents (Work Agreement, Schedule, Job Description, and Salary Split) for FY21 CSI 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 hholliday@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 hholliday@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: 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: 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: 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: End of Year Checklist

Department: PowerSchool and IT

Due Date: 06/17/2022

Details: PowerSchool Admins should see the attached End-of-Year guide and confirm steps have been taken to ensure a successful end of year process for your school.

Submission: ESSER III Supplemental Benefit Breakout

Department: Federal Programs Finance

Due Date: 05/27/2022

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: April 2022 Journal Entry Upload

Department: Finance

Due Date: 06/03/2022

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: End of year transcripts and class ranking reports

Department: PowerSchool and IT

Due Date: 06/17/2022

Details: Please submit copies of your end of year transcripts and class ranking reports for grades 9-12.

Submission: PS 180th Day Reports

Department: PowerSchool and IT

Due Date: 06/17/2022

Details: Please submit copies of your 180th day reports.

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: 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: Seals of Bilteracy 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 Bilteracy 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: 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: SCASA Memberships: 2022-2023

Contact Person: Robbie Anderson

Department(s): Human Resources and Benefits

Start Date: 05/16/2022

End Date: 06/24/2022

Details: It is time to register for the 2022-2023 SCASA Memberships. Please email a list of those interested to Robbie Anderson at randerson@erskinecharters.org. Please include the name, email address, phone number, position title, and preferred roundtables of those interested in membership. A copy of SCASA benefits of memberships and a list of roundtables are attached. The group membership fee is discounted compared to the individual rate. Please submit the list of names to me no later than Friday, June 24th. Please contact me if you have any questions.

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.

Announcement: FY21 Title I Amended Plan Approval

Contact Person: Haley Perez

Department(s): Federal Programs Finance , Title I

Start Date: 05/17/2022

End Date: 05/27/2022

Details: The Charter Institute at Erskine has been notified of approval of your school's FY21 Title I 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: Performance Tasks Assessments School Level Results

Contact Person: Heather Holliday

Department(s): Assessment, Gift and Talented

Start Date: 05/17/2022

End Date: 06/16/2022

Details: Each school will have one to three files attached. 1--If students qualified for GT, you will have profile sheets (print 2--file and parent copy). 2--If students qualified for GT, you will have a spreadsheet with the student information for the students in "1". 3--Student ISRs for every student who was eligible to take PTA with their individual results. Each school will receive paper copies of the ISRs by the end of May from the vendor. All parents should be notified of student results but means of communication is determined by school. Contact hholliday@erskinecharters.org with questions.

Announcement: FY22 Title I Amendment Approval

Contact Person: Haley Perez

Department(s): Federal Programs Finance , Title I

Start Date: 05/19/2022

End Date: 06/03/2022

Details: The Charter Institute at Erskine has been notified of approval of your school's Title I plan amendment from the South Carolina Department of Education. Please see the attached approval memo containing your school's current approved plan and carefully review the required documentation. Your school's revised 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.