Charter Institute at Erskine

INSTITUTE INSIGHTS

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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...
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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...
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June PS Admin Meeting	06/01/2022 - 06/16/2022	Jason Jones	PowerSchool and IT

Submission: FY22 GEER Employee Documentation 2021-2022

Department: Federal Programs Finance

Due Date: 06/03/2022

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: 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: College Readiness Test payment information

Department: Assessment

Due Date: 06/23/2022

Details: While the state does not require documentation for College Readiness Testing, we collect this information to ensure we have records of what should be dispersed to you from the state once that process is complete. Please submit a completed Reimbursement Claim Form along with an invoice and proof of payment to keep on file . Please contact hholliday@erskinecharters.org with questions. You may receive these well into the summer, so the a due date near the end of June.

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: FY22 Title I Plan Distribution Statement

Department: Title I

Due Date: 06/01/2022

Details: Title I schools must submit written proof that the plan has been shared with parents and stakeholders. The written statement will certify that the plan has been shared and must provide examples of how, when, and where the approved Title I plan is provided.

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: 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: 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: FY22 20 Day Letters [April 2022 - June 2022]

Department: Title I

Due Date: 06/17/2022

Details: In accordance with the Every Student Succeeds Act of 2015, all schools are required to provide timely notice to parents when students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject level in which the teacher has been assigned. ESSA Sec. 1112 (e)(1)(B)(ii) *This includes substitutes, instructional assistants, and paraprofessionals; anyone not holding a SCDE Teacher's Certification applicable to the grade/class/course being taught. These letters should be sent home with students in the applicable class. Please keep in mind you do not have to resubmit letters or send letters every 20 days. See attached resources and examples below to determine when letters should be sent. Example 1: Teacher 1 taught 3rd grade in Aug-Sept and is still teaching 3rd grade in Oct-Nov. One letter would need to be sent at the beginning of the year. Example 2: Teacher 2 taught Class A in Aug-Sept but in now teaching Class B in Oct-Nov. A letter would be sent to Class A families, and a new letter sent to Class B families. Please note another submission will open at the end of May to collect letters sent during the Spring semester (January-June).

Submission: FY23 Comprehensive Needs Assessment (CNA)

Department: Title I

Due Date: 06/20/2022

Details: All Schools must complete a Comprehensive Needs Survey (CNA) annually. Please see attachments for guidance related to completing the CNA, including a list of questions to use in order to prepare. The attached memo also contains the link for completing the CNA survey. (Please note: The CNA is required to identify needs related to all federal fund expenditures, not just Title I.)

Submission: FY22 ATSI Plan Submission

Department: Additional Targeted Support and Improvement

Due Date: 06/24/2022

Details: Please submit your school's FY22 ATSI plan at: https://erskinecharters.formstack.com/forms/atsi_fy22 (After completing the form, please upload the PDF Submission that was emailed via Formstack for the school's and Institute's records.)

Submission: FY22 CSI Plan Submission

Department: Comprehensive Support and Improvement

Due Date: 06/24/2022

Details: Please submit your school's FY22 CSI plan at: https://erskinecharters.formstack.com/forms/fy22csi (After completing the form, please upload the PDF Submission that was emailed via Formstack for the school's and Institute's records.)

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: 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 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: 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: 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.

Announcement: Embargo Info from SDE RE: Student Preliminary Test Results

Contact Person: Heather Holliday

Department(s): Accountability , Assessment

Start Date: 05/23/2022

End Date: 06/22/2022

Details: The state released the attached information via email regarding preliminary scores and what can be released to different groups throughout the embargo period. Please contact hholliday@erskinecharters.org with questions.

Announcement: Preliminary WIDA ACCESS and Alt ACCESS Scores Spr 22

Contact Person: Heather Holliday

Department(s): Accountability , Assessment

Start Date: 05/23/2022

End Date: 06/22/2022

Details: Attached you will find your preliminary scores for ACCESS and Alt ACCESS from Spring 2022 testing. In addition, you will find a memo containing information from the SDE regarding results and the embargo information. To reiterate one item from the memo, please do not enter the scores into Power School until after the rollover this summer. The scores are for your communication regarding results with parents and students. School Test Coordinators should share this information with Title III Coordinators. Please contact hholliday@erskinecharters.org with questions.

Announcement: School / District Audit Firm Approval

Contact Person: John Li

Department(s): Finance

Start Date: 05/24/2022

End Date: 06/30/2022

Details: Good Afternoon School Leaders and School Finance Officers

Please see the email below from SCDE Audit Services and SC State Auditor's Office.

Announcement: FY22 CTE Perkins Plan Approval

Contact Person: Haley Perez

Department(s): CTE, Federal Programs Finance

Start Date: 05/25/2022

End Date: 06/10/2022

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

Announcement: Alg I EOC Rescore

Contact Person: Heather Holliday

Department(s): Assessment, PowerSchool and IT

Start Date: 05/26/2022

End Date: 06/25/2022

Details: Recent SDE communication indicated DRC has rescored the Alg I exams for one question for which students should have had access to the Desmos calculator, but did not. This rescore did not affect all students and the scores only shifted one or two points, but that may change the average and hence GPA for those students who were affected. Please note that no student scores decreased. The error goes in favor of the student so scores either remained the same or increased. Contact hholliday@erskinecharters.org with questions.

Announcement: FY22 CSI Title I Allocation

Contact Person: Haley Perez

Department(s): Comprehensive Support and Improvement

Start Date: 05/27/2022

End Date: 06/24/2022

Details: The Charter Institute at Erskine has been notified of its FY 22 CSI Title I allocation (Fund 239) from the South Carolina Department of Education. Please see your school's allocation in the attached memo. Please complete the linked "FY22 CSI Title I Plan Submission" linked in the memo by listing the requested activities you plan to fund with the allocation, provide sufficient narrative description for activities, and have the form electronically signed by the individuals completing the Formstack submission. Please submit the signed, completed plan to the Institute via Formstack submission and uploaded to Let's Work Smart by Friday, June 24, 2022 at 7:00pm.

Announcement: FY22 ATSI Title I Allocation

Contact Person: Sarah Shealy

Department(s): Additional Targeted Support and Improvement

Start Date: 05/27/2022

End Date: 06/24/2022

Details: The Charter Institute at Erskine has been notified of its FY 22 ATSI Title I allocation (Fund 239) from the South Carolina Department of Education. Please see your school's allocation in the attached memo. Please complete the linked "FY22 ATSI Title I Plan Submission" linked in the memo by listing the requested activities you plan to fund with the allocation, provide sufficient narrative description for activities, and have the form electronically signed by the individuals completing the Formstack submission. Please submit the signed, completed plan to the Institute via Formstack submission and uploaded to Let's Work Smart by Friday, June 24, 2022 at 7:00pm.

Announcement: June PS Admin Meeting

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 06/01/2022

End Date: 06/16/2022

Details: The PowerSchool monthly webinar will be June 16, 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