

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
Principal Attestation 2020-202...	12/04/2020	Haley Perez	Title I
Title I Employee Documents 202...	11/30/2020	Haley Perez	Title I
October 2020 Journal Entry Upl...	12/04/2020	John Li	Finance
Title I Annual Meeting Documen...	12/04/2020	Haley Perez	Title I
CARES Act Employee Documentati...	12/04/2020	Sarah Shealy	Federal Programs Fin...
FY21 CTE Perkins Plan Submissi...	11/30/2020	Ashley Sturkie	CTE
FY 21 CTE EIA Employee Documen...	12/04/2020	Haley Perez	CTE
FY 19 CTE EIA Amendment	11/30/2020	Haley Perez	CTE
Title II Employee Documentatio...	11/30/2020	Sarah Shealy	Federal Programs Fin...
20 Day Letter (Oct-Nov) 2020-2...	12/04/2020	Sarah Shealy	Title I
CRF Employee Documentation	12/11/2020	Sarah Shealy	Federal Programs Fin...
Hot Spot Monthly Reporting Cha...	12/03/2020	Sherri Herbst	State and Academic P...
PowerScheduler Training	11/02/2020 - 12/02/2020	Zenobia Ealy	PowerSchool and IT
FY21 Title II Allocation	11/03/2020 - 11/30/2020	Ashley Sturkie	Federal Programs Fin...
Coronavirus Relief Funds (CRF)	11/04/2020 - 11/30/2020	Ashley Sturkie	Federal Programs Fin...
Monthly SPED Coordinators Trai...	11/08/2020 - 12/08/2020	Celina Patton	Special Education an...
Branding and Consistency Train...	11/10/2020 - 12/10/2020	Ashley Epperson	Communications
FY21 CTE EIA Allocation	11/10/2020 - 11/30/2020	Ashley Sturkie	CTE
CARES Act Amendment Approval	11/12/2020 - 11/30/2020	Ashley Sturkie	Federal Programs Fin...
FY 21 Perkins Allocation	11/12/2020 - 11/30/2020	Ashley Sturkie	CTE
FY21 Amended Title I Allocatio...	11/13/2020 - 11/30/2020	Ashley Sturkie	Federal Programs Fin...
SC Teaching Fellows Applicatio...	11/16/2020 - 12/01/2020	Paula Gray	Human Resources and ...
ACT 284 - Mandatory third-grad...	11/24/2020 - 12/02/2020	Sherri Herbst	State and Academic P...

Submission: Principal Attestation 2020-2021

Department: Title I

Due Date: 12/04/2020

Details: School-wide and/or Targeted Assistance schools must have a copy of the principal's attestation stating that teachers in the school are certified by the state to teach the grade and/or subject they are assigned to and that paraprofessionals are highly qualified. [ESSA Sec. 1119 (i)(1)(2)] (Note: This includes ALL teachers/paraprofessionals school-wide, regardless of which fund their salary is paid from.)

Submission: Title I Employee Documents 2020-2021

Department: Title I

Due Date: 11/30/2020

Details: Please submit the required documents for Title I-funded employees within your school. (Please note: At this time, these salaries have not yet been approved in the school Title I plan. These documents are needed to obtain approval and late submissions will delay the plan approval process.) Please ensure to submit the required items for all employees included in your school's attached list.

Submission: October 2020 Journal Entry Upload

Department: Finance

Due Date: 12/04/2020

Details: As outlined in Section 8.7, Monthly and quarterly reporting, of the Charter Contract, the School shall be responsible for entering a monthly upload of all financial transactions in the format prescribed by the Sponsor by the 15th day of the subsequent month and a yearly upload of the audited adjustments by November 15. In addition, the School shall be responsible for submitting a quarterly financial statement in the format prescribed by the Sponsor by the 15th day of the month following the end of each quarter. The Parties agree that it is the responsibility of the Sponsor to use any financial information it obtains, including reports and audits, to monitor the fiscal condition and compliance of the School.

Submission: Title I Annual Meeting Documents 2020-2021

Department: Title I

Due Date: 12/04/2020

Details: The agenda MUST include the following:

- 1) The school's participation in Title I and the requirements of Title I
- 2) The parents' right to be involved in their child's education
- 3) School performance profiles
- 4) Their child's individual student assessment results and an interpretation of such results
- 5) A description of the curriculum/assessment

Submission: CARES Act Employee Documentation

Department: Federal Programs Finance

Due Date: 12/04/2020

Details: These employees salaries must be paid in whole or in part from CARES Act Funding. Stipends are nonallowable.

These documents are needed to obtain approval and late submissions will delay the plan approval process.

Submission: FY21 CTE Perkins Plan Submission

Department: CTE

Due Date: 11/30/2020

Details: Please upload the completed template to submit your FY 21 CTE Perkins State plan. The attached memo and SCDE Expenditure Guidelines contains further information.

Submission: FY 21 CTE EIA Employee Documents

Department: CTE

Due Date: 12/04/2020

Details: Please submit the required documents for CTE EIA funded employees within your school. (This submission is based on the submitted CTE EIA funded employees in your FY 21 plan. The submitted plan is attached to this submission)

Submission: FY 19 CTE EIA Amendment

Department: CTE

Due Date: 11/30/2020

Details: Please use this submission to submit an amendment for FY 19 CTE EIA funding, if needed. If your school does not need an amendment at this time, please select "No" and you will be marked as Exempt for this submission.

Submission: Title II Employee Documentation

Department: Federal Programs Finance

Due Date: 11/30/2020

Details: These employees salaries must be paid in whole or in part from Title II Funding. Stipends are nonallowable.

These documents are needed to obtain plan approval and late submissions will delay the plan approval process.

Submission: 20 Day Letter (Oct-Nov) 2020-2021

Department: Title I

Due Date: 12/04/2020

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. These letters should be sent home with students in the applicable class.

Submission: CRF Employee Documentation

Department: Federal Programs Finance

Due Date: 12/11/2020

Details: Please upload the required documents as listed for all employees paid in whole or in part from CRF Funding.

All employees paid in whole or in part from federal funding must provide supporting documentation.

Submission: Hot Spot Monthly Reporting Changes through the Month of November

Department: State and Academic Programs

Due Date: 12/03/2020

Details: Please use the PROVIDED SPREADSHEET to list CHANGES ONLY in Unit number address assignments (reassignments), assignments of units not previously issued in your last report, and units that are no longer in use since your last report. All reassignments (new addresses) you listed in your last report have been documented already with the SCDE. Please see further guidance on the template document attached to this submission. Contact Sherri Herbst if you have any questions.

Announcement: PowerScheduler Training

Contact Person: Zenobia Ealy

Department(s): PowerSchool and IT

Start Date: 11/02/2020

End Date: 12/02/2020

Details: This PowerScheduler Training will be held for PowerSchool Admins on December 2. It will be held virtually. More information will follow.

Announcement: FY21 Title II Allocation

Contact Person: Ashley Sturkie

Department(s): Federal Programs Finance , Title II

Start Date: 11/03/2020

End Date: 11/30/2020

Details: The Charter Institute at Erskine has been notified of its FY 21 Title II allocation (Fund 267) from the South Carolina Department of Education. Please see your school's allocation in the attached memo. Title II plans should be completed and submitted via Formstack by November 17, 2020 at 5:00pm. Please see the attached memo for additional information.

The period of availability is July 1, 2020 – July 31, 2021.

Announcement: Coronavirus Relief Funds (CRF)

Contact Person: Ashley Sturkie

Department(s): Federal Programs Finance

Start Date: 11/04/2020

End Date: 11/30/2020

Details: The purpose of this memo is to notify you that the Charter Institute at Erskine has been notified of its Coronavirus Relief Fund (CRF) allocation from the South Carolina Department of Education. Please submit the signed, completed plan to the Institute via Formstack submission and load in LWS by November 18, 2020 at 5:00 p.m.

Announcement: Monthly SPED Coordinators Training

Contact Person: Celina Patton

Department(s): Special Education and 504

Start Date: 11/08/2020

End Date: 12/08/2020

Details: This Monthly SPED Training will be held for SPED/504 Coordinators on December 8. It will be held virtually. More information will follow.

Announcement: Branding and Consistency Training

Contact Person: Ashley Epperson

Department(s): Communications

Start Date: 11/10/2020

End Date: 12/10/2020

Details: This Branding and Consistency Training will be held for Communications Coordinators on December 10. It will be held virtually. More information will follow.

Announcement: FY21 CTE EIA Allocation

Contact Person: Ashley Sturkie

Department(s): CTE

Start Date: 11/10/2020

End Date: 11/30/2020

Details: The Charter Institute at Erskine has been notified of its FY 21 CTE EIA Allocation. Please see your school's allocation in the attached memo. Please submit your plan via Let's Work Smart by November 20, 2020.

Announcement: CARES Act Amendment Approval

Contact Person: Ashley Sturkie

Department(s): Federal Programs Finance

Start Date: 11/12/2020

End Date: 11/30/2020

Details: The Charter Institute at Erskine has been notified of approval of your school's amended CARES Act plan from the South Carolina Department of Education. Please see the attached memo containing your school's current approved plan, documents required for pre-approval/reimbursement, and important deadlines.

Announcement: FY 21 Perkins Allocation

Contact Person: Ashley Sturkie

Department(s): CTE

Start Date: 11/12/2020

End Date: 11/30/2020

Details: The Charter Institute at Erskine has been notified of its FY 21 CTE Perkins Allocation. Please see your school's allocation in the attached memo. Also attached is the template to submit your plan and the SCDE CTE Perkins Expenditure guidelines. Please submit your plan via Let's Work Smart by November 30, 2020.

Announcement: FY21 Amended Title I Allocation

Contact Person: Ashley Sturkie

Department(s): Federal Programs Finance , Title I

Start Date: 11/13/2020

End Date: 11/30/2020

Details: The Charter Institute at Erskine has been notified of its final Title I allocation from the South Carolina Department of Education. Please see the attached memo for information on your school's amended allocation as your school has received an increased allocation. As you know, the allocations may not be comparable in future years so please ensure your school considers the sustainability of the activities included in your plan. In order to support you in obtaining timely approval and reimbursement of these funds, we are requesting the updated plan by November 24, 2020. Please submit your school's updated plan through Option 1 or Option 2 via Formstack and post in LWS by this date. There will also be a brief second Planning Meeting submission in LWS to collect documentation from the planning of these additional funds.

Announcement: SC Teaching Fellows Application

Contact Person: Paula Gray

Department(s): Human Resources and Benefits, Transfer Schools

Start Date: 11/16/2020

End Date: 12/01/2020

Details: Here's what you need to know about the Teaching Fellows Program.

- Provides fellowships for up to 200 students each year (actual number determined by funding from the General Assembly)
- Includes enrichment programs, professional development, and leadership opportunities
- Supplies up to a \$6,000 fellowship annually for four years (as long as the student is in the process of completing a degree leading to teacher certification and meets the criteria to continue in the program)
- Requires participants to agree to teach in a South Carolina public school one year for each year funding is received and sign a Promissory Note along with a surety

Teaching Fellows must attend one of the eleven Teaching Fellows Institutions. Currently, these include Anderson University, Charleston Southern University, Clemson University, Coastal Carolina University, College of Charleston, Francis Marion University, Lander University, USC Aiken, USC Columbia, USC Upstate, and Winthrop University.

To apply for Teaching Fellows, a student must be:

- a United States citizen or permanent resident alien legally authorized to be in the United States (Please note - students categorized as Deferred Action for Childhood Arrivals (DACA) are not eligible for Teaching Fellows.)
- a legal resident of South Carolina (Please note - Residency will be verified by the Teaching Fellows Institution after a student has been offered an award.)
- a high school senior or a junior who is graduating early

The SC Teaching Fellows application deadline is December 1, 2020, with notification to Fellowship recipients in early spring 2021.

The Teaching Fellows application is available at <https://www.cerra.org/teaching-fellows-application.html>.

What do I need to do now?

Announcement: ACT 284 - Mandatory third-grade retention

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 11/24/2020

End Date: 12/02/2020

Details: Please read the attached document that contains a message from the SCDE about mandatory third-grade retention. You will find links to ACT 284 and related information within the document. Contact Sherri Herbst if you have any questions.