Charter Institute at Erskine

INSTITUTE INSIGHTS

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FY21 2nd Quarter Financials	02/19/2021	John Li	Finance
FY21 Title I Amendment #1	02/19/2021	Haley Perez	Title I
FY21 IDEA Amendment #1	02/19/2021	Haley Perez	Special Education an...
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Preliminary ESSER II Allocatio...	02/09/2021 - 03/11/2021	Ashley Sturkie	Federal Programs Fin...
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Submission: Title I Semi Annual Certifications July-Dec 2020

Department: Federal Programs Finance

Due Date: 02/19/2021

Details: As a federal requirement, all employees that are being funded with federal funds must complete a time and effort report.

**If your school already has a form in place...

1. A separate form must be completed for each individually funded employee (Please DO NOT submit one form with everyone listed as this will need to be filed with each employee's supporting documentation)

2. OMB Circular A-87 should NOT be listed on your Semi Annual forms as this circular no longer exists.

3. If an employee was hired mid year, please reflect the correct hiring dates on the form.

If Semi Annual Certifications for the 1st semester are not received by Jan. 15, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.

Submission: Foster Care File Review

Department: PowerSchool and IT

Due Date: 02/26/2021

Details: Coding of foster care students correctly in PowerSchool is very important for funding and accountability purposes. To assist districts, the South Carolina Department of Education (SCDE), Office of Research and Data Analysis, has generated a list of PowerSchool students who match to a list of foster care students provided by the South Carolina Department of Social Services. Keep in mind that once a student is correctly coded as foster care in PowerSchool, that student must remain coded as foster care for the remainder of the school year, even if he/she is no longer in foster care. Please ensure that the students on your list are coded as such. You can find the Foster Care field on the South Carolina Student Information page towards the bottom.

Submission: January 2021 Journal Entry Upload

Department: Finance

Due Date: 03/01/2021

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: FY21 2nd Quarter Financials

Department: Finance

Due Date: 02/19/2021

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: FY21 Title I Amendment #1

Department: Title I

Due Date: 02/19/2021

Details: If your school currently needs an amendment for Title I, please upload the completed, signed amendment form using the attached template. If your school does not need an amendment, please answer "No" in the survey to be removed from this submission. You do not have to upload anything if you select "No". (Note: Amendment deadlines during 20-21 are Sept 15, Jan 15, and Apr 15, however this amendment is a one-time exception.) No submissions will be accepted after 2/19/2021 at 7:00pm.

Submission: FY21 IDEA Amendment #1

Department: Special Education and 504

Due Date: 02/19/2021

Details: If your school currently needs an amendment for IDEA, please upload the completed, signed amendment form using the attached template. If your school does not need an amendment, please answer "No" in the survey to be removed from this submission. You do not have to upload anything if you select "No". (Note: Amendment deadlines during 20-21 are Sept 15, Jan 15, and Apr 15, however this amendment is a one-time exception.) No submissions will be accepted after 2/19/2021 at 7:00pm.

Submission: CSI Semi Annual Certifications July-Dec 2020

Department: Federal Programs Finance

Due Date: 02/19/2021

Details: As a federal requirement, all employees that are being funded with federal funds must complete a time and effort report.

**If your school already have a form in place...

1. A separate form must be completed for each individually funded employee (Please DO NOT submit one form with everyone listed as this will need to be filed with each employee's supporting documentation)

2. OMB Circular A-87 should NOT be listed on your Semi Annual forms as the circular no longer exist

3. If an employee was hired mid year, please reflect the correct hiring dates on the form

If Semi Annual Certifications for the 1st semester is not received by the Feb. 19th due date, the school's reimbursement for salaries and benefits will be delayed until received.

Submission: Distribution of Title I Plan 2020-2021

Department: Title I

Due Date: 02/26/2021

Details: Title I schools must submit written proof that the approved plan has been shared with parents and stakeholders.

The written statement will certify that the approved plan has been shared and will provide examples of how, when, and where the approved Title I plan is provided.

Announcement: Free Online Board of Directors Training through the Public Charter School Alliance of SC

Contact Person: Paula Gray

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

Start Date: 12/09/2020

End Date: 02/18/2021

Details: All Board members must receive training within their first year of service. The Alliance has added 2 dates for Winter Board of Directors Training. Please share this with your Board. Both dates will run from 6-9pm. These will be live training and participation is expected. All participants must keep their video open so they can be seen by the trainers and participants. A link to the meeting will be sent to all registered participants the day of the training. Only registered participants will be allowed to use it. This training has a capacity of 35 participants.

February 2 - 6-9pm

https://docs.google.com/forms/d/e/1FAIpQLSejJXPyGlwZVTU6cg2irOomQ1FSo8m8Y6OKnQW4K6LvVWnoNQ/viewform?usp=sf_link

February 18 - 6-9pm

https://docs.google.com/forms/d/e/1FAIpQLSfvAvO48AbhhgtWbRRR5EbJlckzcv6a3RXVMQCehYsCiMsCNw/viewform?usp=sf_link

Announcement: Monthly MTSS Coordinators Training

Contact Person: Celina Patton

Department(s): Special Education and 504

Start Date: 01/17/2021

End Date: 02/17/2021

Details: This MTSS Training will be held for MTSS Coordinators on February 17. More information will follow.

Announcement: February 2021 PowerSchool Admin Monthly Webinar

Contact Person: Zenobia Ealy

Department(s): PowerSchool and IT

Start Date: 01/18/2021

End Date: 02/18/2021

Details: This PowerSchool Training will be held for PowerSchool Admins on February 18. More information will follow.

Announcement: PEBA's Naturally SLIM Applications Now Open

Contact Person: Sonja Bradford

Department(s): Human Resources and Benefits

Start Date: 01/19/2021

End Date: 02/24/2021

Details: Learn the skills to lose weight and keep it off forever while still eating your favorite foods in this clinically proven online program. In the program, you will learn it's not what you eat but when and how you eat that will help you lose weight. Plus, you will reduce your risk for chronic diseases, such as diabetes and heart disease, while increasing your chances of living a longer, healthier life. This program is at "No Cost" to employees. State Health Plan covers 100 percent of the cost.

If you have employees who are interested in participating, the Naturally Slim program starts Monday, February 8. Applications will be accepted now until Sunday, January 24 at www.naturallyslim.com/peba. State Health Plan members, including spouses and dependents ages 18 and older, are eligible to apply. Medicare-primary members are also eligible to apply.

Announcement: Erate Filing Dates

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 01/20/2021

End Date: 02/25/2021

Details: The E-Rate filing windows is now open. Last possible date to file a Form 470 (Description of Services Requested) is Feb. 25, 2021. Last possible date to file a Form 471 (Description of Services Ordered) is March 25, 2021.

We have partnered with folks at SCDE, Cantey Tech, SCPCSD, and the SC E-Rate Consortium to host a 60 minute orientation to E-Rate Filing on Thursday, January 28th at 2:00 pm. This is open to all schools in the charter districts.

We are hosting this quickly as time is truly already ticking and we want to get the information to you all as quickly as we can and answer any pressing questions. This meeting is optional, but we highly recommend for any school participating in E-rate and planning to file again this year.

Meeting details:

Topic: E-Rate Orientation

Time: Jan 28, 2021 02:00 PM Eastern Time (US and Canada)

To Join Zoom Meeting

https://us02web.zoom.us/j/86233008001?pwd=eTNLNlFZcktjY255b0lDWWRzc2M1dz09

Announcement: Matching Funds for E-Rate Category 2 for 2021-2022

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 01/20/2021

End Date: 02/25/2021

Details: Available to all charter schools, school districts, and library systems who file Category 2 E-Rate Applications and where those applications are subsequently funded by USAC, the South Carolina E-Rate Consortium will provide state matching funds for the non-discounted share of the Category 2 E-Rate Application.

The South Carolina Category 2 E-Rate State Matching Funds Program is designed to incentivize charter schools, school districts, and library systems to participate in the Category 2 E-Rate program.

For example, a school district with a Category 2 E-Rate Discount Percentage of 85% files a Form 471 totaling $10,000. The discounted share (federal share) would equal $8,500 and the non-discounted share (district share) would equal $1,500.

If this school district's E-Rate application is funded by USAC and the school district completes the work described in the application, the Consortium will reimburse the school district the non-discounted share or $1,500.

Questions about this program should be directed to Andrew Epting (andrew.epting@admin.sc.gov). See page 3 of attached document.

Announcement: FY 21 IDEA Approval

Contact Person: Haley Perez

Department(s): Federal Programs Finance , Special Education and 504

Start Date: 01/21/2021

End Date: 02/26/2021

Details: The Charter Institute at Erskine has been notified of approval of your school's IDEA 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: Academic School Calendars 2021-2022

Contact Person: Jason Jones

Department(s): Leadership, PowerSchool and IT

Start Date: 01/22/2021

End Date: 02/21/2021

Details: Reminder for Academic School Calendars 2021-2022 requirements

Announcement: SC Ready and SC PASS

Contact Person: Christy Junkins

Department(s): Assessment

Start Date: 01/24/2021

End Date: 02/24/2021

Details: This SC Ready and SC PASS Training will be held for School Testing Coordinators on February 24 from 9am - 12pm.

Topic: SC READY & SC PASS

Time: Feb 24, 2021 09:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

https://us04web.zoom.us/j/75645315111?pwd=allVazRNV2drTzlNaW4zbDRHajBwZz09

Meeting ID: 756 4531 5111

Passcode: Q27KZt

Announcement: FY21 Title I Approval

Contact Person: Haley Perez

Department(s): Federal Programs Finance , Title I

Start Date: 01/27/2021

End Date: 02/26/2021

Details: The Charter Institute at Erskine has been notified of approval of your school's Title I 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: FY21 CTE Perkins Approval

Contact Person: Ashley Sturkie

Department(s): CTE, Federal Programs Finance

Start Date: 01/27/2021

End Date: 02/26/2021

Details: The Charter Institute at Erskine has been notified of approval of your school's FY 21 CTE Perkins plan from the South Carolina Department of Education. Please see the attached Smart Fusion budget and approval memo containing your school's current approved plan, documents required for pre-approval/reimbursement, and important deadlines.

Announcement: FY19 CTE EIA Approval

Contact Person: Ashley Sturkie

Department(s): CTE, Federal Programs Finance

Start Date: 01/29/2021

End Date: 02/28/2021

Details: The Charter Institute at Erskine has approved your school's FY19 CTE EIA Plan. Please see the attached Smart Fusion budget and approval memo containing your school's current approved plan, documents required for pre-approval/reimbursement, and important deadlines.

Important Dates:

•Expenses from July 1, 2020 – June 30, 2021:

oSubmit expenditure documentation via Smart Fusion by Friday, July 9, 2021.

Please note these funds will expire on June 30, 2021. The FINAL day to expend these funds is Wednesday, June 30, 2021.

Announcement: FY20 CTE EIA Approval

Contact Person: Ashley Sturkie

Department(s): CTE, Federal Programs Finance

Start Date: 01/29/2021

End Date: 02/28/2021

Details: The Charter Institute at Erskine has approved your school's FY20 CTE EIA Plan. Please see the attached Smart Fusion budget and approval memo containing your school's current approved plan, documents required for pre-approval/reimbursement, and important deadlines.

Important Dates:

•Expenses from July 1, 2020 – June 30, 2021:

oSubmit expenditure documentation via Smart Fusion by Friday, July 9, 2021.

Please note these funds will expire on June 30, 2021. The FINAL day to expend these funds is Wednesday, June 30, 2021.

Announcement: FY21 CTE EIA Approval

Contact Person: Ashley Sturkie

Department(s): CTE, Federal Programs Finance

Start Date: 01/29/2021

End Date: 02/28/2021

Details: The Charter Institute at Erskine has approved your school's FY 21CTE EIA Plan. Please see the attached Smart Fusion budget and approval memo containing your school's current approved plan, documents required for pre-approval/reimbursement, and important deadlines.

Announcement: CERRA Virtual Teacher Expo

Contact Person: Paula Gray

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

Start Date: 02/01/2021

End Date: 03/25/2021

Details: CERRA will be hosting a one-day virtual teacher expo on Friday, March 26, 2021, from 11AM-3PM. The deadline for early bird registration (at $250) is February 5, 2021. The registration fee then jumps to $350.

To get more information about the event, and to register, go to https://www.careereco.com/Fair/RenderPage?fairPageId=3568749b-17a0-41e3-9bd7-ac7c001eecd0

If you have any questions about the event or the registration process, please contact Todd Scholl at schollt@cerra.org.

Announcement: Federal Programs Training

Contact Person: Haley Perez

Department(s): Federal Programs Finance

Start Date: 02/03/2021

End Date: 03/03/2021

Details: This Federal Programs Training will be held for Federal Programs Coordinators on March 3. More information will follow.

Announcement: Title I and IDEA Amendments

Contact Person: Haley Perez

Department(s): Federal Programs Finance , Special Education and 504, Title I

Start Date: 02/03/2021

End Date: 02/19/2021

Details: As you know, the Federal Programs amendment deadline for all grants is Sept. 15, Jan. 15, and April 15 during the 2020-2021 school year. However, as Title I and IDEA plans were not approved by SCDE prior to the Jan. 15 deadline, an additional amendment is open for these plans. If your school currently needs an amendment for either Title I or IDEA, please upload the completed, signed amendment form using the attached template in the LWS submission. These amendments are due February 19. (Note: All other plans will follow the regular amendment deadlines.)

Announcement: Paraprofessionals and Certification Reimbursements

Contact Person: Sarah Shealy

Department(s): Title I

Start Date: 02/05/2021

End Date: 03/07/2021

Details: Title I guidance concerning Paraprofessionals has been compiled for your school's use. If an employee in your school becomes certified via the ParaPro test this year, reimbursement is available from the Institute. Please reach out to Sarah Shealy (compliancecoordinator@erskinecharters.org) with any questions.

Announcement: Monthly SPED Coordinators Training

Contact Person: Celina Patton

Department(s): Special Education and 504

Start Date: 02/09/2021

End Date: 03/09/2021

Details: This SPED Training will be held for SPED/504 Coordinators on March 9. More information will follow.

Announcement: Preliminary ESSER II Allocation

Contact Person: Ashley Sturkie

Department(s): Federal Programs Finance

Start Date: 02/09/2021

End Date: 03/11/2021

Details: The Charter Institute at Erskine has been notified of its preliminary draft ESSER II allocation from the South Carolina Department of Education. Please see your school's preliminary allocation in the attached memo. Once we have further information from SCDE and final allocations, you will receive an ESSER II FAQ memo with more detailed guidance and information on plan submissions.

Announcement: State and Academic Programs Updates

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 02/10/2021

End Date: 02/19/2021

Details: Please read the updates from the State and Academic Programs Department. Updates include COVID-19 Rapid Testing, African American History Resources, SNAP Health Center School Nurse Software, and SCDE/NIET Virtual Instruction Professional Development Opportunity. Please contact Sherri Herbst if you have any questions.

Announcement: FY21 IDEA Full Approval

Contact Person: Haley Perez

Department(s): Federal Programs Finance

Start Date: 02/11/2021

End Date: 03/13/2021

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

Announcement: School Leaders Conference 2021

Contact Person: Ashley Epperson

Department(s): Leadership, New Schools

Start Date: 02/17/2021

End Date: 03/17/2021

Details: On February 17th, the Institute will be holding a School Leaders Meeting at the Columbia Metropolitan Convention Center. This location was chosen for its extensive COVID precautions, and it's capacity for social distancing. All School Leaders and their leadership team are encouraged to attend this meeting in person – there is no virtual option. Click here to register: https://erskinecharters.formstack.com/forms/charter_leaders_conference. More information for this event will follow.

Announcement: Monthly MTSS Coordinators Training

Contact Person: Celina Patton

Department(s): Special Education and 504

Start Date: 02/17/2021

End Date: 03/17/2021

Details: This MTSS Training will be held for MTSS Coordinators on March 17. More information will follow.

Announcement: March 2021 PowerSchool Admin Monthly Webinar

Contact Person: Zenobia Ealy

Department(s): PowerSchool and IT

Start Date: 02/18/2021

End Date: 03/18/2021

Details: This PowerSchool Training will be held for PowerSchool Admins on March 18. More information will follow.