

Charter Institute at Erskine

INSTITUTE INSIGHTS

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Submission: College Freshman Report

Department: State and Academic Programs

Due Date: 04/16/2021

Details: With the increased interest in the readiness of all South Carolina high school graduates for college, career, and citizenship, SCDE is asking you to provide information about what activities your 2020 completers pursued in the Fall following graduation. Completers include students earning a State diploma or local certificate during the 2019-20 school year. Attached is the High School Report of College Freshman Summary Worksheet, where you will summarize the activity by number of students. At the bottom of the Summary Worksheet the pass/fail/no credit status will be summed by course type. Completed High School Report of College Freshman Summary Worksheets must be emailed by April 16, 2021. An Excel spreadsheet named CFR20_XXXXXXX (where XXXXXX is the SIDN) has been prepared for your school. This file lists the names of students for which a diploma was ordered and earned for the class of 2020. In this file you will be able to code each student as attending a 4-year college or university, a 2-year college or regional campus (degree, not certificate program), a 2-year associate degree (transfer program), a technical college (diploma or certificate program), other institutions, gainfully employed, entering the armed services, or other/unknown. To code each student, you will need to select the appropriate activity from the dropdown box in the "Update" column of the Excel spreadsheet. (These categories have been revised to match the Summary Worksheet). The number of students in each activity should match your college freshmen summary worksheet.

Submission: ESSER II Plan Submission

Department: Federal Programs Finance

Due Date: 04/15/2021

Details: Please submit your schools ESSER II plan at: <https://erskinecharters.formstack.com/forms/esseriify21> (After completing the form, please upload the PDF Submission that was emailed via Formstack for the school's and Institute's records.) Extensions will be granted if needed. If you are requesting an extension, please contact Haley Perez to be marked as Exempt from this submission. Please keep in mind that ESSER I must be spent before ESSER II.

Submission: FY21 Title I Plan Amendment [April 15th]

Department: Federal Programs Finance

Due Date: 04/15/2021

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: This is the final amendment for this budget.) No submissions will be accepted after 4/15/2021 at 7:00pm.

Submission: FY21 Title II Plan Amendment [April 15th]

Department: Federal Programs Finance

Due Date: 04/15/2021

Details: If your school currently needs an amendment for Title II, 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: This is the final amendment for this budget.) No submissions will be accepted after 4/15/2021 at 7:00pm.

Submission: FY21 IDEA Plan Amendment [April 15th]

Department: Federal Programs Finance

Due Date: 04/15/2021

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: This is the final amendment for this budget.) No submissions will be accepted after 4/15/2021 at 7:00pm.

Submission: FY20 ESSER I Plan Amendment [April 15th]

Department: Federal Programs Finance

Due Date: 04/15/2021

Details: Description: If your school currently needs an amendment for FY20 ESSER 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: This is the final amendment for expenditures from 7/1/20-6/30/21.) No submissions will be accepted after 4/15/2021 at 7:00pm.

Submission: FY21 CRF Plan Amendment [April 15th]

Department: Federal Programs Finance

Due Date: 04/15/2021

Details: Description: If your school currently needs an amendment for CRF, 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: This is the final amendment for this budget.) No submissions will be accepted after 4/15/2021 at 7:00pm.

Submission: FY21 CTE Perkins Plan Amendment [April 15th]

Department: Federal Programs Finance

Due Date: 04/15/2021

Details: Description: If your school currently needs an amendment for FY21 CTE Perkins, 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: This is the final amendment for this budget.) No submissions will be accepted after 4/15/2021 at 7:00pm.

Submission: FY19 CTE EIA/State Plan Amendment [April 15th]

Department: Federal Programs Finance

Due Date: 04/15/2021

Details: Description: If your school currently needs an amendment for FY19 CTE EIA/State, 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: This is the final amendment for this budget.) No submissions will be accepted after 4/15/2021 at 7:00pm.

Submission: FY20 CTE EIA/State Plan Amendment [April 15th]

Department: Federal Programs Finance

Due Date: 04/15/2021

Details: Description: If your school currently needs an amendment for FY20 CTE EIA/State, 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: This is the final amendment for this budget.) No submissions will be accepted after 4/15/2021 at 7:00pm.

Submission: FY21 CTE EIA/State Plan Amendment [April 15th]

Department: Federal Programs Finance

Due Date: 04/15/2021

Details: Description: If your school currently needs an amendment for FY21 CTE EIA/State, 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: This is the final amendment for expenditures from 7/1/20-6/30/21.) No submissions will be accepted after 4/15/2021 at 7:00pm.

Submission: FY19 CSI Plan Amendment [April 15th]

Department: Federal Programs Finance

Due Date: 04/15/2021

Details: If your school currently needs an amendment for FY19 CSI, 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: This is the final amendment for this budget.) No submissions will be accepted after 4/15/2021 at 7:00pm.

Submission: FY20 CSI Plan Amendment [April 15th]

Department: Federal Programs Finance

Due Date: 04/15/2021

Details: If your school currently needs an amendment for FY20 CSI, 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: This is the final amendment for this budget.) No submissions will be accepted after 4/15/2021 at 7:00pm.

Submission: 20 Day Letter (Feb-Mar) 2020-2021

Department: Title I

Due Date: 04/12/2021

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. Please keep in mind you do not have to resubmit letters. Please 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. A letter would need to be sent at the beginning of the year. Example 2: Teacher 2 taught Class A in Aug-Dec but in now teaching Class B in Jan-May. A letter would need to be sent twice during the year at the beginning of each semester.

Submission: 2021-2022 Academic Calendar

Department: PowerSchool and IT

Due Date: 04/30/2021

Details: Please upload your 2021-2022 board approved academic calendar. Reminder: the calendar should include 180 instructional days along with 3 make-up days.

Submission: March 2021 Journal Entry Upload

Department: Finance

Due Date: 04/30/2021

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: Test Dates Confirmation

Department: Assessment

Due Date: 04/28/2021

Details: Confirm your school's testing dates. Please contact Christy Junkins with any questions.

Submission: Student, Parent, and Teacher Opinion Surveys

Department: Leadership

Due Date: 04/23/2021

Details: Provide the dates for completion of the student, parent, and teacher opinion surveys. Please contact Christy Junkins if you have any questions.

Submission: CSI 2020-2021 Employee Documents

Department: Federal Programs Finance

Due Date: 04/23/2021

Details: Please submit the required documents for CSI-funded employees within your school. (This submission is based on the submitted CSI-funded employees in your plan.) IMPORTANT: If your CSI plan does NOT include benefits, you have been marked as "Exempt" from the benefits breakout upload. You do NOT have to upload any document into this box. These documents are required prior to reimbursement in SmartFusion.

Submission: CRF Semi Annual Certifications July-Dec 2020

Department: Federal Programs Finance

Due Date: 04/20/2021

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 Apr. 20, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.

Submission: ESSER AMENDED Semi Annual Certifications July-Dec 2020

Department: Federal Programs Finance

Due Date: 04/20/2021

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 Apr. 20, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.

Submission: Title I AMENDED Semi Annual Certifications July-Dec 2020

Department: Federal Programs Finance

Due Date: 04/20/2021

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 Apr. 20, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.

Submission: Red Cross Training Sign In Sheets

Department: Title IV

Due Date: 05/07/2021

Details: After your school completes their Red Cross Training Sessions, please upload the completed sign in sheets. There should be 1 sheet per session/instructor.

Announcement: Institute Awards Banquet Nominations - Teacher, Student and Volunteer of the Year Nominations

Contact Person: Paula Gray

Department(s): Human Resources and Benefits, Leadership

Start Date: 03/05/2021

End Date: 04/16/2021

Details: The nomination form for Student of the Year and Volunteer of the Year is now live. The deadline to submit is April 16th, 2021. The application for Teacher of the Year is also live. The deadline to submit is March 31st, 2021. The following link includes all three forms: https://erskinecharters.formstack.com/forms/institute_teacher_of_the_year. Please contact Paula Gray with any questions!

Announcement: Monthly SPED Coordinators Training

Contact Person: Celina Patton

Department(s): Special Education and 504

Start Date: 03/13/2021

End Date: 04/13/2021

Details: This SPED Training will be held for SPED/504 Coordinators on April 13. More information will follow.

Announcement: April 2021 PowerSchool Admin Monthly Webinar

Contact Person: Zenobia Ealy

Department(s): PowerSchool and IT

Start Date: 03/15/2021

End Date: 04/15/2021

Details: This PowerSchool Training will be held for PowerSchool Admins on April 15. More information will follow.

Announcement: Monthly MTSS Coordinators Training

Contact Person: Celina Patton

Department(s): Special Education and 504

Start Date: 03/21/2021

End Date: 04/21/2021

Details: This MTSS Training will be held for MTSS Coordinators on April 21. More information will follow.

Announcement: Coker University Scholarships for Graduate Degrees

Contact Person: Paula Gray

Department(s): Human Resources and Benefits

Start Date: 03/22/2021

End Date: 06/18/2021

Details: Coker University is providing scholarship opportunities to teachers that wish to advance their career with a graduate degree. Please see the attached information.

Announcement: Quarterly Finance Webinar

Contact Person: Ciera Bing

Department(s): Finance

Start Date: 03/25/2021

End Date: 04/14/2021

Details: This Quarterly Finance Webinar will be held for School Finance Officers and Accounting Consultants on April 14th. More information will follow.

Announcement: Local Board Approved (LBA) Courses Procedures Memo

Contact Person: Christy Junkins

Department(s): Leadership, PowerSchool and IT

Start Date: 03/30/2021

End Date: 04/29/2021

Details: Please read the attached memo in reference to Local Board Approved Courses

Announcement: FY21 Title I Amended Plan Approval

Contact Person: Haley Perez

Department(s): Federal Programs Finance , Title I

Start Date: 04/01/2021

End Date: 04/16/2021

Details: The Charter Institute at Erskine has been notified of approval of your school's FY21 Title I plan amendment request 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, as well as your updated Smart Fusion budget.

Announcement: FY21 Title II Amended Plan Approval

Contact Person: Haley Perez

Department(s): Federal Programs Finance , Title II

Start Date: 04/01/2021

End Date: 04/16/2021

Details: The Charter Institute at Erskine has been notified of approval of your school's FY21 Title II plan amendment request 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, as well as your updated Smart Fusion budget.

Announcement: FY20 ESSER I Amended Plan Approval

Contact Person: Haley Perez

Department(s): Federal Programs Finance

Start Date: 04/01/2021

End Date: 04/16/2021

Details: The Charter Institute at Erskine has been notified of approval of your school's FY20 ESSER I plan amendment request 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, as well as your updated Smart Fusion budget.

Announcement: FY19 & FY20 TSI Plan Amendment Approvals

Contact Person: Haley Perez

Department(s): Federal Programs Finance

Start Date: 04/05/2021

End Date: 04/16/2021

Details: The Charter Institute at Erskine has been notified of approval of your school's FY19 and FY20 TSI plan amendment requests 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 and SmartFusion budget.

Announcement: FY21 CRF Plan Amendment Approval

Contact Person: Haley Perez

Department(s): Federal Programs Finance

Start Date: 04/05/2021

End Date: 04/16/2021

Details: The Charter Institute at Erskine has been notified of approval of your school's FY21 CRF plan amendment request 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 and SmartFusion budget (uploaded on completion).

Announcement: Final Amendment Deadline for FY 21

Contact Person: Haley Perez

Department(s): Additional Targeted Support and Improvement, Comprehensive Support and Improvement, CTE, Federal Programs Finance , Title I, Title II

Start Date: 04/05/2021

End Date: 04/15/2021

Details: Please see the attached memo for important guidance and information related to final federal fund budget amendments and expenditures for FY 21.

Announcement: FY21 Title I Parent and Teacher Feedback Survey Results

Contact Person: Sarah Shealy

Department(s): Title I

Start Date: 04/06/2021

End Date: 04/23/2021

Details: Please see the included memo for links to the results of your school's Parent and Teacher Title I Feedback surveys, including an excel file with their individual comments. This data will be crucial as your school completes the Comprehensive Needs Assessment for 2021-2022. The Charter Institute at Erskine strongly recommends sharing this data with school leadership and the school board.

Announcement: State and Academic Programs Updates

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 04/09/2021

End Date: 04/16/2021

Details: Please see important announcements from the State and Academic Programs Department regarding Summer Reading Camp, Educator Evaluations/SCLead, Special Areas Evaluator Training, SCDE Vaccine Participation Survey, and SCDE Professional Learning Opportunities and Trainings. Please contact Sherri Herbst if you have any questions.

Announcement: Monthly SPED Coordinators Training

Contact Person: Celina Patton

Department(s): Special Education and 504

Start Date: 04/11/2021

End Date: 05/11/2021

Details: This SPED Training will be held for SPED/504 Coordinators on May 11. More information will follow.

Announcement: Quarterly Title III Coordinators Training

Contact Person: Celina Patton

Department(s): Title III ESOL

Start Date: 04/13/2021

End Date: 05/13/2021

Details: This Title III Training will be held for Title III Coordinators on May 13. More information will follow.