

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

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Red Cross Training Sign In She...	06/25/2021	Sarah Shealy	Title IV
FY21 Annual Audit Engagement	06/30/2021	John Li	Finance
New School PowerSchool Details	06/18/2021	Jason Jones	PowerSchool and IT
NEW Power School Users Trainin...	06/14/2021	Patti Rubenzer	New Schools
ALL PowerSchool Users Training	06/21/2021	Patti Rubenzer	PowerSchool and IT
End of Year Checklist	06/18/2021	Jason Jones	PowerSchool and IT
Title I Annual Evaluation	06/11/2021	Sarah Shealy	Title I
Parent Involvement Activity Li...	06/30/2021	Sarah Shealy	Title I
IDEA Semi Annual Certification...	06/21/2021	Ciera Bing	Federal Programs Fin...
Title I Semi Annual Certificat...	06/21/2021	Ciera Bing	Federal Programs Fin...
CRF Semi Annual Certifications...	06/21/2021	Ciera Bing	Federal Programs Fin...
CRF Semi Annual Certifications...	06/21/2021	Ciera Bing	Federal Programs Fin...
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CRF April 15th Amendment Emplo...	06/10/2021	Ciera Bing	Federal Programs Fin...
CEEB Code Application	06/18/2021	Jason Jones	New Schools
CTE Semi Annual Certifications...	06/21/2021	Haley Perez	Federal Programs Fin...
FY20 CSI Semi Annual Certifica...	06/21/2021	Haley Perez	Federal Programs Fin...
FY19 CSI Semi Annual Certifica...	06/21/2021	Haley Perez	Federal Programs Fin...
Title II Semi Annual Certifica...	06/21/2021	Ciera Bing	Federal Programs Fin...
CTE Semi Annual Certifications...	06/21/2021	Ciera Bing	Federal Programs Fin...
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Electronic Document Accessibil...	05/07/2021 - 06/18/2021	Paula Gray	Human Resources and ...
Open Q & A Session Training	05/10/2021 - 06/10/2021	Ashley Epperson	Communications
Local Board Approved (LBA) Cou...	05/10/2021 - 06/09/2021	Christy Junkins	PowerSchool and IT
June 2021 PowerSchool Admin Mo...	05/17/2021 - 06/17/2021	Zenobia Ealy	PowerSchool and IT
P-EBT Attendance Corrections	06/02/2021 - 06/18/2021	Jason Jones	PowerSchool and IT
Career and Technical Education...	06/02/2021 - 06/25/2021	Jason Jones	PowerSchool and IT
SCDE Safety Training Summer/Fa...	06/02/2021 - 06/09/2021	Sherri Herbst	State and Academic P...

### **Submission: FY 20 CTE EIA Employee Documents**

**Department:** CTE

**Due Date:** 06/11/2021

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 20 plan.

### **Submission: Red Cross Training Sign In Sheets**

**Department:** Title IV

**Due Date:** 06/25/2021

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.

**Submission: FY21 Annual Audit Engagement**

**Department:** Finance

**Due Date:** 06/30/2021

Details: Description: As outlined in the Charter Contract, the audit and its findings must be submitted to the Institute by November 1, 2021.

**Submission: New School PowerSchool Details**

**Department:** PowerSchool and IT

**Due Date:** 06/18/2021

Details: This submission is to collect the details that will be listed in PowerSchool for the new school.

**Submission: NEW Power School Users Training**

**Department:** New Schools

**Due Date:** 06/14/2021

Details: [https://erskinecharters.formstack.com/forms/2021\\_new\\_powerschool\\_users\\_training](https://erskinecharters.formstack.com/forms/2021_new_powerschool_users_training)

This training is a collaboration between the Charter Institute at Erskine and the SC Public Charter School District.

The training is in-person and is required. A virtual option is not available.

This training is designed for NEW schools or schools with a NEW PS Admin.

This form must be completed for each participant. (Limit 2 per school, please)

Dates: July 13-14, 2021

Time: 9:00 AM - 3:00 PM daily

Where: East Point Academy Elementary School Campus

1043 Chris Dr, West Columbia, SC 29169

**Submission: ALL PowerSchool Users Training**

**Department:** PowerSchool and IT

**Due Date:** 06/21/2021

Details: [https://erskinecharters.formstack.com/forms/2021\\_powerschool\\_users\\_training](https://erskinecharters.formstack.com/forms/2021_powerschool_users_training)

This training is a collaboration between the Charter Institute at Erskine and the SC Public Charter School District.

The training is in-person and is required. A virtual option is not available.

This training is designed for ALL schools, including those opening in August, 2021.

This form must be completed for each participant.

Dates: July 20-22, 2021

Time: 9:00 AM - 3:00 PM daily

Where: SC Virtual Charter School, 2023 Platt Springs Rd, West Columbia, SC 29169

**Submission: End of Year Checklist**

**Department:** PowerSchool and IT

**Due Date:** 06/18/2021

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: Title I Annual Evaluation**

**Department:** Title I

**Due Date:** 06/11/2021

Details: To begin the wrap-up of this school year's Title I federal requirements, a Title I Annual Evaluation must be completed. The focus of this evaluation is to document the impact of your Title I Schoolwide Program for 2020-2021. The template for the Title I planning team to meet and complete the Annual Evaluation can be found here:

<https://erskinecharters.formstack.com/forms/annualevaluation2021> and the results of your Parent and Teacher surveys are included here for reference.

**Submission: Parent Involvement Activity List**

**Department:** Title I

**Due Date:** 06/30/2021

Details: Submit a list (template provided) of all Parent and Family Engagement activities that were held throughout the school year along with all Invitations, Agendas, Minutes (if applicable), Sign In Sheets, and PPT or Handouts shared to support the List.

**Submission: IDEA Semi Annual Certifications Jan-June 2021**

**Department:** Federal Programs Finance

**Due Date:** 06/21/2021

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 2nd semester is not received by the June 30, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.

**Submission: Title I Semi Annual Certifications Jan-June 2021**

**Department:** Federal Programs Finance

**Due Date:** 06/21/2021

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 2nd semester is not received by the June 30, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.

**Submission: CRF Semi Annual Certifications Jan-June 2021**

**Department:** Federal Programs Finance

**Due Date:** 06/21/2021

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 2nd semester is not received by the June 30, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.

**Submission: CRF Semi Annual Certifications July-Dec 2020**

**Department:** Federal Programs Finance

**Due Date:** 06/21/2021

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 June 30, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.

**Submission: ESSER I Semi Annual Certifications Jan-June 2021**

**Department:** Federal Programs Finance

**Due Date:** 06/21/2021

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 2nd semester is not received by the June 30, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.

**Submission: ESSER I Semi Annual Certifications July - Dec 2020**

**Department:** Federal Programs Finance

**Due Date:** 06/21/2021

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 June 30, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.

**Submission: 20 Day Letter (Apr-June) 2020-2021**

**Department:** Title I

**Due Date:** 06/11/2021

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: End of year transcripts and class ranking reports**

**Department:** PowerSchool and IT

**Due Date:** 06/30/2021

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

**Submission: ESSER II Employee Documentation for 2020-2021**

**Department:** Federal Programs Finance

**Due Date:** 06/11/2021

Details: Based on your school's submitted ESSER II plan, documentation is needed for employee positions in the 2020-2021 school year. Please read and complete the provided list carefully and submit the required documents for all employees paid in full or in part from ESSER II funding employed in the 2020-2021 school year. Please note that delay in this submission may delay the approval or reimbursement process.

**Submission: May 2021 Journal Entry Upload**

**Department:** Finance

**Due Date:** 06/30/2021

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: CRF April 15th Amendment Employee Benefits Breakout**

**Department:** Federal Programs Finance

**Due Date:** 06/10/2021

Details: Please update the Benefits Breakout form to reflect the amount that is included in the amended 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: CEEB Code Application**

**Department:** New Schools

**Due Date:** 06/18/2021

Details: 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 they are attending for scores to be sent.

**Submission: CTE Semi Annual Certifications July-Dec 2020**

**Department:** Federal Programs Finance

**Due Date:** 06/21/2021

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 June 21, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.

**Submission: FY20 CSI Semi Annual Certifications July-Dec 2020**

**Department:** Federal Programs Finance

**Due Date:** 06/21/2021

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 June 21, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.

**Submission: FY19 CSI Semi Annual Certifications Jan - June 2021**

**Department:** Federal Programs Finance

**Due Date:** 06/21/2021

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 2nd semester is not received by the June 21, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.



**Submission: Title II Semi Annual Certifications Jan-June 2021**

**Department:** Federal Programs Finance

**Due Date:** 06/21/2021

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 2nd semester is not received by the June 21, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.

**Submission: CTE Semi Annual Certifications Jan-June 2021**

**Department:** Federal Programs Finance

**Due Date:** 06/21/2021

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 2nd semester is not received by the June 21, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.

**Submission: FY21 Title I April 15th Amendment Employee Benefits Breakout**

**Department:** Federal Programs Finance

**Due Date:** 06/11/2021

Details: Please update the Benefits Breakout form to reflect the amount that is included in the amended 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

**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: Electronic Document Accessibility Training for Educators (free CEU credits!) and Support Staff**

**Contact Person:** Paula Gray

**Department(s):** Human Resources and Benefits

**Start Date:** 05/07/2021

**End Date:** 06/18/2021

Details: In keeping with its mission to provide technology technical assistance to districts, the South Carolina Department of Education (SCDE) is offering virtual training on how to make online documents accessible June 23–24, 2021. This training is at no cost to districts.

For educators and support staff, this two-day, hands-on training by WebAIM.org will review how to check for and repair common accessibility issues in Microsoft, Google, and PDF documents. This training is appropriate for anyone teaching students online or developing content that will be posted online. Participants can earn 8.0 Continuing Education Units (CEUs).

Registration for this event will be open April 20 through June 18, 2021. For additional information visit the SCDE Event Calendar or contact Valarie Byrd, [vbyrd@ed.sc.gov](mailto:vbyrd@ed.sc.gov).

**Announcement: Open Q & A Session Training**

**Contact Person:** Ashley Epperson

**Department(s):** Communications

**Start Date:** 05/10/2021

**End Date:** 06/10/2021

Details: This Communications Training will be held for Communications Coordinators on June 10. More information will follow.

**Announcement: Local Board Approved (LBA) Courses Form**

**Contact Person:** Christy Junkins

**Department(s):** PowerSchool and IT

**Start Date:** 05/10/2021

**End Date:** 06/09/2021

Details: Form for LBA Approval

**Announcement: June 2021 PowerSchool Admin Monthly Webinar**

**Contact Person:** Zenobia Ealy

**Department(s):** PowerSchool and IT

**Start Date:** 05/17/2021

**End Date:** 06/17/2021

Details: This PowerSchool Training will be held for PowerSchool Admins on June 17. More information will follow.

**Announcement: P-EBT Attendance Corrections**

**Contact Person:** Jason Jones

**Department(s):** PowerSchool and IT

**Start Date:** 06/02/2021

**End Date:** 06/18/2021

Details: During the pandemic, attendance records may have determined whether some of your students are eligible for additional monetary benefits from the U.S. Department of Agriculture (USDA) through the S.C. Department of Social Services (DSS) referred to as "P-EBT". June 20th, 2021 the SCDE will, once again, pull PowerSchool attendance records going back to September.

It is therefore of utmost importance that you ensure records are correct so that your eligible students receive accurate P-EBT benefits.

More information can be found here: <https://files.constantcontact.com/c3e69b7b501/06af11dd-a253-4c05-a786-3ce64fab98e4.pdf>

**Announcement: Career and Technical Education - Senior Extension and Waivers**

**Contact Person:** Jason Jones

**Department(s):** PowerSchool and IT

**Start Date:** 06/02/2021

**End Date:** 06/25/2021

Details: For CTE Completion status, seniors must earn all of the required units/hours in the state-recognized program by July 1 to be counted as completers for the 2020–21 school year.

A few extensions have been granted depending on the program of study. Please see the link here for more information: <https://files.constantcontact.com/c3e69b7b501/aceed9d2-11b4-4d4d-9466-076ca0e51eb8.pdf>

**Announcement: SCDE Safety Training Summer/Fall 2021**

**Contact Person:** Sherri Herbst

**Department(s):** State and Academic Programs

**Start Date:** 06/02/2021

**End Date:** 06/09/2021

Details: Please see attached document for information on the Enhancing School Safety: Summer/Fall 2021 Training Series offered at no cost to schools. The series is designed to provide participants with practical strategies and resources to expand their capacity to develop high-quality emergency operations plans and offer enhanced safety and social-emotional support services for staff and students. Contact Sherri Herbst if you have any questions.