## **Charter Institute at Erskine**

## **INSTITUTE INSIGHTS**

NAME	DATE	CONTACT	DEPARTMENT
Red Cross Training Sign In She	06/25/2021	Sarah Shealy	Title IV
FY21 Annual Audit Engagement	06/30/2021	John Li	Finance
ALL PowerSchool Users Training	06/21/2021	Patti Rubenzer	PowerSchool and IT
2021-2022 SCASA Memberships	06/21/2021	Paula Gray	Human Resources and
Parent Involvement Activity Li	06/30/2021	Sarah Shealy	Title I
FY22 Board Approved Budget	06/30/2021	John Li	Finance
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
ESSER I Semi Annual Certificat	06/21/2021	Ciera Bing	Federal Programs Fin
ESSER I Semi Annual Certificat	06/21/2021	Ciera Bing	Federal Programs Fin
ESSER II Semi Annual Certifica	06/21/2021	Elizabeth Riberd	Federal Programs Fin
ESSER II Semi Annual Certifica	06/21/2021	Elizabeth Riberd	Federal Programs Fin
End of year transcripts and cl	06/30/2021	Jason Jones	PowerSchool and IT
Title I Semi Annual Certificat	06/21/2021	Elizabeth Riberd	Federal Programs Fin
IDEA Semi Annual Certification	06/21/2021	Elizabeth Riberd	Federal Programs Fin
May 2021 Journal Entry Upload	06/30/2021	John Li	Finance
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
Title II Semi Annual Certifica	06/21/2021	Elizabeth Riberd	Federal Programs Fin
FY20 CSI Semi Annual Certifica	06/21/2021	Elizabeth Riberd	Federal Programs Fin
HS Academic Recovery Plans (A	06/22/2021	Sherri Herbst	State and Academic P
Hotspot Service	06/29/2021	Sherri Herbst	State and Academic P
Chronic Absenteeism Validation	06/25/2021	Jason Jones	PowerSchool and IT
Fifth-Year Graduation Rate	06/30/2021	Christy Junkins	Leadership
Career and Technical Education	06/02/2021 - 06/25/2021	Jason Jones	PowerSchool and IT
FY20 TSI Plan Amendment Approv	06/07/2021 - 06/30/2021	Haley Perez	Federal Programs Fin
FY21 CRF Plan Amendment Approv	06/08/2021 - 06/30/2021	Haley Perez	Federal Programs Fin
FY21 Title II Amended Plan App	06/09/2021 - 06/30/2021	Haley Perez	Federal Programs Fin
Attendance Interventions and L	06/10/2021 - 06/24/2021	Jason Jones	Leadership
ESSER III Stakeholder Survey R	06/15/2021 - 06/30/2021	Sally Fickling	Federal Programs Fin
ESSER III Webinar	06/17/2021 - 06/24/2021	Sally Fickling	Federal Programs Fin
FY21 Title I April Amendment A	06/17/2021 - 06/30/2021	Haley Perez	Federal Programs Fin
State and Academic Programs Up	06/20/2021 - 06/28/2021	Sherri Herbst	State and Academic P

**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: ALL PowerSchool Users Training** 

**Department:** PowerSchool and IT

Due Date: 06/21/2021

Details: 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: 2021-2022 SCASA Memberships

Department: Human Resources and Benefits

Due Date: 06/21/2021

Details: Please complete the attached spreadsheet with the names, etc. of the employees for which you would like memberships for the South Carolina Association of School Administrators for 2021-2022. The membership rate is discounted to \$175.50 per person if we send everyone in as a group. Please respond by June 11, 2021.

**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: FY22 Board Approved Budget** 

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

Details: As outlined in Section 8.1, Budget, of the Charter Contract, the School must use the same budget codes as are required of school districts in the State. The budget shall be based on documented SCDE estimated revenues in accordance with the allocations in S.C. Code Ann. § 59-40-140(A)-(C). The School shall establish and maintain adequate operating reserves in order to avoid possible financial hardships. When determining the reserve amount, the School shall take into account such factors as the School's mission and longterm strategy, current and future commitments and day-to-day operating costs. On or before April 30 of each year, the School shall submit to the Sponsor the School's preliminary proposed budget for the upcoming school year, with the School's final budget submitted to the Sponsor by July 01 subject to modifications throughout the year as are required or are permitted.

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: ESSER II 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 end date, the school's reimbursement for salaries and benefits will be delayed until received.

Submission: ESSER 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 30, 2021 end date, the school's reimbursement for salaries and benefits will be delayed until received.

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

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

**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: 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: Title II 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 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: FY20 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 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: HS Academic Recovery Plans (ARP) for SY 21-22

**Department: State and Academic Programs** 

Due Date: 06/22/2021

Details: Please use the rubric provided by the SCDE as you craft your Academic Recovery Plan.

**Submission: Hotspot Service** 

**Department:** State and Academic Programs

Due Date: 06/29/2021

Details: The South Carolina Department of Education (SCDE) will be shutting down hotspot service over the summer. Any devices that will be needed for summer school or summer camps can remain activated by submitting a list of the needed devices to the Institute prior to the start of the summer program. Please use the provided template if you have hotspots that will need service due to summer programs. Contact Sherri Herbst if you do not have hotspots that need continued activation.

**Submission: Chronic Absenteeism Validation** 

**Department:** PowerSchool and IT

Due Date: 06/25/2021

Details: Please review the attached file for your school's Chronic Absenteeism reporting. Please update or correct any data in

PowerSchool.

**Submission: Fifth-Year Graduation Rate** 

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

Details: Updated 5 Year Graduation Plan- see memo for instructions. Due August 24, 2021. Wanted you to have so you

could begin working on it. Will change due date once LWS rolls over for the new year.

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: FY20 TSI Plan Amendment Approval** 

Contact Person: Haley Perez

Department(s): Federal Programs Finance

**Start Date**: 06/07/2021 **End Date**: 06/30/2021

Details: The Charter Institute at Erskine has been notified of approval of your school's FY20 TSI 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.

**Announcement: FY21 CRF Plan Amendment Approval** 

Contact Person: Haley Perez

Department(s): Federal Programs Finance

**Start Date:** 06/08/2021 **End Date:** 06/30/2021

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: FY21 Title II Amended Plan Approval** 

Contact Person: Haley Perez

Department(s): Federal Programs Finance, Title II

**Start Date:** 06/09/2021 **End Date:** 06/30/2021

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: Attendance Interventions and Learning Loss PD** 

Contact Person: Jason Jones Department(s): Leadership Start Date: 06/10/2021 End Date: 06/24/2021

Details: The SCDE Office of Student Intervention Services will be hosting a series of professional development opportunities to

address learning loss and attendance interventions due to the COVID

pandemic. Please see the attachments for more details.

**Announcement: ESSER III Stakeholder Survey Results** 

Contact Person: Sally Fickling

Department(s): Federal Programs Finance

**Start Date:** 06/15/2021 **End Date:** 06/30/2021

Details: Please review the information provided by your school's stakeholders and use the information to assist in completing

your ESSER III plans.

Announcement: ESSER III Webinar

Contact Person: Sally Fickling

Department(s): Federal Programs Finance

**Start Date:** 06/17/2021 **End Date:** 06/24/2021

Details: We will be holding a Zoom session next week, Wednesday, June 23, 2021, at 2:00 pm to provide an overview of the ESSER III funding. Please plan to attend this meeting or have a representative from your school attend, as we will provide important information related to this funding. If you are unable to attend, the session will be recorded. The information for joining this Zoom session is: https://zoom.us/j/95911865943?pwd=SWluREJTOWk5Z0o3NjB2RXoyM0tHdz09 Meeting ID:

959 1186 5943 Passcode: y53h1W

**Announcement: FY21 Title I April Amendment Approval** 

Contact Person: Haley Perez

Department(s): Federal Programs Finance, Title I

**Start Date:** 06/17/2021 **End Date:** 06/30/2021

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 and SmartFusion budget (uploaded on completion).

**Announcement: State and Academic Programs Updates** 

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

**Start Date:** 06/20/2021 **End Date:** 06/28/2021

Details: Please review the updates for State and Academic Programs. Updates include the Instructional Materials Inventory and Selection, 2021 Science Standards, Hotspot Service, Special Areas Evaluator Training, Changes to Educator Evaluations for the 21-22 School Year, and 100% completion of 20-21 evaluations. Contact Sherri Herbst if you have any questions.