

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
FY21 Annual Audit Engagement	06/30/2021	John Li	Finance
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...	06/30/2021	Ciera Bing	Federal Programs Fin...
Title I Semi Annual Certificat...	06/30/2021	Ciera Bing	Federal Programs Fin...
CRF Semi Annual Certifications...	06/30/2021	Ciera Bing	Federal Programs Fin...
CRF Semi Annual Certifications...	06/30/2021	Ciera Bing	Federal Programs Fin...
ESSER I Semi Annual Certificat...	06/30/2021	Ciera Bing	Federal Programs Fin...
ESSER I Semi Annual Certificat...	06/30/2021	Ciera Bing	Federal Programs Fin...
ESSER II Semi Annual Certifica...	06/30/2021	Elizabeth Riberd...	Federal Programs Fin...
ESSER II Semi Annual Certifica...	06/30/2021	Elizabeth Riberd...	Federal Programs Fin...
End of year transcripts and cl...	06/30/2021	Jason Jones	PowerSchool and IT
ESSER II Employee Documentatio...	06/30/2021	Sarah Shealy	Federal Programs Fin...
Title I Semi Annual Certificat...	06/30/2021	Elizabeth Riberd...	Federal Programs Fin...
May 2021 Journal Entry Upload	06/30/2021	John Li	Finance
CTE Semi Annual Certifications...	06/30/2021	Haley Perez	Federal Programs Fin...
Title II Semi Annual Certifica...	06/30/2021	Ciera Bing	Federal Programs Fin...
CTE Semi Annual Certifications...	06/30/2021	Ciera Bing	CTE
Title II Semi Annual Certifica...	06/30/2021	Elizabeth Riberd...	Federal Programs Fin...
FY20 CSI Semi Annual Certifica...	06/30/2021	Elizabeth Riberd...	Federal Programs Fin...
Hotspot Service	06/29/2021	Sherri Herbst	State and Academic P...
Fifth-Year Graduation Rate	06/30/2021	Christy Junkins	Leadership
ESSER II Benefit Breakout	06/30/2021	cglasgow	Federal Programs Fin...
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...
ESSER III Stakeholder Survey R...	06/15/2021 - 06/30/2021	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...
ESSER III Final Allocations	06/21/2021 - 06/30/2021	Sally Fickling	Federal Programs Fin...
FY21 ESSER II Plan Approval	06/22/2021 - 06/30/2021	Haley Perez	Federal Programs Fin...
Federal 5 Day Count Informatio...	06/22/2021 - 06/30/2021	Haley Perez	PowerSchool and IT, ...
OSES Partner Agency Calendar o...	06/24/2021 - 06/30/2021	Laura Merrick	Special Education an...

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: 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: 06/30/2021

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: 06/30/2021

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: 06/30/2021

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: 06/30/2021

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: 06/30/2021

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: 06/30/2021

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: 06/30/2021

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: 06/30/2021

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: ESSER II Employee Documentation for 2020-2021

Department: Federal Programs Finance

Due Date: 06/30/2021

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: Title I Semi Annual Certifications July-Dec 2020

Department: Federal Programs Finance

Due Date: 06/30/2021

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: 06/30/2021

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: Title II Semi Annual Certifications Jan-June 2021

Department: Federal Programs Finance

Due Date: 06/30/2021

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: CTE

Due Date: 06/30/2021

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: 06/30/2021

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: 06/30/2021

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: 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: 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.

Submission: ESSER II Benefit Breakout

Department: Federal Programs Finance

Due Date: 06/30/2021

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: 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: 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: 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.

Announcement: ESSER III Final Allocations

Contact Person: Sally Fickling

Department(s): Federal Programs Finance

Start Date: 06/21/2021

End Date: 06/30/2021

Details: Please review your school's finalized ESSER III Allocations and follow the directions for submitting the plan by July 21, 2021.

Announcement: FY21 ESSER II Plan Approval

Contact Person: Haley Perez

Department(s): Federal Programs Finance

Start Date: 06/22/2021

End Date: 06/30/2021

Details: The Charter Institute at Erskine has been notified of approval of your school's FY21 ESSER II plan from the South Carolina Department of Education. Please see the attached memo containing your school's approved plan, documents required for pre-approval/reimbursement, and important deadlines, as well as your updated Smart Fusion budget.

Announcement: Federal 5 Day Count Information

Contact Person: Haley Perez

Department(s): PowerSchool and IT, Title I, Title II

Start Date: 06/22/2021

End Date: 06/30/2021

Details: As you know, the upcoming 5th day count for the 2021-2022 school year is the official data pull that impacts eligibility and allocation of federal funds. As your school is preparing for the upcoming year, please remember how crucial the data collection and data accuracy are for this. Please see attached for important items related to Power School and Federal funding for 5th Day Count. The Institute will also be providing optional, drop-in technical assistance sessions (More information attached).

Announcement: OSES Partner Agency Calendar of Professional Learning Opportunities

Contact Person: Laura Merrick

Department(s): Special Education and 504

Start Date: 06/24/2021

End Date: 06/30/2021

Details: See Attached memo regarding Professional Learning Opportunities.