

Charter Institute at Erskine

INSTITUTE INSIGHTS

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ESSER III Plan Submission	07/21/2021	Sally Fickling	Federal Programs Fin...
CRF Semi Annual Certifications	07/05/2021	Elizabeth Riberd...	Federal Programs Fin...
ESSER I Semi Annual Certificat...	07/05/2021	Elizabeth Riberd...	Federal Programs Fin...
IDEA Semi Annual Certification...	07/05/2021	Elizabeth Riberd...	Federal Programs Fin...
Title I Semi Annual Certificat...	07/05/2021	Elizabeth Riberd...	Federal Programs Fin...
Electronic Deposit Authorizati...	07/16/2021	John Li	Finance
Finance Distribution Update	07/16/2021	John Li	Finance
ESSER II Amendment	07/15/2021	Haley Perez	Federal Programs Fin...
ESSER I Amendment	07/15/2021	Haley Perez	Federal Programs Fin...
FY21 CTE EIA Amendment	07/15/2021	Haley Perez	CTE
School Fiscal Policies	07/30/2021	John Li	Finance
Comprehensive Needs Assessment	07/28/2021	Haley Perez	Title I
Beginning of the Year Finance ...	07/01/2021 - 07/31/2021	John Li	Finance, New Schools...
School Leaders' Liaison Survey	07/01/2021 - 07/22/2021	Sally Fickling	Leadership
State and Academic Programs Up...	07/01/2021 - 07/09/2021	Sherri Herbst	State and Academic P...

Submission: ESSER III Plan Submission

Department: Federal Programs Finance

Due Date: 07/21/2021

Details: Please submit your school's ESSER III plan at: https://erskinecharters.formstack.com/forms/esser_iii_plan (After completing the form, please upload the PDF Submission that was emailed via Formstack for the school's and Institute's records.) Please keep in mind that ESSER I and ESSER II must be spent before ESSER III.

Submission: CRF Semi Annual Certifications

Department: Federal Programs Finance

Due Date: 07/05/2021

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 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 are not received by the due date, the school's reimbursement for salaries and benefits will be delayed until received.

Submission: ESSER I Semi Annual Certifications

Department: Federal Programs Finance

Due Date: 07/05/2021

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 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 are not received by the due date, the school's reimbursement for salaries and benefits will be delayed until received.

Submission: IDEA Semi Annual Certifications

Department: Federal Programs Finance

Due Date: 07/05/2021

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 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 are not received by the due date, the school's reimbursement for salaries and benefits will be delayed until received.

Submission: Title I Semi Annual Certifications

Department: Federal Programs Finance

Due Date: 07/05/2021

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 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 are not received by the due date, the school's reimbursement for salaries and benefits will be delayed until received.

Submission: Electronic Deposit Authorization Agreement

Department: Finance

Due Date: 07/16/2021

Details: Please work with your financial institution to complete the attached to ensure that the Institute has the most updated file. Please reach out to John Li if you have any questions.

Submission: Finance Distribution Update

Department: Finance

Due Date: 07/16/2021

Details: Please indicated the responsible finance contact for your school for the FY22 school year. Let me know if you have any questions.

Submission: ESSER II Amendment

Department: Federal Programs Finance

Due Date: 07/15/2021

Details: If your school currently needs an amendment for ESSER 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". The next amendment deadline is 9/15/2021. (No submissions will be accepted after 7/15/2021 at 7:00pm.

Submission: ESSER I Amendment

Department: Federal Programs Finance

Due Date: 07/15/2021

Details: If your school currently needs an amendment for 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". The next amendment deadline is 9/15/2021. (No submissions will be accepted after 7/15/2021 at 7:00pm.

Submission: FY21 CTE EIA Amendment

Department: CTE

Due Date: 07/15/2021

Details: If your school currently needs an amendment for the FY21 CTE EIA, 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". The next amendment deadline is 9/15/2021. (No submissions will be accepted after 7/15/2021 at 7:00pm.

Submission: School Fiscal Policies

Department: Finance

Due Date: 07/30/2021

Details: Organizational finance policies are critical to clarify roles, authority, and responsibilities for financial management and function. The Institute requires that all schools under our sponsorship maintain policies that mirror the best practices outlined in the Institute's own framework policies.

Submission: Comprehensive Needs Assessment

Department: Title I

Due Date: 07/28/2021

Details: ALL schools must complete a CNA - even if not a Title I school. This is a federal mandate and an SCDE deadline - Extensions cannot be provided. Please see attachments for guidance related to completing the CNA, including a list of questions to use in order to prepare. The attached memo also contains the link for completing the CNA survey. (Please note: The CNA is required to identify needs related to all federal fund expenditures, not just Title I.)

Announcement: Beginning of the Year Finance Memo

Contact Person: John Li

Department(s): Finance, New Schools, Transfer Schools

Start Date: 07/01/2021

End Date: 07/31/2021

Details: Please see the attached memos relating to School Disbursement for FY22, School Level Contributions and Donations, School Level Fees, and School Revenue and Expenditures Reporting. Should you have any questions, please feel free to reach out to John Li.

Announcement: School Leaders' Liaison Survey

Contact Person: Sally Fickling

Department(s): Leadership

Start Date: 07/01/2021

End Date: 07/22/2021

Details: The Charter Institute at Erskine is pleased to be able to provide the School Leader Liaison Program for the 2021-2022 school year. The School Leader Liaison, Dr. Brian Newsome, will provide support to all school leaders as they navigate the school year, coordinate actions related to the impact of COVID-19, and strive to increase student achievement and teacher effectiveness. Please complete the survey at the link below to share your concerns and topics you would like to see covered by the program. This survey is confidential and will be solely used for program planning purposes for 2021-2022.
<https://erskinecharters.formstack.com/forms/schoolleaderliaison>

Announcement: State and Academic Programs Updates

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 07/01/2021

End Date: 07/09/2021

Details: Please review the updates for State and Academic Programs. Updates include information on Accessible Electronic Document Training, Instructional Materials, Wi-Fi opportunities, and opportunities from the SCDE Office of Early Learning and Literacy. Contact Sherri Herbst if you have any questions.