

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

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IRS - 990 Filing (for FY24)	07/31/2023	Angelica Rodrigu...	Finance
LATE-FY24 Board Approved Budge...	07/19/2023	Angelica Rodrigu...	Finance
June 2023 Journal Entry Upload	07/31/2023	Angelica Rodrigu...	Finance
FY24 Title II Preliminary Plan	07/14/2023	Lacy Lucas	Federal Programs Fin...
STC Update from DRC and SCDE J...	07/14/2023	Heather Holliday	Assessment
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CTE Completer Programs Survey ...	07/20/2023	Heather Holliday	CTE
FY23 SmartFusion Deadlines for...	07/05/2023 - 07/14/2023	Sarah Shealy	Federal Programs Fin...
SCDE Special Education Staffin...	07/05/2023 - 07/13/2023	Sarah Love	Special Education an...
Let's Work Smart Training Oppo...	07/07/2023 - 08/07/2023	Sarah Shealy	Accountability , Add...

### **Submission: IRS - 990 Filing (for FY24)**

**Department:** Finance

**Due Date:** 07/31/2023

Details: Please submit the most recent IRS 990 filing. This submission will be required going forward.

### **Submission: LATE-FY24 Board Approved Budget**

**Department:** Finance

**Due Date:** 07/19/2023

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: June 2023 Journal Entry Upload**

**Department:** Finance

**Due Date:** 07/31/2023

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: FY24 Title II Preliminary Plan**

**Department:** Federal Programs Finance

**Due Date:** 07/14/2023

Details: All FY24 Title II Preliminary plans are due in Google by Friday, July 14, 2023. Please mark "Yes" when your plan is complete in Google and ready for review by our team. Please note this does not approve your school's preliminary plan at the Institute or SCDE level.

**Submission: STC Update from DRC and SCDE July 3-7**

**Department:** Assessment

**Due Date:** 07/14/2023

Details: Attached you will find the most updated information regarding DRC updates, resources, and the state testing platform. Contact Heather Holliday with questions. The only required part of this submission is to confirm the receipt of the information by answering one question.

**Submission: KRA teacher template submission**

**Department:** Assessment

**Due Date:** 07/21/2023

Details: Please complete the attached template with the name & contact information needed to enter your TAs for 5K testing into KRA. Any teacher/TA who was previously in the system not on your template will be made inactive. A school email is required for this submission. Please contact Heather Holliday with questions. TAs cannot conduct testing until 2023 certification is complete. If you have no changes to your teacher list from 22-23, you may ask to be exempted from this submission.

**Submission: Teacher Attendance Survey through SCDE**

**Department:** Accountability

**Due Date:** 07/14/2023

Details: The Teacher Attendance Survey is due to be completed on the SCDE Member Center site no later than Friday, July 14. You will find information attached on how to complete the survey. The only part of this submission is to confirm the date that you have completed the online survey. Please contact Heather Holliday with questions.

**Submission: CTE Completer Programs Survey for 23-24**

**Department:** CTE

**Due Date:** 07/20/2023

Details: We are collecting input on the CTE completer programs you plan to offer for the 23-24 school year to determine funding allocations. The survey link is in the attachment. You need to know which programs you plan to offer to complete the survey. The Institute will then confirm you offer the required program classes. Please contact Heather Holliday with questions. If you do not plan to have a program for which you will want funding, you can request to be exempted from the submission.

**Announcement: FY23 SmartFusion Deadlines for Federal Reimbursement**

**Contact Person:** Sarah Shealy

**Department(s):** Federal Programs Finance

**Start Date:** 07/05/2023

**End Date:** 07/14/2023

Details: Reminder that the deadline to submit expenses from July 1, 2022 to June 30, 2023 in SmartFusion is July 14, 2023. Salaries and Benefits accrued for work performed in June may be submitted in SmartFusion until August 8, 2023. This date will be the final opportunity to claim ESSER II and FY22 CTE State funds. Goods and services within these claims must be invoiced, received, and paid for by June 30, 2022 to fall into this timeline. Included in this announcement are memos and budget reports detailing encumbered/reimbursed funds as of Jun 22, 2023 (emailed to school leaders and federal finance coordinators on 6/26/23).

**Announcement: SCDE Special Education Staffing Survey**

**Contact Person:** Sarah Love

**Department(s):** Special Education and 504

**Start Date:** 07/05/2023

**End Date:** 07/13/2023

Details: The SCDE Office of Special Education Services is seeking to gather supply information across the state of South Carolina related to Special Education Teachers and the related service providers that support students with disabilities. To gather the appropriate information, we are asking that you complete the Special Education Personnel Survey. Data submitted should reflect the projected demands of the 2023-2024 school year, according to the data as of May 31, 2023.

Please complete this survey: [https://erskinecharters.formstack.com/forms/teacher\\_and\\_related\\_services\\_staff\\_survey](https://erskinecharters.formstack.com/forms/teacher_and_related_services_staff_survey)

**Announcement: Let's Work Smart Training Opportunities**

**Contact Person:** Sarah Shealy

**Department(s):** Accountability , Additional Targeted Support and Improvement, Assessment, Charter Applications , Charter Authorization , Communications, Comprehensive Support and Improvement, CTE, Federal Programs Finance , Finance, Gift and Talented , Human Resources and Benefits, Leadership, MTSS, New Schools, PowerSchool and IT, School Facilities, Special Education and 504, State and Academic Programs , Title I, Title III ESOL, Title IX

**Start Date:** 07/07/2023

**End Date:** 08/07/2023

Details: Two types of optional virtual training opportunities will be available this year for the Let's Work Smart platform: A start of the year training and quarterly Q & A sessions. There will be 3 different opportunities to attend a start of year training: July 24, July 31, and August 7 (all 3 are the same training). The drop in Q & A sessions will be held on September 19, November 28, January 30, and March 26. Please see the included memo for dates, times, and zoom links. It is highly recommended that any new school staff attend a start of the year session. If desired, please email Sarah Shealy at [sshealy@erskinecharters.org](mailto:sshealy@erskinecharters.org) to be sent a calendar invitation for your chosen dates. Past webinars, mini trainings, and a user guide are available at the Institute's website under Our Schools > School Leaders Resources > Let's Work Smart.