

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
April 2020 Financial Entries	05/29/2020	John Li	Finance
IDEA Semi Annual Certification...	06/19/2020	Ciera Bing	Federal Programs Fin...
Title I Semi Annual Certificat...	06/19/2020	Ciera Bing	Federal Programs Fin...
Acknowledgment Form 180 In-Ses...	06/12/2020	Zenobia Ealy	PowerSchool and IT
20 Day Letter(Apr-June)	06/15/2020	Haley Perez	Title I
SC Association of School Admin...	04/16/2020 - 06/15/2020	Paula Gray	Human Resources and ...
Transcripts and Palmetto Fello...	05/05/2020 - 06/15/2020	Zenobia Ealy	PowerSchool and IT, ...
Federal Grant Expenditures for...	05/08/2020 - 05/29/2020	Haley Perez	Transfer Schools
Updated MTSS Universal Screeni...	05/14/2020 - 05/29/2020	Celina Patton	Special Education an...
DHEC COVID-19 Interim Guidance...	05/22/2020 - 06/05/2020	Sherri Herbst	State and Academic P...

Submission: April 2020 Financial Entries

Department: Finance

Due Date: 05/29/2020

Details: Please replicate the financial entries for April 2020 into SmartFusion. Upload a copy of the Journal Entry when it is ready to be posted.

Submission: IDEA Semi Annual Certifications Jan-June 2020

Department: Federal Programs Finance

Due Date: 06/19/2020

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 19, 2020 due date, the school's reimbursement for salaries and benefits will be delayed until received.

Submission: Title I Semi Annual Certifications Jan - June 2020

Department: Federal Programs Finance

Due Date: 06/19/2020

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, 2020 due date, the school's reimbursement for salaries and benefits will be delayed until received.

Submission: Acknowledgment Form 180 In-Session Calendar Days in PowerSchool

Department: PowerSchool and IT

Due Date: 06/12/2020

Details: At this time you will need to go into the PowerSchool calendar set up page and starting with March 13th or March 16th recheck all in-session days through your school's 180th day or last day of school. Once completed you should have 180 in-session days.

Submission: 20 Day Letter(Apr-June)

Department: Title I

Due Date: 06/15/2020

Details: Please submit any 20 day letters sent between April 1-June 30. (In accordance with ESSA, all schools are required to provide timely notice to parents when students have been assigned or taught 4 or more consecutive weeks by a teacher who does not meet applicable licensure requirements at the grade level and subject level in which the teacher has been assigned. ESSA Sec. 1112 (e)(1)(B)(ii) Please select "no" if your school has not sent any 20 day notification letters to parents during this time.

Announcement: SC Association of School Administrators (SCASA) Memberships

Contact Person: Paula Gray

Department(s): Human Resources and Benefits

Start Date: 04/16/2020

End Date: 06/15/2020

Details: SCASA is offering their 2020-2021 memberships at a discounted rate as in previous years. The discounted group rate is \$175.50 per member and the individual rate is \$195.00, so it does save to join as a group. Please send a list of the employees from your school that you would like to have memberships to Paula Gray at hrbenefits@erskinecharters.org no later than June 15, 2020, to receive your discount. Please include their name, position title, email address, phone number, and preferred roundtable group.

Announcement: Transcripts and Palmetto Fellows Scholarship Deadlines

Contact Person: Zenobia Ealy

Department(s): PowerSchool and IT, Transfer Schools

Start Date: 05/05/2020

End Date: 06/15/2020

Details: The Early Award period for Palmetto Fellows Scholarship Application closed on April 15, 2020. S.C. Commission on Higher Education (CHE) will accept applications postmarked April 15, 2020, or earlier for the Early Award period. Please note, the Late Award period begins May 15, 2020, and continues until June 30, 2020. The June 15, 2020 deadline for transcripts and rank calculations will still be in effect for this cycle. The SCDE has informed us "The transcript date should still be the 180th day, the last day of class, or the day after when grades are finalized. The last day of class or when grades are finalized should still be close to the 180th day this year. Even though e-learning may end earlier this year, the remaining two weeks are being used for students and teachers to finish up work/grading. All students that are taken high credit courses through grades 7 - 12 must have a transcript printed and ranked (if applicable) no later than JUNE 15, 2020. PLEASE ARCHIVE these transcripts electronically.

Announcement: Federal Grant Expenditures for Transfers

Contact Person: Haley Perez

Department(s): Transfer Schools

Start Date: 05/08/2020

End Date: 05/29/2020

Details: Please see the attached memo regarding federal grant expenditures for transfer schools.

Announcement: Updated MTSS Universal Screening Approved List for the 2020-21 School Year

Contact Person: Celina Patton

Department(s): Special Education and 504, Transfer Schools

Start Date: 05/14/2020

End Date: 05/29/2020

Details: The Office of Early Learning and Literacy (OELL) distributed a memorandum to district superintendents containing the approved universal screening list for the 2020–21 school year. To access the memorandum please copy and paste this link into your browser: <https://ed.sc.gov/newsroom/school-district-memoranda-archive/updated-mtss-universal-screening-approved-list-for-the-2020-21-school-year/updated-mtss-universal-screening-approved-list-for-the-2020-21-school-year-memo/>. Please contact Celina Patton or Sophie Ellis for any further questions.

Announcement: DHEC COVID-19 Interim Guidance for School Operations

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 05/22/2020

End Date: 06/05/2020

Details: Attached you will find the COVID-19 Interim Guidance for School Operations that was released by DHEC on May 18, 2020. This is the guidance available as of May 18, 2020, and may be updated as new information on the novel virus becomes available.