Charter Institute at Erskine

INSTITUTE INSIGHTS

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Vocational Validation	06/26/2020	Christy Junkins	PowerSchool and IT
FY20 Audit Engagement Letter	06/30/2020	John Li	Finance
Narrative for School Report	06/30/2020	Christy Junkins	Leadership
Summer Survey	06/30/2020	Christy Junkins	Leadership
QDC4 Error Free DQR Errors in ...	06/19/2020	Zenobia Ealy	PowerSchool and IT
20 Day Letter(Apr-June)	06/15/2020	Haley Perez	Title I
2019-2020 Chronic Absenteeism ...	06/19/2020	Zenobia Ealy	PowerSchool and IT
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, ...
Proposed Statement of GASB Pos...	05/26/2020 - 06/30/2020	John Li	Finance, New Schools...
Jan 2020 - June 2020 Semi Annu...	05/26/2020 - 06/30/2020	Ciera Bing	Federal Programs Fin...
Carryforward Authority	05/27/2020 - 06/30/2020	John Li	Finance, New Schools...
FY20 ATSI Amendment Approval	05/29/2020 - 06/28/2020	Haley Perez	Additional Targeted ...
FY20 CATE Amendment Approval	05/29/2020 - 06/28/2020	Haley Perez	CTE, Federal Program...
FY20 IDEA Amendment Approval	05/29/2020 - 06/28/2020	Haley Perez	Federal Programs Fin...
Start of Year PowerSchool Admi...	06/01/2020 - 06/30/2020	Zenobia Ealy	Leadership, PowerSch...
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CARES Act Allocation	06/09/2020 - 06/30/2020	Haley Perez	Federal Programs Fin...
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Submission: Vocational Validation

Department: PowerSchool and IT

Due Date: 06/26/2020

Details: Identified vocational students without vocational courses.

Submission: FY20 Audit Engagement Letter

Department: Finance

Due Date: 06/30/2020

Details: Pursuant to S.C. Code Ann. §59-40-50(B)(3), the School shall adhere to the same financial audits, audit procedures, and audit requirements as are applied to all other public schools. Sponsor may audit School records at any time. In addition, the School shall obtain at its expense and submit to the Sponsor an independent annual audit from a qualified auditing or accounting firm of all financial records. The audit and its findings shall be submitted in hard and electronic copy to the Sponsor by November 1 of each year for inclusion in the Sponsor's report to the SCDE. The School shall provide the Sponsor with contact information of the School's auditor (i.e. name, address, phone number (s) and email address).

Submission: Narrative for School Report

Department: Leadership

Due Date: 06/30/2020

Details: Updated narrative for the school report card. For existing schools, last year narrative is provided. For first year schools, examples of narratives as well as narrative guidelines are provided.

Submission: Summer Survey

Department: Leadership

Due Date: 06/30/2020

Details: When filling out the summer survey please turn off autofill option while completing the survey. Last year SCDE received an increasing number of personal home addresses inserted into the school address.

Submission: QDC4 Error Free DQR Errors in SCDE Member Center

Department: PowerSchool and IT

Due Date: 06/19/2020

Details: At the beginning of the year, all PS Admins had an SCDE Member Center account created. One of the portals in the site is called Data Quality Reporting (QDR), which validates custom state fields in PowerSchool. There are three folders of reports that must be error-free: Activity Course Code, Student, and Teachers. You were advised that at the end of each quarterly data collection (QDC1, QDC2, QDC3) your reports must be error-free unless advised otherwise by Cantey. QDC4 is the last data collection for the 2019-2020 school year and the deadline is Friday, June 19, 2020.

If you cannot log into the SCDE Member Center or you are having issues resolving the validation error please contact Cantey support before the deadline.

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.

Submission: 2019-2020 Chronic Absenteeism School Acknowledgement Form

Department: PowerSchool and IT

Due Date: 06/19/2020

Details: For each school, a file has been uploaded to LWS with your school's chronic absenteeism detail report and your school's chronic absenteeism percentage. The PS Admins must download the file and review the data and sign off on the acknowledgment form if the data is correct in PowerSchool. If the data is not correct the PS Admins will need to locate the student in PowerSchool and make any needed corrections to their attendance. For most schools, there will only be two tab sheets. The first tab sheet is named "CA Details" which lists all the students that have been flagged as chronically absent at your school. The second tab is named "CA Percentage" which lists your school's final 2019-2020 Chronic Absenteeism percentage. There are a few schools that may have a third tab named "CA No Shows". The third tab is a validation issue that will need to be corrected in PowerSchool. A No Show student should not be flagged for chronic absenteeism. For these schools, you must locate the student and remove any attendance since they were a no show.

CHRONIC ABSENTEEISM: Includes all absences (Excused, Unexcused, OSS) and any student in grade K-12 who misses 50 percent or more of the instructional day for any reason for 10 percent (or more) of the enrollment period.

The deadline to have this data correct in PowerSchool is Friday, June 19, 2020.

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: Proposed Statement of GASB Postponement of Certain Authoritative Guidance (GASB Statement No. 84, Fiduciary Activities and GASB Statement No. 87, Leases)

Contact Person: John Li

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

Start Date: 05/26/2020

End Date: 06/30/2020

Details: Attached is the South Carolina Department of Education's (SCDE) memorandum addressing the Proposed Statement of GASB, Postponement of Certain Authoritative Guidance (GASB Statement No. 84, Fiduciary Activities and GASB Statement No. 87, Leases). The SCDE has reviewed the Proposed Statement for the potential effects on South Carolina school districts. Attached is a copy of a memorandum related to the extension of effective dates of certain provisions in Statements and Implementation Guides due to the impact of COVID-19. Please feel free to reach out to me if you have any questions.

Announcement: Jan 2020 - June 2020 Semi Annual Certifications

Contact Person: Ciera Bing

Department(s): Federal Programs Finance

Start Date: 05/26/2020

End Date: 06/30/2020

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

**Please use correct form that request "Position Title"

Announcement: Carryforward Authority

Contact Person: John Li

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

Start Date: 05/27/2020

End Date: 06/30/2020

Details: Please see the attached Memo from SCDE regarding carryforwards authority to all general fund, EIA, and lottery funds allocated in Fiscal Year 2019. This carry forward authority does not apply to federal funds.

Announcement: FY20 ATSI Amendment Approval

Contact Person: Haley Perez

Department(s): Additional Targeted Support and Improvement, Federal Programs Finance

Start Date: 05/29/2020

End Date: 06/28/2020

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

Announcement: FY20 CATE Amendment Approval

Contact Person: Haley Perez

Department(s): CTE, Federal Programs Finance

Start Date: 05/29/2020

End Date: 06/28/2020

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

Announcement: FY20 IDEA Amendment Approval

Contact Person: Haley Perez

Department(s): Federal Programs Finance , Special Education and 504

Start Date: 05/29/2020

End Date: 06/28/2020

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

Announcement: Start of Year PowerSchool Admin Training

Contact Person: Zenobia Ealy

Department(s): Leadership, PowerSchool and IT

Start Date: 06/01/2020

End Date: 06/30/2020

Details: "The 20-21 Start of Year PS Admin Training Date will be on July 20, 2020 – July 22, 2020. The start time will be from 9:00 AM to – 5:00 PM. We will have 2 fifteen minute breaks and a 1-hour lunch between 12:00 PM – 1:00 PM. This is mandatory training for all PS Admins.

This year we will be conducting the training virtually, so as we get closer to the training date we will send out the Zoom link information."

Announcement: Immunizations K-12 for School Year 20-21 (High School)

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 06/02/2020

End Date: 06/16/2020

Details: Please read the attached documents regarding immunization requirements and changes for the 20-21 school year. School toolkit and handouts are also included.

Announcement: Immunizations K-12 for School Year 2020-2021

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 06/02/2020

End Date: 06/16/2020

Details: Please read the attached documents regarding immunization requirements and changes for the 20-21 school year. School toolkit and handouts are also included.

Announcement: Certification Updates

Contact Person: Paula Gray

Department(s): Human Resources and Benefits, Transfer Schools

Start Date: 06/03/2020

End Date: 06/30/2020

Details: Important Certification Updates:

Contacting Educator Services and Call Center Hours

The Office of Educator Services resumed Call Center hours on Wednesday, June 3, 2020, to assist applicants and educators by phone from 9:00 a.m. to 1:00 p.m. each weekday. Our staff will also continue to provide assistance through email at certification@ed.sc.gov and altcertification@ed.sc.gov. Consistent with the phased re-entry plan for state agencies, most OES staff continue to work remotely. Please note that walk-in services are not available at this time. All documents and requests must be submitted electronically by email or in hard copy by mail or delivery service.

Elimination of Graduate Course Requirement for Certificate Renewal

Amendments to Regulation 43-55, Renewal of Credentials, will become effective on June 26, 2020, with publication of the next issue of the State Register. These changes remove the requirement of a graduate course for certificate renewal for educators who do not hold a master's degree. So, an educator without a master's degree, whose Professional certificate will expire on June 30, 2020, does not need a graduate course to renew the credential. So long as the educator has 120 renewal credits on file and meets all other requirements (e.g., Jason Flatt),the records may now be marked as sufficient to renew.

Suicide Awareness and Prevention Online Course

The South Carolina Department of Mental Health, in conjunction with the SCDE, is providing access at no cost to district and school staff members to Signs Matter: Early Detection. As indicated in the attached memorandum, this two-hour, self-paced online training "shows educators how and when to express concern and refer students to counseling staff or administration." Because COVID-19 has led to increased anxiety and depression among students and adults alike, the course is, perhaps, even more important during this time. This training may be used for certificate renewal credit and to fulfill the requirements of the Jason Flatt Act. A registration link is in the memorandum attached to this message.

Praxis Updates

Educational Testing Service (ETS) has launched Praxis at Home, an online testing option offering many—but not all—certification assessments that are required in South Carolina. Beginning June 1, all grade levels of the Principles of Learning and Teaching (PLT) exams are now available, and the full list of tests offered online is available through the link above. To assist applicants and educators, the SCDE has adopted two additional exams and expanded the use of another.

•Certification Field: Early Childhood Education

Additional Adoption: Praxis 5025 Early Childhood Education

Qualifying Score: 156

Candidates seeking certification in Early Childhood Education may use a qualifying score on Praxis 5025 or on Praxis 5024 Education of Young Children, which is not available through online testing.

•Certification Field: English

Additional Adoption: Praxis 5038 English Language Arts: Content Knowledge

Qualifying Score: 167

Candidates seeking certification in English may use a qualifying score on Praxis 5038

Announcement: Summer Learning Resources K-3

Contact Person: Sherri Herbst

Department(s): State and Academic Programs , Transfer Schools

Start Date: 06/03/2020

End Date: 06/17/2020

Details: Please review the memorandum from the SCDE Office of Early Learning and Literacy. The memorandum contains information on the robust K-3 resources that can be incorporated into your Academic Recovery Camps/ Reading Camps. The lessons are provided for grades K-3 with a focus on ELA and Math essential learning. Social Studies, Science, and SEL are also incorporated throughout the lessons. The lessons may be used for face-to-face instruction, virtual instruction, blended learning, or paper-and-pencil based learning, and schools are encouraged to use and adapt these resources as needed. The OELL recommends using these resources during the month of July or as part of school re-entry. There will also be virtual training and office hours for teachers. Details are contained in the memorandum.

Announcement: CARES Act Allocation

Contact Person: Haley Perez

Department(s): Federal Programs Finance

Start Date: 06/09/2020

End Date: 06/30/2020

Details: The Charter Institute at Erskine has been notified of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) allocation from the South Carolina Department of Education and has in return made allocations to each individual school within the Institute. Please see the attached memo containing your school's allocation, as well as important information and deadlines.

Announcement: Medical Spending Account Changes for Over the Counter Drugs

Contact Person: Sonja Bradford

Department(s): Human Resources and Benefits

Start Date: 06/11/2020

End Date: 06/25/2020

Details: The Coronavirus Aid, Relief and Economic Security Act (CARES Act) permanently reinstated coverage of over-the-counter drugs (OTC drugs) without a prescription for Medical Spending Accounts (MSAs). This change is effective for expenses incurred on or after January 1, 2020. Examples of OTC drugs include allergy medicines, antacids, cold, cough and flu medicine, and pain and fever relievers. MSA participants must still provide documentation for claims for OTC drugs just as they would for any other claim.

Announcement: PEBA's Guidance to COVID 19 Testing in South Carolina

Contact Person: Sonja Bradford

Department(s): Human Resources and Benefits

Start Date: 06/11/2020

End Date: 06/25/2020

Details: PEBA has issued guidance on COVID-19 testing within South Carolina. Currently, PEBA covers COVID-19 diagnostic and antibody tests. PEBA does not cover COVID-19 return to work tests. Additionally, the South Carolina Department of Health and Environmental Control (DHEC) is operating mobile testing and popup clinics throughout the state, especially in rural and underserved communities. These clinics offer free COVID-19 testing to the public. To view current mobile testing clinics sites, visit scdhec.gov/covid19mobileclinics.   Please see attached document for additional information.