

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

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### **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: May 2020 Financial Entries**

**Department:** Finance

**Due Date:** 06/30/2020

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

**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: 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: 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](mailto:certification@ed.sc.gov) and [altcertification@ed.sc.gov](mailto: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

06/29/2020

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

### **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: June 30th Federal Reimbursements**

**Contact Person:** Ciera Bing

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

**Start Date:** 06/15/2020

**End Date:** 06/30/2020

Details: The due date for 4th quarter federal reimbursements is Wednesday, July 15th. This is a hard deadline for all expenditures from July 1, 2019 - June 30, 2020. Any submissions after July 15th WILL NOT be approved in SmartFusion and the school WILL NOT receive reimbursement.

All summer expenditures (July 1, 2020 - July 31st, 2020) are due in SmartFusion by August 10, 2020.

### **Announcement: COVID-19 Social-Emotional Learning Webinars**

**Contact Person:** Sherri Herbst

**Department(s):** State and Academic Programs

**Start Date:** 06/15/2020

**End Date:** 06/29/2020

Details: Please see attached memorandum for details and links to Social-Emotional Learning webinars through the SCDE Office of Student Intervention Services. The Office of Student Intervention Services will host Supporting the SEL Needs of Educators and Students, a four-part webinar series for school administrators, educators, and other staff. The series is designed to provide participants with practical information, strategies, and resources to facilitate the transition from the COVID-19 school closures into summer learning and the next academic year.

### **Announcement: PADEPP Training for Evaluating Principals**

**Contact Person:** Sherri Herbst

**Department(s):** State and Academic Programs

**Start Date:** 06/15/2020

**End Date:** 06/29/2020

Details: Training for principal evaluators who plan to use the SCDE Program for Assisting, Developing, and Evaluating Principal Performance (PADEPP) will be offered by Dr. Vicki Trauffer from SCDE. The training is required for principal evaluators evaluating

SC certified Tier 1 principals using PADEPP in SCLead to fulfill requirements for moving to Tier 2. Members of a school's Board of Directors who are designated to evaluate a School Leader/Principal are encouraged to attend the training. The one-day virtual training will be offered from 9 a.m. to 3:30 p.m. on July 15th, July 20th, August 10th, and August 31st. District authorization is required for registration. Please contact Sherri Herbst to register if you will be evaluating principals with PADEPP and you have not been trained.

**Announcement: FY19 ATSI Amendment Approval**

**Contact Person:** Haley Perez

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

**Start Date:** 06/16/2020

**End Date:** 06/30/2020

Details: The Charter Institute at Erskine has been notified of approval of your school's FY19 ATSI 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: FY20 Title II Amendment Approval**

**Contact Person:** Ashley Sturkie

**Department(s):** Federal Programs Finance , Title II

**Start Date:** 06/16/2020

**End Date:** 06/30/2020

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

**Announcement: COVID-19 Interim Guidance from DHEC**

**Contact Person:** Sherri Herbst

**Department(s):** State and Academic Programs

**Start Date:** 06/16/2020

**End Date:** 06/30/2020

Details: Please read the attached DHEC COVID-19 Interim Guidance for the management of suspected and confirmed COVID-19 cases and PPE use guidance for school nurses and unlicensed assistive personnel (UAP). Both documents are attached to this announcement.

**Announcement: FY19 CSI Amendment Approval**

**Contact Person:** Haley Perez

**Department(s):** Comprehensive Support and Improvement, Federal Programs Finance

**Start Date:** 06/16/2020

**End Date:** 06/30/2020

Details: The Charter Institute at Erskine has been notified of approval of your school's FY19 CSI 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: FY20 Title I Amendment Approval**

**Contact Person:** Haley Perez

**Department(s):** Federal Programs Finance , Title I

**Start Date:** 06/17/2020

**End Date:** 06/30/2020

Details: The Charter Institute at Erskine has been notified of approval of your school's FY20 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, as well as your updated Smart Fusion budget.

**Announcement: Virtual Evaluator and Mentor Training**

**Contact Person:** Sherri Herbst

**Department(s):** State and Academic Programs

**Start Date:** 06/21/2020

**End Date:** 06/29/2020

Details: As you know, SCTS 4.0 Evaluator Training is mandatory training for schools. To be effective and to save time for schools, The Charter Institute at Erskine would like to partner with SC Connections Academy who is already providing a virtual STCT 4.0 Evaluator Training. The virtual Evaluator Training dates are July 20, July 27th, and August 4th. The Institute will plan additional sessions if schools are not able to attend this session. The Institute will also offer a virtual Mentor Training on July 22-23. To be qualified for Evaluator and Mentor training, educators must be recommended by the Principal, hold a valid, professional South Carolina teaching certificate, and have at least one year of successful teaching at the continuing contract level or 3 years of experience teaching in a college or university setting. School Leaders will receive an email with the pre-registration links for the trainings. Schools interested in collaborating with the Institute for future trainings should contact Sherri Herbst.