

New Schools Technical Assistance Meeting





Hello!

Thank you for joining us!



PowerSchool & Technology

- PowerSchool is the Student Information System
 - Tracks all the key data for students.
 - Basis for all funding criteria.
 - Daily, Accurate Information is key!!
 - Requires Preplanning to configure.
 - Don't wait until the last minute!
 - We will help!



PowerSchool & Technology

- PowerSchool is available in a hosted solutions to eliminate need of technical resources and personnel.
- Does require a key individual to manage in most instances



PowerSchool & Technology

The Charter Institute will assist with preplanning and configuration as well as report requirements and deadlines.

Questions?



Federal Programs

Federal Programs Overview

Title I

- Federal funding for schools to make an impact on school-wide reforms by improving the academic achievement of the disadvantaged.

Title II

- Federal Funding for preparing, training, and recruiting high quality teachers, principals and other school leaders.

Title III/EL

- Language instruction for English Learners and Immigrant Students.

CATE

- Federal Perkins funds are provided to prepare youth and adults for a wide range of high-wage, high-skill, high-demand careers.

IDEA Finance

- IDEA funds are provided to meet the excess costs of providing special education and related services to children with disabilities.

Homeless

- Primary source of federal funding for programs serving people experiencing homelessness.



Federal Programs

- ☉ Income/Lunch Forms
- ☉ District of Residence



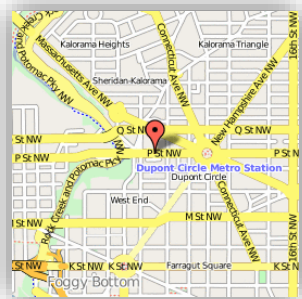
Federal Programs

- Income/lunch forms are crucial.
- The 5th day count contains all the free and reduced lunch information you have collected to determine your poverty rate.
- The lunch forms that are sent to parents determine free and reduced lunch.
 - The salary on the forms must be compared with income eligibility guidelines.
- If a student does not return a form or returns it blank:
 - Place a blank form in their file
 - Mark "paid" on the file.
- Do not base status off a previous year's form
 - Status may have changed



Federal Programs

- District of Residence
- All schools should collect District of Residence documentation for all students.
 - It has to be collected each year.
- Proof of address requirements are available on t website



Proof of Residence Requirements

Upon initial enrollment in a school within Charter Institute at Erskine, a student or parent must produce at a minimum one document reflecting the correct residential street address. Post office boxes, private mail box addresses or commercial establishment addresses are insufficient.

All documentation presented must show the date, property owner's name or parent/guardian's name.

Acceptable documentation includes:

- home telephone or cellular telephone bill;
- electric bill;
- rent receipt with the name of the tenant and landlord and contact information for all parties;
- lease agreement with name of tenant and landlord and contact information for all parties (valid only through the expiration date indicated on the agreement. Upon expiration, parents must present a copy of the renewed or new agreement to the school office.);
- mortgage;
- home purchase contract including specific closing date, with copy of the deed to be provided within 30 days of closing date;
- valid State of South Carolina driver's license;
- valid State of South Carolina identification card;
- automobile insurance policy;
- credit card statement;
- United States Postal Service confirmation of address change;
- evidence of correspondence, including a stamped, addressed, postmarked envelope delivered to the home address; or
- Declaration of Domicile form from the County Records Department.



Federal Programs – Title I

- Poverty is the only factor on which a district may determine funding.
 - In other words, an funds may NOT be allocated based on the instructional model, educational need, or any other non-poverty factor.

- Under federal guidelines, schools are not eligible their first year of operation.



Federal Programs – Title II

- The purpose of the Title II grant is:
 - To increase student achievement consistent with challenging State academic standards
 - To improve the quality and effectiveness of teachers and principals
 - To increase the number of teachers and principals who are effective in improving student academic achievement in schools
 - To provide low-income and minority students greater access to effective teachers and principals

- Title II focuses on support for educators.
- A Comprehensive Needs Assessment must be completed in order to identify areas of need and set priorities.
- Current school allocations range from \$5,000-\$10,000 for this year, depending on number of students.



Federal Programs – Title III

Home Language Survey

- The purpose of collecting home language survey is to make sure that all students receive the education services they need, the law requires us to ask questions about student's language backgrounds.
- This form will be used only for determining whether the student needs English Learner services and will not be used for immigration matters or reported to immigration authorities.
- Use most current home language survey available on the Institute website
- DO NOT PURGE



Federal Programs – Title III

Home Language Survey

- The home language survey must be on file for all students.
 - This form must be signed and dated by the parent or guardian.
 - It must be kept in the student's permanent file.
- There are 2 ways to collect this information to have on file:



This will be the typical way the form is collected.

Collect original form from previous school:

- Collect original form from previous district/school that student is transferring from.

Parent/Guardian completes new form ONLY IF:

- Kindergarten student
- Student is new to the country
- Student comes from a private/Christian school



Federal Programs

Please reach out to the Office of Federal Programs with any questions or concerns.

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Finance - Agenda

- State Funding
 - Education Finance Act
 - Education Improvement Act
 - SC Charter School Act
- Federal Funding
- Risk Prevention
- PowerSchool and Student Counts
- Procurement
- SCDE Updates
- Budgeting Best Practices



Finance – Office Expectations

- Process funding to school on a timely manner
- Coordinate with Institute PowerSchool team to ensure accurate enrollment data
- Financial Reporting
 - LARS
 - ESSA
- Prepare annual budget requests to the Governor’s office, Education Oversight Committee, and other state agencies



Finance – School Expectations

- Schools adhere to funding requirements
- Schools have adequate internal control systems
- Schools comply with all state and federal laws and regulations
- Schools comply with their charter contract
- Schools meet performance expectations
- Schools meet all reporting requirements completely and on time



Finance – Funding Sources

- Local
 - Donations, gifts
 - Private Grants
- State Funding
 - Base Student Funding (EFA)
 - Categorical Funding (EIA)
 - Charter School Funding (Proviso)
- Federal Funding
 - Title I
 - Title II
 - IDEA



Finance - Definitions

- **Average Daily Membership (ADM)**
 - The aggregate number of days in membership divided by the number of days school is in session at the reporting period.

- **Weighted Pupil Units (WPU)**
 - The total ADM in a classification multiplied by assigned weight for that student classification.



Finance – Weightings

Classification	Weighting
Kindergarten	1.00
Primary (1-3)	1.00
Elementary (4-8)	1.00
High School (9-12)	1.00
Trainable Mentally Handicapped	2.04
Speech	1.90
Homebound	1.00
Emotionally Handicapped	2.04
Educable Mentally Handicapped	1.74
Learning Disabilities	1.74
Hearing Handicapped	2.57
Visually Handicapped	2.57
Orthopedically Handicapped	2.04
Vocational	1.29
Autism	2.57



Finance – Add On Weightings

Classification	Weighting
Gifted and Talented	.15
Academic Assistance	.15
Dual Credit Enrollment	.15
Limited English Proficiency	.20
Pupil in Poverty	.20



Finance – Funding Allocation Updates

- Initial Funding
 - Projection
- 5 Day Count
 - New Charter Schools
 - Schools having approved incremental growth and expansion
- 45 Day Count
 - All schools
- 135 Day Count
 - All schools



Finance – Funding Manual and Financial Accounting Book

- If charging expenses for a certain program, be sure to review the program guidelines in the Funding Manual to ensure that the expenditure is allowable
 - <https://ed.sc.gov/finance/financial-services/manual-handbooks-and-guidelines/funding-manuals/fy-2017-2018-funding-manual/>
- Then, use the Accounting Handbook to ensure that you are charging the expenditure to the correct account
 - <https://ed.sc.gov/finance/auditing/manuals-handbooks-and-guidelines/financial-accounting-handbook/fy-2017-18/financial-accounting-handbook-2017-18-updates/>



Finance – Allocation Summary

Charter Institute at Erskine								
FY 18-19								
Funding Disbursements								
School	Charter School	Monthly Disbursement Record (PRIOR DEDUCTIONS)						
			ADJUSTMENTS					Net Revenue
SIDN	48-01-xxx	Prior Year 135th Day Count	5th Day Count	45th Day Count	135th Day Count	Institute's Administrative Fee		
School Type	Brick and Mortar	July	\$ 428,581.98					
Funding Date		August	\$ 439,001.54					
		September						
		October						
		November						
		December						
		January						
		February						
		March						
		April						
		May						
		June						
		July (13th Month)						
		Total	\$ 867,583.52	\$ -	\$ -	\$ -	\$ -	\$ -
Allocations								
Education Finance Act (EFA)	\$ 154,363.27							
Education Improvement Act (EIA)	\$ 61,013.41							
SC Public Charter School Act (Proviso)	\$ 223,624.86							
Allocation Total	\$ 439,001.54							
Deductions								
Institute's Administrative Fee	\$ 8,642.54							
SC Health Benefits Expense	\$ -							
MoneyPlus Expense	\$ -							
SCASA Dues	\$ -							
SLED Check Expense	\$ -							
Deduction Total	\$ 8,642.54							
Disbursement Amount	\$ 430,359.00							



Finance – Education Finance Act

- To guarantee each student in SC the availability of at least minimum educational programs and services
- To establish a procedure for distribution
- The based student cost is \$2485.00 for FY 19
- Eighty-five percent of the funds appropriated through state and local effort for each weighted classification shall be spent in direct and indirect aid in the specific area of the program planned to serve those children who generate the funds



Finance - EFA

Category	Revenue Code	ADM	Weighting	WPU	Total Allocation	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Kindergarten	3311	122.60	1.00	122.60	\$ 304,661.00	\$ 25,593.43	\$ 25,593.43	\$ 25,347.41									
Primary	3312	305.80	1.00	305.80	\$ 759,913.00	\$ 45,266.35	\$ 45,266.35	\$ 66,938.03									
Elementary	3313	352.80	1.00	352.80	\$ 876,708.00	\$ 46,775.98	\$ 46,775.98	\$ 78,315.60									
High School	3314	0.00	1.00	0.00	\$ -	\$ -	\$ -	\$ -									
Educable Mentally Handicapped (EMH)	3322	2.00	1.74	3.48	\$ 8,647.80	\$ 565.71	\$ 565.71	\$ 751.64									
Learning Disabilities (LD)	3323	52.00	1.74	90.48	\$ 224,842.80	\$ 11,440.32	\$ 11,440.32	\$ 20,196.22									
Trainable Mentally Handicapped (TMH)	3315	0.00	2.04	0.00	\$ -	\$ -	\$ -	\$ -									
Emotionally Handicapped (EH)	3321	1.00	2.04	2.04	\$ 5,069.40	\$ -	\$ -	\$ 506.94									
Orthopedically Handicapped (OH)	3326	0.00	2.04	0.00	\$ -	\$ -	\$ -	\$ -									
Visually Handicapped (VH)	3325	0.00	2.57	0.00	\$ -	\$ 212.88	\$ 212.88	\$ (42.58)									
Autism (AU)	3331	10.00	2.57	25.70	\$ 63,864.50	\$ 2,985.67	\$ 2,985.67	\$ 5,789.32									
Hearing Handicapped (HH)	3324	1.00	2.57	2.57	\$ 6,386.45	\$ 191.59	\$ 191.59	\$ 600.33									
Speech Handicapped	3316	8.00	1.90	15.20	\$ 37,772.00	\$ 3,513.58	\$ 3,513.58	\$ 3,074.48									
Homebound	3317	0.00	1.00	0.00	\$ -	\$ -	\$ -	\$ -									
Vocational	3327	0.00	1.29	0.00	\$ -	\$ -	\$ -	\$ -									
High Achieving	3332	0.00	0.15	0.00	\$ -	\$ -	\$ -	\$ -									
Academic Assistance	3351	73.61	0.15	11.04	\$ 27,438.13	\$ 2,286.51	\$ 2,286.51	\$ 2,286.51									
Dual Enrollment	3353	0.00	0.15	0.00	\$ -	\$ -	\$ -	\$ -									
Limited English Proficiency	3334	0.00	0.20	0.00	\$ -	\$ -	\$ -	\$ -									
Pupils in Poverty	3352	521.00	0.20	104.20	\$ 258,937.00	\$ 15,531.25	\$ 15,531.25	\$ 15,531.25									
		1449.81		1035.91	\$ 2,574,240.08	\$ 154,363.27	\$ 154,363.27	\$ 219,295.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					Institute's Administrative Fee	\$ 51,484.80	\$ 3,087.27	\$ 3,087.27	\$ 4,385.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



Finance – CAP BSC

- The state allocation to support base student cost is a fixed appropriation from the state. When across the state there is an increase on WPU's beyond the projections used for the appropriation, the base student cost amount has to be reduced in order to not exceed the total fund allocation
- When the amount that should be provided for distribution to the various school districts totals more than the amount appropriated for such purposes, SCDE shall reduce each school district entitlement by an equal amount per weighted pupil so as to bring the total disbursements in to conformity with the total funds appropriated for this purpose (Proviso 1.4)



Finance – Charter School Act (Proviso)

- Brick and Mortar
- Virtual



Finance – Charter School Act (Proviso)

- Brick and Mortar \$3,600.00
- Virtual \$1,900.00



Finance - Proviso

Category	ADM	Weighting	WPU	Total Allocation	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Kindergarten	122.60	1.00	122.60	\$ 441,360.00	\$ 37,077.00	\$ 37,077.00	\$ 36,720.60								
Primary	305.80	1.00	305.80	\$ 1,100,880.00	\$ 65,577.00	\$ 65,577.00	\$ 96,972.60								
Elementary	352.80	1.00	352.80	\$ 1,270,080.00	\$ 67,764.00	\$ 67,764.00	\$ 113,455.20								
High School	0.00	1.00	0.00	\$ -	\$ -	\$ -	\$ -								
Educable Mentally Handicapped (EMH)	2.00	1.74	3.48	\$ 12,528.00	\$ 819.54	\$ 819.54	\$ 1,088.89								
Learning Disabilities (LD)	52.00	1.74	90.48	\$ 325,728.00	\$ 16,573.50	\$ 16,573.50	\$ 29,258.10								
Trainable Mentally Handicapped (TMH)	0.00	2.04	0.00	\$ -	\$ -	\$ -	\$ -								
Emotionally Handicapped (EH)	1.00	2.04	2.04	\$ 7,344.00	\$ -	\$ -	\$ 734.40								
Orthopedically Handicapped (OH)	0.00	2.04	0.00	\$ -	\$ -	\$ -	\$ -								
Visually Handicapped (VH)	0.00	2.57	0.00	\$ -	\$ 308.40	\$ 308.40	\$ (61.68)								
Autism (AU)	10.00	2.57	25.70	\$ 92,520.00	\$ 4,325.31	\$ 4,325.31	\$ 8,386.94								
Hearing Handicapped (HH)	1.00	2.57	2.57	\$ 9,252.00	\$ 277.56	\$ 277.56	\$ 869.69								
Speech Handicapped	8.00	1.90	15.20	\$ 54,720.00	\$ 5,090.10	\$ 5,090.10	\$ 4,453.98								
Homebound	0.00	1.00	0.00	\$ -	\$ -	\$ -	\$ -								
Vocational	0.00	1.29	0.00	\$ -	\$ -	\$ -	\$ -								
High Achieving	0.00	0.15	0.00	\$ -	\$ -	\$ -	\$ -								
Academic Assistance	73.61	0.15	11.04	\$ 39,749.40	\$ 3,312.45	\$ 3,312.45	\$ 3,312.45								
Dual Enrollment	0.00	0.15	0.00	\$ -	\$ -	\$ -	\$ -								
Limited English Proficiency	0.00	0.20	0.00	\$ -	\$ -	\$ -	\$ -								
Pupils in Poverty	521.00	0.20	104.20	\$ 375,120.00	\$ 22,500.00	\$ 22,500.00	\$ 33,012.00								
	1449.81		1035.91	\$ 3,729,281.40	\$ 223,624.86	\$ 223,624.86	\$ 328,203.17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Institute's Administrative Fee				\$ 74,585.63	\$ 4,472.50	\$ 4,472.50	\$ 6,564.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



Finance – Education Improvement Act

- Various state grants designed to support specific programs
- Funding depends on each individual grant
 - SCDE Funding Manual: <https://ed.sc.gov/finance/financial-services/manual-handbooks-and-guidelines/funding-manuals/>
- Significant number of grants are based on Prior Year 135 Day Count
 - New school will not receive funds until 45 Day Count
- Most EIA funds are allocations
 - Difficult to budget for on a school level
- Examples of EIA Funds:
 - Fringe Benefits
 - Teacher Salary Increase
 - Health & Fitness – Nurses
 - Teacher Supplies
 - Career Specialists
 - Health & Fitness – P.E. Teachers



Finance - EIA

Revenue	Sub Fund	Revenue Code	Total Allocation	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Fringe Benefits Employer Contribution	100	3180	\$ 570,465.01	\$ 47,541.46	\$ 47,541.46	\$ 47,533.34						
Retiree Insurance	100	3181	\$ -	\$ 2,431.47	\$ (2,431.47)	\$ -						
Aid to Districts	397	3597	\$ 7,451.09	\$ 620.92	\$ 620.92	\$ 620.92						
Student Health & Fitness	937	3127	\$ 7,835.00	\$ -	\$ 712.27	\$ 712.27						
Teacher Supply Check	917	3187	\$ 6,875.00	\$ -	\$ 6,875.00	\$ -						
Teacher Salary Supplement	350	3550	\$ 72,849.77	\$ -	\$ 6,622.71	\$ 6,622.71						
Fringe Teacher Salary	355	3555	\$ 11,797.71	\$ -	\$ 1,072.52	\$ 1,072.52						
Student at Risk of Failure	338	3538	\$ 73,544.11	\$ -	\$ -	\$ 13,371.66						
National Board Certified	332	3532	\$ 19,239.00	\$ -	\$ -	\$ 1,923.90						
Total EIA Allocation			\$ 770,056.69	\$ 50,593.85	\$ 61,013.41	\$ 71,857.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Institute's Administrative Fee				\$ 963.25	\$ 1,131.40	\$ 1,398.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ 1,011.88	\$ 1,082.77							
Eligible for Administrative Fee						Ineligible for Administrative Fee						
Fringe Benefits, Aid to Districts, Student Health & Fitness, Teacher Salary Supplement, Fringe Teacher Salary, Student at Risk of Failure						Retiree Insurance, Teacher Supply Check, National Board Certified						

Note:



Finance – Funding Calculation

- EFA and Charter Funding are calculated as follows:
- Beginning of Fiscal Year:
 - Total Funding for each classification = ADM for classification X Weighting for classification = WPU x Base Student Cost
- Monthly Payment = Total Funding / # payment months remaining in fiscal year
- Example: Brick/Mortar, Kindergarten ADM of 36
 - (EFA) $36 \times 1.00 = 36 \times \$2,485 = \$89,460$
 - Monthly Payment = $\$89,460 / 12 = \$7,455$
 - (Charter): $36 \times 1.00 = 36 \times \$3,600 = \$129,600$
 - Monthly Payment = $\$129,600 / 12 = \$10,800$



Finance – Financial Transparency

- Financial records are subject to Freedom of Information Act (FOIA)
- School's annual audit will be post to the Institute's website
- Schools are recommended to post all check registers, credit card statements, and audit reports to the school's website



Finance – Audit Requirements

SECTION 59-40-50 (3) adhere to the same financial audits, audit procedures, and audit requirements as are applied to public schools.

SECTION 59-40-60 (6) evidence that the plan for the charter school is economically sound, a proposed budget for the term of the charter, a description of the manner in which an annual audit of the financial and administrative operations of the charter school, including any services provided by the school district, is to be conducted.

Source–SC Code of Laws Title 59–Chapter 40



Finance – Charter School Budgeting

- Set up a sound financial governance structure
 - “Trust, but verify”
- Understand your financial drivers
- Prioritize spending that will assist in the goal of “Moving the Needle”
- Be conservative
 - “Underestimate revenues, overestimate expenses”



Finance – Financial Governance

- Does your governing board have a finance committee?
- Who is your finance expert?
- Who will run the day to day finances at the school?



Finance – Questions?

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**Thank you for
joining us!
Questions?**

