

Charter Institute at Erskine

INSTITUTE INSIGHTS

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Finance Policies	01/15/2021	John Li	Finance
SC Public Charter School Annu...	12/31/2020	Kirby Jerry	Leadership
November 2020 Journal Entry Up...	01/08/2021	John Li	Finance
Post Assessments	12/29/2020	Christy Junkins	Assessment
Title I Semi Annual Certificat...	01/15/2021	Haley Perez	Federal Programs Fin...
ATSI Semi Annual Certification...	01/15/2021	Ciera Bing	Federal Programs Fin...
IDEA Semi Annual Certification...	01/15/2021	Ciera Bing	Federal Programs Fin...
ESSER Semi Annual Certificatio...	01/15/2021	Ciera Bing	Federal Programs Fin...
State and Academic Programs Up...	12/04/2020 - 01/12/2021	Sherri Herbst	State and Academic P...
Second Quarter Federal Reimbur...	12/07/2020 - 01/08/2021	Ciera Bing	Federal Programs Fin...
Free Online Board of Directors...	12/09/2020 - 02/18/2021	Paula Gray	Human Resources and ...
NEW Interim COVID-19 guidance ...	12/09/2020 - 01/12/2021	Sherri Herbst	State and Academic P...
Attendance FAQ's	12/09/2020 - 01/15/2021	Jason Jones	PowerSchool and IT
Performance Task Assessments T...	12/12/2020 - 01/12/2021	Christy Junkins	Assessment
ACCESS for ELLs Training	12/12/2020 - 01/12/2021	Christy Junkins	Assessment
SC-Alt Training	12/12/2020 - 01/12/2021	Christy Junkins	Assessment
CTE Training	12/13/2020 - 01/13/2021	Christy Junkins	CTE
DHEC COVID-19 Update Webinar	12/18/2020 - 01/24/2021	Sherri Herbst	State and Academic P...
Monthly MTSS Coordinators Trai...	12/20/2020 - 01/20/2021	Celina Patton	Special Education an...
January 2021 PowerSchool Admin...	12/21/2020 - 01/21/2021	Zenobia Ealy	PowerSchool and IT
State and Academic Programs Up...	12/23/2020 - 12/30/2020	Sherri Herbst	State and Academic P...
Quarterly Finance Webinar	01/03/2021 - 02/03/2021	Ciera Bing	Finance

Submission: Finance Policies

Department: Finance

Due Date: 01/15/2021

Details: Schools are required to update policies annually to incorporate changes in the Institute's model policies. Schools that choose to develop their own policies must submit the proposed policies to the Institute for review and approval, prior to individual school board adoption. School policies that are less restrictive than the Institute model policies will not be approved.

To see the current version of all Institute policies, please visit: <https://erskinecharters.org/institute-fiscal-policies/>. Policies will be updated to reflect changes in state and federal law as applicable.

Submission: SC Public Charter School Annual Report

Department: Leadership

Due Date: 12/31/2020

Details: The Charter School Annual Report is due annually to the charter sponsor by December 31st. This annual report is designed to elicit a comprehensive picture of a charter school's recently completed academic year as it relates to the school's performance in those areas impacting charter school accountability: academic achievement, compliance, operations/governance, and financial viability.

Submission: November 2020 Journal Entry Upload

Department: Finance

Due Date: 01/08/2021

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: Post Assessments

Department: Assessment

Due Date: 12/29/2020

Details: Post Assessment requirements per ACT 142

Submission: Title I Semi Annual Certifications July-Dec 2020

Department: Federal Programs Finance

Due Date: 01/15/2021

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 1st semester is not received by the Jan. 15, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.

Submission: ATSI Semi Annual Certifications July-Dec 2020

Department: Federal Programs Finance

Due Date: 01/15/2021

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 1st semester is not received by the Jan. 22, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.

Submission: IDEA Semi Annual Certifications July-Dec 2020

Department: Federal Programs Finance

Due Date: 01/15/2021

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 1st semester is not received by the Jan. 15, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.

Submission: ESSER Semi Annual Certifications July-Dec 2020

Department: Federal Programs Finance

Due Date: 01/15/2021

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 1st semester is not received by the Jan. 15, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.

Announcement: State and Academic Programs Updates

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 12/04/2020

End Date: 01/12/2021

Details: Please review the State and Academic Program Department updates listed in the document attached to this announcement. Contact Sherri Herbst if you have any questions.

Announcement: Second Quarter Federal Reimbursements

Contact Person: Ciera Bing

Department(s): Federal Programs Finance

Start Date: 12/07/2020

End Date: 01/08/2021

Details: All July 2020 - December 2020 federal programs expenses incurred by the school must be submitted in SmartFusion for reimbursement by Friday, Jan. 8th. This requirement is for APPROVED plans ONLY. If you will be seeking a plan amendment, you are still required to seek reimbursements for all NON-AMENDED expenses that the school incurred in your APPROVED plan.

Announcement: Free Online Board of Directors Training through the Public Charter School Alliance of SC

Contact Person: Paula Gray

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

Start Date: 12/09/2020

End Date: 02/18/2021

Details: All Board members must receive training within their first year of service. The Alliance has added 2 dates for Winter Board of Directors Training. Please share this with your Board. Both dates will run from 6-9pm. These will be live training and participation is expected. All participants must keep their video open so they can be seen by the trainers and participants. A link to the meeting will be sent to all registered participants the day of the training. Only registered participants will be allowed to use it. This training has a capacity of 35 participants.

February 2 - 6-9pm

https://docs.google.com/forms/d/e/1FAIpQLSejJXPYGlwZVTU6cg2irOomQ1FSo8m8Y6OKnQW4K6LvVWnoNQ/viewform?usp=sf_link

February 18 - 6-9pm

https://docs.google.com/forms/d/e/1FAIpQLSfvAvO48AbhghtWbRRR5EbJlckzcv6a3RXVMQCehYsCiMsCNw/viewform?usp=sf_link

Announcement: NEW Interim COVID-19 guidance for schools: Management of known and possible COVID-19 cases

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 12/09/2020

End Date: 01/12/2021

Details: Please read the new Interim COVID-19 guidance for schools: Management of known and possible COVID-19 cases document. There is a lot of information in this document, so please review it carefully. I am including virtual schools in the announcement since the guidance also applies to staff who might be coming into your buildings. Contact your school nurse or Sherri Herbst at the Institute if you have any questions.

Announcement: Attendance FAQ's

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 12/09/2020

End Date: 01/15/2021

Details: In response to questions related to tracking and coding attendance, the SCDE's Office of Student Intervention Services, with input from representatives from other offices within the South Carolina Department of Education, has developed the attached Frequently Asked Questions document.

Announcement: Performance Task Assessments Training

Contact Person: Christy Junkins

Department(s): Assessment

Start Date: 12/12/2020

End Date: 01/12/2021

Details: This Performance Task Assessments Training will be held for School Testing Coordinators on January 12. More information will follow.

Announcement: ACCESS for ELLs Training

Contact Person: Christy Junkins

Department(s): Assessment

Start Date: 12/12/2020

End Date: 01/12/2021

Details: This ACCESS for ELLs Training will be held for School Testing Coordinators on January 12. More information will follow.

Announcement: SC-Alt Training

Contact Person: Christy Junkins

Department(s): Assessment

Start Date: 12/12/2020

End Date: 01/12/2021

Details: This SC-Alt Training will be held for School Testing Coordinators on January 12. More information will follow.

Announcement: CTE Training

Contact Person: Christy Junkins

Department(s): CTE

Start Date: 12/13/2020

End Date: 01/13/2021

Details: This CTE Training will be held for CTE Coordinators on January 13. More information will follow.

Announcement: DHEC COVID-19 Update Webinar

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 12/18/2020

End Date: 01/24/2021

Details: DHEC conducted a webinar yesterday for District and School Leaders on the Abbott BinaxNOW Testing in Schools and Updated Quarantine Guidance. The DHEC PowerPoint presentation is attached to this announcement. Please contact Sherri Herbst if you have any questions.

Announcement: Monthly MTSS Coordinators Training

Contact Person: Celina Patton

Department(s): Special Education and 504

Start Date: 12/20/2020

End Date: 01/20/2021

Details: This MTSS Training will be held for MTSS Coordinators on January 20. It will be held virtually. More information will follow.

Announcement: January 2021 PowerSchool Admin Monthly Webinar

Contact Person: Zenobia Ealy

Department(s): PowerSchool and IT

Start Date: 12/21/2020

End Date: 01/21/2021

Details: This PowerSchool Admin Training will be held for PowerSchool Admins on January 21. More information will follow.

Announcement: State and Academic Programs Updates

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 12/23/2020

End Date: 12/30/2020

Details: Please read the document attached to this announcement. The document contains SCDE COVID-19 updates and SCDE Professional Learning Opportunities from the Office of Early Learning and Literacy. Contact Sherri Herbst if you have any questions.

Announcement: Quarterly Finance Webinar

Contact Person: Ciera Bing

Department(s): Finance

Start Date: 01/03/2021

End Date: 02/03/2021

Details: This Finance Training will be held for School Finance Officers and Accounting Consultants on February 3. More information will follow.