

Charter Institute at Erskine

INSTITUTE INSIGHTS

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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: CARES Act Amendment #2 (ESSER)

Department: Federal Programs Finance

Due Date: 01/15/2021

Details: If your school currently needs an amendment for CARES Act, please upload the completed, signed amendment form using the attached template. If your school does not need an amendment, please answer "No" in the survey to be removed from this submission. You do not have to upload anything if you select "No". (Note: Currently, amendment deadlines during the 2020-2021 school year will be September 15, January 15, and April 15.) No submissions will be accepted after 1/15/2020 at 7:00pm.

Submission: FY 21 Title II Amendment #1

Department: Title II

Due Date: 01/15/2021

Details: If your school currently needs an amendment for Title II, please upload the completed, signed amendment form using the attached template. If your school does not need an amendment, please answer "No" in the survey to be removed from this submission. You do NOT have to upload anything if you select "No". (Note: Currently, amendment deadlines during the 2020-2021 school year will be September 15, January 15, and April 15.) No submissions will be accepted after 1/15/2020 at 7:00pm.

Submission: Early Graduates Roster and Transcripts, Winter 2021

Department: PowerSchool and IT

Due Date: 01/29/2021

Details: Schools with Winter Graduates should submit a roster of students for graduation along with final transcripts for review. If you have no early graduates, submit your school's calendar in the documents requested.

Submission: December 2020 Journal Entry Upload

Department: Finance

Due Date: 01/29/2021

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: FY 19 CSI Federal Amendment

Department: Comprehensive Support and Improvement

Due Date: 01/15/2021

Details: If your school currently needs an amendment for FY 19 CSI, please upload the completed, signed amendment form using the attached template. If your school does not need an amendment, please answer "No" in the survey to be removed from this submission. You do NOT have to upload anything if you select "No". (Note: Currently, amendment deadlines during the 2020-2021 school year will be September 15, January 15, and April 15.) No submissions will be accepted after 1/15/2020 at 7:00pm.

Submission: FY 20 CSI Federal Amendment

Department: Comprehensive Support and Improvement

Due Date: 01/15/2021

Details: If your school currently needs an amendment for FY 20 CSI, please upload the completed, signed amendment form using the attached template. If your school does not need an amendment, please answer "No" in the survey to be removed from this submission. You do NOT have to upload anything if you select "No". (Note: Currently, amendment deadlines during the 2020-2021 school year will be September 15, January 15, and April 15.) No submissions will be accepted after 1/15/2020 at 7:00pm.

Submission: Transfer CARES Act Amendment #2

Department: Federal Programs Finance

Due Date: 01/13/2021

Details: If your school currently needs an amendment for CARES Act, please upload the completed, signed amendment form using the attached template. If your school does not need an amendment, please answer "No" in the survey to be removed from this submission. You do not have to upload anything if you select "No". (Note: Currently, amendment deadlines during the 2020-2021 school year will be September 9, January 13, and April 9.) No submissions will be accepted after 1/13/2020 at 7:00pm.

Submission: 2020-2021 PowerSchool Documents

Department: PowerSchool and IT

Due Date: 01/31/2021

Details: Attached to this ticket is a stack of PowerSchool documents for which you should be aware and following the guidelines throughout the year. Any questions to these documents should be addressed to Erskine and Cantey.

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 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 this circular no longer exists.
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 are not received by 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 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 this circular no longer exists.
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 are not received by 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 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 this circular no longer exists.
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 are not received by Jan. 15, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.

Submission: Hot Spot Monthly Reporting Changes through the Month of December

Department: State and Academic Programs

Due Date: 01/11/2021

Details: Use the PROVIDED SPREADSHEET to list CHANGES ONLY since your last report. All changes from your last report have been documented with the SCDE. If there are no changes, please type "NO CHANGES" on the report and submit. Please see further guidance on the template document attached to this submission. If there are no changes, indicate "No CHANGES" on the report. Contact Sherri Herbst if you have any questions.

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: 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/1FAIpQLSejJXPYGlwZVTU6cg2irOomQ1FS0m8Y6OKnQW4K6LvVWnoNQ/viewform?usp=sf_link

February 18 - 6-9pm

https://docs.google.com/forms/d/e/1FAIpQLSfvAvO48AbhhgtWbRRR5EbJlckzcv6a3RXVMQCehYsCiMsCNw/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.

Topic: PTA Training

Time: Jan 12, 2021 09:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/71010269875?pwd=cTU2dERjek4xYkZ5MXVqd3I5dmNIQT09>

Meeting ID: 710 1026 9875

Passcode: mB05vr

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.

Topic: ACCESS for ELL

Time: Jan 12, 2021 01:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/72218498769?pwd=VDNsTGx2Ni8ya01FMWxwaHZya0srZz09>

Meeting ID: 722 1849 8769

Passcode: 5qjDkW

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.

Topic: SC-ALT

Time: Jan 12, 2021 02:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/78716376493?pwd=K2pCUDIHMg9BcW81TXR3Ymo5OEY0Zz09>

Meeting ID: 787 1637 6493

Passcode: KD7j72

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.

Topic: CTE Meeting 2

Time: Jan 13, 2021 09:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/75218740239?pwd=UWY3eFBGU1Brb0UyTHpRVUIJVHftQT09>

Meeting ID: 752 1874 0239

Passcode: XW33ET

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: 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.

Announcement: State and Academic Programs Reminders

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 01/04/2021

End Date: 01/11/2021

Details: Please review the reminders from the Department of State and Academic Programs. The document attached to this announcement contains reminders about reporting changes in school instructional delivery, mentor professional learning requirements, SLO mid-year conferences, and PADEPP Mid-year conferences. Contact Sherri Herbst if you have any questions.

Announcement: SCDE PLO Opportunities from the Office of Early Learning and Literacy (OELL)

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 01/06/2021

End Date: 01/11/2021

Details: During spring 2021, the OELL will offer several free PLOs for teachers, teaching assistants, reading coaches, and administrators that will consist of face-to-face experiences and virtual meetings to focus on literacy instructional strategies that impact student learning for students in four-year-old kindergarten (4K) through middle school. Please see attached document for PLO descriptions and registration links. Additionally, the OELL is hosting a virtual Leaders Making Readers Virtual Literacy Symposium on Thursday, February 11th. Please contact Sherri Herbst if you would like to attend. There is a limit of 10 participants per district.

Announcement: Title II Approval

Contact Person: Ashley Sturkie

Department(s): Federal Programs Finance , Title II

Start Date: 01/06/2021

End Date: 01/20/2021

Details: The Charter Institute at Erskine has been notified of approval of your school's Title II 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: E-rate Filing Window

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 01/08/2021

End Date: 02/07/2021

Details: The FY 2021–2022 E-Rate Filing Window will open on Jan. 15, 2021. Charter schools, school districts, and library systems will need to complete various actions to ensure E-Rate eligibility. See attached document.

Announcement: Transcript Deadline Info

Contact Person: Christy Junkins

Department(s): Accountability , State and Academic Programs

Start Date: 01/08/2021

End Date: 02/05/2021

Details: Attached you will find the South Carolina State Scholarship Deadline Adjustments and Updates Memo from the SC Commission on Higher Education. Please contact Leslie Williams (see contact info below) at SCCHE if you have specific questions regarding the memo, or contact me if you have questions regarding high school transcripts. Please share this information with appropriate personnel in your school.

Contact for Leslie Williams: lwilliams@che.sc.gov or 803-737-8049.

Announcement: Monthly SPED Coordinators Training

Contact Person: Celina Patton

Department(s): Special Education and 504

Start Date: 01/09/2021

End Date: 02/09/2021

Details: This SPED Coordinators Training will be held for SPED/504 Coordinators on February 9. More information will follow.

Announcement: Quarterly Title III Coordinators Training

Contact Person: Celina Patton

Department(s): Title III ESOL

Start Date: 01/11/2021

End Date: 02/11/2021

Details: This Title III Training will be held for Title III Coordinators on February 11. More information will follow.

Announcement: Monthly MTSS Coordinators Training

Contact Person: Celina Patton

Department(s): Special Education and 504

Start Date: 01/17/2021

End Date: 02/17/2021

Details: This MTSS Training will be held for MTSS Coordinators on February 17. More information will follow.