

Charter Institute at Erskine

INSTITUTE INSIGHTS

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FY21 2nd Quarter Financials	02/19/2021	John Li	Finance
Title IV Needs Assessment	02/10/2021	Haley Perez	Title IV
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CSI Semi Annual Certifications...	02/19/2021	Ciera Bing	Federal Programs Fin...
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FY19 CTE EIA Approval	01/29/2021 - 02/28/2021	Ashley Sturkie	CTE, Federal Program...
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CERRA Virtual Teacher Expo	02/01/2021 - 03/25/2021	Paula Gray	Human Resources and ...
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Paraprofessionals and Certific...	02/05/2021 - 03/07/2021	Sarah Shealy	Title I
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Submission: Foster Care File Review

Department: PowerSchool and IT

Due Date: 02/26/2021

Details: Coding of foster care students correctly in PowerSchool is very important for funding and accountability purposes. To assist districts, the South Carolina Department of Education (SCDE), Office of Research and Data Analysis, has generated a list of PowerSchool students who match to a list of foster care students provided by the South Carolina Department of Social Services. Keep in mind that once a student is correctly coded as foster care in PowerSchool, that student must remain coded as foster care for the remainder of the school year, even if he/she is no longer in foster care. Please ensure that the students on your list are coded as such. You can find the Foster Care field on the South Carolina Student Information page towards the bottom.

Submission: SCAMLE Conference Opportunity

Department: Title II

Due Date: 02/10/2021

Details: The SCAMLE conference will be held virtually March 5-7. This is a great PD & as in prior years we will be using Institute Title II funding to provide registration. If you are interested, please review & submit the attached document. If you are not interested, please select "No" to be marked as Exempt (You do not have to upload anything.) Note: This will be no cost to your school and will not impact your school's Title II plan/budget.

Submission: January 2021 Journal Entry Upload

Department: Finance

Due Date: 03/01/2021

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: FY21 2nd Quarter Financials

Department: Finance

Due Date: 02/19/2021

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: Title IV Needs Assessment

Department: Title IV

Due Date: 02/10/2021

Details: Please complete the linked Needs Assessment to note needs in your school that Title IV funds can address and support: <https://erskinecharters.formstack.com/forms/titleivsurvey>

(The Institute will review your responses and work with you to support these identified needs.)

Submission: FY21 Title I Amendment #1

Department: Title I

Due Date: 02/19/2021

Details: If your school currently needs an amendment for Title I, 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: Amendment deadlines during 20-21 are Sept 15, Jan 15, and Apr 15, however this amendment is a one-time exception.) No submissions will be accepted after 2/19/2021 at 7:00pm.

Submission: FY21 IDEA Amendment #1

Department: Special Education and 504

Due Date: 02/19/2021

Details: If your school currently needs an amendment for IDEA, 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: Amendment deadlines during 20-21 are Sept 15, Jan 15, and Apr 15, however this amendment is a one-time exception.) No submissions will be accepted after 2/19/2021 at 7:00pm.

Submission: CSI Semi Annual Certifications July-Dec 2020

Department: Federal Programs Finance

Due Date: 02/19/2021

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

Submission: Distribution of Title I Plan 2020-2021

Department: Title I

Due Date: 02/26/2021

Details: Title I schools must submit written proof that the approved plan has been shared with parents and stakeholders.

The written statement will certify that the approved plan has been shared and will provide examples of how, when, and where the approved Title I plan is provided.

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: 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: Pandemic Electronic Benefit Transfer Program

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 01/11/2021

End Date: 02/10/2021

Details: The South Carolina Department of Education (SCDE), partnering with the South Carolina

Department of Social Services (DSS), developed and implemented a plan for participation in the

Pandemic Electronic Benefit Transfer Program (P-EBT).

The SC-Virtual present code will be used to identify the number of days eligible students will receive benefits.

The first round of eligible students with addresses will be collected through January 15th and submitted to DSS on January 20th.

The count of SC-Virtual present codes from September 1 through December 31 will be collected January 31, 2021 and submitted to DSS on February 5th, 2021.

More Information is attached.

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.

Announcement: February 2021 PowerSchool Admin Monthly Webinar

Contact Person: Zenobia Ealy

Department(s): PowerSchool and IT

Start Date: 01/18/2021

End Date: 02/18/2021

Details: This PowerSchool Training will be held for PowerSchool Admins on February 18. More information will follow.

Announcement: PEBA's Naturally SLIM Applications Now Open

Contact Person: Sonja Bradford

Department(s): Human Resources and Benefits

Start Date: 01/19/2021

End Date: 02/24/2021

Details: Learn the skills to lose weight and keep it off forever while still eating your favorite foods in this clinically proven online program. In the program, you will learn it's not what you eat but when and how you eat that will help you lose weight. Plus, you will reduce your risk for chronic diseases, such as diabetes and heart disease, while increasing your chances of living a longer, healthier life. This program is at "No Cost" to employees. State Health Plan covers 100 percent of the cost.

If you have employees who are interested in participating, the Naturally Slim program starts Monday, February 8. Applications will be accepted now until Sunday, January 24 at www.naturallyslim.com/peba. State Health Plan members, including spouses and dependents ages 18 and older, are eligible to apply. Medicare-primary members are also eligible to apply.

Announcement: Erate Filing Dates

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 01/20/2021

End Date: 02/25/2021

Details: The E-Rate filing windows is now open. Last possible date to file a Form 470 (Description of Services Requested) is Feb. 25, 2021. Last possible date to file a Form 471 (Description of Services Ordered) is March 25, 2021.

We have partnered with folks at SCDE, Cantey Tech, SCPCSD, and the SC E-Rate Consortium to host a 60 minute orientation to E-Rate Filing on Thursday, January 28th at 2:00 pm. This is open to all schools in the charter districts.

We are hosting this quickly as time is truly already ticking and we want to get the information to you all as quickly as we can and answer any pressing questions. This meeting is optional, but we highly recommend for any school participating in E-rate and planning to file again this year.

Meeting details:

Topic: E-Rate Orientation

Time: Jan 28, 2021 02:00 PM Eastern Time (US and Canada)

To Join Zoom Meeting

<https://us02web.zoom.us/j/86233008001?pwd=eTNLNIFZcktjY255b0lDWWRzc2M1dz09>

Announcement: Matching Funds for E-Rate Category 2 for 2021-2022

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 01/20/2021

End Date: 02/25/2021

Details: Available to all charter schools, school districts, and library systems who file Category 2 E-Rate Applications and where those applications are subsequently funded by USAC, the South Carolina E-Rate Consortium will provide state matching funds for the non-discounted share of the Category 2 E-Rate Application.

The South Carolina Category 2 E-Rate State Matching Funds Program is designed to incentivize charter schools, school districts, and library systems to participate in the Category 2 E-Rate program.

For example, a school district with a Category 2 E-Rate Discount Percentage of 85% files a Form 471 totaling \$10,000. The discounted share (federal share) would equal \$8,500 and the non-discounted share (district share) would equal \$1,500.

If this school district's E-Rate application is funded by USAC and the school district completes the work described in the application, the Consortium will reimburse the school district the non-discounted share or \$1,500.

Questions about this program should be directed to Andrew Epting (andrew.epting@admin.sc.gov). See page 3 of attached document.

Announcement: FY 21 IDEA Approval

Contact Person: Haley Perez

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

Start Date: 01/21/2021

End Date: 02/26/2021

Details: The Charter Institute at Erskine has been notified of approval of your school's 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: Academic School Calendars 2021-2022

Contact Person: Jason Jones

Department(s): Leadership, PowerSchool and IT

Start Date: 01/22/2021

End Date: 02/21/2021

Details: Reminder for Academic School Calendars 2021-2022 requirements

Announcement: SC Ready and SC PASS

Contact Person: Christy Junkins

Department(s): Assessment

Start Date: 01/24/2021

End Date: 02/24/2021

Details: This SC Ready and SC PASS Training will be held for School Testing Coordinators on February 24 from 9am - 12pm.

Topic: SC READY & SC PASS

Time: Feb 24, 2021 09:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/75645315111?pwd=allVazRNV2drTzINaW4zbDRHajBwZz09>

Meeting ID: 756 4531 5111

Passcode: Q27KZt

Announcement: FY21 Title I Approval

Contact Person: Haley Perez

Department(s): Federal Programs Finance , Title I

Start Date: 01/27/2021

End Date: 02/26/2021

Details: The Charter Institute at Erskine has been notified of approval of your school's Title I 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: FY21 CTE Perkins Approval

Contact Person: Ashley Sturkie

Department(s): CTE, Federal Programs Finance

Start Date: 01/27/2021

End Date: 02/26/2021

Details: The Charter Institute at Erskine has been notified of approval of your school's FY 21 CTE Perkins plan from the South Carolina Department of Education. Please see the attached Smart Fusion budget and approval memo containing your school's current approved plan, documents required for pre-approval/reimbursement, and important deadlines.

Announcement: FY19 CTE EIA Approval

Contact Person: Ashley Sturkie

Department(s): CTE, Federal Programs Finance

Start Date: 01/29/2021

End Date: 02/28/2021

Details: The Charter Institute at Erskine has approved your school's FY19 CTE EIA Plan. Please see the attached Smart Fusion budget and approval memo containing your school's current approved plan, documents required for pre-approval/reimbursement, and important deadlines.

Important Dates:

- Expenses from July 1, 2020 – June 30, 2021:

- oSubmit expenditure documentation via Smart Fusion by Friday, July 9, 2021.

Please note these funds will expire on June 30, 2021. The FINAL day to expend these funds is Wednesday, June 30, 2021.

Announcement: FY20 CTE EIA Approval

Contact Person: Ashley Sturkie

Department(s): CTE, Federal Programs Finance

Start Date: 01/29/2021

End Date: 02/28/2021

Details: The Charter Institute at Erskine has approved your school's FY20 CTE EIA Plan. Please see the attached Smart Fusion budget and approval memo containing your school's current approved plan, documents required for pre-approval/reimbursement, and important deadlines.

Important Dates:

- Expenses from July 1, 2020 – June 30, 2021:

- oSubmit expenditure documentation via Smart Fusion by Friday, July 9, 2021.

Please note these funds will expire on June 30, 2021. The FINAL day to expend these funds is Wednesday, June 30, 2021.

Announcement: FY21 CTE EIA Approval

Contact Person: Ashley Sturkie

Department(s): CTE, Federal Programs Finance

Start Date: 01/29/2021

End Date: 02/28/2021

Details: The Charter Institute at Erskine has approved your school's FY 21CTE EIA Plan. Please see the attached Smart Fusion budget and approval memo containing your school's current approved plan, documents required for pre-approval/reimbursement, and important deadlines.

Announcement: CERRA Virtual Teacher Expo

Contact Person: Paula Gray

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

Start Date: 02/01/2021

End Date: 03/25/2021

Details: CERRA will be hosting a one-day virtual teacher expo on Friday, March 26, 2021, from 11AM-3PM. The deadline for early bird registration (at \$250) is February 5, 2021. The registration fee then jumps to \$350.

To get more information about the event, and to register, go to <https://www.careereco.com/Fair/RenderPage?fairPageId=3568749b-17a0-41e3-9bd7-ac7c001eecd0>

If you have any questions about the event or the registration process, please contact Todd Scholl at schollt@cerra.org.

Announcement: Federal Programs Training

Contact Person: Haley Perez

Department(s): Federal Programs Finance

Start Date: 02/03/2021

End Date: 03/03/2021

Details: This Federal Programs Training will be held for Federal Programs Coordinators on March 3. More information will follow.

Announcement: Title I and IDEA Amendments

Contact Person: Haley Perez

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

Start Date: 02/03/2021

End Date: 02/19/2021

Details: As you know, the Federal Programs amendment deadline for all grants is Sept. 15, Jan. 15, and April 15 during the 2020-2021 school year. However, as Title I and IDEA plans were not approved by SCDE prior to the Jan. 15 deadline, an additional amendment is open for these plans. If your school currently needs an amendment for either Title I or IDEA, please upload the completed, signed amendment form using the attached template in the LWS submission. These amendments are due February 19. (Note: All other plans will follow the regular amendment deadlines.)

Announcement: E-rate Q&A Session

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 02/04/2021

End Date: 02/13/2021

Details: E-Rate Category 2 services are being fully funded via a partnership with the SC Erate Consortium provided by Andrew Epting. On Thursday Feb. 11, at 2:00pm, we will have a joint meeting with a representative from an E-Rate consultant firm to answer any questions schools may have regarding the E-rate process and how to file for Category 2 services. We encourage all schools to file for Category 2 services!

-This Thursday, February 11th at 2:00 pm -

Join the meeting: https://teams.microsoft.com/l/meetup-join/19%3ameeting_Nzc4ODVmMDUzM2JjOC00NmU5LTlkOTYtZGUxNmRmZWQxZDU4%40thread.v2/0?context=%7b%22id%22%3a%22955e181c-1bf1-4ca5-b6e5-717b2cb71269%22%2c%22Oid%22%3a%22625de2eb-2794-4d00-b527-7890bb1ce4fe%22%7d

Announcement: Paraprofessionals and Certification Reimbursements

Contact Person: Sarah Shealy

Department(s): Title I

Start Date: 02/05/2021

End Date: 03/07/2021

Details: Title I guidance concerning Paraprofessionals has been compiled for your school's use. If an employee in your school becomes certified via the ParaPro test this year, reimbursement is available from the Institute. Please reach out to Sarah Shealy (compliancecoordinator@erskinecharters.org) with any questions.

Announcement: Monthly SPED Coordinators Training

Contact Person: Celina Patton

Department(s): Special Education and 504

Start Date: 02/09/2021

End Date: 03/09/2021

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