Charter Institute at Erskine

INSTITUTE INSIGHTS

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Test Dates Confirmation	04/28/2021	Christy Junkins	Assessment
Red Cross Training Sign In She...	05/07/2021	Sarah Shealy	Title IV
FY22 Preliminary Budget	04/30/2021	John Li	Finance
EEDA Semi Annual Certification...	04/30/2021	Ciera Bing	Federal Programs Fin...
Coker University Scholarships ...	03/22/2021 - 06/18/2021	Paula Gray	Human Resources and ...
Local Board Approved (LBA) Cou...	03/30/2021 - 04/29/2021	Christy Junkins	Leadership, PowerSch...
Monthly SPED Coordinators Trai...	04/11/2021 - 05/11/2021	Celina Patton	Special Education an...
Quarterly Title III Coordinato...	04/13/2021 - 05/13/2021	Celina Patton	Title III ESOL
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Submission: ESSER II Plan Submission

Department: Federal Programs Finance

Due Date: 04/30/2021

Details: Please submit your schools ESSER II plan at: https://erskinecharters.formstack.com/forms/esseriify21 (After completing the form, please upload the PDF Submission that was emailed via Formstack for the school's and Institute's records.) Extensions will be granted if needed. If you are requesting an extension, please contact Haley Perez to be marked as Exempt from this submission. Please keep in mind that ESSER I must be spent before ESSER II.

Submission: 2021-2022 Academic Calendar

Department: PowerSchool and IT

Due Date: 04/30/2021

Details: Please upload your 2021-2022 board approved academic calendar. Reminder: the calendar should include 180 instructional days along with 3 make-up days.

Submission: March 2021 Journal Entry Upload

Department: Finance

Due Date: 04/30/2021

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: Test Dates Confirmation

Department: Assessment

Due Date: 04/28/2021

Details: Confirm your school's testing dates. Please contact Christy Junkins with any questions.

Submission: Red Cross Training Sign In Sheets

Department: Title IV

Due Date: 05/07/2021

Details: After your school completes their Red Cross Training Sessions, please upload the completed sign in sheets. There should be 1 sheet per session/instructor.

Submission: FY22 Preliminary Budget

Department: Finance

Due Date: 04/30/2021

Details: As outlined in Section 8.1, Budget, of the Charter Contract, the School must use the same budget codes as are required of school districts in the State. The budget shall be based on documented SCDE estimated revenues in accordance with the allocations in S.C. Code Ann. § 59-40-140(A)-(C). The School shall establish and maintain adequate operating reserves in order to avoid possible financial hardships. When determining the reserve amount, the School shall take into account such factors as the School's mission and longterm strategy, current and future commitments and day-to-day operating costs. On or before April 30 of each year, the School shall submit to the Sponsor the School's preliminary proposed budget for the upcoming school year, with the School's final budget submitted to the Sponsor by July 01 subject to modifications throughout the year as are required or are permitted.

Submission: EEDA Semi Annual Certifications July-Dec 2020

Department: Federal Programs Finance

Due Date: 04/30/2021

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 Apr. 30, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.

Announcement: Coker University Scholarships for Graduate Degrees

Contact Person: Paula Gray

Department(s): Human Resources and Benefits

Start Date: 03/22/2021

End Date: 06/18/2021

Details: Coker University is providing scholarship opportunities to teachers that wish to advance their career with a graduate degree. Please see the attached information.

Announcement: Local Board Approved (LBA) Courses Procedures Memo

Contact Person: Christy Junkins

Department(s): Leadership, PowerSchool and IT

Start Date: 03/30/2021

End Date: 04/29/2021

Details: Please read the attached memo in reference to Local Board Approved Courses

Announcement: Monthly SPED Coordinators Training

Contact Person: Celina Patton

Department(s): Special Education and 504

Start Date: 04/11/2021

End Date: 05/11/2021

Details: This SPED Training will be held for SPED/504 Coordinators on May 11. More information will follow.

Announcement: Quarterly Title III Coordinators Training

Contact Person: Celina Patton

Department(s): Title III ESOL

Start Date: 04/13/2021

End Date: 05/13/2021

Details: This Title III Training will be held for Title III Coordinators on May 13. More information will follow.

Announcement: Student Not Tested Coding in PowerSchool

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 04/15/2021

End Date: 05/31/2021

Details: For 2020-2021, the SCDE will continue to collect Students Not Tested (SNT) data from PowerSchool for all applicable assessments: EOCEP Fall administration; SC READY and SCPASS; Alternates for SC READY, SCPASS and EOCEP; EOCEP Spring; and Access for ELLs and Alternate Access for ELLs. HOWEVER, the SCDE will not process SNT for exclusionary reasons. This means the SCDE will not be collecting supporting documentation for reasons where exclusions to the accountability calculations would normally apply.

Attached are the Combined 2021 Students Not Tested Guidelines (SNT) for Elementary/Middle/High School and alternate assessments. Also, included are the instructions (Reasons for Students Not Testing_StudentsNotTested_PowerSchool_Page_2021) for reporting in PowerSchool all your eligible students who do not test. Please review these documents carefully as the information you provide to SCDE, regarding students who do not test, may impact, federal reporting.

Announcement: PowerScheduler Training

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 04/15/2021

End Date: 04/29/2021

Details: Recognizing the important task of creating viable student schedules for the upcoming year, the Charter Institute at Erskine is sponsoring a professional development training for PowerSchool Admins for scheduling. "PowerScheduler" is the engine within PowerSchool that schools utilize to create, build, and load master schedules for students in the upcoming school year. The Charter Institute at Erskine is working with a vendor "Power Student Information Systems & Joint Solutions" (aka PSISJS) to provide a remote online training for PowerScheduler to each school. The Institute will be paying for one seat per school to attend this training. This is a 2-day online training from 9:00-4:00 both days. There are two choices for schools to select which dates work best for them. Links to register are below.

Details regarding signup times are here:

April 20-21; https://register.gotowebinar.com/register/2882168935767480848

April 28-29; https://register.gotowebinar.com/register/5747678756834141454

Announcement: Monthly MTSS Coordinators Training

Contact Person: Celina Patton

Department(s): Special Education and 504

Start Date: 04/19/2021

End Date: 05/19/2021

Details: This MTSS Training will be held for MTSS Coordinators on May 19. More information will follow.

Announcement: MoneyPlus Dependent Care Spending Contributions Limit Increase

Contact Person: Sonja Bradford

Department(s): Human Resources and Benefits

Start Date: 04/19/2021

End Date: 04/30/2021

Details: As part of the American Rescue Plan Act of 2021, the Dependent Care Spending Account (DCSA) maximum contributions limits for 2021 have been increased to $5,350 for Married, filing separately; $10,500 for single, head of household and $10,500 for Married, filing jointly.

DCSA participants can incur expenses through December 31, 2022, and submit claims for reimbursement using their 2021 funds by March 31, 2023. Participants will forfeit 2021 funds left in their account after the reimbursement deadline.

Employees who wish to do so may make prospective changes to their DCSAs without a qualifying change in status in 2021. Changes can be made anytime during 2021, but no later than November 30, 2021, by submitting an Active Notice of Election (NOE) form. Indicate "COVID" at the top of the NOE as the change reason. A change will be effective the first of the month following PEBA receiving a completed NOE. On Thursday, April 22, PEBA will email members to let them know about the increased contribution limits and the option to make prospective changes.

MyBenefits have been updated to reflect the higher contribution limit. This allows new hires to elect the new maximum amount for the 2021 plan year if they wish to do so.

Announcement: May 2021 PowerSchool Admin Monthly Webinar

Contact Person: Zenobia Ealy

Department(s): PowerSchool and IT

Start Date: 04/20/2021

End Date: 05/20/2021

Details: This PowerSchool Training will be held for PowerSchool Admins on May 20. More information will follow.

Announcement: P-EBT Benefit Based on Virtual Attendance

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 04/21/2021

End Date: 05/07/2021

Details: For schools that participate in the NSLP, students are eligible for P-EBT if they are approved for free or reduced lunch or attend a community eligibility program (CEP) school and virtually attended at least one-half day of school. Some data discrepancies were identified as a result of the first data pull. Details are in the attached memo. Inquiries relating to P-EBT should be directed to the inbox at PEBT@ed.sc.gov.

Announcement: COBRA Subsidies allowed by the American Rescue Plan Act of 2021

Contact Person: Sonja Bradford

Department(s): Human Resources and Benefits

Start Date: 04/22/2021

End Date: 05/06/2021

Details: Due to the American Rescue Plan Act of 2021, the federal government will subsidize 100 percent of COBRA premiums for health, dental and vision coverage through payroll tax credits to employers for eligible individuals. The period of premium assistance is from April 1, 2021, through September 30, 2021.

Potential eligible individuals are those who were involuntarily terminated or who experienced a reduction of hours for any reason that led to a loss of coverage from November 1, 2019, to present. These individuals must receive a notice.

The district's Benefits Administrator will ensure employees who terminate are aware of this subsidy through September 30, 2021.

Eligibility will be determined by the district's Benefits Administrator who has responsibility for reviewing and approving subsidy request forms. If approved, a COBRA NOEs must be completed and submitted to PEBA. PEBA will send information to those already enrolled in COBRA and are determined to be eligible. For those approved, COBRA premiums already paid, for months in the assistance period (April 1, 2021 through September 30, 2021), will be refunded.

Schools are responsible for initially covering both the employer and employee premiums for eligible employees. COBRA subsidy billing reports will be posted monthly via PEBA's Electronic Benefits System as medical billings are posted. Payroll tax credits can be claimed to offset premiums cost. PEBA advises schools to speak with their Tax Accountant on how best to claim payroll tax credits.

Announcement: Five-Day In-Person Instruction by April 26, 2021

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 04/23/2021

End Date: 04/26/2021

Details: Please read the Institute Memorandum regarding five-day in-person instruction. Senate Bill 704 was signed into law yesterday by Governor McMaster.

Announcement: State and Academic Programs Updates

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 04/23/2021

End Date: 04/30/2021

Details: Please see the attached document for updates regarding SCLead, the SCTS 4.0 new Environment Rubric, Academic Recovery Plans, Electronic Document Accessibility Training for Educators and Support Staff, Social Studies Standards, Science Standards, Computer Science Professional Development, and DreamBox Learning. Please contact Sherri Herbst if you have any questions.