

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
FY 20 CTE EIA Employee Documen...	06/11/2021	Haley Perez	CTE
Red Cross Training Sign In She...	06/25/2021	Sarah Shealy	Title IV
Virtual HR Training	06/02/2021	Patti Rubenzer	Human Resources and ...
April 2021 Journal Entry Uploa...	05/31/2021	John Li	Finance
FY21 Annual Audit Engagement	06/30/2021	John Li	Finance
NEW Power School Users Trainin...	06/14/2021	Patti Rubenzer	New Schools
ALL PowerSchool Users Training	06/21/2021	Patti Rubenzer	PowerSchool and IT
Title I Annual Evaluation	06/11/2021	Sarah Shealy	Title I
Special Areas Evaluation Train...	06/04/2021	Sherri Herbst	State and Academic P...
Parent Involvement Activity Li...	06/30/2021	Sarah Shealy	Title I
ESSER 1 (Cares) Employee Docum...	06/02/2021	Sarah Shealy	Federal Programs Fin...
IDEA Employee Documentation - ...	06/02/2021	Sarah Shealy	Federal Programs Fin...
CRF Employee Documentation - A...	06/02/2021	Sarah Shealy	Federal Programs Fin...
IDEA Semi Annual Certification...	06/21/2021	Ciera Bing	Federal Programs Fin...
Title I Semi Annual Certificat...	06/21/2021	Ciera Bing	Federal Programs Fin...
CRF Semi Annual Certifications...	06/21/2021	Ciera Bing	Federal Programs Fin...
CRF Semi Annual Certifications...	06/21/2021	Ciera Bing	Federal Programs Fin...
ESSER I Semi Annual Certificat...	06/21/2021	Ciera Bing	Federal Programs Fin...
ESSER I Semi Annual Certificat...	06/21/2021	Ciera Bing	Federal Programs Fin...
Title I Employee Documentation...	06/04/2021	Sarah Shealy	Federal Programs Fin...
FY20 CSI Employee Documentatio...	06/04/2021	Sarah Shealy	Federal Programs Fin...
FY19 CSI Employee Documentatio...	06/04/2021	Sarah Shealy	Federal Programs Fin...
20 Day Letter (Apr-June) 2020-...	06/11/2021	Haley Perez	Title I
End of year transcripts and cl...	06/30/2021	Jason Jones	PowerSchool and IT
May 2021 Journal Entry Upload	06/30/2021	John Li	Finance
Coker University Scholarships ...	03/22/2021 - 06/18/2021	Paula Gray	Human Resources and ...
Student Not Tested Coding in P...	04/15/2021 - 05/31/2021	Jason Jones	PowerSchool and IT
CTE Training	05/05/2021 - 06/03/2021	Christy Junkins	Assessment
Electronic Document Accessibil...	05/07/2021 - 06/18/2021	Paula Gray	Human Resources and ...
Open Q & A Session Training	05/10/2021 - 06/10/2021	Ashley Epperson	Communications
Local Board Approved (LBA) Cou...	05/10/2021 - 06/09/2021	Christy Junkins	PowerSchool and IT
June 2021 PowerSchool Admin Mo...	05/17/2021 - 06/17/2021	Zenobia Ealy	PowerSchool and IT
FY21 CTE Perkins Approval	05/19/2021 - 06/02/2021	Haley Perez	CTE, Federal Program...
FY20 ESSER I Amendment Approva...	05/24/2021 - 06/04/2021	Haley Perez	Federal Programs Fin...
Optional Vaccine Clinics	05/27/2021 - 06/02/2021	Sherri Herbst	State and Academic P...
Proposed Changes to SCTS 4.0 ...	05/28/2021 - 06/02/2021	Sherri Herbst	State and Academic P...

### **Submission: FY 20 CTE EIA Employee Documents**

**Department:** CTE

**Due Date:** 06/11/2021

Details: Please submit the required documents for CTE EIA funded employees within your school. This submission is based on the submitted CTE EIA funded employees in your FY 20 plan.

### **Submission: Red Cross Training Sign In Sheets**

**Department:** Title IV

**Due Date:** 06/25/2021

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: Virtual HR Training**

**Department:** Human Resources and Benefits

**Due Date:** 06/02/2021

Details: Wednesday, June 2, 2021

This Virtual HR Training will be required of each Institute school.

A minimum of 1 person should attend.

Time will be from 9-12 for those schools who participate in PEBA

Time will be from 9-11 for those schools who DO NOT participate in PEBA

Topics to be discussed: PCS, Teacher Certification, Job Postings, PEBA

Link to training will be sent to each school as we get closer to the day of the training to each person who registers.

**Submission: April 2021 Journal Entry Upload**

**Department:** Finance

**Due Date:** 05/31/2021

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 Annual Audit Engagement**

**Department:** Finance

**Due Date:** 06/30/2021

Details: Description: As outlined in the Charter Contract, the audit and its findings must be submitted to the Institute by November 1, 2021.

**Submission: NEW Power School Users Training**

**Department:** New Schools

**Due Date:** 06/14/2021

Details: [https://erskinecharters.formstack.com/forms/2021\\_new\\_powerschool\\_users\\_training](https://erskinecharters.formstack.com/forms/2021_new_powerschool_users_training)

This training is a collaboration between the Charter Institute at Erskine and the SC Public Charter School District.

The training is in-person and is required. A virtual option is not available.

This training is designed for NEW schools or schools with a NEW PS Admin.

This form must be completed for each participant. (Limit 2 per school, please)

Dates: July 13-14, 2021

Time: 9:00 AM - 3:00 PM daily

Where: East Point Academy Elementary School Campus

1043 Chris Dr, West Columbia, SC 29169

**Submission: ALL PowerSchool Users Training**

**Department:** PowerSchool and IT

**Due Date:** 06/21/2021

Details: [https://erskinecharters.formstack.com/forms/2021\\_powerschool\\_users\\_training](https://erskinecharters.formstack.com/forms/2021_powerschool_users_training)

This training is a collaboration between the Charter Institute at Erskine and the SC Public Charter School District.

The training is in-person and is required. A virtual option is not available.

This training is designed for ALL schools, including those opening in August, 2021.

This form must be completed for each participant.

Dates: July 20-22, 2021

Time: 9:00 AM - 3:00 PM daily

Where: SC Virtual Charter School, 2023 Platt Springs Rd, West Columbia, SC 29169

**Submission: Title I Annual Evaluation**

**Department:** Title I

**Due Date:** 06/11/2021

Details: To begin the wrap-up of this school year's Title I federal requirements, a Title I Annual Evaluation must be completed. The focus of this evaluation is to document the impact of your Title I Schoolwide Program for 2020-2021. The template for the Title I planning team to meet and complete the Annual Evaluation can be found here: <https://erskinecharters.formstack.com/forms/annualevaluation2021> and the results of your Parent and Teacher surveys are included here for reference.

**Submission: Special Areas Evaluation Training**

**Department:** State and Academic Programs

**Due Date:** 06/04/2021

Details: Full implementation of the revised ADEPT Support and Evaluation System for Special Areas will begin with the 21-22 school year. Please review the attached document and register the appropriate, qualified school staff and administrators.

**Submission: Parent Involvement Activity List**

**Department:** Title I

**Due Date:** 06/30/2021

Details: Submit a list (template provided) of all Parent and Family Engagement activities that were held throughout the school year along with all Invitations, Agendas, Minutes (if applicable), Sign In Sheets, and PPT or Handouts shared to support the List.

**Submission: ESSER 1 (Cares) Employee Documentation - April 15th Amendments**

**Department:** Federal Programs Finance

**Due Date:** 06/02/2021

Details: Based on your school's April 2021 Amendment to your ESSER I (Cares) Plan - further documentation is needed for employee positions. Please read the provided list carefully and submit the required documents for all employees paid in full or in part from ESSER I funding. This will be the final submission for these supporting documents, which are required before reimbursement can be sought. Delay in this submission will delay the reimbursement process.

**Submission: IDEA Employee Documentation - April 15th Amendments**

**Department:** Federal Programs Finance

**Due Date:** 06/02/2021

Details: Based on your school's April 2021 Amendment to your IDEA Plan - further documentation is needed for employee positions. Please read the provided list carefully and submit the required documents for all employees paid in full or in part from IDEA funding. This will be the final submission for these supporting documents, which are required before reimbursement can be sought. Delay in this submission will delay the reimbursement process.

**Submission: CRF Employee Documentation - April 15th Amendments**

**Department:** Federal Programs Finance

**Due Date:** 06/02/2021

Details: Based on your school's April 2021 Amendment to your CRF Plan - further documentation is needed for employee positions. Please read the provided list carefully and submit the required documents for all employees paid in full or in part from CRF funding. This will be the final submission for these supporting documents, which are required before reimbursement can be sought. Delay in this submission will delay the reimbursement process.

**Submission: IDEA Semi Annual Certifications Jan-June 2021**

**Department:** Federal Programs Finance

**Due Date:** 06/21/2021

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 2nd semester is not received by the June 30, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.

**Submission: Title I Semi Annual Certifications Jan-June 2021**

**Department:** Federal Programs Finance

**Due Date:** 06/21/2021

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 2nd semester is not received by the June 30, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.

**Submission: CRF Semi Annual Certifications Jan-June 2021**

**Department:** Federal Programs Finance

**Due Date:** 06/21/2021

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 2nd semester is not received by the June 30, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.

**Submission: CRF Semi Annual Certifications July-Dec 2020**

**Department:** Federal Programs Finance

**Due Date:** 06/21/2021

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

**Submission: ESSER I Semi Annual Certifications Jan-June 2021**

**Department:** Federal Programs Finance

**Due Date:** 06/21/2021

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 2nd semester is not received by the June 30, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.

**Submission: ESSER I Semi Annual Certifications July - Dec 2020**

**Department:** Federal Programs Finance

**Due Date:** 06/21/2021

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

**Submission: Title I Employee Documentation - April 15th Amendments**

**Department:** Federal Programs Finance

**Due Date:** 06/04/2021

Details: Based on your school's April 2021 Amendment to your Title I Plan - further documentation is needed for employee positions. Please read the provided list carefully and submit the required documents for all employees paid in full or in part from Title I funding. This will be the final submission for these supporting documents, which are required before reimbursement can be sought. Delay in this submission will delay the reimbursement process.

**Submission: FY20 CSI Employee Documentation - April 15th Amendments**

**Department:** Federal Programs Finance

**Due Date:** 06/04/2021

Details: Based on your school's April 2021 Amendment to your FY20 CSI Plan - further documentation is needed for employee positions. Please read the provided list carefully and submit the required documents for all employees paid in full or in part from FY20 CSI funding. This will be the final submission for these supporting documents, which are required before reimbursement can be sought. Delay in this submission will delay the reimbursement process.

**Submission: FY19 CSI Employee Documentation - April 15th Amendments**

**Department:** Federal Programs Finance

**Due Date:** 06/04/2021

Details: In review of your school's FY19 CSI Plan - further documentation is needed for employee positions. Please read the provided list carefully and submit the required documents for all employees paid in full or in part from FY19 CSI in the 2020-2021 funding. This will be the final submission for these supporting documents, which are required before reimbursement can be sought. Delay in this submission will delay the reimbursement process.

**Submission: 20 Day Letter (Apr-June) 2020-2021**

**Department:** Title I

**Due Date:** 06/11/2021

Details: In accordance with the Every Student Succeeds Act of 2015, all schools are required to provide timely notice to parents when students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject level in which the teacher has been assigned. ESSA Sec. 1112 (e)(1)(B)(ii) \*This includes substitutes. These letters should be sent home with students in the applicable class. Please keep in mind you do not have to resubmit letters. Please see attached resources and examples below to determine when letters should be sent. Example 1: Teacher 1 taught 3rd grade in Aug-Sept and is still teaching 3rd grade in Oct-Nov. A letter would need to be sent at the beginning of the year. Example 2: Teacher 2 taught Class A in Aug-Dec but in now teaching Class B in Jan-May. A letter would need to be sent twice during the year at the beginning of each semester.

**Submission: End of year transcripts and class ranking reports**

**Department:** PowerSchool and IT

**Due Date:** 06/30/2021

Details: Please submit copies of your end of year transcripts and class ranking reports for grades 9-12.

**Submission: May 2021 Journal Entry Upload**

**Department:** Finance

**Due Date:** 06/30/2021

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.



**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: 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: CTE Training**

**Contact Person:** Christy Junkins

**Department(s):** Assessment

**Start Date:** 05/05/2021

**End Date:** 06/03/2021

Details: This CTE Training will be held for CTE Coordinators on June 3.

Topic: CTE Meeting 3

Time: Jun 3, 2021 09:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/73620751739?pwd=TnVJaHdPeTVDbHNValREeVhTQ1JoUT09>

Meeting ID: 736 2075 1739

Passcode: 5rdrC7

**Announcement: Electronic Document Accessibility Training for Educators (free CEU credits!) and Support Staff**

**Contact Person:** Paula Gray

**Department(s):** Human Resources and Benefits

**Start Date:** 05/07/2021

**End Date:** 06/18/2021

Details: In keeping with its mission to provide technology technical assistance to districts, the South Carolina Department of Education (SCDE) is offering virtual training on how to make online documents accessible June 23–24, 2021. This training is at no cost to districts.

For educators and support staff, this two-day, hands-on training by WebAIM.org will review how to check for and repair common accessibility issues in Microsoft, Google, and PDF documents. This training is appropriate for anyone teaching students online or developing content that will be posted online. Participants can earn 8.0 Continuing Education Units (CEUs).

Registration for this event will be open April 20 through June 18, 2021. For additional information visit the SCDE Event Calendar or contact Valarie Byrd, vbyrd@ed.sc.gov.

**Announcement: Open Q & A Session Training**

**Contact Person:** Ashley Epperson

**Department(s):** Communications

**Start Date:** 05/10/2021

**End Date:** 06/10/2021

Details: This Communications Training will be held for Communications Coordinators on June 10. More information will follow.

**Announcement: Local Board Approved (LBA) Courses Form**

**Contact Person:** Christy Junkins

**Department(s):** PowerSchool and IT

**Start Date:** 05/10/2021

**End Date:** 06/09/2021

Details: Form for LBA Approval

**Announcement: June 2021 PowerSchool Admin Monthly Webinar**

**Contact Person:** Zenobia Ealy

**Department(s):** PowerSchool and IT

**Start Date:** 05/17/2021

**End Date:** 06/17/2021

Details: This PowerSchool Training will be held for PowerSchool Admins on June 17. More information will follow.

**Announcement: FY21 CTE Perkins Approval**

**Contact Person:** Haley Perez

**Department(s):** CTE, Federal Programs Finance

**Start Date:** 05/19/2021

**End Date:** 06/02/2021

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

**Announcement: FY20 ESSER I Amendment Approval**

**Contact Person:** Haley Perez

**Department(s):** Federal Programs Finance

**Start Date:** 05/24/2021

**End Date:** 06/04/2021

Details: The Charter Institute at Erskine has been notified of approval of your school's FY 20 ESSER I plan amendment from the South Carolina Department of Education. Please see the attached updated Smart Fusion budget and approval memo containing your school's current approved plan, documents required for pre-approval/reimbursement, and important deadlines.

**Announcement: Optional Vaccine Clinics**

**Contact Person:** Sherri Herbst

**Department(s):** State and Academic Programs

**Start Date:** 05/27/2021

**End Date:** 06/02/2021

Details: Please read the attached document regarding optional end-of-year vaccine clinics in schools. SC DHEC is partnering with schools to provide vaccine clinics for students, staff, and family members. This is optional. Schools that wish to participate should complete the survey (link provided in the document provided within this announcement).

**Announcement: Proposed Changes to SCTS 4.0 Environment Domain Rubric**

**Contact Person:** Sherri Herbst

**Department(s):** State and Academic Programs

**Start Date:** 05/28/2021

**End Date:** 06/02/2021

Details: The April 23, 2021 State and Academic Programs Updates contained information about the proposed changes to the SCTS 4.0 Environment Domain Rubric.

These revisions reflect the importance of creating classrooms that are safe, supportive, rigorous, and inclusive learning environments for all students. The changes also support teachers in more clearly understanding what it looks like to create a classroom where every student is empowered to be successful. The DRAFT Environment Rubric shows the updates made to this domain. Please see the document attached to this announcement that contains further information and links. Please contact Sherri Herbst if you have any questions.