

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
Red Cross Training Sign In She...	06/25/2021	Sarah Shealy	Title IV
FY21 Annual Audit Engagement	06/30/2021	John Li	Finance
New School PowerSchool Details	06/18/2021	Jason Jones	PowerSchool and IT
NEW Power School Users Trainin...	06/14/2021	Patti Rubenzer	New Schools
ALL PowerSchool Users Training	06/21/2021	Patti Rubenzer	PowerSchool and IT
End of Year Checklist	06/18/2021	Jason Jones	PowerSchool and IT
Parent Involvement Activity Li...	06/30/2021	Sarah Shealy	Title I
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...
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
CEEB Code Application	06/18/2021	Jason Jones	Leadership
CTE Semi Annual Certifications...	06/21/2021	Haley Perez	Federal Programs Fin...
FY20 CSI Semi Annual Certifica...	06/21/2021	Haley Perez	Federal Programs Fin...
FY19 CSI Semi Annual Certifica...	06/21/2021	Haley Perez	Federal Programs Fin...
Title II Semi Annual Certifica...	06/21/2021	Ciera Bing	Federal Programs Fin...
CTE Semi Annual Certifications...	06/21/2021	Ciera Bing	Federal Programs Fin...
ESSER III Return Plan	06/18/2021	Sally Fickling	Federal Programs Fin...
HS Academic Recovery Plans (A...	06/22/2021	Sherri Herbst	State and Academic P...
Coker University Scholarships ...	03/22/2021 - 06/18/2021	Paula Gray	Human Resources and ...
Electronic Document Accessibil...	05/07/2021 - 06/18/2021	Paula Gray	Human Resources and ...
June 2021 PowerSchool Admin Mo...	05/17/2021 - 06/17/2021	Zenobia Ealy	PowerSchool and IT
FY20 ESSER I Amendment Approva...	05/24/2021 - 06/18/2021	Haley Perez	Federal Programs Fin...
P-EBT Attendance Corrections	06/02/2021 - 06/18/2021	Jason Jones	PowerSchool and IT
Career and Technical Education...	06/02/2021 - 06/25/2021	Jason Jones	PowerSchool and IT
FY20 TSI Plan Amendment Approv...	06/07/2021 - 06/30/2021	Haley Perez	Federal Programs Fin...
FY21 CRF Plan Amendment Approv...	06/08/2021 - 06/30/2021	Haley Perez	Federal Programs Fin...
ESSER III Preliminary Allocati...	06/08/2021 - 06/18/2021	Sally Fickling	Federal Programs Fin...
FY21 Title II Amended Plan App...	06/09/2021 - 06/30/2021	Haley Perez	Federal Programs Fin...
Attendance Interventions and L...	06/10/2021 - 06/24/2021	Jason Jones	Leadership

### **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: 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 School PowerSchool Details**

**Department:** PowerSchool and IT

**Due Date:** 06/18/2021

Details: This submission is to collect the details that will be listed in PowerSchool for the new school.

**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: End of Year Checklist**

**Department:** PowerSchool and IT

**Due Date:** 06/18/2021

Details: PowerSchool Admins should see the attached End-of-Year guide and confirm steps have been taken to ensure a successful end of year process for your school.

**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: 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

**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: 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.

**Submission: CEEB Code Application**

**Department:** Leadership

**Due Date:** 06/18/2021

Details: Please fill out the attached application for a College Entrance Examination Board Code for your school. This code will be used by students to indicate the school where they are attending for scores to be sent.

**Submission: CTE 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 21, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.

**Submission: FY20 CSI 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 21, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.

**Submission: FY19 CSI 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 21, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.

**Submission: Title II 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 21, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.

**Submission: CTE 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 21, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.



**Submission: ESSER III Return Plan**

**Department:** Federal Programs Finance

**Due Date:** 06/18/2021

Details: Please submit your school's ESSER III Return Plan at: <https://erskinecharters.formstack.com/forms/esser3returnplan>

After completing the form, please upload the PDF Submission that was emailed via Formstack for the school's and Institute's records.

**Submission: HS Academic Recovery Plans (ARP) for SY 21-22**

**Department:** State and Academic Programs

**Due Date:** 06/22/2021

Details: Please use the rubric provided by the SCDE as you craft your Academic Recovery Plan.

**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: 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](mailto:vbyrd@ed.sc.gov).

**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: FY20 ESSER I Amendment Approval**

**Contact Person:** Haley Perez

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

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

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

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: P-EBT Attendance Corrections**

**Contact Person:** Jason Jones

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

**Start Date:** 06/02/2021

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

Details: During the pandemic, attendance records may have determined whether some of your students are eligible for additional monetary benefits from the U.S. Department of Agriculture (USDA) through the S.C. Department of Social Services (DSS) referred to as "P-EBT". June 20th, 2021 the SCDE will, once again, pull PowerSchool attendance records going back to September.

It is therefore of utmost importance that you ensure records are correct so that your eligible students receive accurate P-EBT benefits.

More information can be found here: <https://files.constantcontact.com/c3e69b7b501/06af11dd-a253-4c05-a786-3ce64fab98e4.pdf>

### **Announcement: Career and Technical Education - Senior Extension and Waivers**

**Contact Person:** Jason Jones

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

**Start Date:** 06/02/2021

**End Date:** 06/25/2021

Details: For CTE Completion status, seniors must earn all of the required units/hours in the state-recognized program by July 1 to be counted as completers for the 2020–21 school year.

A few extensions have been granted depending on the program of study. Please see the link here for more information: <https://files.constantcontact.com/c3e69b7b501/aceed9d2-11b4-4d4d-9466-076ca0e51eb8.pdf>

### **Announcement: FY20 TSI Plan Amendment Approval**

**Contact Person:** Haley Perez

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

**Start Date:** 06/07/2021

**End Date:** 06/30/2021

Details: The Charter Institute at Erskine has been notified of approval of your school's FY20 TSI plan amendment request 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 and SmartFusion budget.

**Announcement: FY21 CRF Plan Amendment Approval**

**Contact Person:** Haley Perez

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

**Start Date:** 06/08/2021

**End Date:** 06/30/2021

Details: The Charter Institute at Erskine has been notified of approval of your school's FY21 CRF plan amendment request 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 and SmartFusion budget (uploaded on completion).

**Announcement: ESSER III Preliminary Allocations**

**Contact Person:** Sally Fickling

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

**Start Date:** 06/08/2021

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

Details: Please review your school's preliminary ESSER III allocation memo. Final allocations will be sent once the Institute receives your Return to In-Person Instruction and Continuity of Services Plan (if required).

**Announcement: FY21 Title II Amended Plan Approval**

**Contact Person:** Haley Perez

**Department(s):** Federal Programs Finance , Title II

**Start Date:** 06/09/2021

**End Date:** 06/30/2021

Details: The Charter Institute at Erskine has been notified of approval of your school's FY21 Title II plan amendment request 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, as well as your updated Smart Fusion budget.

**Announcement: Attendance Interventions and Learning Loss PD**

**Contact Person:** Jason Jones

**Department(s):** Leadership

**Start Date:** 06/10/2021

**End Date:** 06/24/2021

Details: The SCDE Office of Student Intervention Services will be hosting a series of professional development opportunities to address learning loss and attendance interventions due to the COVID

pandemic. Please see the attachments for more details.