# Charter Institute at Erskine

## INSTITUTE INSIGHTS

| NAME | DATE | CONTACT | DEPARTMENT |
|---|---|---|---|
| FY22 Title I Employee Document... | 06/27/2022 | Sarah Shealy | Federal Programs Fin... |
| ESSER I Employee Time & Effort... | 06/30/2022 | Sarah Shealy | Federal Programs Fin... |
| FY21 CSI Employee Time & Effor... | 06/30/2022 | Sarah Shealy | Federal Programs Fin... |
| FY21 CTE Employee Time & Effor... | 06/30/2022 | Sarah Shealy | Federal Programs Fin... |
| ESSER II Employee Time & Effor... | 06/30/2022 | Sarah Shealy | Federal Programs Fin... |
| IDEA Employee Time & Effort Co... | 06/30/2022 | Sarah Shealy | Federal Programs Fin... |
| FY22 Title I Employee Time & E... | 06/30/2022 | Sarah Shealy | Federal Programs Fin... |
| Title II Employee Time & Effor... | 06/30/2022 | Sarah Shealy | Federal Programs Fin... |
| GEER Employee Time & Effort Co... | 06/30/2022 | Sarah Shealy | Federal Programs Fin... |
| FY21 TSI Employee Time & Effor... | 06/30/2022 | Sarah Shealy | Federal Programs Fin... |
| ESSER III Employee Time & Effo... | 06/30/2022 | Sarah Shealy | Federal Programs Fin... |
| College Readiness Test payment... | 06/30/2022 | Heather Holliday | Assessment |
| ESSER III Employee Documentati... | 06/27/2022 | Sarah Shealy | Federal Programs Fin... |
| FY23 Board Approved Budget | 06/30/2022 | John Li | Finance |
| FY22 CTE Employee Time & Effor... | 06/30/2022 | Sarah Shealy | Federal Programs Fin... |
| FY21 Title I Employee Time & E... | 06/30/2022 | Sarah Shealy | Federal Programs Fin... |
| May 2022 Journal Entry Upload | 06/30/2022 | John Li | Finance |
| Inventory of Fixed Assets | 06/30/2022 | Ciera Bing | Finance |
| Summer Surveys and Narratives | 06/30/2022 | Heather Holliday | Accountability |
| FY22 Title I Parent Activity D... | 06/30/2022 | Sarah Shealy | Title I |
| HS Class Ranking Files for 202... | 06/30/2022 | Jason Jones | PowerSchool and IT |
| FY22 TITLE I April Amended Ben... | 06/28/2022 | Ciera Bing | Federal Programs Fin... |
| School / District Audit Firm A... | 05/24/2022 - 06/30/2022 | John Li | Finance |
| MAP Technical Requirement upda... | 06/07/2022 - 06/30/2022 | Heather Holliday | Assessment, PowerSch... |
| Federal 5 Day Count Informatio... | 06/10/2022 - 06/30/2022 | Haley Perez | Federal Programs Fin... |
| Google Testing Calendar Memo f... | 06/15/2022 - 06/30/2022 | Heather Holliday | Assessment |
| Work Keys Results Spring 2022 | 06/16/2022 - 06/30/2022 | Heather Holliday | Accountability , Ass... |
| Teacher Survey Participation R... | 06/23/2022 - 06/30/2022 | Heather Holliday | Accountability , Pow... |

### Submission: FY22 Title I Employee Documentation 2021-2022

**Department:** Federal Programs Finance

**Due Date:** 06/27/2022

Details: Please submit the required documents (Work Agreement, Schedule, Job Description, and Salary Split) for FY22 Title I funded employees within your school during the 2021-2022 school year. See the included FAQ detailed information regarding each document.

### Submission: ESSER I Employee Time & Effort Collection

**Department:** Federal Programs Finance

**Due Date:** 06/30/2022

Details: All employees paid in full or in part with federal funds must keep specific documents to officially certify the amount of time they spent on grant activities (2 C.F.R. Part 200.430(i)(1)) Either a semi-annual certification or a personnel activity report (PAR) must be submitted. (All employees whose work is funded fully (100%) by a single cost objective or grant award must complete a semi-annual cert. A PAR must be completed if an employee is funded partially on one or more grant cost objectives)

### Submission: FY21 CSI Employee Time & Effort Collection

**Department:** Federal Programs Finance

**Due Date:** 06/30/2022

Details: All employees paid in full or in part with federal funds must keep specific documents to officially certify the amount of time they spent on grant activities (2 C.F.R. Part 200.430(i)(1)) Either a semi-annual certification or a personnel activity report (PAR) must be submitted. (All employees whose work is funded fully (100%) by a single cost objective or grant award must complete a semi-annual cert. A PAR must be completed if an employee is funded partially on one or more grant cost objectives)

### Submission: FY21 CTE Employee Time & Effort Collection

**Department:** Federal Programs Finance

**Due Date:** 06/30/2022

Details: All employees paid in full or in part with federal funds must keep specific documents to officially certify the amount of time they spent on grant activities (2 C.F.R. Part 200.430(i)(1)) Either a semi-annual certification or a personnel activity report (PAR) must be submitted. (All employees whose work is funded fully (100%) by a single cost objective or grant award must complete a semi-annual cert. A PAR must be completed if an employee is funded partially on one or more grant cost objectives)

### Submission: ESSER II Employee Time & Effort Collection

**Department:** Federal Programs Finance

**Due Date:** 06/30/2022

Details: All employees paid in full or in part with federal funds must keep specific documents to officially certify the amount of time they spent on grant activities (2 C.F.R. Part 200.430(i)(1)) Either a semi-annual certification or a personnel activity report (PAR) must be submitted. (All employees whose work is funded fully (100%) by a single cost objective or grant award must complete a semi-annual cert. A PAR must be completed if an employee is funded partially on one or more grant cost objectives)

### Submission: IDEA Employee Time & Effort Collection

**Department:** Federal Programs Finance

**Due Date:** 06/30/2022

Details: All employees paid in full or in part with federal funds must keep specific documents to officially certify the amount of time they spent on grant activities (2 C.F.R. Part 200.430(i)(1)) Either a semi-annual certification or a personnel activity report (PAR) must be submitted. (All employees whose work is funded fully (100%) by a single cost objective or grant award must complete a semi-annual cert. A PAR must be completed if an employee is funded partially on one or more grant cost objectives)

### Submission: FY22 Title I Employee Time & Effort Collection

**Department:** Federal Programs Finance

**Due Date:** 06/30/2022

Details: All employees paid in full or in part with federal funds must keep specific documents to officially certify the amount of time they spent on grant activities (2 C.F.R. Part 200.430(i)(1)) Either a semi-annual certification or a personnel activity report (PAR) must be submitted. (All employees whose work is funded fully (100%) by a single cost objective or grant award must complete a semi-annual cert. A PAR must be completed if an employee is funded partially on one or more grant cost objectives)

### Submission: Title II Employee Time & Effort Collection

**Department:** Federal Programs Finance

**Due Date:** 06/30/2022

Details: All employees paid in full or in part with federal funds must keep specific documents to officially certify the amount of time they spent on grant activities (2 C.F.R. Part 200.430(i)(1)) Either a semi-annual certification or a personnel activity report (PAR) must be submitted. (All employees whose work is funded fully (100%) by a single cost objective or grant award must complete a semi-annual cert. A PAR must be completed if an employee is funded partially on one or more grant cost objectives)

### Submission: GEER Employee Time & Effort Collection

**Department:** Federal Programs Finance

**Due Date:** 06/30/2022

Details: All employees paid in full or in part with federal funds must keep specific documents to officially certify the amount of time they spent on grant activities (2 C.F.R. Part 200.430(i)(1)) Either a semi-annual certification or a personnel activity report (PAR) must be submitted. (All employees whose work is funded fully (100%) by a single cost objective or grant award must complete a semi-annual cert. A PAR must be completed if an employee is funded partially on one or more grant cost objectives)

### Submission: FY21 TSI Employee Time & Effort Collection

**Department:** Federal Programs Finance

**Due Date:** 06/30/2022

Details: All employees paid in full or in part with federal funds must keep specific documents to officially certify the amount of time they spent on grant activities (2 C.F.R. Part 200.430(i)(1)) Either a semi-annual certification or a personnel activity report (PAR) must be submitted. (All employees whose work is funded fully (100%) by a single cost objective or grant award must complete a semi-annual cert. A PAR must be completed if an employee is funded partially on one or more grant cost objectives)

### Submission: ESSER III Employee Time & Effort Collection

**Department:** Federal Programs Finance

**Due Date:** 06/30/2022

Details: When completing Time and Effort for these employees, please refer to the included "SCDE Time and Effort Procedure" and "Who Fills Out What" pdfs for further details and instructions.

### Submission: College Readiness Test payment information

**Department:** Assessment

**Due Date:** 06/30/2022

Details: While the state does not require documentation for College Readiness Testing, we collect this information to ensure we have records of what should be dispersed to you from the state once that process is complete. Please submit a completed Reimbursement Claim Form along with an invoice and proof of payment to keep  on file . Please contact hholliday@erskinecharters.org with questions. You may receive these well into the summer, so the a due date near the end of June.

### Submission: ESSER III Employee Documentation 2021-2022

**Department:** Federal Programs Finance

**Due Date:** 06/27/2022

Details: Please submit the required documents (Work Agreement, Schedule, Job Description, and Salary Split) for ESSER III funded employees within your school during the 2021-2022 school year. See the included FAQ for detailed information regarding each document.

### Submission: FY23 Board Approved Budget

**Department:** Finance

**Due Date:** 06/30/2022

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: FY22 CTE Employee Time & Effort Collection

**Department:** Federal Programs Finance

**Due Date:** 06/30/2022

Details: All employees paid in full or in part with federal funds must keep specific documents to officially certify the amount of time they spent on grant activities (2 C.F.R. Part 200.430(i)(1)) Either a semi-annual certification or a personnel activity report (PAR) must be submitted. (All employees whose work is funded fully (100%) by a single cost objective or grant award must complete a semi-annual cert. A PAR must be completed if an employee is funded partially on one or more grant cost objectives)

### Submission: FY21 Title I Employee Time & Effort Collection

**Department:** Federal Programs Finance

**Due Date:** 06/30/2022

Details: All employees paid in full or in part with federal funds must keep specific documents to officially certify the amount of time they spent on grant activities (2 C.F.R. Part 200.430(i)(1)) Either a semi-annual certification or a personnel activity report (PAR) must be submitted. (All employees whose work is funded fully (100%) by a single cost objective or grant award must complete a semi-annual cert. A PAR must be completed if an employee is funded partially on one or more grant cost objectives)

### Submission: May 2022 Journal Entry Upload

**Department:** Finance

**Due Date:** 06/30/2022

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: Inventory of Fixed Assets

**Department:** Finance

**Due Date:** 06/30/2022

Details: In compliance with Section 59-40-40e, all charter schools are subject to the same fixed asset inventory requirements as are traditional public schools. The submitted document must contain a listing of all fixed assets and physical inventory on hand that is owned by the school (leased items not required). Please reference document templates within the submission. Schools must complete both tabs in worksheet and maintain a copy of this document on file at the School for reference.

### Submission: Summer Surveys and Narratives

**Department:** Accountability

**Due Date:** 06/30/2022

Details: The portal for submitting summer surveys and narratives with the SCDE is now open. You will find several guiding memos and documents attached which include deadlines and information on completing these processes. If your school is a new school for 21-22 this will be the first time you complete this work. If you were an existing school in 21-22, you also have your former narrative attached as a place to begin. Please reach out to hholliday@erskinecharters.org with questions.

### Submission: FY22 Title I Parent Activity Documents

**Department:** Title I

**Due Date:** 06/30/2022

Details: Documents for the Planning Meeting and Annual Meeting do not need to be re-submitted.

### Submission: HS Class Ranking Files for 2021-2022

**Department:** PowerSchool and IT

**Due Date:** 06/30/2022

Details: SCDE Posted Class Ranking files on 6/17/2022. Attached is your school's file from SCDE

### Submission: FY22 TITLE I April Amended Benefit Breakout Final Collection

**Department:** Federal Programs Finance

**Due Date:** 06/28/2022

Details: April Amendment Submission-Please update the Benefits Breakout form to reflect the amount that is included in the amended plan. Schools will be unable to seek federal reimbursements for benefits until received. Benefits total must equal the amount requested in the plan. Please refer to SCDE Financial Accounting Handbook for the correct category description

### Announcement: School / District Audit Firm Approval

**Contact Person:** John Li

**Department(s):** Finance

**Start Date:** 05/24/2022

**End Date:** 06/30/2022

Details: Good Afternoon School Leaders and School Finance Officers

Please see the email below from SCDE Audit Services and SC State Auditor's Office.

### Announcement: MAP Technical Requirement updates for 22-23

**Contact Person:** Heather Holliday

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

**Start Date:** 06/07/2022

**End Date:** 06/30/2022

Details: NWEA MAP has released new Technical Requirement updates for Fall 2022. The link to the updates is included in the attached document. You will want to get your IT folks on this task well before school begins in the fall to ensure a smooth testing cycle. Contact hholliday@erskinecharters.org with questions.

### Announcement: Federal 5 Day Count Information

**Contact Person:** Haley Perez

**Department(s):** Federal Programs Finance , PowerSchool and IT, Title I, Title II

**Start Date:** 06/10/2022

**End Date:** 06/30/2022

Details: As you know, the upcoming 5th day count for the 2022-2023 school year is the official data pull that impacts eligibility and allocation of federal funds. As your school is preparing for the upcoming school year, please remember how crucial the data collection and data accuracy are for this. Please see attached for important items related to Power School and Federal funding for 5th Day Count. The Institute will also be providing optional, drop-in technical assistance sessions (More information attached).

### Announcement: Google Testing Calendar Memo for 22-23

**Contact Person:** Heather Holliday

**Department(s):** Assessment

**Start Date:** 06/15/2022

**End Date:** 06/30/2022

Details: Attached you will find a memo regarding a submission which will become available July 1. In the meantime, work on the submission can begin using the link in the memo. This testing calendar is one the Institute has used for several years so it is not anything new. Feel free to share this memo with anyone who needs the information. I know several schools are in the process of assigning STC responsibilities and may not know who that person will be at this time. Please contact hholliday@erskinecharters.org with questions.

### Announcement: Work Keys Results Spring 2022

**Contact Person:** Heather Holliday

**Department(s):** Accountability , Assessment

**Start Date:** 06/16/2022

**End Date:** 06/30/2022

Details: Attached you will find your school's Spring 2022 Work Keys (Career Readiness) results. These results have been uploaded into Enrich for you as well so the results should be reflected in the College and Career Readiness reports at this time. You can use this information to determine who among your third year students may need to retest on any areas of Work Keys in the fall to be classified as Career Ready. Students must earn a Certificate of Silver, Gold, or Platinum to be considered Career Ready. Bronze certificates or those with no designation of a certificate will not qualify for Career Readiness per the results of this test administration. Scores of any subtest below a level 4 can be retaken in order to try again in the fall. Please contact hholliday@erskinecharters.org with questions.

**Announcement: Teacher Survey Participation Rate Information**

**Contact Person:** Heather Holliday

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

**Start Date:** 06/23/2022

**End Date:** 06/30/2022

Details: The SCDE has provided some information to the Institute regarding the completion of the teacher surveys through the Power Teacher eCollect portal this spring. You will find an attached memo describing the spreadsheet you have for your school specifically. We will have a submission of notes and changes you would like me to submit to the SCDE, but that won't be posted until July 1. For now, this is for you to begin the process of looking through this information and providing your feedback based on guidance in the memo. Please contact hholliday@erskinecharters.org with any questions. Look for the related submission after July 1.