

# Charter Institute at Erskine

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### **Submission: FY23 Payroll Authorization Form**

**Department:** Federal Programs Finance

**Due Date:** 08/15/2022

Details: If your school's payroll is finalized by a 3rd party, a representative from that vendor MUST sign as the approver. If this form is on file with the Institute, the school will no longer be required to sign each payroll register before submission for reimbursement, as the form is an attestation that the individuals listed are those responsible for reviewing and approving throughout FY23.\*\*\*If your school chooses not to use this form, please submit a comment requesting "Exempt" status.\*\*\*

### **Submission: FY23 SmartFusion Contact Form**

**Department:** Federal Programs Finance

**Due Date:** 08/15/2022

Details: This purpose of this form is to assign an individual to receive approval and/or denial communication emails from SmartFusion for ALL federal programs expense claims. This form MUST be completed by the School Leader. Please keep in mind that the individual assigned will solely be responsible for resubmitting reimbursements within a timely manner and communicating all reimbursement needs to the school and the finance contact. Only one individual may be assigned for each school

### **Submission: 2021-2022 Family Engagement Events**

**Department:** Title I

**Due Date:** 07/29/2022

Details: It is a requirement for schools to have documentation that the activities reflected in the Parent and Family Engagement Policy and School-Parent Compact have been implemented.

### **Submission: KRA pre-testing and training information**

**Department:** Assessment

**Due Date:** 07/29/2022

Details: Please see the attached memo regarding training options. There are also a few questions to answer for this submission but no documents to submit. There will be an additional submission regarding certificates & affidavits. This submission is mainly to gather from & provide information to you. While the submission is not due for nearly a month, the sooner you get information to me, the sooner I can enter your staff information into KRA. Contact [hholiday@erskinecharters.org](mailto:hholiday@erskinecharters.org) with questions.

### **Submission: Testing Calendar Completion--Google Doc**

**Department:** Assessment

**Due Date:** 08/15/2022

Details: STCs were provided this information as an announcement in June. This is the same information currently as a submission. There are only questions to answer as a part of this submission--no document uploads. Contact [hholiday@erskinecharters.org](mailto:hholiday@erskinecharters.org) with questions.

### **Submission: June 2022 Journal Entry Upload**

**Department:** Finance

**Due Date:** 07/29/2022

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: PowerSchool Start of Year Resources**

**Department:** PowerSchool and IT

**Due Date:** 07/29/2022

Details: Attached to this ticket is a stack of PowerSchool documents for which you should be aware and following the guidelines throughout the year. Any questions to these documents should be addressed to Erskine and Cantey.

### **Submission: WIDA ACCESS Training Information 22-23**

**Department:** Assessment

**Due Date:** 07/29/2022

Details: The training plan for the start of the year is attached along with several support documents. This information will also be shared with Title III Coordinators. Please contact [hholiday@erskinecharters.org](mailto:hholiday@erskinecharters.org) with questions.

### **Announcement: FY22 Title I School Compacts and Parent Engagement Policies**

**Contact Person:** Sarah Shealy

**Department(s):** Title I

**Start Date:** 07/01/2022

**End Date:** 07/31/2022

Details: Thank-you to all 2021-2022 Title I designated Schools, your hard work in implementing the Title I program is much recognized and appreciated. Your 2021-2022 Title I School Parent Compact and Family Engagement Policies were reviewed. Please see the memos attached concerning how these documents aligned with the SCDE checklists, and areas that may need addressed for the 2022-2023 school year should your school be designated Title I again. Please reach out Sarah Shealy if you have any questions.

**Announcement: Class Ranking Memo from CHE**

**Contact Person:** Jason Jones

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

**Start Date:** 07/03/2022

**End Date:** 07/22/2022

Details: Please see attached memo from CHE regarding policy to provide IHE's a full ranking list for the year. Details attached.

**Announcement: Beginning of the Year Finance Memos**

**Contact Person:** Angelica Rodriguez

**Department(s):** Finance

**Start Date:** 07/04/2022

**End Date:** 07/22/2022

Details: Please see the following memos attached.

**Announcement: New Mileage Rate effective July 1, 2022**

**Contact Person:** Angelica Rodriguez

**Department(s):** Finance

**Start Date:** 07/04/2022

**End Date:** 08/03/2022

Details: The General Appropriations Act provides for mileage reimbursements at the standard business mileage rate established by the Internal Revenue Service. Beginning on July 1, 2022, the Internal Revenue Service rate will be 62.5 cents per mile. Reimbursement for trips taken on or after July 1, 2022, will be at the rate of 62.5 cents per mile.

**Announcement: June 30th Federal Expenditure Deadline**

**Contact Person:** Ciera Bing

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

**Start Date:** 07/05/2022

**End Date:** 07/29/2022

Details: As mentioned in previous trainings and all approval memos received from the Federal Programs Department, all expenditures for each active grant for FY22 (7/1/21 - 6/30/22) MUST be submitted in SmartFusion with supporting documentation by Friday, July 8th. Submitted documentation must be in alignment with that of your approval memos. Schools with incomplete packages WILL have the option to resubmit after review. Please note that resubmissions may have a deadline that MUST be met in order for the school to receive approval of the expenditure reimbursement.

**Announcement: June Accrual Payroll Federal Expenditure Deadline**

**Contact Person:** Ciera Bing

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

**Start Date:** 07/05/2022

**End Date:** 07/29/2022

Details: As mentioned in all virtual 1:1 meetings, all June ACCRUAL payroll expenditures for each active grant for FY22 (7/1/21 - 6/30/22) MUST be submitted in SmartFusion with supporting documentation by Friday, July 29th. Submitted documentation must be in alignment with that of your approval memos. Schools with incomplete packages WILL NOT have the option to resubmit after review, and all submitted documents will be reviewed as is.

### **Announcement: FY23 School Finance Work Group Survey**

**Contact Person:** John Li

**Department(s):** Finance

**Start Date:** 07/05/2022

**End Date:** 07/29/2022

Details: As we are entering a new school year, we are sending this survey to all schools to hear their interest in topics that they would like to discuss within a joint round group session with the South Carolina Public Charter School District. Please complete the linked Formstack survey as this will assist us with making this session valuable.  
[https://erskinecharters.formstack.com/forms/fy23\\_school\\_finance\\_work\\_group\\_survey](https://erskinecharters.formstack.com/forms/fy23_school_finance_work_group_survey)

### **Announcement: New Funding Budget Workshop**

**Contact Person:** John Li

**Department(s):** Finance

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

**End Date:** 08/06/2022

Details: As we enter into a new budget year with new funding methodology, we are offering the opportunity to schedule a budget workshop with each school leader to meet and discuss the new funding formula. If your school would like to take advantage of this opportunity, please email John Li at [jli@erskinecharters.org](mailto:jli@erskinecharters.org) to schedule the workshop.

### **Announcement: Annual Update of Lunch Forms and District of Residence Reminder**

**Contact Person:** Sarah Shealy

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

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

**End Date:** 08/06/2022

Details: The annual collection of each student's proof of District of Residence and the verification of their Free or Reduced Lunch status is a vital part of ensuring your school's eligibility for federal funding each year. Please find attached to this announcement resources concerning 1) District of Residence Requirements, 2) the USDE Enrollment Rights for Children, 3) the NLP/USDA Lunch Program Form, 4) an Alternate Income Form template for non-NSLP/USDA schools, and 5) the 2022-2023 Income Eligibility Guidelines. These resources can also be found on the Institute's website at:  
<https://erskinecharters.org/federal-programs/title-i-school-resources/>

### **Announcement: Fifth Day Count Technical Assistance Sessions**

**Contact Person:** Sarah Shealy

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

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

**End Date:** 08/29/2022

Details: In effort to continually provide adequate support for our schools, the Institute will conduct virtual technical assistance sessions to provide support and assistance to prepare for your school's upcoming 5th day count. The sessions will be held every Monday, beginning July 11, 2022 - August 29, 2022, from 10:30 a.m. – 11:30 a.m. These drop-in Q&A sessions are optional to attend, and no sign-up is required. Please find attached to this announcement the 1) FY23 5th Day Count Memo (resources and reminders), 2) FY23 5th Day Count power point slides, and 3) the 5th Day Count Technical Assistance Memo. The Technical Assistance memo contains the zoom link to attend the drop-in zoom sessions.

**Announcement: STC Newsletter July 13, 2022**

**Contact Person:** Heather Holliday

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

**Start Date:** 07/13/2022

**End Date:** 07/27/2022

Details: Attached you will find the first STC newsletter this year. Please reach out to [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) with questions.

**Announcement: Assessment--Updated State Memo regarding test dates 22-23**

**Contact Person:** Heather Holliday

**Department(s):** Assessment

**Start Date:** 07/14/2022

**End Date:** 08/13/2022

Details: Attached you will find the updated memo from the SCDE regarding testing windows for the 22-23 school year. This will not be the last version, but I will share as new ones become available. Contact [hholliday@erskinecharters.org](mailto:hholliday@erskinecharters.org) with questions.