

Charter Institute at Erskine

INSTITUTE INSIGHTS

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Submission: FY 20 CTE Federal Plan Submission

Department: CTE

Due Date: 04/24/2020

Details: Please upload the completed template to submit your FY 20 CTE Federal plan. The attached memo and SCDE Expenditure Guidelines contains further information.

Submission: March 2020 Financial Entries

Department: Finance

Due Date: 04/30/2020

Details: Please replicate the financial entries for March 2020 into SmartFusion. Upload a copy of the Journal Entry when it is ready to be posted.

Submission: 2020-2021 School Year Calendars

Department: Leadership

Due Date: 04/30/2020

Details: It's time to get the Calendars finalized and approved. Please provide a copy of your 2020-2021 Calendar. Double-check to make sure it has 180 days, at least 3 weather makeup days and has been approved by your board.

Submission: Title I Amendment Request

Department: Title I

Due Date: 04/20/2020

Details: The Charter Institute at Erskine has been notified of approval of all FY20 Title I plan requests from the South Carolina Department of Education. Please use this submission if an amendment is needed to your plan at this time.

Submission: CSI Title I Employee Documents

Department: Comprehensive Support and Improvement

Due Date: 04/20/2020

Details: Please submit the required documents for CSI Title I-funded employees within your school.

Announcement: Students and Volunteers of the Year

Contact Person: Paula Gray

Department(s): Human Resources and Benefits

Start Date: 01/27/2020

End Date: 05/01/2020

Details: It's time to start thinking about submitting your Students and Volunteers of the Year! The deadline is May 1, 2020. Please send the attached forms for your nominees to hrbenefits@erskinecharters.org.

Announcement: Coronavirus (COVID-19) PowerSchool Coding Guidance

Contact Person: Zenobia Ealy

Department(s): PowerSchool and IT

Start Date: 03/12/2020

End Date: 05/02/2020

Details: This is a manual that schools can use to implement the coding guidance from the SCDE in PowerSchool, during the governor's school closing executive order. There are now seven new sections of guidance from the SCDE. Please read the new sections in the manual and if you have any questions email Cantey support.

Announcement: FY20 Title I Approval

Contact Person: Haley Perez

Department(s): Federal Programs Finance , Title I

Start Date: 03/30/2020

End Date: 04/29/2020

Details: The Charter Institute at Erskine has been notified of approval of your school's FY20 Title I plan 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. Please reach out with any questions or concerns.

Announcement: COVID-19 Virtual Counseling and Suicide Prevention and Awareness Resources

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 04/06/2020

End Date: 05/13/2020

Details: Please review the attached memorandum regarding resources provided by SCDE when considering virtual counseling. Also, SCDE, in partnership with the South Carolina Department of Mental health is offering a suicide prevention and awareness course called Signs Matter: Early Detection. You can register by copying this link and pasting in your address bar. https://scde.formstack.com/forms/signs_matter_registration

Announcement: FY20 Federal Grants Reimbursement

Contact Person: Ciera Bing

Department(s): Federal Programs Finance , Finance

Start Date: 04/08/2020

End Date: 04/30/2020

Details: IDEA, Title II, Title I, and FY19CSI school budget requests and related activities were approved by the South Carolina Department of Education. Expenditure requests will follow the approval process as described in this memo. Amendment expenses submitted have not yet been approved and are currently exempt at this time. Schools can only claim reimbursements for the April 30th deadline if the goods and services have already been rendered and/or have been delivered and payment has been issued.

Announcement: Membership Count

Contact Person: John Li

Department(s): Finance

Start Date: 04/14/2020

End Date: 05/22/2020

Details: The Institute has collected and submitted the 135 Day Count data to SCDE. Please coordinate with your PowerSchool Coordinator to verify the Membership Count data on the SCDE's website. Please note, the data is still in preliminary status currently. We will continue to monitor the data until it is finalized. We recommend the school to do the same. Please feel free to contact us if you have any questions.

Announcement: SC Association of School Administrators (SCASA) Memberships

Contact Person: Paula Gray

Department(s): Human Resources and Benefits

Start Date: 04/16/2020

End Date: 06/15/2020

Details: SCASA is offering their 2020-2021 memberships at a discounted rate as in previous years. The discounted group rate is \$175.50 per member and the individual rate is \$195.00, so it does save to join as a group. Please send a list of the employees from your school that you would like to have memberships to Paula Gray at hrbenefits@erskinecharters.org no later than June 15, 2020, to receive your discount. Please include their name, position title, email address, phone number, and preferred roundtable group.

Announcement: Erin's Law

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 04/17/2020

End Date: 04/27/2020

Details: School Leaders - please review the Institute Memorandum regarding Erin's Law. Each Institute school is responsible for the delivery of PreK-12th grade age-appropriate instruction regarding sexual abuse education and prevention. Resources arranged by grade level are provided within the memorandum. If you have any questions, please contact Sherri Herbst.

Announcement: Instructional Leaders' Webinar April 15, 2020 Debrief

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 04/17/2020

End Date: 04/25/2020

Details: Please review the updates from the April 15th Instructional Leaders Webinar. All guidance received from SCDE has been updated in our Handbook.