

Charter Institute at Erskine

INSTITUTE INSIGHTS

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Asbestos Hazard Emergency Resp...	05/22/2020	Sherri Herbst	State and Academic P...
March 2020 Financial Entries	04/30/2020	John Li	Finance
2020-2021 School Year Calendar...	04/30/2020	Allen Ray	Leadership
Students and Volunteers of the...	01/27/2020 - 05/01/2020	Paula Gray	Human Resources and ...
Coronavirus (COVID-19) PowerSc...	03/12/2020 - 05/02/2020	Zenobia Ealy	PowerSchool and IT
FY20 Title I Approval	03/30/2020 - 04/29/2020	Haley Perez	Federal Programs Fin...
COVID-19 Virtual Counseling an...	04/06/2020 - 04/27/2020	Sherri Herbst	State and Academic P...
FY20 Federal Grants Reimburse...	04/08/2020 - 04/30/2020	Ciera Bing	Federal Programs Fin...
Membership Count	04/14/2020 - 05/22/2020	John Li	Finance
SC Association of School Admin...	04/16/2020 - 06/15/2020	Paula Gray	Human Resources and ...
Erin's Law	04/17/2020 - 04/27/2020	Sherri Herbst	State and Academic P...
FY20 Federal Claims Notificati...	04/22/2020 - 05/22/2020	Allen Ray	Federal Programs Fin...
Principal Induction Program - ...	04/24/2020 - 05/08/2020	Sherri Herbst	State and Academic P...

Submission: Asbestos Hazard Emergency Response Act (AHERA)

Department: State and Academic Programs

Due Date: 05/22/2020

Details: The U.S. EPA Asbestos Hazard Emergency Response Act (AHERA) of 1986 under the Federal Code of Regulations 40 CFR 763.93g(4) requires that building occupants (parents, students, staff and teachers) be notified annually of the presence of asbestos in the building and the availability of the Asbestos Management Plan.

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.

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: 04/27/2020

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: FY20 Federal Claims Notification Memo

Contact Person: Allen Ray

Department(s): Federal Programs Finance

Start Date: 04/22/2020

End Date: 05/22/2020

Details: The purpose of this memo is to notify all school leaders of the monthly claims obligation that will be required for all federal programs. The first federal claims expense submission is due by COB Thursday, April 30th for all July 2019 - March 2020 expenses. After April 30th, all monthly claims are due the 2nd Friday of each month. School leaders will begin to receive a weekly federal program percentage report beginning in May to inform schools of where they stand with all allocated expenditures. This report is very crucial for review during this time frame as it will provide guidance on how much funding the school has left to claim. School leaders and school finance contacts are responsible for reviewing the report and staying up to date as all deadlines in place are final.

Announcement: Principal Induction Program - South Carolina Department of Education

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 04/24/2020

End Date: 05/08/2020

Details: Registration for the South Carolina Department of Education Principal Induction Program is now open. Information and the registration submission link can be found in the attached document. Please contact Sherri Herbst at 803-849-2365 if you have any questions.