

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
Asbestos Hazard Emergency Resp...	05/22/2020	Sherri Herbst	State and Academic P...
April 2020 Financial Entries	05/29/2020	John Li	Finance
FY19 CSI Federal Plan Amendmen...	05/08/2020	Ashley Sturkie	Comprehensive Suppor...
Quarterly Financial Statement-...	05/15/2020	John Li	Finance
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 ...
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...
DEHEC Health Update - COVID-19...	04/27/2020 - 05/11/2020	Sherri Herbst	State and Academic P...
National Board COVID-19 Inform...	04/30/2020 - 05/15/2020	Paula Gray	Human Resources and ...

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: April 2020 Financial Entries

Department: Finance

Due Date: 05/29/2020

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

Submission: FY19 CSI Federal Plan Amendment

Department: Comprehensive Support and Improvement

Due Date: 05/08/2020

Details: The Charter Institute at Erskine has been notified of approval of all FY19 Title I CSI (Comprehensive Support & Improvement) 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: Quarterly Financial Statement- Q3

Department: Finance

Due Date: 05/15/2020

Details: The School shall be responsible for entering a monthly upload of all financial transactions in the format prescribed by the Sponsor by the 10th 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.

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: 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.

Announcement: DEHEC Health Update - COVID-19 Return to work decisions and antibody testing

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 04/27/2020

End Date: 05/11/2020

Details: Please read the attached DEHEC Health Update regarding COVID-19 Return-to-Work Decisions and Antibody Testing for Immunity.

Announcement: National Board COVID-19 Information

Contact Person: Paula Gray

Department(s): Human Resources and Benefits, Transfer Schools

Start Date: 04/30/2020

End Date: 05/15/2020

Details: This is for all teachers in the National Board Certification program. The information attached covers three main topics: National Board's Response to COVID-19; National Board Supplement Guidelines; and National Board Legislation. Please be sure any teachers in this program receive the information attached. If you have questions, please feel free to reach out to Jenna Hallman at hallmanj@cerra.org or Suzanne Koty at suzanne@cerra.org.