

Charter Institute at Erskine

INSTITUTE INSIGHTS

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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: Title II Amendment Request

Department: Title II

Due Date: 05/11/2020

Details: The Charter Institute at Erskine has been notified of approval of all FY20 Title II 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: 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: TSI Title I Employee Documents

Department: Additional Targeted Support and Improvement

Due Date: 05/15/2020

Details: Please submit the required documents for TSI Title I-funded employees within your school during 2019-2020.

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.

Submission: Title I Annual Meeting Documents

Department: Title I

Due Date: 05/15/2020

Details: The agenda MUST include the following: 1) The school's participation in Title I and the requirements of Title I, 2) The parents' right to be involved in their child's education, 3) School performance profiles, 4) Their child's individual student assessment results and an interpretation of such results, 5) A description of the curriculum/assessment.

Submission: Title I Parent Survey

Department: Title I

Due Date: 05/12/2020

Details: In order to complete the Title I Annual Evaluation for 2019-2020 and the Comprehensive Needs Assessment for 2020-2021, parent survey data must be collected related to Title I. Please share this survey link with parents to complete the survey. Results will be shared with school leaders and Title I coordinators:
<https://erskinecharters.formstack.com/forms/titleiparentsurvey1920>

Submission: Title II Teacher Survey

Department: Title II

Due Date: 05/12/2020

Details: In order to complete the Comprehensive Needs Assessment for 2020-2021, teacher survey data must be collected related to Title II. Please share this survey link with your staff to complete the survey. Results will be shared with school leaders: https://erskinecharters.formstack.com/forms/teacher_survey1920

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: Ciera Bing

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: 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.

Announcement: Transcripts and Palmetto Fellows Scholarship Deadlines

Contact Person: Zenobia Ealy

Department(s): PowerSchool and IT, Transfer Schools

Start Date: 05/05/2020

End Date: 06/15/2020

Details: The Early Award period for Palmetto Fellows Scholarship Application closed on April 15, 2020. S.C. Commission on Higher Education (CHE) will accept applications postmarked April 15, 2020, or earlier for the Early Award period. Please note, the Late Award period begins May 15, 2020, and continues until June 30, 2020. The June 15, 2020 deadline for transcripts and rank calculations will still be in effect for this cycle. The SCDE has informed us "The transcript date should still be the 180th day, the last day of class, or the day after when grades are finalized. The last day of class or when grades are finalized should still be close to the 180th day this year. Even though e-learning may end earlier this year, the remaining two weeks are being used for students and teachers to finish up work/grading. All students that are taken high credit courses through grades 7 - 12 must have a transcript printed and ranked (if applicable) no later than JUNE 15, 2020. PLEASE ARCHIVE these transcripts electronically.

Announcement: Reminder: Course Completion for Graduating Seniors

Contact Person: Zenobia Ealy

Department(s): PowerSchool and IT, Transfer Schools

Start Date: 05/05/2020

End Date: 05/22/2020

Details: SCDE is making every effort to ensure that high school seniors have the opportunity and adequate period of time to earn the necessary credits for on-time graduation. 1) The period of time for course completion, demonstration of mastery, and course remediation must be finalized by May 15th. 2) All grades for seniors should be entered into PowerSchool by May 22nd.

Announcement: Statewide Textbook Inventory and May pre-order

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 05/05/2020

End Date: 05/19/2020

Details: Please read the attached guidance for the Office of Instructional Materials (OIM) 2019-2020 Statewide Textbook Inventory and May pre-order. It is important to read the guidance before you begin the inventory and pre-order. You will complete both the inventory and pre-order in Destiny. The pre-order only applies to instructional materials for Math K-8. Schools can make selections of their choice in Destiny for the pre-order. There is no "district selection" for charter schools. For charter schools, all available options should appear in Destiny. Pre-orders for the other instructional areas are on hold at this time. Pre-orders require Power School enrollment. Pre-order dates are May 4-22, 2020. The Statewide Inventory is now open. The Inventory would normally close June 30, 2020. Due to the school closure, the OIM will keep the Inventory open through September 1, 2020. Please make your best effort to complete your inventory before the start of the 20-21 school year. If you have any questions, please contact Sherri Herbst. Documents included with this announcement are "Helpful Hints for 2019-2020 Statewide Inventory", "Ordering Guidelines for School Year 20-21", and "A Friendly Reminder about Out of Adoption Instructional Materials". Transfer schools will have different guidance through a separate announcement.

Announcement: Guidance for Collecting Instructional Materials

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 05/06/2020

End Date: 05/20/2020

Details: Please read the attached SCDE guidance and recommendations for collecting instructional materials. Schools will need to make a collection plan that is safe for school employees, parents, and students.

Announcement: Federal Grant Expenditures for Transfers

Contact Person: Haley Perez

Department(s): Transfer Schools

Start Date: 05/08/2020

End Date: 05/29/2020

Details: Please see the attached memo regarding federal grant expenditures for transfer schools.

Announcement: Instructional Leaders' Webinar Meeting Debriefs April 29,2020 and May 6,2020

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 05/08/2020

End Date: 05/22/2020

Details: Notes from the Instructional Leaders' Webinars from April 29, 2020 and May 6, 2020 are attached. They are attached as one document for your convenience. Please contact Sherri Herbst if you have any questions.