

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 Title I Employee Docu...	05/22/2020	Kirby Jerry	Comprehensive Suppor...
20 Day Letter(Apr-June)	06/15/2020	Haley Perez	Title I
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	Ciera Bing	Federal Programs Fin...
Transcripts and Palmetto Fello...	05/05/2020 - 06/15/2020	Zenobia Ealy	PowerSchool and IT, ...
Reminder: Course Completion fo...	05/05/2020 - 05/22/2020	Zenobia Ealy	PowerSchool and IT, ...
Statewide Textbook Inventory a...	05/05/2020 - 05/19/2020	Sherri Herbst	State and Academic P...
Guidance for Collecting Instru...	05/06/2020 - 05/20/2020	Sherri Herbst	State and Academic P...
Federal Grant Expenditures for...	05/08/2020 - 05/29/2020	Haley Perez	Transfer Schools
Instructional Leaders' Webinar...	05/08/2020 - 05/22/2020	Sherri Herbst	State and Academic P...
Updated MTSS Universal Screeni...	05/14/2020 - 05/29/2020	Celina Patton	Special Education an...

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 Title I Employee Documents

Department: Comprehensive Support and Improvement

Due Date: 05/22/2020

Details: Please submit the required documents for CSI Title I-funded employees within your school. These are employees included in your school's FY19 CSI plan.

Submission: 20 Day Letter(Apr-June)

Department: Title I

Due Date: 06/15/2020

Details: Please submit any 20 day letters sent between April 1-June 30. (In accordance with ESSA, all schools are required to provide timely notice to parents when students have been assigned or taught 4 or more consecutive weeks by a teacher who does not meet applicable licensure requirements at the grade level and subject level in which the teacher has been assigned. ESSA Sec. 1112 (e)(1)(B)(ii) Please select "no" if your school has not sent any 20 day notification letters to parents during this time.

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: 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.

Announcement: Updated MTSS Universal Screening Approved List for the 2020-21 School Year

Contact Person: Celina Patton

Department(s): Special Education and 504, Transfer Schools

Start Date: 05/14/2020

End Date: 05/29/2020

Details: The Office of Early Learning and Literacy (OELL) distributed a memorandum to district superintendents containing the approved universal screening list for the 2020–21 school year. To access the memorandum please copy and paste this link into your browser: <https://ed.sc.gov/newsroom/school-district-memoranda-archive/updated-mtss-universal-screening-approved-list-for-the-2020-21-school-year/updated-mtss-universal-screening-approved-list-for-the-2020-21-school-year-memo/>. Please contact Celina Patton or Sophie Ellis for any further questions.