

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
Paraprofessional Employee Docu...	03/30/2020	Haley Perez	Title I
Institute Teacher of the Year ...	04/13/2020	Paula Gray	Human Resources and ...
Red Cross On-site Training	04/06/2020	Haley Perez	Title IV
Title II Amendment Request	03/27/2020	Haley Perez	Title II
IDEA Amendment Request	03/31/2020	Haley Perez	Special Education an...
FY 20 TSI Amendment Request	03/27/2020	Haley Perez	Additional Targeted ...
College and Career Decision Da...	04/10/2020	Christy Junkins	Leadership
College Freshman Report File	04/17/2020	Christy Junkins	Leadership
February 2020 Financial Entrie...	03/31/2020	John Li	Finance
2020-2021 School Year Calendar...	03/27/2020	Allen Ray	Leadership
Student and High School Opinio...	04/20/2020	Christy Junkins	Leadership
Instructional Materials - Impo...	01/21/2020 - 04/01/2020	Sherri Herbst	State and Academic P...
Students and Volunteers of the...	01/27/2020 - 05/01/2020	Paula Gray	Human Resources and ...
Expectations Regarding Teacher...	02/14/2020 - 04/25/2020	Christy Junkins	Leadership, PowerSch...
Guidelines for COVID-19	02/27/2020 - 03/28/2020	Derek Phillips	Communications, Lead...
March Consumables Pre-Order	03/05/2020 - 04/13/2020	Sherri Herbst	State and Academic P...
PEBA's Updated Process Below ...	03/10/2020 - 03/27/2020	Sonja Bradford	Human Resources and ...
Summer Reading Camp 2020	03/10/2020 - 03/24/2020	Sherri Herbst	State and Academic P...
Coronavirus (COVID-19) Attenda...	03/12/2020 - 05/02/2020	Zenobia Ealy	PowerSchool and IT
NEW HIRES SHOULD BE MAKING THE	03/16/2020 - 03/31/2020	Sonja Bradford	Human Resources and ...
Voluntary Coronavirus Resourc...	03/16/2020 - 03/31/2020	Sonja Bradford	Human Resources and ...
State Health Plan Medication R...	03/17/2020 - 03/31/2020	Sonja Bradford	Human Resources and ...
COVID-19 Testing	03/17/2020 - 03/31/2020	Sonja Bradford	Human Resources and ...
Project Lead the Way Dual Cred...	03/17/2020 - 03/27/2020	Christy Junkins	CTE

Submission: Paraprofessional Employee Documentation

Department: Title I

Due Date: 03/30/2020

Details: Please submit the requested documents for ALL paraprofessionals within your school - not just those paid by Title I. More information on paraprofessional requirements can be found at:
<https://ed.sc.gov/policy/federal-education-programs/title-i/paraprofessionals/>

Submission: Institute Teacher of the Year Applications

Department: Human Resources and Benefits

Due Date: 04/13/2020

Details: Please see the attached Data Sheet and Portfolio Guidelines. Contact Paula Gray at 803-849-2460 or hrbenefits@erskinecharters.org with questions.

Submission: Red Cross On-site Training

Department: Title IV

Due Date: 04/06/2020

Details: The sign-in sheet will be uploaded after the training.

Submission: Title II Amendment Request

Department: Title II

Due Date: 03/27/2020

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: IDEA Amendment Request

Department: Special Education and 504

Due Date: 03/31/2020

Details: The Charter Institute at Erskine has been notified of approval of all FY20 IDEA 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: FY 20 TSI Amendment Request

Department: Additional Targeted Support and Improvement

Due Date: 03/27/2020

Details: The Charter Institute at Erskine has been notified of approval of all FY 20 plan requests from the South Carolina Department of Education. Please use this submission if an amendment is needed to your plan at this time. Your school's allocation is \$58,860.48.

Submission: College and Career Decision Day

Department: Leadership

Due Date: 04/10/2020

Details: The Institute's high schools have been invited to the SC Commission on Higher Education's first statewide College & Career Decision Day.

Submission: College Freshman Report File

Department: Leadership

Due Date: 04/17/2020

Details: This file lists the names of students for which a diploma was ordered and earned for the class of 2019. Submit back into the LWS by April 17, 2020.

Submission: February 2020 Financial Entries

Department: Finance

Due Date: 03/31/2020

Details: Please replicate the financial entries for February 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: 03/27/2020

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: Student and High School Opinion Survey

Department: Leadership

Due Date: 04/20/2020

Details: Opinion surveys for the the specific grade(s) for your school

Announcement: Instructional Materials - Important Information and Dates

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 01/21/2020

End Date: 04/01/2020

Details: School Textbook Coordinators work directly through Destiny Textbook Manager and the Office of Instructional Materials when ordering and pre-ordering. Charter Schools may make their own selections from the State Adopted list. Please read the attached documents regarding the State Adopted instructional materials and dates for caravan, pre-orders, orders, and consumables. If you have any questions, please contact Sherri Herbst.

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 hrcbenefits@erskinecharters.org.

Announcement: Expectations Regarding Teacher Certification and PowerSchool Coding

Contact Person: Christy Junkins

Department(s): Leadership, PowerSchool and IT

Start Date: 02/14/2020

End Date: 04/25/2020

Details: Expectations will be discussed in detail at the upcoming Leaders Meeting in March.

Announcement: Guidelines for COVID-19

Contact Person: Derek Phillips

Department(s): Communications, Leadership

Start Date: 02/27/2020

End Date: 03/28/2020

Details: Below you will find some best practices for prevention of the spread of infection. I encourage you to share this with your staff and families. Now is a good time to review your emergency plans and make sure they are up to date for health emergencies and procedures. The Institute will share information on social media about preventative measures, and we encourage you to do the same.

Guidance for Schools and Out-of-Home Child Care Centers: 2019 Novel Coronavirus (COVID-19)

- Novel Coronavirus (2019-nCoV) and You (pdf)

- COVID-19 Quick Facts

- Poster: Stop the Spread of Germs

- Social Media Graphics

- oHow is coronavirus spread?

- oWhat are the symptoms?

- oWho is at the risks?

- oHow is it prevented?

- FAQ videos

- What is Coronavirus Disease 2019 (COVID-19)?

- Am I at risk for COVID-19 infection?

- Stop the Spread of Germs (COVID-19)

Announcement: March Consumables Pre-Order

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 03/05/2020

End Date: 04/13/2020

Details: Textbook Coordinators: This is a reminder that the pre-order for Cursive Writing Consumables grades 2-3, Science Consumables grades K-8, and Social Studies Consumables grades K-5 will run through March 13th. Please submit your pre-order as well as your PowerSchool enrollment through Destiny Textbook Manager as soon as possible. If you do not need to order additional consumables for the subject area(s) listed above, please do not submit an order.

Announcement: PEBA's Updated Process Below and Now On Institute's Website!

Contact Person: Sonja Bradford

Department(s): Human Resources and Benefits

Start Date: 03/10/2020

End Date: 03/27/2020

Details: Good afternoon. In our desire to make your certification and insurance benefits process more manageable and efficient, we have created or updated the following:

1. PEBA's Insurance Benefits Process
2. Updated PCS/PEBA Formstack
3. Newly Created Documentation Submission Form
4. PEBA FAQs
5. PEBA Update Webinar

The PEBA "One" Page Process document is in the documents section of this announcement. It has links to the updated PCS/PEBA Formstack and the PEBA Documentation Submission form.

All five items above are included in the HR Section of the Institute's website.

Please begin using the updated PCS/PEBA Formstack and Documentation Form immediately.

Should you have questions, please contact me at 803-429-2355

Announcement: Summer Reading Camp 2020

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 03/10/2020

End Date: 03/24/2020

Details: Please read attached documents regarding Summer Reading Camp. The pre-camp survey is due to the Institute by April 29th. There is a link to the Institute pre-camp survey in the Institute Memorandum. Please do not complete the SCDE Formstack survey. Contact Sherri Herbst if you have any questions.

Announcement: Coronavirus (COVID-19) Attendance Coding Guidance in PowerSchool

Contact Person: Zenobia Ealy

Department(s): PowerSchool and IT

Start Date: 03/12/2020

End Date: 05/02/2020

Details: In response to questions related to the coding of students affected by COVID-19, the South Carolina Department of Education (SCDE) issues the following guidance.

Absences associated with COVID-19 should be excused, using the "SC-FLU" attendance code. To distinguish COVID-19 from the flu, districts must use the following descriptor in the comment field: COVID-19 (Please enter that code exactly, with all UPPERCASE and do not misspell).

This descriptor will allow the SCDE to track the number of students with absences that can be attributed to COVID-19 and report that information to the South Carolina Department of Health and Environmental Control (DHEC).

To ensure that the information reported to DHEC is as accurate as possible, all schools are reminded that daily attendance must be taken for all classes.

NOTE: As a PS Admin please focus on the accuracy of the data that you are entering into PowerSchool. The data is being uploaded on a daily basis to the SCDE and being analyzed for data reporting at the state level.

Announcement: NEW HIRES SHOULD BE MAKING THEIR PEBA INSURANCE ELECTIONS ONLINE

Contact Person: Sonja Bradford

Department(s): Human Resources and Benefits

Start Date: 03/16/2020

End Date: 03/31/2020

Details: In August 2019, PEBA introduced a new Enroll option that allows new hires to make their insurance elections through MyBenefits. Once you, HR Coordinator, enter required new hire information on the PCS/PEBA Formstack or place this information in the PCS/PEBA folder in dropbox, the Institute's Benefits Administrator will enter basic information in the Employee Benefits System (EBS) and select MyBenefits Enrollment. The employee will receive an email from PEBA (noreply@peba.sc.gov). The employee should follow the link in the email to make his enrollment selections online. If an employee does not receive the email, he should check his spam and junk folders.

The employee has 31 days from the date of hire to make elections. Beginning at day 20, the employee will receive a daily email from PEBA reminding him/her to make his/her elections if he/she has not done so already. If he/she does not complete his/her enrollment by the deadline, he/she will default to REFUSED ALL COVERAGE. This means he/she will not be able to enroll in insurance benefits until the next open enrollment period or until a special eligibility situation occurs.

Announcement: Voluntary Coronavirus Resources for HR Coordinators

Contact Person: Sonja Bradford

Department(s): Human Resources and Benefits

Start Date: 03/16/2020

End Date: 03/31/2020

Details: Good afternoon. Below are Coronavirus helpful resources such as flyers and memos compiled for your voluntary use, They are located in the documents section.

- 1) How Can We Reassure Employees Who are Worried About the Coronavirus?
- 2) Employer Obligation Due to Possible Pandemic Exposure
- 3) How to Handle Communicable Diseases in the Workplace
- 4) New Coronavirus Phishing Attacks - Inoculate Your Employees
- 5) Coping with Stress During the Coronavirus Outbreak
- 6) Social Distancing Guidelines At Work
- 7) Stop the Spread of Germs at Work
- 8) Protect Others from Getting Sick

Announcement: State Health Plan Medication Refill Alternatives Due to COVID -19

Contact Person: Sonja Bradford

Department(s): Human Resources and Benefits

Start Date: 03/17/2020

End Date: 03/31/2020

Details: The South Carolina Public Employee Benefit Authority (PEBA) wants to make sure that its State Health Plan members, including its older members and those with underlying health conditions, have an adequate supply of their medication during this time. Typically, you can refill your medication when 25 to 35 percent of your current prescription is remaining.

If you are concerned about your supply of medications due to COVID-19, you can contact your pharmacist to obtain an additional 30-day supply outside of the normal refill procedures. Please note that regulations pertaining to dispensing controlled substances still apply. Due to the COVID-19 outbreak, pharmacies may be waiving charges for home delivery of prescription medication. Check with your network pharmacy to see if this service is being offered. You can find a network pharmacy by logging in to your Express Scripts account at www.express-scripts.com.

If your network pharmacy does not have your medication available, you may also contact Express Scripts at 855.612.3128 to request a supply of your prescription be filled by Express Scripts Home Delivery and mailed to you.

If you have questions, please contact PEBA at 803-737-6800 or me.

Announcement: COVID-19 Testing

Contact Person: Sonja Bradford

Department(s): Human Resources and Benefits

Start Date: 03/17/2020

End Date: 03/31/2020

Details: COVID-19 Tests

The State Health Plan will cover testing to diagnose COVID-19 at no member cost when prescribed according to guidelines set by public health authorities. Any services associated with treatment will be covered following normal Plan provisions.

Announcement: Project Lead the Way Dual Credit Memo

Contact Person: Christy Junkins

Department(s): CTE

Start Date: 03/17/2020

End Date: 03/27/2020

Details: Memo concerning PLTW and Dual Credit