

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	03/31/2020	Haley Perez	Title II
IDEA Amendment Request	03/31/2020	Haley Perez	Special Education an...
College Freshman Report File	04/17/2020	Christy Junkins	Leadership
Primary and Elementary School ...	04/28/2020	Sherri Herbst	State and Academic P...
Middle and Secondary School Re...	04/28/2020	Sherri Herbst	State and Academic P...
February 2020 Financial Entrie...	03/31/2020	John Li	Finance
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
Educator Evaluation Flexibilit...	03/24/2020 - 03/31/2020	Sherri Herbst	State and Academic P...
COVID-19 Needs Assessment Surv...	03/27/2020 - 04/10/2020	Vamshi Rudrapati	Leadership

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: 03/31/2020

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: 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: Primary and Elementary School Reading Plans

Department: State and Academic Programs

Due Date: 04/28/2020

Details: Please read the SCDE Memorandum and guidance on School Reading Plans. Please upload your School Reading Plan(s) in both through this LWS submission by April 28, 2020.

Submission: Middle and Secondary School Reading Plans

Department: State and Academic Programs

Due Date: 04/28/2020

Details: Please read the SCDE Memorandum and guidance on School Reading Plans. Please upload your School Reading Plan(s) in both through this LWS submission by April 28, 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.

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 schools closing executive order. There are now three sections of guidance from the SCDE. The first sections discussed how to code student attendance prior to the March 16 school closing executive order by the governor. The second section discusses the school's calendar set up from March 16 - April 30. And the third sections discuss the SCDE guidance on how to run 135th Day reports in PowerSchool in April. PowerSchool Admins should follow the guidance provided in this manual. NOTE: Dates in manual are subject to change.

Announcement: Educator Evaluation Flexibility

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 03/24/2020

End Date: 03/31/2020

Details: Please see attached Institute Memorandum regarding SCDE Emergency Educator Evaluation Flexibility. If you have any questions, please contact Sherri Herbst 803-849-2365.

Announcement: COVID-19 Needs Assessment Survey

Contact Person: Vamshi Rudrapati

Department(s): Leadership

Start Date: 03/27/2020

End Date: 04/10/2020

Details: To better understand the school processes during the distance learning, and to support schools after they closure is lifted, please complete the following survey by April 10, 2020. Please let us know if you need more time.

https://erskinecharters.formstack.com/forms/covid19_needs_assessment_survey