

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
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
College Freshman Report File	04/17/2020	Christy Junkins	Leadership
March 2020 Financial Entries	04/30/2020	John Li	Finance
2020-2021 School Year Calendar...	04/30/2020	Allen Ray	Leadership
Title I Amendment Request	04/20/2020	Ashley Sturkie	Title I
20 Day Letter(Jan-Mar)	04/13/2020	Haley Perez	Title I
CSI Title I Employee Documents	04/20/2020	Kirby Jerry	Comprehensive Suppor...
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
Family First Coronavirus Respo...	03/27/2020 - 04/12/2020	Sonja Bradford	Human Resources and ...
COVID-19 Needs Assessment Surv...	03/27/2020 - 04/10/2020	Vamshi Rudrapati	Leadership
FY20 Title I Approval	03/30/2020 - 04/29/2020	Haley Perez	Federal Programs Fin...
Updated PCS/PEBA Formstack & P...	04/02/2020 - 04/16/2020	Sonja Bradford	Human Resources and ...
COVID-19 Reading Plan Due Date...	04/03/2020 - 04/10/2020	Sherri Herbst	State and Academic P...

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: 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: March 2020 Financial Entries

Department: Finance

Due Date: 04/30/2020

Details: Please replicate the financial entries for March 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: 04/30/2020

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: Title I Amendment Request

Department: Title I

Due Date: 04/20/2020

Details: The Charter Institute at Erskine has been notified of approval of all FY20 Title I 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: 20 Day Letter(Jan-Mar)

Department: Title I

Due Date: 04/13/2020

Details: Please submit any 20 day letters sent between Jan 1-Mar 31. (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.

Submission: CSI Title I Employee Documents

Department: Comprehensive Support and Improvement

Due Date: 04/20/2020

Details: Please submit the required documents for CSI Title I-funded employees within your school.

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 school 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: Family First Coronavirus Response Act (FFCRA)

Contact Person: Sonja Bradford

Department(s): Human Resources and Benefits

Start Date: 03/27/2020

End Date: 04/12/2020

Details: In light of the COVID-19 (coronavirus) pandemic, the Family First Coronavirus Response Act was signed into law. It is effective April 1, 2020 and ends December 31, 2020. This Act is applicable to employers with fewer than 500 employees and grants paid leave time to employees who cannot work or telework (work remotely), should they meet certain criteria. For your information and use, a FFCRA Poster, FFCRA FAQs, a sample FMLA Expanded Leave and Emergency Paid Sick Leave policy, and the Institute's Work From Home Policy are included in the documents section.

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

Announcement: FY20 Title I Approval

Contact Person: Haley Perez

Department(s): Federal Programs Finance , Title I

Start Date: 03/30/2020

End Date: 04/29/2020

Details: The Charter Institute at Erskine has been notified of approval of your school's FY20 Title I plan from the South Carolina Department of Education. Please see the attached memo containing your school's current approved plan, documents required for pre-approval/reimbursement, and important deadlines. Please reach out with any questions or concerns.

Announcement: Updated PCS/PEBA Formstack & PEBA's Updated Benefits Process

Contact Person: Sonja Bradford

Department(s): Human Resources and Benefits

Start Date: 04/02/2020

End Date: 04/16/2020

Details: In our desire to make your certification and insurance benefits processes more manageable and efficient, we have updated PEBA Benefits Process and the PCS/PEBA Formstack and have created a PEBA Documentation Submission Form, PEBA FAQs, and a PEBA Update Webinar. PEBA's updated benefits process and PEBA FAQs are in the documents section of this announcement. The updated process has links to the updated PCS/PEBA Formstack and the new PEBA Documentation Submission form. Please begin using these documents/forms immediately. This information is also included in the HR section of the Institute's website along with the recorded webinar.

Announcement: COVID-19 Reading Plan Due Date Postponed

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 04/03/2020

End Date: 04/10/2020

Details: The SCDE has postponed collection of Reading Plans to October 15, 2020. Due to the school closure, it will be important to reset your reading goals depending on where your students are when they start the 2020-2021 school year. The previous Reading Plan submission in LWS has been removed. If you have already submitted your plan, hold on to your copy and start thinking about how you will determine where students are at the beginning of next year. You will need to revise your plan once you know more about that. I will send out new Reading Plan guidance once it becomes available. If you have any questions, please feel free to call Sherri Herbst at 803.849.2365.