

Charter Institute at Erskine

INSTITUTE INSIGHTS

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November 2020 Journal Entry Up...	01/05/2021	John Li	Finance
Post Assessments	12/18/2020	Christy Junkins	Assessment
Post Assessment Testing Locati...	12/18/2020	Christy Junkins	Assessment
Insurance Open Enrollment Mone...	12/03/2020 - 12/17/2020	Sonja Bradford	Human Resources and ...
Medical Spending Account Expen...	12/03/2020 - 12/17/2020	Sonja Bradford	Human Resources and ...
EyeMed Data Breach	12/03/2020 - 12/16/2020	Sonja Bradford	Human Resources and ...
State and Academic Programs Up...	12/04/2020 - 01/12/2021	Sherri Herbst	State and Academic P...
Second Quarter Federal Reimbur...	12/07/2020 - 01/08/2021	Ciera Bing	Federal Programs Fin...
Free Online Board of Directors...	12/09/2020 - 02/18/2021	Paula Gray	Human Resources and ...
NEW Interim COVID-19 guidance ...	12/09/2020 - 01/12/2021	Sherri Herbst	State and Academic P...
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COVID-19 Rapid Testing in Scho...	12/09/2020 - 12/21/2020	Sherri Herbst	State and Academic P...
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ACCESS for ELLs Training	12/12/2020 - 01/12/2021	Christy Junkins	Assessment
SC-Alt Training	12/12/2020 - 01/12/2021	Christy Junkins	Assessment
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December 2020 PowerSchool Admi...	12/17/2020 - 12/17/2020	Zenobia Ealy	PowerSchool and IT
Monthly MTSS Coordinators Trai...	12/20/2020 - 01/20/2021	Celina Patton	Special Education an...

Submission: SC Public Charter School Annual Report

Department: Leadership

Due Date: 12/31/2020

Details: The Charter School Annual Report is due annually to the charter sponsor by December 31st. This annual report is designed to elicit a comprehensive picture of a charter school's recently completed academic year as it relates to the school's performance in those areas impacting charter school accountability: academic achievement, compliance, operations/governance, and financial viability.

Submission: Title I Annual Meeting Documents 2020-2021

Department: Title I

Due Date: 12/15/2020

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: November 2020 Journal Entry Upload

Department: Finance

Due Date: 01/05/2021

Details: As outlined in Section 8.7, Monthly and quarterly reporting, of the Charter Contract, the School shall be responsible for entering a monthly upload of all financial transactions in the format prescribed by the Sponsor by the 15th 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: Post Assessments

Department: Assessment

Due Date: 12/18/2020

Details: Post Assessment requirements per ACT 142

Submission: Post Assessment Testing Location Requirement

Department: Assessment

Due Date: 12/18/2020

Details: Complete the testing location requirement per ACT 142

Announcement: Insurance Open Enrollment MoneyPlus Wrap Up

Contact Person: Sonja Bradford

Department(s): Human Resources and Benefits

Start Date: 12/03/2020

End Date: 12/17/2020

Details: To ensure employees MoneyPlus elections are correct, please ask them to log into to MyBenefits to review their changes that will take effect January 1, 2021 and confirm their MoneyPlus flexible spending account and Health Savings Account contribution amounts for 2021 are accurate. Employees who notice an error should contact the Institute Benefits Administrator and copy their HR Coordinators as soon as possible.

Announcement: Medical Spending Account Expense Deadline

Contact Person: Sonja Bradford

Department(s): Human Resources and Benefits

Start Date: 12/03/2020

End Date: 12/17/2020

Details: Medical Spending Account (MSA) participants must incur eligible expenses by December 31, 2020, and submit valid claims for those expenses by March 31, 2021. Participants can carry over up to \$550 in unused funds from their account into 2021; however, they will forfeit funds over \$550 left in their account after the reimbursement deadline. Participants can use their ASIFlex Card or pay out of pocket for expenses and submit a claim for reimbursement. A comprehensive list of eligible expenses is available online at www.ASIFlex.com/SCMoneyPlus.

Announcement: EyeMed Data Breach

Contact Person: Sonja Bradford

Department(s): Human Resources and Benefits

Start Date: 12/03/2020

End Date: 12/16/2020

Details: EyeMed recently notified PEBA about a data breach that occurred. Some of your employees may have been impacted by this breach and will receive a letter from EyeMed. EyeMed is offering two years of credit monitoring to all impacted individuals. Employees who have questions should reach out to EyeMed at 888.974.0076.

Announcement: State and Academic Programs Updates

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 12/04/2020

End Date: 01/12/2021

Details: Please review the State and Academic Program Department updates listed in the document attached to this announcement. Contact Sherri Herbst if you have any questions.

Announcement: Second Quarter Federal Reimbursements

Contact Person: Ciera Bing

Department(s): Federal Programs Finance

Start Date: 12/07/2020

End Date: 01/08/2021

Details: All July 2020 - December 2020 federal programs expenses incurred by the school must be submitted in SmartFusion for reimbursement by Friday, Jan. 8th. This requirement is for APPROVED plans ONLY. If you will be seeking a plan amendment, you are still required to seek reimbursements for all NON-AMENDED expenses that the school incurred in your APPROVED plan.

Announcement: Free Online Board of Directors Training through the Public Charter School Alliance of SC

Contact Person: Paula Gray

Department(s): Human Resources and Benefits, New Schools, Transfer Schools

Start Date: 12/09/2020

End Date: 02/18/2021

Details: All Board members must receive training within their first year of service. The Alliance has added 2 dates for Winter Board of Directors Training. Please share this with your Board. Both dates will run from 6-9pm. These will be live training and participation is expected. All participants must keep their video open so they can be seen by the trainers and participants. A link to the meeting will be sent to all registered participants the day of the training. Only registered participants will be allowed to use it. This training has a capacity of 35 participants.

February 2 - 6-9pm

https://docs.google.com/forms/d/e/1FAIpQLSejJXPYGiwZVTU6cg2irOomQ1FSo8m8Y6OKnQW4K6LvVWnoNQ/viewform?usp=sf_link

February 18 - 6-9pm

https://docs.google.com/forms/d/e/1FAIpQLSfvAvO48AbhhgtWbRRR5EbJlckzcv6a3RXVMQCehYsCiMsCNw/viewform?usp=sf_link

Announcement: NEW Interim COVID-19 guidance for schools: Management of known and possible COVID-19 cases

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 12/09/2020

End Date: 01/12/2021

Details: Please read the new Interim COVID-19 guidance for schools: Management of known and possible COVID-19 cases document. There is a lot of information in this document, so please review it carefully. I am including virtual schools in the announcement since the guidance also applies to staff who might be coming into your buildings. Contact your school nurse or Sherri Herbst at the Institute if you have any questions.

Announcement: Attendance FAQ's

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 12/09/2020

End Date: 01/15/2021

Details: In response to questions related to tracking and coding attendance, the SCDE's Office of Student Intervention Services, with input from representatives from other offices within the South Carolina Department of Education, has developed the attached Frequently Asked Questions document.

Announcement: COVID-19 Rapid Testing in Schools

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 12/09/2020

End Date: 12/21/2020

Details: Please see attached announcements from the SCDE regarding COVID-19 rapid testing in schools. A guidance document, student consent form, and staff consent form are linked in the document attached to this announcement. Contact Sherri Herbst if you have any questions.

Announcement: Performance Task Assessments Training

Contact Person: Christy Junkins

Department(s): Assessment

Start Date: 12/12/2020

End Date: 01/12/2021

Details: This Performance Task Assessments Training will be held for School Testing Coordinators on January 12. More information will follow.

Announcement: ACCESS for ELLs Training

Contact Person: Christy Junkins

Department(s): Assessment

Start Date: 12/12/2020

End Date: 01/12/2021

Details: This ACCESS for ELLs Training will be held for School Testing Coordinators on January 12. More information will follow.

Announcement: SC-Alt Training

Contact Person: Christy Junkins

Department(s): Assessment

Start Date: 12/12/2020

End Date: 01/12/2021

Details: This SC-Alt Training will be held for School Testing Coordinators on January 12. More information will follow.

Announcement: CTE Training

Contact Person: Christy Junkins

Department(s): CTE

Start Date: 12/13/2020

End Date: 01/13/2021

Details: This CTE Training will be held for CTE Coordinators on January 13. More information will follow.

Announcement: December 2020 PowerSchool Admin Monthly Webinar

Contact Person: Zenobia Ealy

Department(s): PowerSchool and IT

Start Date: 12/17/2020

End Date: 12/17/2020

Details: This PowerSchool Admin Training will be held for PowerSchool Admins on December 17. It will be held virtually. More information will follow.

Announcement: Monthly MTSS Coordinators Training

Contact Person: Celina Patton

Department(s): Special Education and 504

Start Date: 12/20/2020

End Date: 01/20/2021

Details: This MTSS Training will be held for MTSS Coordinators on January 20. It will be held virtually. More information will follow.