

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
Institute Teacher of the Year ...	04/13/2020	Paula Gray	Human Resources and ...
FY 20 CTE Federal Plan Submiss...	04/24/2020	Haley Perez	CTE
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
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 Virtual Counseling an...	04/06/2020 - 05/13/2020	Sherri Herbst	State and Academic P...
FY20 Federal Grants Reimburse...	04/08/2020 - 04/30/2020	Ciera Bing	Federal Programs Fin...

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: FY 20 CTE Federal Plan Submission

Department: CTE

Due Date: 04/24/2020

Details: Please upload the completed template to submit your FY 20 CTE Federal plan. The attached memo and SCDE Expenditure Guidelines contains further information.

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: 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 Virtual Counseling and Suicide Prevention and Awareness Resources

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 04/06/2020

End Date: 05/13/2020

Details: Please review the attached memorandum regarding resources provided by SCDE when considering virtual counseling. Also, SCDE, in partnership with the South Carolina Department of Mental health is offering a suicide prevention and awareness course called Signs Matter: Early Detection. You can register by copying this link and pasting in your address bar. https://scde.formstack.com/forms/signs_matter_registration

Announcement: FY20 Federal Grants Reimbursement

Contact Person: Ciera Bing

Department(s): Federal Programs Finance , Finance

Start Date: 04/08/2020

End Date: 04/30/2020

Details: IDEA, Title II, Title I, and FY19CSI school budget requests and related activities were approved through by the South Carolina Department of Education. Expenditure requests will follow the approval process as described in this memo. Amendment expenses submitted have not yet been approved and are currently exempt at this time. Schools can only claim reimbursements for the April 30th deadline if the goods and services have already been rendered and/or have been delivered and payment has been issued.