

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
SC Public Charter School Annua...	12/31/2020	Kirby Jerry	Leadership
CRF Employee Documentation	12/11/2020	Sarah Shealy	Federal Programs Fin...
School Board Updates	01/04/2021	Paula Gray	Human Resources and ...
Title I Employee Documents (No...	12/11/2020	Sarah Shealy	Title I
FY 19 CTE EIA Employee Documen...	12/11/2020	Haley Perez	CTE
Post Assessments	12/18/2020	Christy Junkins	Assessment
Monthly SPED Coordinators Trai...	11/08/2020 - 12/08/2020	Celina Patton	Special Education an...
Branding and Consistency Train...	11/10/2020 - 12/10/2020	Ashley Epperson	Communications
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...
Performance Task Assessments T...	12/12/2020 - 01/12/2021	Christy Junkins	Assessment
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
CTE Training	12/13/2020 - 01/13/2021	Christy Junkins	CTE

### **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: CRF Employee Documentation**

**Department:** Federal Programs Finance

**Due Date:** 12/11/2020

Details: Please upload the required documents as listed for all employees paid in whole or in part from CRF Funding.

All employees paid in whole or in part from federal funding must provide supporting documentation.

### **Submission: School Board Updates**

**Department:** Human Resources and Benefits

**Due Date:** 01/04/2021

Details: Many schools have recently held board elections and officer elections. Please complete the attached template so our records may be updated. Thank you!

### **Submission: Title I Employee Documents (November Amendments) 2020-2021**

**Department:** Title I

**Due Date:** 12/11/2020

Details: Please review the included staff list closely; it will list all staff that have been submitted to date and the documentation needed for each of them.

**Submission: FY 19 CTE EIA Employee Documents**

**Department:** CTE

**Due Date:** 12/11/2020

Details: Please submit the required documents for CTE EIA funded employees within your school. (This submission is based on the submitted CTE EIA funded employees in your FY 19 plan amendment. The submitted plan is attached to this submission)

**Submission: Post Assessments**

**Department:** Assessment

**Due Date:** 12/18/2020

Details: Post Assessment requirements per ACT 142

**Announcement: Monthly SPED Coordinators Training**

**Contact Person:** Celina Patton

**Department(s):** Special Education and 504

**Start Date:** 11/08/2020

**End Date:** 12/08/2020

Details: This Monthly SPED Training will be held for SPED/504 Coordinators on December 8. It will be held virtually. More information will follow.

**Announcement: Branding and Consistency Training**

**Contact Person:** Ashley Epperson

**Department(s):** Communications

**Start Date:** 11/10/2020

**End Date:** 12/10/2020

Details: This Branding and Consistency Training will be held for Communications Coordinators on December 10. It will be held virtually. More information will follow.

**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](http://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: 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.