

Charter Institute at Erskine

INSTITUTE INSIGHTS

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ESSER III Plan Submission	07/21/2021	Sally Fickling	Federal Programs Fin...
2021 Report Card Narratives	07/14/2021	Christy Junkins	Leadership
2020-2021 Summer Survey	07/14/2021	Christy Junkins	Leadership
2020-2021 Teacher Attendance S...	07/14/2021	Christy Junkins	Leadership
Electronic Deposit Authorizati...	07/16/2021	John Li	Finance
Finance Distribution Update	07/16/2021	John Li	Finance
ESSER II Amendment	07/15/2021	Haley Perez	Federal Programs Fin...
ESSER I Amendment	07/15/2021	Haley Perez	Federal Programs Fin...
FY21 CTE EIA Amendment	07/15/2021	Haley Perez	CTE
School Fiscal Policies	07/30/2021	John Li	Finance
Comprehensive Needs Assessment	07/28/2021	Haley Perez	Title I
FY22 Payroll Authorization For...	08/06/2021	Ciera Bing	Federal Programs Fin...
Bills.com or Intact.com Author...	08/06/2021	Ciera Bing	Federal Programs Fin...
Summer Graduates Roster and Tr...	08/06/2021	Jason Jones	PowerSchool and IT
Beginning of the Year Finance ...	07/01/2021 - 07/31/2021	John Li	Finance, New Schools...
School Leaders' Liaison Survey	07/01/2021 - 07/22/2021	Sally Fickling	Leadership
ESSER Collaborative Session	07/02/2021 - 07/12/2021	Sally Fickling	Federal Programs Fin...
Virtual Leaders Meeting	07/08/2021 - 07/14/2021	Vamshi Rudrapati	Leadership
Teacher and Student Opinion Su...	07/09/2021 - 08/08/2021	Christy Junkins	Leadership
State and Academic Programs Up...	07/11/2021 - 07/19/2021	Sherri Herbst	State and Academic P...

Submission: ESSER III Plan Submission

Department: Federal Programs Finance

Due Date: 07/21/2021

Details: Please submit your school's ESSER III plan at: https://erskinecharters.formstack.com/forms/esser_iii_plan (After completing the form, please upload the PDF Submission that was emailed via Formstack for the school's and Institute's records.) Please keep in mind that ESSER I and ESSER II must be spent before ESSER III.

Submission: 2021 Report Card Narratives

Department: Leadership

Due Date: 07/14/2021

Details: Updated Narrative for the 2021 Report Card- first draft will be due on July 14, 2021 - Revisions can be made until August 24, 2021.

Submission: 2020-2021 Summer Survey

Department: Leadership

Due Date: 07/14/2021

Details: Please submit your first draft by July 14, 2021. Revisions may be made until August 24, 2021.

Submission: 2020-2021 Teacher Attendance Survey

Department: Leadership

Due Date: 07/14/2021

Details: Teacher Attendance Surveys are due by July 14, 2021.

Submission: Electronic Deposit Authorization Agreement

Department: Finance

Due Date: 07/16/2021

Details: Please work with your financial institution to complete the attached to ensure that the Institute has the most updated file. Please reach out to John Li if you have any questions.

Submission: Finance Distribution Update

Department: Finance

Due Date: 07/16/2021

Details: Please indicated the responsible finance contact for your school for the FY22 school year. Let me know if you have any questions.

Submission: ESSER II Amendment

Department: Federal Programs Finance

Due Date: 07/15/2021

Details: If your school currently needs an amendment for ESSER II, please upload the completed, signed amendment form using the attached template. If your school does not need an amendment, please answer "No" in the survey to be removed from this submission. You do NOT have to upload anything if you select "No". The next amendment deadline is 9/15/2021. (No submissions will be accepted after 7/15/2021 at 7:00pm.

Submission: ESSER I Amendment

Department: Federal Programs Finance

Due Date: 07/15/2021

Details: If your school currently needs an amendment for ESSER I, please upload the completed, signed amendment form using the attached template. If your school does not need an amendment, please answer "No" in the survey to be removed from this submission. You do NOT have to upload anything if you select "No". The next amendment deadline is 9/15/2021. (No submissions will be accepted after 7/15/2021 at 7:00pm.

Submission: FY21 CTE EIA Amendment

Department: CTE

Due Date: 07/15/2021

Details: If your school currently needs an amendment for the FY21 CTE EIA, please upload the completed, signed amendment form using the attached template. If your school does not need an amendment, please answer "No" in the survey to be removed from this submission. You do NOT have to upload anything if you select "No". The next amendment deadline is 9/15/2021. (No submissions will be accepted after 7/15/2021 at 7:00pm.

Submission: School Fiscal Policies

Department: Finance

Due Date: 07/30/2021

Details: Organizational finance policies are critical to clarify roles, authority, and responsibilities for financial management and function. The Institute requires that all schools under our sponsorship maintain policies that mirror the best practices outlined in the Institute's own framework policies.

Submission: Comprehensive Needs Assessment

Department: Title I

Due Date: 07/28/2021

Details: ALL schools must complete a CNA - even if not a Title I school. This is a federal mandate and an SCDE deadline - Extensions cannot be provided. Please see attachments for guidance related to completing the CNA, including a list of questions to use in order to prepare. The attached memo also contains the link for completing the CNA survey. (Please note: The CNA is required to identify needs related to all federal fund expenditures, not just Title I.)

Submission: FY22 Payroll Authorization Form

Department: Federal Programs Finance

Due Date: 08/06/2021

Details: If your school's payroll is finalized by a 3rd party, a representative from that vendor MUST sign as the approver. If this form is on file with the Institute, the school will no longer be required to sign each payroll register before submission for reimbursement, as the form is an attestation that the individuals listed are those responsible for reviewing and approving throughout FY22. ***If your school chooses not to use this form, please submit a comment requesting "Exempt" status.***

Submission: Bills.com or Intact.com Authorization Form

Department: Federal Programs Finance

Due Date: 08/06/2021

Details: Please download either Bills.com or Intact.com form under documents and complete for submission. Each school is required to submit on behalf of their school if using a third party bills approval system. ***If your school does not use a third party software for processing monthly bills and reimbursements, please submit a comment requesting "Exempt" status.***

Submission: Summer Graduates Roster and Transcripts, Summer 2021

Department: PowerSchool and IT

Due Date: 08/06/2021

Details: Schools with Summer Graduates should submit a roster of students for graduation along with final transcripts for review. If you have no summer graduates, please submit a statement to that affect.

Announcement: Beginning of the Year Finance Memo

Contact Person: John Li

Department(s): Finance, New Schools, Transfer Schools

Start Date: 07/01/2021

End Date: 07/31/2021

Details: Please see the attached memos relating to School Disbursement for FY22, School Level Contributions and Donations, School Level Fees, and School Revenue and Expenditures Reporting. Should you have any questions, please feel free to reach out to John Li.

Announcement: School Leaders' Liaison Survey

Contact Person: Sally Fickling

Department(s): Leadership

Start Date: 07/01/2021

End Date: 07/22/2021

Details: The Charter Institute at Erskine is pleased to be able to provide the School Leader Liaison Program for the 2021-2022 school year. The School Leader Liaison, Dr. Brian Newsome, will provide support to all school leaders as they navigate the school year, coordinate actions related to the impact of COVID-19, and strive to increase student achievement and teacher effectiveness. Please complete the survey at the link below to share your concerns and topics you would like to see covered by the program. This survey is confidential and will be solely used for program planning purposes for 2021-2022.
<https://erskinecharters.formstack.com/forms/schoolleaderliaison>

Announcement: ESSER Collaborative Session

Contact Person: Sally Fickling

Department(s): Federal Programs Finance

Start Date: 07/02/2021

End Date: 07/12/2021

Details: Due to the significant amount of federal ESSER III funding, the Institute will be coordinating ESSER III Collaborative Planning Sessions. This will be a time to share ideas, discuss with other school leaders, and plan collaboratively. The Institute will coordinate 2 sessions: 1 session specific to brick and mortar schools and 1 session specific to virtual schools. The Brick and Mortar School session will be held on Monday, July 12 at 10:30am-11:30am. Join Zoom Meeting
<https://zoom.us/j/97613657775?pwd=UzYwTWo1RHI5MIJHbIVrT1BGUjRZz09> (Meeting ID: 976 1365 7775 Passcode: 5Gtc87)

Announcement: Virtual Leaders Meeting

Contact Person: Vamshi Rudrapati

Department(s): Leadership

Start Date: 07/08/2021

End Date: 07/14/2021

Details: Welcome to the new school year! The Institute requests all school leaders to attend our School Leaders Meeting virtually on Wednesday, July 14, 2021, from 12:30 to 1:30 pm. We understand it is short notice. Please let us know if you are unable to attend. We will send you the recording after the meeting. We have some important legislative updates and Institute updates that we would like to share with you. We would not request a meeting at such short notice if we did not feel it is critical. Link to Zoom Meeting: <https://us02web.zoom.us/j/89789098686?pwd=eFIFL3QyK3EzeTBFa2pIMmZ4cUwzUT09>

Announcement: Teacher and Student Opinion Survey Results

Contact Person: Christy Junkins

Department(s): Leadership

Start Date: 07/09/2021

End Date: 08/08/2021

Details: Excel files containing the 2021 Student and Teacher Opinion Survey results are attached. The teacher responses to the questions "I feel safe at my school before and after hours" and "The rules for behavior are enforced at my school" will appear on the Students Safety section of the annual school report card. "Percent of students and teachers satisfied with learning environment," "Percent of students and teachers satisfied with social and physical environment," and "Percent of students and teachers satisfied with school-home relations" will appear on the Student Engagement section of the annual school report card. Parent Opinion Surveys are being prepared now and will be available within the next few weeks per SCDE.

Announcement: State and Academic Programs Updates

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 07/11/2021

End Date: 07/19/2021

Details: Please review the announcements for State and Academic Programs. Announcements include Special Areas Credentials, SCTS 4.0 Train the Trainer Training offered by SCDE, Face Covering Updates from SCDE, and Hot Spot Updates. Contact Sherri Herbst if you have any questions.