

CHARTER INSTITUTE AT ERSKINE

Pre-Opening Conditions - Attachment A



As identified in the charter contract, schools must satisfy all of the pre-opening conditions set forth by the Charter Institute at Erskine. Failure by the School to complete the pre-opening conditions within the timelines established by the Sponsor may result in actions including, but not limited to, notice of noncompliance, notice of watch or warning, corrective action plan, board notification, delay of the School's opening, and/or charter revocation.

Let's Work Smart Submissions

The following pre-opening conditions and requirements are to be submitted within the Institute's online submission portal, Let's Work Smart.

Due Date	Topic	Descriptions
9/29/2023	Governance	Submit the signed Charter Contract
10/27/2023	Governance	Submit Conflict of Interest and Nepotism Policies
10/27/2023	Finance	Submit Federal Nonprofit Status (IRS 501C3)
10/27/2023	Finance	Submit Employer Identification Number (Federal EIN)
10/27/2023	Finance	Submit documentation from SCDE of awards received from P&I Grant
12/15/2023	Facilities	Submit evidence of site approval from the Office of School Facilities (OSF)
1/12/2024	Facilities	Submit a copy of Lease or Purchase Agreement
4/26/2024	Legal	Submit signed Title IX Assurance Letter
4/26/2024	SPED	Submit draft Special Education Policies and Procedures
5/10/2024	Finance	Submit Fiscal Policies and Procedures
5/10/2024	Finance	Submit final Board approved budget
5/10/2024	Governance	Submit Code of Conduct and/or Student Handbook
6/14/2024	SPED	Submit final Special Education Policies and Procedures
6/14/2024	Insurance	Submit Insurance Validation
6/28/2024	Finance	Submit Cash Flow Projection (First Year of Operation)
6/28/2024	Facilities	Submit Certificate of Occupancy from OSF

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School Website Requirements

The following items are required to be posted on the school's website. The Institute will verify website requirements by checking the school's website on the dates listed below.

Ongoing	Board Meeting Schedule, Agendas, and Meeting Minutes
11/10/2023	Equal Employment Opportunity Statement
11/10/2023	Non-Discrimination Statement
2/15/2023	Application for Admissions/Enrollment
3/29/2024	School Leader Bio
4/26/2024	Institute Approved School Calendar
6/28/2024	Hired Teachers/Staff Information

PowerSchool and Enrollment Requirements

The Institute will use PowerSchool to track school's enrollment to ensure schools are meeting enrollment benchmarks identified in the charter contract. Once the school has access to entering enrollment data into PowerSchool, please ensure enrollment is updated and correct in PowerSchool on the following dates:

March 22, 2024
April 26, 2024
May 24, 2024
June 7, 2024
June 21, 2024

July 12, 2024
July 19, 2024
July 26, 2024
August 2, 2024
August 9, 2024

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Charter Amendment Statement of Assurances

The charter school amendment process refers to the formal procedure that a charter school must follow when seeking to make changes to its founding charter documents. Charter schools are publicly funded schools that operate independently of traditional school districts and often have greater flexibility in their curriculum, teaching methods, and overall educational approach. However, any significant changes to their operations typically require approval through an amendment process. During the term of the charter, and prior to making any amendments to the charter or executing binding agreements, the School Board must submit a request to the Charter Institute at Erskine Board to make amendments to the current charter of the School.

All amendment requests must be submitted to the Authorization Department, allowing at least 60 days for processing before being placed on a Charter Institute at Erskine Board Meeting agenda. The Authorization Department may decide to waive the 60 day processing time requirement in the case of a time-sensitive amendment request which could negatively impact the school. Each amendment request will be reviewed on a case-by-case basis and approval will depend on the term of the charter and the performance of the school in their academic, financial, and governance indicators on the Comprehensive School Snapshot.

The following sections of the School's charter are considered material charter amendments and must be approved by the Charter Institute at Erskine Board in accordance with section 12.1 of the charter contract:

- Curricular Model or Educational Model
- Educational Structure
- Changes in the goals, objectives, and assessment plan
- Addition or removal of virtual offerings
- Change of location of the school*
- Change of grade spans*
- Any plans to procure, enter into a contract, or amend services provided by an Education Management Organization ("EMO"), Charter Management Organization ("CMO"), Charter Network Organization ("CNO"), incubator, Educational Service Provider ("ESP"), or other significant service provider
- School name*
- Mission
- Changes to founding documents, including bylaws
- Changes to employment structure*
- Changes to enrollment that exceed 10% of total student enrollment*
- Student conduct (attendance, discipline, expulsion procedures)*
- Changes to transportation and/or food services*
- Addition or removal of preschool*

The asterisk denotes material charter amendments the Charter Institute at Erskine Board has granted permission to be approved or denied at the Institute level. Schools have the option to appeal the Institute's decision to the Charter Institute at Erskine Board within 10 business days of the amendment request decision.

As the authorized representative of _____, I hereby certify that the stated charter school complies with all applicable Charter Institute at Erskine Charter Amendment Policies and Procedures that may be modified or amended from time to time by the Sponsor in line with all state and federal laws and regulations.

Board Chair Signature

Date