Charter Institute at Erskine

INSTITUTE INSIGHTS

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Finance Policies	10/30/2020	John Li	Finance
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2020-2021 Priority State Funds...	10/15/2020	Haley Perez	Comprehensive Suppor...
Supplemental Long-Term Disabil...	10/09/2020	Sonja Bradford	Human Resources and ...
Reading Plans 20-21	10/09/2020	Sherri Herbst	State and Academic P...
FY 20 CTE EIA Amendment	10/05/2020	Haley Perez	CTE
Induction 1 mentor agreements ...	10/05/2020	Sherri Herbst	State and Academic P...
CERRA Supply and Demand Survey	10/16/2020	Paula Gray	Human Resources and ...
CARES Act - Section 4 Addition...	10/07/2020	Sarah Shealy	Leadership
September 2020 Journal Entry U...	10/30/2020	John Li	Finance
FY20 Annual Audit	11/02/2020	John Li	Finance
Public Release of Positive COV...	09/02/2020 - 10/05/2020	Sherri Herbst	State and Academic P...
Second Quarter Finance Webinar	09/07/2020 - 10/07/2020	Ciera Bing	Finance
How to Take Photos and Film fo...	09/08/2020 - 10/08/2020	Ashley Epperson	Communications
Monthly SPED Coordinators Trai...	09/13/2020 - 10/13/2020	Celina Patton	Special Education an...
FY21 Enrollment	09/14/2020 - 10/30/2020	John Li	Finance
Quarterly Title III Coordinato...	09/15/2020 - 10/15/2020	Celina Patton	Title III ESOL
October 2020 PowerSchool Admin...	09/15/2020 - 10/15/2020	Zenobia Ealy	PowerSchool and IT
End of Course Training	09/21/2020 - 10/21/2020	Christy Junkins	Assessment
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Survey to Parents	09/25/2020 - 10/30/2020	Vamshi Rudrapati	Leadership
FY21 Title I Allocation	10/01/2020 - 10/16/2020	Ashley Sturkie	Federal Programs Fin...
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Submission: Finance Policies

Department: Finance

Due Date: 10/30/2020

Details: Schools are required to update policies annually to incorporate changes in the Institute's model policies. Schools that choose to develop their own policies must submit the proposed policies to the Institute for review and approval, prior to individual school board adoption. School policies that are less restrictive than the Institute model policies will not be approved.

To see the current version of all Institute policies, please visit: https://erskinecharters.org/institute-fiscal-policies/. Policies will be updated to reflect changes in state and federal law as applicable.

Submission: 2020-2021 CSI State Funds Plan

Department: Comprehensive Support and Improvement

Due Date: 10/15/2020

Details: Schools must submit to the SCDE Office of School Transformation a Special Projects Application for CSI funds. The updated 2020-21 Special Projects Application must document all 2018-2019 and 2019-20 State and Federal CSI funds. Please review the updated Special Projects Application template provided with this memo for an example of how to document all CSI funds. The completed application should be submitted for approval to dlong@ed.sc.gov by October 15, 2020.

Submission: 2020-2021 Priority State Funds Plan

Department: Comprehensive Support and Improvement

Due Date: 10/15/2020

Details: Schools must submit to the SCDE Office of School Transformation a Special Projects Application for Priority funds. The updated 2020-21 Special Projects Application must document all 2018-2019 and 2019-20 State and Federal Priority funds. Please review the updated Special Projects Application template provided with this memo for an example of how to document all Priority funds. The completed application should be submitted for approval to dlong@ed.sc.gov by October 15, 2020.

Submission: Supplemental Long-Term Disability (SLTD) and Professional Certified Staff (PCS) Salary Update

Department: Human Resources and Benefits

Due Date: 10/09/2020

Details: Spreadsheets are specific to each school.

Submission: Reading Plans 20-21

Department: State and Academic Programs

Due Date: 10/09/2020

Details: Due to the COVID-19 school closure last spring, the collection of reading plans by the SCDE was postponed to October 2020. The Reading Plan Reflection Tools were also updated by the SCDE. Schools must submit reading plans to the Institute on the new reflection tool template by October 9, 2020. The Institute will submit school plans to the SCDE. See the Documents section for guidance documents and templates. Please contact Sherri Herbst if you have any questions.

Submission: FY 20 CTE EIA Amendment

Department: CTE

Due Date: 10/05/2020

Details: Please use this submission to submit an amendment for last year's CTE EIA funding, if needed. If your school does not need an amendment at this time, please select "No" and you will be marked as Exempt for this submission.

Submission: Induction 1 mentor agreements and monthly Induction meeting schedule

Department: State and Academic Programs

Due Date: 10/05/2020

Details: Schools must submit mentor agreements for Induction 1 teachers as well as a monthly Induction meeting schedule of at least 7 monthly meetings with dates and topics.   A blank Institute 20-21 mentor agreement and an editable sample meeting schedule are included in the documents. Please contact Sherri Herbst if you have any questions.

Submission: CERRA Supply and Demand Survey

Department: Human Resources and Benefits

Due Date: 10/16/2020

Details: Please read the instructions on the first tab and then complete the information on the other 5 tabs. Also, note that some of the tabs have more than 1 page or section, so be sure to complete everything in each tab.

Submission: CARES Act - Section 4 Additional Funds Plan Submission

Department: Leadership

Due Date: 10/07/2020

Details: Please see the email sent from Haley Perez on 10/01/2020 at 4:28pm for further information.

Submission: September 2020 Journal Entry Upload

Department: Finance

Due Date: 10/30/2020

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: FY20 Annual Audit

Department: Finance

Due Date: 11/02/2020

Details: Description: As outlined in the Charter Contract, the audit and its findings must be submitted to the Institute by November 2, 2020. The Institute will accept the audit submission by Friday, November 6, 2020. However, for transparency and fairness reason, the due date for the submission is still November 2, 2020. Any submission after November 2 will be considered late.

Announcement: Public Release of Positive COVID-19 Cases in K-12 Schools

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 09/02/2020

End Date: 10/05/2020

Details: The attached document provides information provided by the SCDE about the public release of positive COVID-19 cases in K-12 schools. If you have any questions, please contact Sherri Herbst.

Announcement: Second Quarter Finance Webinar

Contact Person: Ciera Bing

Department(s): Finance

Start Date: 09/07/2020

End Date: 10/07/2020

Details: This Finance Training will be held for school finance contacts on October 7. This webinar will touch base on 2nd quarter finance requirements and expectations as well as federal reimbursement claims. It is required that each school have a representative attend. Zoom link: https://us04web.zoom.us/j/8108185998?pwd=ZDVnQWNMbnEzTHlhOHpPdDhaSnI0UT09

Announcement: How to Take Photos and Film for Social Media Training

Contact Person: Ashley Epperson

Department(s): Communications

Start Date: 09/08/2020

End Date: 10/08/2020

Details: This Communications Training will be held for Communication Coordinators on October 8. It will be held virtually. More information will follow.

Announcement: Monthly SPED Coordinators Training

Contact Person: Celina Patton

Department(s): Special Education and 504

Start Date: 09/13/2020

End Date: 10/13/2020

Details: This Monthly SPED Coordinators Training will be held for SPED Coordinators on October 13. It will be held virtually. More information will follow.

Announcement: FY21 Enrollment

Contact Person: John Li

Department(s): Finance

Start Date: 09/14/2020

End Date: 10/30/2020

Details: Please see the attached memo- The Institute has submitted a revised budget request to the legislative budget committees and the Governor's office in hopes that funding for this unprecedented growth may be secured. To preserve our off-cycle budget request, and to ensure the Institute receives sufficient funding to support school operations portfolio-wide, we are asking that all schools not exceed their individual enrollment projections that were presented to the General Assembly.

Announcement: Quarterly Title III Coordinators Training

Contact Person: Celina Patton

Department(s): Title III ESOL

Start Date: 09/15/2020

End Date: 10/15/2020

Details: This Title III Coordinators Training will be held for Title III Coordinators on October 15. It will be held virtually. More information will follow.

Announcement: October 2020 PowerSchool Admin Monthly Webinar

Contact Person: Zenobia Ealy

Department(s): PowerSchool and IT

Start Date: 09/15/2020

End Date: 10/15/2020

Details: This PowerSchool Admin Training will be held for PowerSchool Admins on October 15. It will be held virtually. More information will follow.

Announcement: End of Course Training

Contact Person: Christy Junkins

Department(s): Assessment

Start Date: 09/21/2020

End Date: 10/21/2020

Details: This End of Course Training will be held for School Testing Coordinators on October 21. 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: 09/21/2020

End Date: 10/21/2020

Details: This Monthly MTSS Training will be held for MTSS Coordinators on October 21. It will be held virtually. More information will follow.

Announcement: Survey to Parents

Contact Person: Vamshi Rudrapati

Department(s): Leadership

Start Date: 09/25/2020

End Date: 10/30/2020

Details: The Institute is working on a report to legislators to ensure we have funding available for the growth our schools received this year. We would greatly appreciate it if you would send this survey to the parents and encourage them to complete it next week.

Link to the survey: https://erskinecharters.formstack.com/forms/transfer_student_parent_survey

Attached you will find the spreadsheet with a list of your new students and the email address from PowerSchool.

Announcement: FY21 Title I Allocation

Contact Person: Ashley Sturkie

Department(s): Federal Programs Finance , Title I

Start Date: 10/01/2020

End Date: 10/16/2020

Details: The Charter Institute at Erskine has been notified of its Title I allocation from the South Carolina Department of Education. Please see the attached memo for information on your school's allocation.

Prior to completing your Title I plan, the planning meeting must be held. The meeting notice, sign-in sheet, agenda, and minutes for this meeting, as well as the Title I plan will be due via LWS by October 16, 2020.

All activities must be linked to the submitted Comprehensive Needs Assessment. All expenditures must tie back to school data and be outcome driven. The school is required to meet all the Title I compliance requirements, as listed in the attached Title I Monitoring Checklist.

Announcement: Monthly SPED Coordinators Training

Contact Person: Celina Patton

Department(s): Special Education and 504

Start Date: 10/10/2020

End Date: 11/10/2020

Details: This Monthly SPED Training will be held for SPED/504 Coordinators on November 10. It will be held virtually. More information will follow.