

Charter Institute at Erskine

INSTITUTE INSIGHTS

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Finance Policies	10/30/2020	John Li	Finance
September 2020 Journal Entry U...	10/30/2020	John Li	Finance
FY21 1st Quarter Financials	10/30/2020	John Li	Finance
FY20 Annual Audit	11/02/2020	John Li	Finance
IDEA Employee Documents 2020-2...	10/19/2020	Haley Perez	Special Education an...
School Contacts Verification 2...	10/23/2020	Elizabeth Riberd...	Leadership
Parent and Family Engagement P...	10/30/2020	Haley Perez	Title I
School-Parent Compact 2020-202...	10/30/2020	Haley Perez	Title I
Institute Induction Program	10/19/2020	Sherri Herbst	State and Academic P...
IDEA Plan Submission - CCA	10/19/2020	Ashley Sturkie	Special Education an...
Principal Attestation 2020-202...	10/23/2020	Haley Perez	Title I
20 Day Letter (Aug-Sept) 2020-...	10/30/2020	Haley Perez	Title I
FY21 Enrollment	09/14/2020 - 10/30/2020	John Li	Finance
Let's Work Smart Training Webi...	09/19/2020 - 10/22/2020	Elizabeth Riberd...	Accountability , Add...
End of Course Training	09/21/2020 - 10/21/2020	Christy Junkins	Assessment
Monthly MTSS Coordinators Trai...	09/21/2020 - 10/21/2020	Celina Patton	Special Education an...
Survey to Parents	09/25/2020 - 10/30/2020	Vamshi Rudrapati	Leadership
Monthly SPED Coordinators Trai...	10/10/2020 - 11/10/2020	Celina Patton	Special Education an...
SCDE Safety Resources	10/16/2020 - 10/26/2020	Sherri Herbst	State and Academic P...
Monthly MTSS Coordinators Trai...	10/18/2020 - 11/18/2020	Celina Patton	Special Education an...

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: 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: FY21 1st Quarter Financials

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.

Submission: IDEA Employee Documents 2020-2021

Department: Special Education and 504

Due Date: 10/19/2020

Details: IMPORTANT: If your IDEA plan does NOT include benefits, you have been marked as "Exempt" from the benefits breakout upload. You do NOT have to upload any document into this box.

Submission: School Contacts Verification 2020-2021

Department: Leadership

Due Date: 10/23/2020

Details: Please contact Elizabeth Riberdy (specialprojectscoord@erskinecharters.org) with all questions or concerns.

Submission: Parent and Family Engagement Policy 2020-2021

Department: Title I

Due Date: 10/30/2020

Details: The Parent and Family Engagement Policy consists of TWO requirements-

1) Proof of distribution of the ORIGINAL/DRAFT school Title I Parent and Family Engagement policy to parents requesting input. (Any received input should be discussed at the upcoming Planning Meeting.)

2) Evidence of distribution of the FINALIZED school Title I Parent and Family Engagement policy to parents.

Submission: School-Parent Compact 2020-2021

Department: Title I

Due Date: 10/30/2020

Details: The School-Parent Compact consists of 2 requirements:

1. Proof of distribution of the ORIGINAL/DRAFT school Title I School-Parent Compact to parents requesting input (Any received input should be discussed at the upcoming Planning Meeting.)

2. Evidence of distribution of the FINALIZED school Title I School-Parent Compact to parents

Submission: Institute Induction Program

Department: State and Academic Programs

Due Date: 10/19/2020

Details: The Institute is excited to offer an innovative program for Induction teachers at Institute schools. Please see attached document for details and complete the Smart Form within this submission to indicate if you would like your induction teachers to participate in the optional Institute program. Please contact Sherri Herbst if you have any questions.

Submission: IDEA Plan Submission - CCA

Department: Special Education and 504

Due Date: 10/19/2020

Details: Please submit your schools's IDEA plan at https://erskinecharters.formstack.com/forms/idea_plan_submission2020.

After completeing the survey, please upload the PDF Submission that was emailed via Formstack.

Submission: Principal Attestation 2020-2021

Department: Title I

Due Date: 10/23/2020

Details: School-wide and/or Targeted Assistance schools must have a copy of the principal's attestation stating that teachers in the school are certified by the state to teach the grade and/or subject they are assigned to and that paraprofessionals are highly qualified. [ESSA Sec. 1119 (i)(1)(2)]

Submission: 20 Day Letter (Aug-Sept) 2020-2021

Department: Title I

Due Date: 10/30/2020

Details: In accordance with the Every Student Succeeds Act of 2015, all schools are required to provide timely notice to parents when students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject level in which the teacher has been assigned. ESSA Sec. 1112 (e)(1)(B)(ii) *This includes substitutes. These letters should be sent home with students in the applicable class.

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: Let's Work Smart Training Webinar

Contact Person: Elizabeth Riberdy

Department(s): Accountability , Additional Targeted Support and Improvement, Assessment, Charter Applications , Charter Authorization , Communications, Comprehensive Support and Improvement, CTE, Federal Programs Finance , Finance, Gift and Talented , Human Resources and Benefits, Leadership, MTSS, New Schools, PowerSchool and IT, Special Education and 504, State and Academic Programs , Title I, Title II, Title III ESOL, Title IV, Transfer Schools

Start Date: 09/19/2020

End Date: 10/22/2020

Details: This Let's Work Smart Training will be held for any interest school personnel on October 19-22. It will be held virtually. There are four separate opportunities to attend: October 19th at 11:00am, October 20th at 11:00am, October 21st at 4:30pm, and October 22nd at 2:00pm. The link to register is here: https://erskinecharters.formstack.com/forms/let_s_work_smart_training_sign_up. Please contact Elizabeth Riberdy (specialprojectscoord@erskinecharters.org) with any further questions.

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. 9am - 11 am Join Zoom Meeting

<https://us04web.zoom.us/j/74092124703?pwd=YIM3NHdMaIFBZ2xSNHQRQ0hOMWxqQT09> Meeting ID: 740 9212 4703
Passcode: zxtq1B

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

A spreadsheet with a password has been sent to the school leaders' email.

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.

Announcement: SCDE Safety Resources

Contact Person: Sherri Herbst

Department(s): State and Academic Programs

Start Date: 10/16/2020

End Date: 10/26/2020

Details: Please see the attached document regarding SCDE safety resources including information on upcoming safety training, Red Ribbon Week (October 23-31), Bullying Prevention Month, and Cyber Security Awareness Month. Please contact Sherri Herbst if you have any questions.

Announcement: Monthly MTSS Coordinators Training

Contact Person: Celina Patton

Department(s): Special Education and 504

Start Date: 10/18/2020

End Date: 11/18/2020

Details: This Monthly MTSS Training will be held for MTSS Coordinators on November 18. It will be held virtually. More information will follow.