

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
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
Parent and Family Engagement P...	10/30/2020	Haley Perez	Title I
School-Parent Compact 2020-202...	10/30/2020	Haley Perez	Title I
Principal Attestation 2020-202...	10/30/2020	Haley Perez	Title I
20 Day Letter (Aug-Sept) 2020-...	10/30/2020	Haley Perez	Title I
Title I Employee Documents 202...	11/06/2020	Haley Perez	Title I
Paraprofessional Employee Docu...	11/06/2020	Haley Perez	Title I
SC06 Membership and Attendance...	11/06/2020	Zenobia Ealy	PowerSchool and IT
Signed 45th Day SC02 Cumulativ...	11/06/2020	Zenobia Ealy	PowerSchool and IT
SC28 Add-On Weightings Report ...	11/06/2020	Zenobia Ealy	PowerSchool and IT
FY21 Enrollment	09/14/2020 - 10/30/2020	John Li	Finance
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...
PEBA's Open Enrollment 2020 - ...	10/22/2020 - 10/31/2020	Sonja Bradford	Human Resources and ...

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: 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: Principal Attestation 2020-2021

Department: Title I

Due Date: 10/30/2020

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)] (Note: This includes ALL teachers/paraprofessionals school-wide, regardless of which fund their salary is paid from.)

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.

Submission: Title I Employee Documents 2020-2021

Department: Title I

Due Date: 11/06/2020

Details: Please submit the required documents for Title I-funded employees within your school. (Please note: At this time, these salaries have not yet been approved in the school Title I plan. These documents are needed to obtain approval and late submissions will delay the plan approval process.) Please ensure to submit the required items for all employees included in your school's attached list.

Submission: Paraprofessional Employee Documentation 2020-2021

Department: Title I

Due Date: 11/06/2020

Details: More information on paraprofessional requirements can be found at:
<https://ed.sc.gov/policy/federal-education-programs/title-i/paraprofessionals/>

Submission: SC06 Membership and Attendance Report Uploads - 45th Day

Department: PowerSchool and IT

Due Date: 11/06/2020

Details: Upload a signed copy of the SC06 Membership and Attendance Report for the 45th day. A principal or designee must sign the SC06 Membership and Attendance Report.

Submission: Signed 45th Day SC02 Cumulative Class Report

Department: PowerSchool and IT

Due Date: 11/06/2020

Details: Upload a signed copy of the SC02 Cumulative Class Report for the 45th day. A principal or designee must sign the SC02 Cumulative Class Report. Only for schools that serve PreK-3 and PreK-4 students.

Submission: SC28 Add-On Weightings Report - 45th Day

Department: PowerSchool and IT

Due Date: 11/06/2020

Details: Upload a signed copy of the SC28 Add-On Weightings Report for the 45th day. A principal or designee must sign the SC28 Add-On Weightings Report.

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: 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

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.

Announcement: PEBA's Open Enrollment 2020 - Deadline is October 31

Contact Person: Sonja Bradford

Department(s): Human Resources and Benefits

Start Date: 10/22/2020

End Date: 10/31/2020

Details: PEBA's 2020 Open Enrollment ends October 31. Any changes made during open enrollment should be done in MyBenefits and will take effect January 1, 2021.

During open enrollment, eligible subscribers may change their coverage for the following year. Encourage employees to enroll and make changes to their insurance coverage, if desired. Documents and flyers are included for your review and for distribution to your employees.

Please share the three minute 2020 Open Enrollment video link below.

<https://www.youtube.com/watch?v=Fz7fqmSNk8U&feature=youtu.be>