

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
24-25 Title I Amended Employee...	03/30/2025	Meagan Cothran	Title I
Professional Development Calen...	03/30/2025	Lacy Lucas	Federal Programs Fin...
Amended Title II Stipend Polic...	03/31/2025	Lacy Lucas	Federal Programs Fin...
January 2025 Month-to-Date Fin...	03/15/2025	Aila Ranera	Finance
Awards Banquet Guidelines 2025	01/17/2025 - 03/14/2025	Katie Graybill	Communications, Lead...
State Memos for School Leaders...	02/05/2025 - 03/07/2025	Heather Holliday	Leadership
SY 24-25 Third Grade Retention...	02/15/2025 - 04/15/2025	Tarry McGovern	State and Academic P...
Upcoming Virtual SCTS 4.0 Eval...	02/18/2025 - 03/03/2025	Callison Madsen	State and Academic P...
Induction Teacher Mentor Train...	02/18/2025 - 03/31/2025	Callison Madsen	State and Academic P...
Quarter 2 Claiming Requirement...	02/21/2025 - 03/07/2025	Sarah Shealy	Federal Programs Fin...
Accessible Educational Materia...	02/21/2025 - 03/07/2025	Sarah Love	Special Education an...
Report Card Climate Surveys 20...	02/26/2025 - 04/11/2025	Callison Madsen	Accountability
Federal Programs Survey Result...	02/27/2025 - 03/31/2025	Lacy Lucas	Federal Programs Fin...
State Memos for School Leaders...	02/28/2025 - 03/15/2025	Heather Holliday	Leadership
March Monthly Webinar	03/03/2025 - 03/13/2025	Jessica Crowe	PowerSchool and IT

### **Submission: 24-25 Title I Amended Employee Docs**

**Department:** Title I

**Due Date:** 03/30/2025

Details: Please upload employee documents for new employees included in your amended plans.

### **Submission: Professional Development Calendar 2024-2025**

**Department:** Federal Programs Finance

**Due Date:** 03/30/2025

Details: Please upload your school's professional development calendar as evidence for PROG 01 and QPD 07 on the Consolidated Monitoring Instrument. A template and sample have been provided for you. If you have questions, please reach out to Lacy Lucas.

### **Submission: Amended Title II Stipend Policies**

**Department:** Federal Programs Finance

**Due Date:** 03/31/2025

Details: If you have questions please contact Sarah Shealy or Lacy Lucas.

### **Submission: January 2025 Month-to-Date Financial Statements**

**Department:** Finance

**Due Date:** 03/15/2025

Details: Please submit a copy of the school's January Month-To-Date Financials (Balance Sheet and Profit and Loss Statement). The Profit and Loss Statement should be detailed by fund, function, and object, including account numbers. Additionally, please update the "Monthly Financials" tab in your school's Finance Dashboard, and check the box in this submission once the update is complete. Feel free to contact Aila Ranera at [aranera@erskinecharters.org](mailto:aranera@erskinecharters.org) if you have any questions. Thank you!

### **Announcement: Awards Banquet Guidelines 2025**

**Contact Person:** Katie Graybill

**Department(s):** Communications, Leadership

**Start Date:** 01/17/2025

**End Date:** 03/14/2025

Details: The 2025 Charter Institute at Erskine Awards Banquet will be hosted on Thursday, May 15, 2025. We are officially seeking nominations from each school for your Volunteer of the Year, Student(s) of the Year, and Teacher(s) of the Year. Read this year's guidelines here: <https://tinyurl.com/AB2025-guidelines>. Nominations will be due on March 14, and you can access the nomination form here: <https://tinyurl.com/awards-banquet-nominations-25>. If you have any questions, please email [kgraybill@erskinecharters.org](mailto:kgraybill@erskinecharters.org). Thank you!

### **Announcement: State Memos for School Leaders Feb 5**

**Contact Person:** Heather Holliday

**Department(s):** Leadership

**Start Date:** 02/05/2025

**End Date:** 03/07/2025

Details: Please see the attached memos from the SCDE which pertain to Military Honor Cords, ELA virtual PD hours offerings from SCDE, and updated Erin's Law resources. Please reach out to Heather Holliday with questions.

### **Announcement: SY 24-25 Third Grade Retention and Guidance Document**

**Contact Person:** Tarry McGovern

**Department(s):** State and Academic Programs

**Start Date:** 02/15/2025

**End Date:** 04/15/2025

Details: As we approach our statewide SC Ready testing window, please be sure to follow the guidance provided in the South Carolina Read to Succeed Third Grade Retention and Guidance Document. Act 114 requires third-grade retention starting in 24-25 if a student score is "Does Not Meet Expectations" on SC READY Reading. Good Cause Exemptions remain, except the Literacy Assessment Portfolio (LAP Folder) has been removed. Summer Reading Camp now requires achieving at least Approaches Expectations on an approved assessment. Approved alternate assessments include (MAP – 186, iReady – 489, STAR Unified - 941). The retention threshold is now the lowest achievement level on SC READY. Additional information is located at "<https://ed.sc.gov/instruction/early-learning-and-literacy/read-to-succeed/third-grade-retention/>" For questions, contact [tmcgovern@erskinecharters.org](mailto:tmcgovern@erskinecharters.org).

### **Announcement: Upcoming Virtual SCTS 4.0 Evaluator Training for the 2025-2026 School Year (Teacher Evaluator Training)**

**Contact Person:** Callison Madsen

**Department(s):** State and Academic Programs

**Start Date:** 02/18/2025

**End Date:** 03/03/2025

Details: The Charter Institute at Erskine will host a virtual SCTS 4.0 Evaluator Training on March 10-12 in preparation for the upcoming school year. Educators registering for the training must meet three qualifications. Educators must be approved by the principal to be an evaluator, hold a valid, professional SC teaching certificate, and have at least one (1) previous year of successful teaching experience at the continuing contract level in an SC public school or three (3) years of successful teaching in a college or university setting. To register, please complete the registration form at [https://erskinecharters.formstack.com/forms/evaluator\\_training\\_registration\\_march\\_2025](https://erskinecharters.formstack.com/forms/evaluator_training_registration_march_2025)

### **Announcement: Induction Teacher Mentor Training Opportunities**

**Contact Person:** Callison Madsen

**Department(s):** State and Academic Programs

**Start Date:** 02/18/2025

**End Date:** 03/31/2025

Details: Mentor Training is available through CERRA on April 22-23 (Virtual), May 20-12 (In-Person), and July 15-16 (In-Person). Here is the link to register: <https://www.cerra.org/page/upcoming-trainings> Please contact Callison Madsen at [cmadsen@erskinecharters.org](mailto:cmadsen@erskinecharters.org) for the password to enroll.

### **Announcement: Quarter 2 Claiming Requirement Progress**

**Contact Person:** Sarah Shealy

**Department(s):** Federal Programs Finance

**Start Date:** 02/21/2025

**End Date:** 03/07/2025

Details: At the end of each quarter, a memo summarizing the school's federal reimbursement requests is sent to the school leader, grant coordinators, and fiscal coordinators. This practice records the school's progress towards meeting the SCDE requirement of submitting federal expenses for reimbursement within the quarter they occurred. Emails were sent to all listed contacts on 2/20-2/21 with these memos and personal notes regarding your school's progress. The memos are posted here in LWS for filing purposes.

### **Announcement: Accessible Educational Materials Informational Day**

**Contact Person:** Sarah Love

**Department(s):** Special Education and 504

**Start Date:** 02/21/2025

**End Date:** 03/07/2025

Details: The South Carolina Department of Education (SCDE) is hosting an Accessible Educational Materials Informational Day on March 18, 2025, for schools to gain insights into CAST Quality Indicators for Accessible Educational Materials (AEM), technologies, and review SCDE support options. This event is at no cost to participants. See the full memo for registration information. Memo: <https://ed.sc.gov/newsroom/school-district-memoranda-archive/accessible-educational-materials-informational-day/accessible-educational-materials-informational-day-memo/>. CAST Quality Indicators: <https://aem.cast.org/coordinate/quality-indicators-provision-accessible-materials-technologies>

### **Announcement: Report Card Climate Surveys 2025**

**Contact Person:** Callison Madsen

**Department(s):** Accountability

**Start Date:** 02/26/2025

**End Date:** 04/11/2025

Details: The 2025 Report Card Climate Surveys will be conducted from February 24 to April 11, 2025. The Administration Packet and a copy of the student survey script are attached. For any questions, please contact Callison Madsen at [cmadsen@erskinecharters.org](mailto:cmadsen@erskinecharters.org).

**Announcement: Federal Programs Survey Results 2024-2025**

**Contact Person:** Lacy Lucas

**Department(s):** Federal Programs Finance

**Start Date:** 02/27/2025

**End Date:** 03/31/2025

Details: Attached to this announcement you will find your 2024-2025 Title I Stakeholder Results, as applicable, and Instructional Staff Survey Results. Additionally, instructions for navigating the results are provided. These results should be used when developing your school's Comprehensive Needs Assessment for the 2025-2026 school year. Please reach out to Lacy Lucas or Meagan Cothran with any questions.

**Announcement: State Memos for School Leaders Feb 28**

**Contact Person:** Heather Holliday

**Department(s):** Leadership

**Start Date:** 02/28/2025

**End Date:** 03/15/2025

Details: Hello! Attached you will find several memos for School Leaders. Please reach out to Heather Holliday with any questions. Thank you!

**Announcement: March Monthly Webinar**

**Contact Person:** Jessica Crowe

**Department(s):** PowerSchool and IT

**Start Date:** 03/03/2025

**End Date:** 03/13/2025

Details: The PowerSchool monthly meeting: (Virtual) Date: 03/13/2025 Time: 9:00 AM- 10:30 AM Below you will find the link to join: <https://erskinecharters.zoom.us/my/jones>