

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
2025-2026 Board Approved Acade...	03/15/2025	Jessica Crowe	PowerSchool and IT
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...
Final Child Count Verification...	03/31/2025	Sally Fickling	Special Education an...
January 2025 Month-to-Date Fin...	03/15/2025	Aila Ranera	Finance
February 2025 Month-to-Date Fi...	03/31/2025	Aila Ranera	Finance
Awards Banquet Guidelines 2025	01/17/2025 - 03/14/2025	Katie Graybill	Communications, Lead...
SY 24-25 Third Grade Retention...	02/15/2025 - 04/15/2025	Tarry McGovern	State and Academic P...
Induction Teacher Mentor Train...	02/18/2025 - 03/31/2025	Callison Madsen	State and Academic P...
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
National Student Clearinghouse...	03/03/2025 - 03/31/2025	Naomi Morgan	Accountability , Lea...
State Memos for School Leaders...	03/05/2025 - 03/19/2025	Heather Holliday	Leadership
Spring Academic Accountability...	03/05/2025 - 03/15/2025	Jessica Crowe	PowerSchool and IT
FY24 Federal Funding Will Not ...	03/05/2025 - 04/04/2025	Sarah Shealy	Federal Programs Fin...
Federal Budgets - March Update	03/07/2025 - 03/21/2025	Sarah Shealy	Federal Programs Fin...
What's Up Wednesday 3/12/2025	03/10/2025 - 03/13/2025	Lacy Lucas	Federal Programs Fin...

Submission: 2025-2026 Board Approved Academic Calendar

Department: PowerSchool and IT

Due Date: 03/15/2025

Details: Please upload your school's 2025-2026 board approved academic calendar. Please note, the calendar should include: 180 instructional days; No more than 3 Early-Release Days; and 3 Make-Up days. It is encouraged that school's create a legend clearly stating your, "Important Dates." Lastly, Once your Board Approved Calendar has been submitted and approved, we will begin the process of setting up your school's Years and Terms in PowerSchool. If you have any questions, or are unable to meet this deadline due to Board Meeting Schedules, Please contact jcrowe@erskinecharters.org for further assistance.

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: Final Child Count Verification 2024

Department: Special Education and 504

Due Date: 03/31/2025

Details: Please review the child count spreadsheet and verification form for your school. Complete the acknowledgement within the submission by typing your name on or before March 31, 2025. Please contact Sally Fickling or Sarah Love if you have any questions.

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 if you have any questions. Thank you!

Submission: February 2025 Month-to-Date Financial Statements

Department: Finance

Due Date: 03/31/2025

Details: As outlined in 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. Please submit a copy of the school's February Month-To-Date Financials (Balance Sheet and Profit and Loss Statement). The Profit and Loss Statement needs to be in fund/function/object detail with account numbers. Feel free to contact Aila Ranera at 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. Thank you!

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.

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 for the password to enroll.

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.

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>

Announcement: National Student Clearinghouse Files

Contact Person: Naomi Morgan

Department(s): Accountability , Leadership, PowerSchool and IT

Start Date: 03/03/2025

End Date: 03/31/2025

Details: Through this announcement, please find National Student Clearinghouse files provided to the Institute from the SC Department of Education. These files provide summary and student level information on college enrollment data, including details like enrollment status, dates of attendance, institutions attended, anticipated graduation date, major, degree information, student demographics, and more. In addition to school level files, State level files have been provided, if you would like to see a comparison between your school and the State of SC.

Announcement: State Memos for School Leaders March 5

Contact Person: Heather Holliday

Department(s): Leadership

Start Date: 03/05/2025

End Date: 03/19/2025

Details: Please see the attached memos from the SCDE this week and reach out to Heather Holliday with questions. Thank you!

Announcement: Spring Academic Accountability Reminders- DOTS Information

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 03/05/2025

End Date: 03/15/2025

Details: Attached is the annual, "Spring Academic Accountability Reminders." The most important announcement is that the Diploma Order Tracking System (DOTS) is working, so please make sure your schools order diplomas no later than March 15. All the directions are in the attachment.

Announcement: FY24 Federal Funding Will Not "Roll Up"

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 03/05/2025

End Date: 04/04/2025

Details: It has been determined that the Institute will NOT roll up FY24 Title I, Title II, IDEA, or Title IV funding this school year. If your school spent its FY24 rollover funds to completion by the original or extended deadline, thank you. If your school has FY24 funds remaining, the final opportunity to claim this funding is the pre-established end of year 6/30/25 spending and 7/11/25 claiming deadline. The expectation remains that FY25 Title I reaches at least 85% spent and that all other FY25 awards reach at least 60% spent by 6/30/25. Please refer to your grant spending plans in Google for amounts per grant still remaining.

Announcement: Federal Budgets - March Update

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 03/07/2025

End Date: 03/21/2025

Details: For ease of access, please find your school's federal budgets as of 3.6.25 posted in LWS. Review current remaining balances and ensure that all expenses that occurred between July 1st and March 31st are submitted in SmartFusion before April 30th. Submitting reimbursement requests in SmartFusion once per quarter is required. Submitting monthly is highly encouraged.

Announcement: What's Up Wednesday 3/12/2025

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance

Start Date: 03/10/2025

End Date: 03/13/2025

Details: Federal Programs will host their monthly virtual meeting, What's Up Wednesday, on March 12th at 9:00 am. We will cover a few topics briefly but would like to hold most of the time for office hours/Q & A for Comprehensive Needs Assessment and Planning Meetings. Please join us using the following link: <https://erskinecharters.zoom.us/j/7398578547?pwd=UmVlaUZuRkZSUG93cU1rVmtYcm9yUT09>