

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

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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...
February 2025 Month-to-Date Fi...	03/31/2025	Aila Ranera	Finance
PS 135th Day Reports	03/31/2025	Caiman Welch	PowerSchool and IT
February 2025 Foster File	04/15/2025	Caiman Welch	PowerSchool and IT
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...
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
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...
Mid-Year School Report Card Pr...	03/11/2025 - 04/11/2025	Naomi Morgan	Accountability , Lea...
State Memos for School Leaders...	03/12/2025 - 03/31/2025	Heather Holliday	Leadership, PowerSch...
Day 135 SCDE Memo (includes up...	03/13/2025 - 03/31/2025	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 the 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: 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](mailto:aranera@erskinecharters.org) if you have any questions. Thank you!

### **Submission: PS 135th Day Reports**

**Department:** PowerSchool and IT

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

Details: Please submit your signed 135th-day reports, which will be accessible for review in Podium. To ensure funding data accuracy please review the following: resolve any identified issues, run PowerSchool Compliance Reports, and validate level data errors. Review DQR data, Ed-Fi errors, and confirm what has been published in Podium dashboards. Cross-check data in the SCDE Finance Portal for accuracy and verify Accountability and Membership Counts. If you're having issues accessing Podium please contact [cwelch@erskinecharters.org](mailto:cwelch@erskinecharters.org).

### **Submission: February 2025 Foster File**

**Department:** PowerSchool and IT

**Due Date:** 04/15/2025

Details: This submission is a means of verifying your school's foster data. Once a student has been coded as a foster student, the student will remain coded this way for the school year. If you have any questions please feel free to contact [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org).

### **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: 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: 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: 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: 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: Mid-Year School Report Card Projections for Fall 2025**

**Contact Person:** Naomi Morgan

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

**Start Date:** 03/11/2025

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

Details: Through this announcement please find preliminary school report card projections for Fall 2025. These estimates are based on mid-year data and are subject to change as additional data are reviewed and finalized. Final ratings may vary due to factors such as spring assessment outcomes, high school credits earned, and student transfers or cohort exclusions. Projections will be updated after spring assessments have been completed. Additional information is provided in the attached Fall 2025 Accountability Estimates document.

If you have general questions regarding the Fall 2024 projections, please join me for the Accountability Drop-In on March 18th from 9AM to 10AM, and we will be glad to address any questions you may have. If you would like to schedule a one-on-one meeting to review your school's estimates, please use the Doodle poll linked in the attached PDF.

### **Announcement: State Memos for School Leaders Mar 12**

**Contact Person:** Heather Holliday

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

**Start Date:** 03/12/2025

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

Details: Attached is an important memo regarding the 135th day funding period and reporting! Contact Jason Jones with questions regarding the contents of the memo. Thank you!

**Announcement: Day 135 SCDE Memo (includes upcoming data deadlines)**

**Contact Person:** Jessica Crowe

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

**Start Date:** 03/13/2025

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

Details: PowerSchool Coordinators & District Leaders: 135-Day Data Verification Begins Soon. The 135-Day Membership Collection will open on March 25, 2025, and close on April 16, 2025. During this period, districts must verify student membership and accountability data to ensure accurate funding calculations. Please see the attached SCDE Memo for information specific to your day 135 reports. If you have any questions, Please contact Jessica Crowe at [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org)