

Charter Institute at Erskine

INSTITUTE INSIGHTS

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High School Cohort Maintenance...	04/30/2025	Naomi Morgan	Leadership
March 2025 Month-to-Date Finan...	04/30/2025	Aila Ranera	Finance
2025 Summer Reading Camp Pre-C...	05/05/2025	Tarry McGovern	State and Academic P...
ClassLink Integration	04/15/2025	Caiman Welch	PowerSchool and IT
Fall 2025 Optional PLO (LETRS)...	05/09/2025	Tarry McGovern	State and Academic P...
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SY 24-25 Third Grade Retention...	02/15/2025 - 05/23/2025	Tarry McGovern	State and Academic P...
PACE Program Cohort 2025 Dates...	03/21/2025 - 05/30/2025	Robbie Anderson	Human Resources and ...
eLearning Plan Updates and Sub...	04/01/2025 - 05/30/2025	Tarry McGovern	State and Academic P...
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Francis Marion University - Su...	04/01/2025 - 04/30/2025	Tarry McGovern	State and Academic P...
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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.

Submission: High School Cohort Maintenance Review

Department: Leadership

Due Date: 04/30/2025

Details: To ensure the accuracy of a high school's School Report Card, the ninth-grade code and cohort status of all high school students must be correctly coded in PowerSchool prior to the 180th day. To support schools, the Institute has provided a list of high school students needing a coding update or review in PowerSchool. The attached PDF "PowerSchool Cohort Maintenance Review Instructions" provides instructions and resources to complete the review and any necessary coding. Coding updates should be completed by April 30th. The Institute is providing two support sessions for schools. Dates, times, and the Zoom access information can be found in the instruction document.

Submission: March 2025 Month-to-Date Financial Statements

Department: Finance

Due Date: 04/30/2025

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 March 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!

Submission: 2025 Summer Reading Camp Pre-Camp Survey**Department:** State and Academic Programs**Due Date:** 05/05/2025

Details: Please review the memo for vital information regarding Summer Reading Camp (SRC) 2025. Schools must complete the pre-camp survey (linked in the memo) by May 5, 2025, to ensure timely data compilation, which will be submitted to the SCDE by May 16, 2025.

Submission: ClassLink Integration**Department:** PowerSchool and IT**Due Date:** 04/15/2025

Details: With the statewide integration into ClassLink underway, the state has provided our district with a dedicated instance. To ensure a smooth and timely rollout before the upcoming school year, we are requesting to schedule a one-on-one meeting with your school's IT department or lead contact. This meeting will focus on setting up the necessary domain integrations to support the launch. Please use this FormStack Link and complete it on behalf of your school (https://erskinecharters.formstack.com/forms/classlink_configuration)

Submission: Fall 2025 Optional PLO (LETRS) for 4th and 5th Grade and Middle-Level Special Education Teachers**Department:** State and Academic Programs**Due Date:** 05/09/2025

Details: Optional LETRS training for 4th and 5th grade and middle-level Special ED teachers begins during the Fall of 2025. This two-year course offers renewal credits, honoraria, and R2S endorsement. The attached memo includes important information and a LINK for schools to complete the required Formstack submission by May 9, 2025.

Submission: March 2025 Foster File**Department:** PowerSchool and IT**Due Date:** 04/30/2025

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.

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:** 05/23/2025

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: PACE Program Cohort 2025 Dates and Deadlines

Contact Person: Robbie Anderson

Department(s): Human Resources and Benefits

Start Date: 03/21/2025

End Date: 05/30/2025

Details: The PACE Cohort 2025 dates and deadlines are located on the South Carolina Department of Education website, linked here: <https://ed.sc.gov/educators/alternative-certification/pace/2025-26/>. The Office of Educator Services at the South Carolina Department of Education must receive a 2025-2026 PACE Confirmation of Employment form by Friday, June 20, 2025, if you wish for an applicant to attend Summer PACE I with Cohort 2025. Confirmation of Employment forms must be submitted by the assigned deadline for applicants to be eligible for PACE I training.

The Institute Confirmation of Employment form is linked here: https://erskinecharters.formstack.com/forms/cie_confirmation_of_employment_form

Please contact Robbie Anderson at randerson@erskinecharters.org or (803) 429-2355 if you have any questions.

Announcement: eLearning Plan Updates and Submission Process for 2025-2026

Contact Person: Tarry McGovern

Department(s): State and Academic Programs

Start Date: 04/01/2025

End Date: 05/30/2025

Details: As part of the eLearning approval process, schools currently approved for eLearning must submit updated plans between May 1 and June 30, 2025, for the 2025-2026 school year. New schools—those that have never applied for eLearning or are in their inaugural year—must complete a separate application. Please refer to the attached memo and template for specific guidance and instructions. Additional updates and reminders will be provided as they become available.

Announcement: April 30 - Deadline for Quarter 3 Claiming

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 04/01/2025

End Date: 04/30/2025

Details: April 30th is the final day to submit expenses obligated between January 1, 2025, and March 31, 2025, into SmartFusion for Federal reimbursement.

Announcement: Francis Marion University - Summer and Fall 2025 Course Offerings

Contact Person: Tarry McGovern

Department(s): State and Academic Programs

Start Date: 04/01/2025

End Date: 04/30/2025

Details: Please see the attached memo detailing various course offerings and opportunities available through Francis Marion University. For questions, contact Dr. Tammy Pawloski, Ph.D..

Announcement: Co-Teaching PD Opportunity

Contact Person: Sarah Love

Department(s): Leadership, Special Education and 504

Start Date: 04/02/2025

End Date: 04/30/2025

Details: Please see the attached flyer detailing a virtual professional development opportunity for all staff involved in co-teaching. Leaders, general education teachers, and special education teachers are encouraged to attend to bring best practices to your school. Participants can earn a certificate renewal credit.

Announcement: Federal Budgets - April Update

Contact Person: Sarah Shealy

Department(s): Additional Targeted Support and Improvement, Comprehensive Support and Improvement, CTE, Federal Programs Finance , Title I, Title II

Start Date: 04/04/2025

End Date: 04/18/2025

Details: For ease of access, please find your school's federal budgets as of 4.4.25 posted in LWS. These budgets reflect the recent Title I, Title II, IDEA, CTE EIA, and CTE Perkins amendments. TSI and CSI are undergoing SCDE review, which has lengthened from previous years. 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: Military Recruiter Memorandum

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 04/15/2025

End Date: 04/26/2025

Details: Military Recruiters from the following branches: Navy, Coast Guard, Marines, Army/Army Reserve, National Guard, and Air Force have entered into a memorandum of understanding to create a centralized process for the request and release of directory information. The U.S. Army Recruiting Battalion (USARB) is managing that process. USARB have agreed to request this information from the South Carolina Department of Education (SCDE). SCDE has agreed to act as their designee and request this data from school districts. All currently enrolled 10th and 11th grade students (who have not submitted an opt-out) with the following column headings: Grade Level, District Name, School Name, Student Name, Street Address, City, State, Zip Code, Telephone Number, and email address will be provided to SCDE by the district, if available. Students who have "Military Recruiting Information Opt-Out" checked on the State/Province - SC, Privacy and Security Page will be excluded from the list.

Announcement: School Nurse Information

Contact Person: Tarry McGovern

Department(s): State and Academic Programs

Start Date: 04/15/2025

End Date: 05/30/2025

Details: Please see the attached memo with information for Institute School Nurses. For questions, please contact Victoria J. Ladd (State School Nurse Consultant) laddvj@dph.sc.gov.