

# Charter Institute at Erskine

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### **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](mailto: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: 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](mailto:jcrowe@erskinecharters.org).

**Submission: FY26 Preliminary Budget**

**Department:** Finance

**Due Date:** 05/15/2025

Details: As outlined in Section 8.1, Budget, of the Charter Contract, the School must use the same budget codes as are required of school districts in the State. The budget shall be based on documented SCDE estimated revenues in accordance with the allocations in S.C. Code Ann. § 59-40-140(A)-(C). The School shall establish and maintain adequate operating reserves with a minimum of 60 days of cash on hand by the end of the second school year in order to avoid possible financial hardships. On or before April 30 of each year, the School shall submit to the Sponsor the School's preliminary proposed budget for the upcoming school year, with the School's final budget submitted to the Sponsor by June 30th subject to modifications throughout the year as are required or are permitted.

**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](mailto:tmcgovern@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:** 05/31/2025

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: 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](https://erskinecharters.formstack.com/forms/cie_confirmation_of_employment_form)

Please contact Robbie Anderson at [randerson@erskinecharters.org](mailto: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: 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](mailto:laddvj@dph.sc.gov).

**Announcement: SCDE Notice: CTE Placement Code Data Submission**

**Contact Person:** Jessica Crowe

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

**Start Date:** 04/18/2025

**End Date:** 05/18/2025

Details: Please review the attached SCDE memo document regarding important CTE data entry and publishing tasks. PowerSchool administrators may need to coordinate with their district CTE coordinator to obtain a list of applicable students. This involves entering CTE Placement Codes for students who graduated last year, as required for Ed-Fi reporting this month. If you have any questions, please contact Jessica Crowe at [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org).

**Announcement: May Monthly Webinar**

**Contact Person:** Jessica Crowe

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

**Start Date:** 04/21/2025

**End Date:** 05/01/2025

Details: The PowerSchool monthly meeting: (Virtual) Date: May 1, 2025. Time: 9:00 AM- 10:30, link to join:  
<https://erskinecharters.zoom.us/my/jones>