

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
FY26 Comprehensive Needs Asses...	05/31/2025	Lacy Lucas	Federal Programs Fin...
20 Day Letters (Jan-June 2025)	05/31/2025	Meagan Cothran	Title I
LETRS Honorarium 24-25 School ...	05/30/2025	Tarry McGovern	State and Academic P...
Individualized Graduation Plan...	05/30/2025	Heather Holliday	PowerSchool and IT
Mentor Stipend	05/30/2025	Callison Madsen	State and Academic P...
FY25 Federal Inventory Reconci...	06/15/2025	Lacy Lucas	Federal Programs Fin...
ACCESS Post-Test Document Subm...	05/30/2025	Christopher Seay	Assessment
SC READY Post-Test Document Su...	06/15/2025	Christopher Seay	Assessment
EOCEP Post-Test Document Submi...	06/15/2025	Christopher Seay	Assessment
Performance Task Assessment (P...	05/30/2025	Christopher Seay	Assessment
April 2025 Foster File	05/30/2025	Caiman Welch	PowerSchool and IT
CSAR Collection Period 2	05/30/2025	Heather Holliday	Leadership
April 2025 Month-to-Date Finan...	05/31/2025	Aila Ranera	Finance
PCS Verification	06/15/2025	Robbie Anderson	Human Resources and ...
Performance Task Assessment - ...	06/15/2025	Christopher Seay	Assessment
SCDE 24-25 Chronic Absenteeism...	06/09/2025	Jessica Crowe	PowerSchool and IT
School Report Card Narrative	06/16/2025	Heather Holliday	Leadership
PS 180th Day Reports	06/09/2025	Caiman Welch	PowerSchool and IT
Submit the CRDC Report from Po...	06/09/2025	Caiman Welch	PowerSchool and IT
SY 24-25 Third Grade Retention...	02/15/2025 - 06/01/2025	Tarry McGovern	State and Academic P...
Federal Programs Survey Result...	02/27/2025 - 05/31/2025	Lacy Lucas	Federal Programs Fin...
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...
School Nurse Information	04/15/2025 - 05/30/2025	Tarry McGovern	State and Academic P...
Upcoming Teacher Evaluator Cer...	04/21/2025 - 05/31/2025	Callison Madsen	State and Academic P...
State Memos for School Leaders...	04/23/2025 - 06/06/2025	Heather Holliday	Leadership
SC Teacher Evaluator Training ...	04/24/2025 - 06/30/2025	Callison Madsen	State and Academic P...
Procedures for Requirements to...	04/29/2025 - 06/30/2025	Robbie Anderson	Human Resources and ...
Free Resource for Year One Tea...	05/02/2025 - 05/31/2025	Callison Madsen	Leadership
Parental Consent Required for ...	05/06/2025 - 06/15/2025	Caiman Welch	PowerSchool and IT
SCDE End-of-Year Academic Acco...	05/09/2025 - 06/30/2025	Jessica Crowe	PowerSchool and IT
FY25 CSI Plan - Approved	05/14/2025 - 05/31/2025	Meagan Cothran	Comprehensive Suppor...
FY25 TSI Plan - Approved	05/14/2025 - 05/31/2025	Meagan Cothran	Additional Targeted ...
Quarter 3 Claiming Requirement...	05/19/2025 - 06/07/2025	Sarah Shealy	Federal Programs Fin...
Truist Leadership Institute	05/19/2025 - 06/30/2025	Robbie Anderson	Human Resources and ...
June Monthly PowerSchool Newsl...	05/26/2025 - 06/05/2025	Jessica Crowe	PowerSchool and IT

Submission: FY26 Comprehensive Needs Assessment

Department: Federal Programs Finance

Due Date: 05/31/2025

Details: Please use the following documents (template and exemplar) to assist in creating your school's Comprehensive Needs Assessment for the 2025-2026 school year. Your school's 2024-2025 CNA is also attached to this submission. As a reminder, if you would like feedback prior to your final submission, please upload the completed template (or comparable document) by May 15, 2025.

Submission: 20 Day Letters (Jan-June 2025)**Department:** Title I**Due Date:** 05/31/2025

Details: In accordance with the Every Student Succeeds Act of 2015, all schools are required to provide timely notice to parents when students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject level in which the teacher has been assigned. ESSA Sec. 1112 (e)(1)(B)(ii) *This includes substitutes and related arts/special area teachers. These letters should be sent home with students in the applicable class. See attached resources and examples below to determine when letters should be sent. Example 1: Teacher 1 taught 3rd grade in Aug-Sept and is still teaching 3rd grade in Oct-Nov. A letter would need to be sent at the beginning of the year. Example 2: Teacher 2 taught Class A in Aug-Dec but is now teaching Class B in Jan-May. A letter would need to be sent at the beginning of each semester.

Submission: LETRS Honorarium 24-25 School Term**Department:** State and Academic Programs**Due Date:** 05/30/2025

Details: Staff who completed LETRS Vol. 1 or 2 in 2024–25 are eligible for an honorarium. Complete the CSI form and spreadsheet. Scan all CSI forms in alpha order as one PDF and upload to LWS. Directions are in the LWS memo. Due by May 12, 2025. For questions, please contact tmcgovern@erskinecharters.org.

Submission: Individualized Graduation Plan Progress Monitoring**Department:** PowerSchool and IT**Due Date:** 05/30/2025

Details: Please see your attached file for your school's progress towards entering all IGP's in PS, then make locked and primary. The standard set by the Education Accountability Act requires 100% completion. Weekly updates will be made over the next few weeks. In many schools, Counselors are responsible for entering these plans into PS. Please contact Heather Holliday with any IGP questions.

Submission: Mentor Stipend**Department:** State and Academic Programs**Due Date:** 05/30/2025

Details: Submission Order: A to Z by last name, W-9 first, supporting documents behind each.

Submission: FY25 Federal Inventory Reconciliation**Department:** Federal Programs Finance**Due Date:** 06/15/2025

Details: Federal inventory reconciliation for the 2024-2025 school year is due June 15, 2025. Please access your school's Federal Inventory records in Google. For each tab: review & update all columns as needed. Once this reconciliation is complete, download the Google document as a PDF, sign it, and upload the signed copy to LWS. The signed hard copy is to be kept on file for 7 years. Please reach out if you have any questions. All grants / All fiscal years should be reconciled & uploaded as one PDF.

Submission: ACCESS Post-Test Document Submissions - Spring 2025**Department:** Assessment**Due Date:** 05/30/2025

Details: STCS please submit all ACCESS Post-Test documentation through this submission. If you have any questions, please contact Christopher Seay.

Submission: SC READY Post-Test Document Submissions - Spring 2025**Department:** Assessment**Due Date:** 06/15/2025

Details: STCS please submit all SC READY Post-Test documentation through this submission. If you have any questions, please contact Christopher Seay.

Submission: EOCEP Post-Test Document Submissions - Spring 2025**Department:** Assessment**Due Date:** 06/15/2025

Details: STCS please submit all EOCEP Post-Test documentation through this submission. If you have any questions, please contact Christopher Seay.

Submission: Performance Task Assessment (PTA) Post-Test Document Submissions - Spring 2025**Department:** Assessment**Due Date:** 05/30/2025

Details: STCS please submit all Performance Task Assessment Post-Test documentation through this submission. If you have any questions, please contact Christopher Seay.

Submission: April 2025 Foster File**Department:** PowerSchool and IT**Due Date:** 05/30/2025

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.

Submission: CSAR Collection Period 2**Department:** Leadership**Due Date:** 05/30/2025

Details: Please open the Word document to find the link for the CSAR 2 collection form. I have also attached your CSAR Period 1 responses for your reference. As a reminder, this form is a mandatory submission outlined in the EEDA. Please share this information and form with the appropriate staff in your school--likely a School Counselor. Please contact Heather Holliday with questions.

Submission: April 2025 Month-to-Date Financial Statements**Department:** Finance**Due Date:** 05/31/2025

Details: As outlined in Section 8.7, Monthly and quarterly reporting, of 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. In addition, the School shall be responsible for submitting a quarterly financial statement in the format prescribed by the Sponsor by the 15th day of the month following the end of each quarter. The Parties agree that it is the responsibility of the Sponsor to use any financial information it obtains, including reports and audits, to monitor the fiscal condition and compliance of the School. Please submit a copy of the school's April 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: PCS Verification**Department:** Human Resources and Benefits**Due Date:** 06/15/2025

Details: Your school's PCS Report, dated 05/19/2025, can be found in your shared folders in Dropbox. Please make sure that your staff is accounted for, whether active or terminated, and that everyone is coded correctly. Please respond to the Smart Form Question. For any questions, please contact Robbie Anderson at randerson@erskinecharters.org or (803) 429-2355.

Submission: Performance Task Assessment - Student Individual Score Reports and School Reports (Spring 2025)**Department:** Assessment**Due Date:** 06/15/2025

Details: Attached to this submission are your school reports and your student individual score reports. If you have any questions, please contact Christopher Seay.

Submission: SCDE 24-25 Chronic Absenteeism End of Year Report**Department:** PowerSchool and IT**Due Date:** 06/09/2025

Details: Please review the attached SCDE Chronic Absenteeism Report for the 24'-25' School Year. and verify that all data is accurate and up to date. If any updates are needed, kindly make the necessary corrections as soon as possible. If you have any questions or need assistance, please contact Jessica Crowe at jcrowe@erskinecharters.org.

Submission: School Report Card Narrative**Department:** Leadership**Due Date:** 06/16/2025

Details: The SCDE requires a School Leader or his or her designee to complete an annual School Report Card Narrative which will appear on the fall report card. The first step is to ensure you have access to the state Member Center. The second step is to either edit the current entry which is a copy of the previous year's entry or to write an entry for new schools. Please reach out to Heather Holliday with questions.

Submission: PS 180th Day Reports**Department:** PowerSchool and IT**Due Date:** 06/09/2025

Details: Please submit your day 180 reports. Although these documents do not require signatures, we recommend reviewing these reports with your School Leader prior to submission. If you have any questions, please contact Jessica Crowe at jcrowe@erskinecharters.org.

Submission: Submit the CRDC Report from PowerSchool**Department:** PowerSchool and IT**Due Date:** 06/09/2025

Details: PowerSchool Administrators are asked to run the CRDC report for the 2024–2025 school year in PowerSchool and submit the completed report through this LWS Submission. If you have any questions, please contact Jessica Crowe at 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: 06/01/2025

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: 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

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: 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.

Announcement: Upcoming Teacher Evaluator Certification/Teacher Mentor Renewal Credit Opportunities

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 04/21/2025

End Date: 05/31/2025

Details: The South Carolina Department of Education (SCDE) is offering a SCTS 4.0 Evaluator Training. This training is required for any educator serving on a teacher evaluation team and satisfies the requirements for mentor certification renewal. Please see the attached memo for specific training information and dates. For questions, contact Callison Madsen at cmadsen@erskinecharters.org.

Announcement: State Memos for School Leaders April 23

Contact Person: Heather Holliday

Department(s): Leadership

Start Date: 04/23/2025

End Date: 06/06/2025

Details: Please see attached memos from the SCDE for the weeks of April 14 and 21. Contact Heather Holliday with questions.

Announcement: SC Teacher Evaluator Training Opportunities

Contact Person: Callison Madsen

Department(s): State and Academic Programs

Start Date: 04/24/2025

End Date: 06/30/2025

Details: The SCDE will host in-person SCTS 4.0 Train-the-Trainer sessions on October 1–2 and January 27–28. This training is for certified evaluators and builds capacity to train evaluators and teachers on the SCTS 4.0 rubric. Registration links and details are attached.

For questions, contact Callison Madsen at cmadsen@erskinecharters.org.

Announcement: Procedures for Requirements to Employ Retired Individuals for School Year 2025-2026

Contact Person: Robbie Anderson

Department(s): Human Resources and Benefits

Start Date: 04/29/2025

End Date: 06/30/2025

Details: Please review the attached memo, provided by the SC Department of Education, regarding the procedures for requirements to employ retired individuals for the 2025-2026 school year. For more information, please refer to this link provided by the SC Department of Education: <https://ed.sc.gov/educators/recruitment-and-recognition/critical-need-areas/>. If you have any questions, please contact Robbie Anderson at randerson@erskinecharters.org or (803) 429-2355.

Announcement: Free Resource for Year One Teachers

Contact Person: Callison Madsen

Department(s): Leadership

Start Date: 05/02/2025

End Date: 05/31/2025

Details: CERRA, The Center for Educator Recruitment, Retention, and Advancement has released the Premiere Educator's Guide to Year One for purchase. The digital copy is free for your use. Here is the link for those interested: https://secure.touchnet.com/C20256_ustores/web/store_main.jsp?STOREID=67 For questions, please contact Callison Madsen at cmadsen@erskinecharters.org.

Announcement: Parental Consent Required for Google Workspace Users Under 18

Contact Person: Caiman Welch

Department(s): PowerSchool and IT

Start Date: 05/06/2025

End Date: 06/15/2025

Details: Google now requires that schools obtain parental or guardian consent for any student under the age of 18 using Google Workspace for Education. Without this consent and a proper age designation in the Admin console, students will be restricted from using certain services (e.g., YouTube, Google Maps, Photos), and their data in those services may be deleted after 30 days. We recommend that schools add this consent to their annual enrollment or onboarding packets to ensure compliance and uninterrupted access for students. Attached are both the Google Admin Help Center document as well as the Google parent consent template for this form. Please work with your IT administrator to review and update age-based settings as needed. Please reach out to cwelch@erskinecharters.org with any questions.

Announcement: SCDE End-of-Year Academic Accountability Reminders

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 05/09/2025

End Date: 06/30/2025

Details: Attached is a shortened End-of-Year (EOY) reference document featuring key bullet points provided by the SCDE. This was originally shared by Ms. Laura McNair in her email last week. In addition to the attachment, we also encourage you to explore Ms. McNair's Padlet, which includes a variety of helpful EOY resources and guidance. We recommend all PowerSchool Administrators review this information carefully. If you have any questions about the EOY process, please don't hesitate to reach out to Jessica Crowe at jcrowe@erskinecharters.org. Thank you!

Announcement: FY25 CSI Plan - Approved

Contact Person: Meagan Cothran

Department(s): Comprehensive Support and Improvement, Federal Programs Finance

Start Date: 05/14/2025

End Date: 05/31/2025

Details: The FY25 CSI Spending Plan has approval from the SCDE. Schools were emailed their approval memo and budget on 5/8/25. The approval memo and budget have been uploaded here for filing purposes. Please submit completed expenses ASAP to SmartFusion.

Announcement: FY25 TSI Plan - Approved

Contact Person: Meagan Cothran

Department(s): Additional Targeted Support and Improvement, Federal Programs Finance

Start Date: 05/14/2025

End Date: 05/31/2025

Details: The FY25 TSI Spending Plan has approval from the SCDE. Schools were emailed their approval memo and budget on 5/9/25 or 5/12/25. The approval memo and budget have been uploaded here for filing purposes. Please submit completed expenses ASAP to SmartFusion.

Announcement: Quarter 3 Claiming Requirement Progress

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 05/19/2025

End Date: 06/07/2025

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 5/19/25 with these memos and personal notes regarding your school's progress. Please note the second page of this memo contains timely information regarding end of year deadlines.

