

# Charter Institute at Erskine

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### **Submission: Third Grade Read to Succeed Good Cause Exemption from Mandatory Retention Process**

**Department:** State and Academic Programs

**Due Date:** 06/30/2025

Details: Beginning in 2024–25, third-grade students scoring Does Not Meet Expectations on SC READY Reading must be retained unless granted a Good Cause Exemption (GCE). Exempted students continue to receive appropriate reading support. GCE requests must be submitted via the Formstack process for Institute review and response. Please review the attached memo and documents for full guidance and process details.

### **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: FY25 Title I Parent and Family Engagement - 2nd Semester**

**Department:** Title I

**Due Date:** 06/15/2025

Details: Please upload documentation of parent and family engagement events by June 15, 2025, that were held in the second semester. These events should build parent capacity. Examples include parent conferences where individual assessment data is shared, STEM, technology, math, and literacy nights, etc.

**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: 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:** 06/30/2025

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. Due on member center July 11. 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](mailto: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](mailto:jcrowe@erskinecharters.org)

### **Submission: Teacher Attendance Survey for SCDE**

**Department:** Leadership

**Due Date:** 06/30/2025

Details: This annual survey required by the SCDE tracks information like: Days of Employment, Total Days Absent, and Professional Leave. Schools have until July 11 to complete this directly through the state Member Center. This submission simply requires the name of the person at the school who is responsible for completing the online information in case there are questions. Reach out to Heather Holliday with questions.

### **Submission: Summer Survey Required by SCDE**

**Department:** Leadership

**Due Date:** 06/30/2025

Details: The final survey due by the SCDE is the Summer Survey. This year's survey includes new questions around the cell phone policies. There are 20 separate tabs with questions for this survey, so I encourage you to begin as soon as possible. The list of questions is included in an attachment. Due date is Friday, July 11 but revisions can be made directly in Member Center by August 22. Contact Heather Holliday with questions.

### **Submission: eLearning Days (High Priority)**

**Department:** State and Academic Programs

**Due Date:** 06/30/2025

Details: Institute brick-and-mortar schools approved for eLearning by the SCDE may use up to 5 days for emergency closures. New applications and updated plans are due by June 30. A memo with submission links and sample calendar language is attached. Please complete the Smart Form question to confirm receipt and ensure that your plan is submitted directly to the SCDE. Questions? Contact [tthegler@ed.sc.gov](mailto:tthegler@ed.sc.gov) or [rvelasquez@ed.sc.gov](mailto:rvelasquez@ed.sc.gov).

### **Submission: Civil Rights Data Collection- School Information Formstack 24'-25'**

**Department:** PowerSchool and IT

**Due Date:** 06/09/2025

Details: After updating all current year CRDC Data in PowerSchool, Please complete the formstack survey: [https://erskinecharters.formstack.com/forms/civil\\_rights\\_data\\_collection\\_24\\_25\\_school\\_level](https://erskinecharters.formstack.com/forms/civil_rights_data_collection_24_25_school_level), regarding current year school level information. If you are in need of further CRDC resources, please consult the following CRDC Scribe: <https://tinyurl.com/CRDC-Scribe>. Also, please do not hesitate to contact Jessica Crowe at [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org) with any further questions. Thank you.

**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](mailto: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](mailto:randerson@erskinecharters.org) or (803) 429-2355.

**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](mailto: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](mailto:jcrowe@erskinecharters.org). Thank you!

### **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.

### **Announcement: Truist Leadership Institute**

**Contact Person:** Robbie Anderson

**Department(s):** Human Resources and Benefits

**Start Date:** 05/19/2025

**End Date:** 06/30/2025

Details: Please see the below message from the SC Department of Education:

Are you looking for the best PDs in the world? Look no further, they are in the Office of Leadership Effectiveness at South Carolina Department of Education!

The Office of Leadership Effectiveness (OLE) offers several opportunities for professional development. OLE's mission is to provide a continuum of personalized, competency-driven resources and professional learning opportunities to advance educator effectiveness and build leadership capacity. Our leadership development cohorts focus on instructional leadership, specifically equitable access to effective instruction, collective leadership, and personalization.

OLE is collecting the names of interested administrators wanting to take part in future cohort sessions for the South Carolina School Leadership Institute (SLEI) and the Institute for District Administrators (IDA). SLEI created for School Leaders & IDA is tailored for Entry-level district administrators. SLEI is made available through a partnership with Truist Leadership Institute and South Carolina Department of Education.

Are you interested or know some outstanding leaders who could take advantage of a once in a lifetime opportunity? Use the following link: <https://tinyurl.com/idasleioleinterest>

If you have any questions, please contact Robbie Anderson at (803) 429-2355 or [randerson@erskinecharters.org](mailto:randerson@erskinecharters.org)

**Announcement: June Monthly PowerSchool Newsletter**

**Contact Person:** Jessica Crowe

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

**Start Date:** 05/26/2025

**End Date:** 06/05/2025

Details: The PowerSchool monthly Newsletter. Please be aware our Monthly Update will be in the form of a Newsletter this month. Please refer to your email. Thank you.

**Announcement: Adult Education Data File**

**Contact Person:** Naomi Morgan

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

**Start Date:** 05/28/2025

**End Date:** 06/30/2025

Details: This file provides a list of students, ages 16-22, earning a state diploma or GED through an Adult Education program between July 1, 2024 and April 30, 2025. Student IDs, where available, and date of birth are on the file to help identify students. This file can be used to identify graduates for the four-year cohort graduation rate as well as GED and diploma recipients for the Five-Year Student Success Rate (5YSSR). This announcement has been shared with school leaders, accountability contacts, and PowerSchool contacts.

If you have questions about this file, please contact Naomi Morgan at [nmorgan@erskinecharters.org](mailto:nmorgan@erskinecharters.org).