

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
Third Grade Read to Succeed Go...	06/30/2025	Tarry McGovern	State and Academic P...
School Report Card Narrative	06/30/2025	Heather Holliday	Leadership
Teacher Attendance Survey for ...	06/30/2025	Heather Holliday	Leadership
Summer Survey Required by SCDE	06/30/2025	Heather Holliday	Leadership
eLearning Days (High Priority)	06/30/2025	Tarry McGovern	State and Academic P...
May 2025 Month-to-Date Financi...	06/30/2025	Aila Ranera	Finance
FY26 Board Approved Budget	06/30/2025	Aila Ranera	Finance
25-26 School Contacts Update	06/30/2025	Ashley Epperson	Communications
Post Summer Reading Camp Third...	06/30/2025	Tarry McGovern	State and Academic P...
20 Day Letters (Apr-June 2025)	06/30/2025	Meagan Cothran	Title I
Food Service Worker Reporting	06/30/2025	Jason Jones	PowerSchool and IT
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 ...
SCDE End-of-Year Academic Acco...	05/09/2025 - 06/30/2025	Jessica Crowe	PowerSchool and IT
Truist Leadership Institute	05/19/2025 - 06/30/2025	Robbie Anderson	Human Resources and ...
Adult Education Data File	05/28/2025 - 06/30/2025	Naomi Morgan	Accountability , Lea...
Innovation Grant Program Grant...	06/04/2025 - 06/30/2025	Kristy Cansler	Finance, Additional ...
SCDE Memorandum: Support Oppor...	06/04/2025 - 06/30/2025	Caiman Welch	PowerSchool and IT
Federal Programs and Title I B...	06/09/2025 - 06/30/2025	Lacy Lucas	Federal Programs Fin...
Lifetime Retired Educator Cert...	06/12/2025 - 06/30/2025	Robbie Anderson	Human Resources and ...
Budget Recap - School District...	06/12/2025 - 06/30/2025	Amanda Tucker	Finance
July 11 - Deadline for Quarter...	06/13/2025 - 06/30/2025	Sarah Shealy	Federal Programs Fin...
FY26 Title I Preliminary Alloc...	06/16/2025 - 06/30/2025	Meagan Cothran	Federal Programs Fin...
Math Professional Development ...	06/17/2025 - 06/30/2025	Heather Holliday	Leadership
FY26 Updated Funding Projectio...	06/18/2025 - 06/30/2025	Amanda Tucker	Finance
State Memos for School Leaders...	06/18/2025 - 06/30/2025	Heather Holliday	PowerSchool and IT
Annual LWS Rollover	06/23/2025 - 06/30/2025	Sarah Shealy	Accountability , Add...
State Memos for School Leaders...	06/25/2025 - 06/30/2025	Heather Holliday	Leadership

### **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: 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: 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: May 2025 Month-to-Date Financial Statements**

**Department:** Finance

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

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 May 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: FY26 Board Approved Budget**

**Department:** Finance

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

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 in order to avoid possible financial hardships. When determining the reserve amount, the School shall take into account such factors as the School's mission and longterm strategy, current and future commitments and day-to-day operating costs. 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 July 01 subject to modifications throughout the year as are required or are permitted.

**Submission: 25-26 School Contacts Update**

**Department:** Communications

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

Details: The Institute is conducting its annual update of school contacts. Descriptions for each role are on both tabs for quick reference. Please download the attached template and complete it for your school, then reupload. If you would like to reference your sheet from last year and do not have a copy, email [aeperson@erskinecharters.org](mailto:aeperson@erskinecharters.org). The actual due date will be August 1 - I will reupload the submission on July 1 for those who have not completed it. Thank you!

**Submission: Post Summer Reading Camp Third Grade Retention and Good Cause Exemption Procedures**

**Department:** State and Academic Programs

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

Details: Elementary Level Leaders - Please review the attached memo outlining procedures: Required Principal-Provided Retention Notification Letter and Parent Appeal Process; GCE Formstack submission required if Formative Cut Score is met post-SRC. NOTE - This Submission will be Reposted after July 1. If you have questions please contact Tarry McGovern

**Submission: 20 Day Letters (Apr-June 2025)**

**Department:** Title I

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

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 in now teaching Class B in Jan-May. A letter would need to be sent at the beginning of each semester.

**Submission: Food Service Worker Reporting**

**Department:** PowerSchool and IT

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

Details: SCDE reports all food service employees, regardless of who their technical employer is or if they are full time or part time. Thus, contract workers (through a third party employer, like Sodexo) are counted. Equally, any part-time employees can be reported in your FTE count to us, as well. This should be done on a quarter time basis. For example, an individual working 4 hours a day (5 days a week) is considered to be 0.5 FTE. An individual working 6 hours would be considered to be 0.75 FTE. If someone is outside of the quarter markers (2, 4, 6, 8 hours), please round upwards. Thus, someone working 7 hours a week would be considered 1 full FTE.

Additionally, your count should include not only school cafeteria staff but anyone working at the school related to food service (oversight, planning, etc). This can also include partial employees (those who work partially in food services and partially elsewhere).

**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: 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: 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: 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).

### **Announcement: Innovation Grant Program Grant Opportunity**

**Contact Person:** Kristy Cansler

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

**Start Date:** 06/04/2025

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

Details: The South Carolina Department of Education (SCDE) has announced that the 2025–26 Request for Proposals for the Innovation Grant is now available online. Approximately \$9,000,000 in funding will be awarded on a competitive basis; the deadline to apply is June 30, 2025, at 5:00 p.m. Please see attachment for additional details regarding the grant opportunity. Reach out to Kristy Cansler if you have any questions.

### **Announcement: SCDE Memorandum: Support Opportunities for Digital Accessibility Requirements**

**Contact Person:** Caiman Welch

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

**Start Date:** 06/04/2025

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

Details: Please note that all schools must comply with the updated ADA standards for digital content (websites, social media, mobile apps, and teacher-created materials) as of April 24, 2024; to support you, SCDE offers free Digital Accessibility Essential Workshops (request via the Training Request Form) and Accessibility Cohorts to build customized ADA compliance roadmaps (join via the Cohort Interest Form). For any questions or more information, please reach out to Courtney Leach at the SCDE, cleach@ed.sc.gov. Please see the attached Memorandum for the link to the form.

### **Announcement: Federal Programs and Title I Bootcamps**

**Contact Person:** Lacy Lucas

**Department(s):** Federal Programs Finance , Title I

**Start Date:** 06/09/2025

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

Details: Federal Programs will host its Federal Programs and Title I Bootcamps on July 23rd and July 24th from 9:00 - 4:00 at the Charter Institute at Erskine. The full agenda is available in LWS as of 6.17.25. At least 1 person from each school is required to attend the Federal Programs Bootcamp on July 23rd and 1 person from each Title I school is required to attend on July 24th. Calendar invitations were sent in June by Lacy Lucas. Accepting the calendar invitation does not register you for the trainings. Please RSVP using this link: <https://docs.google.com/forms/d/e/1FAIpQLSd6qa3Brz6mdnLodC4kEOxb319hSVQk5MxeYXffUsQUKWaKXg/viewform>.

## **Announcement: Lifetime Retired Educator Certificate**

**Contact Person:** Robbie Anderson

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

**Start Date:** 06/12/2025

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

Details: Please see the memo provided by the SC Department of Education below:

### Description:

Effective July 1, 2025, the Educator Assistance Act amends the existing Retired Educator certificate into a credential without the need to earn renewal credits, enabling retired South Carolina educators to return to certified full- or part-time roles. This policy change expands the original purpose of the Retired Educator certificate, first established in 2018 to allow retirees to substitute teach, into a broader educator workforce strategy.

This update directly supports the recommendations of the Strategic Talent Acquisition and Retention (START) Taskforce, which called for practical solutions to reduce administrative barriers and re-engage experienced educators amid persistent staffing challenges.

### Eligibility Requirements:

An educator is initially eligible for the Retired Educator Certificate if that individual held a valid South Carolina renewable, Professional certificate at the time of retirement; does not hold any other valid South Carolina educator certificate; has never held a valid certificate that has been suspended, revoked, or voluntarily surrendered; meets all other qualifications to serve as a certified educator as specified in state statute, regulation, and guidelines; and is either a retired member of the South Carolina Retirement System or a current or former participant in the State Optional Retirement Program who would have met eligibility requirement under the South Carolina Retirement System had the individual participated in the system instead.

### Application Timeline and Procedures

#### Educators with a Valid Professional Certificate

A retired educator who holds a current, renewable Professional certificate may apply for the Retired Educator certificate beginning May 1 of the year in which the Professional certificate will expire on June 30. To be issued the Retired Educator certificate with an effective date of July 1 that same year, all application requirements must be on file with the SCDE Office of Educator Services by November 1. For example, a retired educator whose Professional certificate will expire on June 30, 2026, may apply for the Retired Educator certificate as early as May 1, 2026. To be issued the Retired Educator certificate with an effective date of July 1, 2026, all required documentation must be on file with the SCDE Office of Educator Services no later than November 1, 2026.

#### Educators with an Expired Professional Certificate

A retired educator with an expired Professional certificate may still apply for the Retired Educator certificate provided the credential was valid at the time of retirement. The educator must submit all required documentation for issuance of the Retired Educator certificate and complete the fingerprinting process pursuant to Section 59-25-115.

#### Educators Holding the Previous Retired Educator Certificate for Substituting

The SCDE Office of Educator Services has begun the process of updating current, valid Retired Educator certificates that were issued for the sole purpose of substituting. This update will restore certification fields to the credential since it can now be used for the purpose of returning to certified employment on a full- or part-time basis.

Additional information regarding application procedures and required documentation is available on the Retired Educator Certificate webpage.

**Announcement: Budget Recap - School District Memoranda**

**Contact Person:** Amanda Tucker

**Department(s):** Finance

**Start Date:** 06/12/2025

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

Details: Please see the included memo from this week's School District Memoranda regarding budget items that will go into effect July 1, 2025. This is not a comprehensive list of all items funded or proviso changes but instead provides a look at some of the more substantial changes for FY 2025-26. For more information, please contact Phillip Cease at [phcease@ed.sc.gov](mailto:phcease@ed.sc.gov).

**Announcement: July 11 - Deadline for Quarter 4 Claiming**

**Contact Person:** Sarah Shealy

**Department(s):** Federal Programs Finance

**Start Date:** 06/13/2025

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

Details: July 11th is the final day to submit expenses obligated between July 1, 2024, and June 30, 2025, into SmartFusion for Federal reimbursement. August 8th is the final day to submit June 2025 payroll.

**Announcement: FY26 Title I Preliminary Allocation**

**Contact Person:** Meagan Cothran

**Department(s):** Federal Programs Finance , Title I

**Start Date:** 06/16/2025

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

Details: The Institute is pleased to share with you your school's preliminary FY26 Title I Allocation. Notice of this federal award was emailed to school leaders and grant program coordinators on 6/16/2025. Please see the attached memo for full details. All schools' plans must be drafted into their Google sheets no later than 7/15/25. This is later than previous years due to the delay in SCDE receiving its allocation from the USDE. Please reach out to any of the Federal Programs team if you have questions.

**Announcement: Math Professional Development Session 1 for 25-26**

**Contact Person:** Heather Holliday

**Department(s):** Leadership

**Start Date:** 06/17/2025

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

Details: Please see the attached documents regarding our first Math PD session planned for 25-26. The attachments contain a copy of information sent out in the calendar invite to the contacts from 24-25 as well as a document containing the registration links. The first math PD day is planned for July 21 and a stipend will be paid to all participants that day for attending.

**Announcement: FY26 Updated Funding Projection Template**

**Contact Person:** Amanda Tucker

**Department(s):** Finance

**Start Date:** 06/18/2025

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

Details: Please find the attached projection template that has been updated as of June 16th, 2025 to reflect the Institute's estimated allocation and WPU for FY26. You can plug in your school's projected enrollment data to get the estimated annualized allocation for your school. If you have any questions, feel free to contact Amanda Tucker at [atucker@erskinecharters.org](mailto:atucker@erskinecharters.org) or Aila Ranera at [aranera@erskinecharters.org](mailto:aranera@erskinecharters.org). Thank you!



**Announcement: State Memos for School Leaders June 18**

**Contact Person:** Heather Holliday

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

**Start Date:** 06/18/2025

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

Details: Please see the attached memos from the SCDE this week. The two topics are salaries for retired teachers and Summer Reading Camp scores update. Thank you!

**Announcement: Annual LWS Rollover**

**Contact Person:** Sarah Shealy

**Department(s):** Accountability , Additional Targeted Support and Improvement, Assessment, Charter Applications , Charter Authorization , Communications, Comprehensive Support and Improvement, CTE, Federal Programs Finance , Finance, Gift and Talented , Human Resources and Benefits, Leadership, MTSS, New Schools, PowerSchool and IT, School Facilities, Special Education and 504, State and Academic Programs , Title I, Title II, Title III MLP, Title IX

**Start Date:** 06/23/2025

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

Details: Please be mindful that on Tuesday, July 1, the 2024-2025 year in LWS will be archived. If the school has any pending or overdue submissions they must be completed by close of business on Monday, June 30. The LWS Homepage has shifted to 2025-2026. The 2024-2025 year and its submissions can still be accessed by changing the year from within the "Administration" tool in the blue menu bar. Institute team members will provide assistance in collecting anything missing via new submissions in the 2025-2026 year.

**Announcement: State Memos for School Leaders June 25**

**Contact Person:** Heather Holliday

**Department(s):** Leadership

**Start Date:** 06/25/2025

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

Details: This announcement will be reposted in the 25-26 year to allow for additional visibility. Please see the attached memos from the SCDE for this week. There is some particularly important information regarding testing that will also be shared with your School Test Coordinators.