

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
May 2025 Board Financial State...	07/15/2025	Aila Ranera	Finance
June 2025 Month-to-Date Financ...	07/31/2025	Aila Ranera	Finance
Proviso 1.3 Budget Requirement	07/15/2025	Aila Ranera	Finance
FY25 Annual Audit Engagement (...)	07/15/2025	Aila Ranera	Finance
FY26 Board Approved Budget (Ex...	07/15/2025	Aila Ranera	Finance
IRS 990 Filing (Extended)	07/15/2025	Aila Ranera	Finance
25-26 School Contacts Update	08/01/2025	Ashley Epperson	Communications
FY26 Finance Distribution Upda...	07/15/2025	Aila Ranera	Finance
PowerSchool Start of Year Reso...	07/31/2025	Jessica Crowe	PowerSchool and IT
FY26 LWS Trainings - July	07/02/2025 - 07/18/2025	Sarah Shealy	Accountability , Add...
Register for Federal Programs ...	07/03/2025 - 07/15/2025	Lacy Lucas	Federal Programs Fin...
SC MLP Conference Registration...	07/07/2025 - 08/15/2025	Tarry McGovern	Title III MLP
SCDE Memo: Credit Recovery for...	07/07/2025 - 08/22/2025	Jessica Crowe	PowerSchool and IT

Submission: May 2025 Board Financial Statements (Extended)

Department: Finance

Due Date: 07/15/2025

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 if you have any questions. Thank you!

Submission: June 2025 Month-to-Date Financial Statements

Department: Finance

Due Date: 07/31/2025

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 June 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: Proviso 1.3 Budget Requirement

Department: Finance

Due Date: 07/15/2025

Details: Using the template provided, submit the board approved budget that will be made public on the school's website.

SECTION 59-20-80. School budgets must be made public; itemization of salaries.

Notwithstanding any other provision of law, each school board of trustees in this State shall annually make available to the general public its budget for that year, which budget shall include an itemized list of the average salaries paid to the superintendents, supervisors, administrators, principals, consultants, counselors and teachers employed by the district. No state aid shall be given to any school district whose board of trustees fails to comply with the provisions of this chapter. For questions regarding this submission, please contact Amanda Tucker at atucker@erskinecharters.org or Aila Ranera at aranera@erskinecharters.org.

Submission: FY25 Annual Audit Engagement (Extended)

Department: Finance

Due Date: 07/15/2025

Details: As outlined in the Charter Contract, the audit and its findings must be submitted to the Institute by November 1, 2025.

Submission: FY26 Board Approved Budget (Extended)

Department: Finance

Due Date: 07/15/2025

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 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: IRS 990 Filing (Extended)

Department: Finance

Due Date: 07/15/2025

Details: Please submit the most recent IRS 990 filing.

Submission: 25-26 School Contacts Update

Department: Communications

Due Date: 08/01/2025

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. 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: FY26 Finance Distribution Update

Department: Finance

Due Date: 07/15/2025

Details: Please indicate the responsible finance contact for your school for the FY26 school year. Feel free to contact Aila Ranera at aranera@erskinecharters.org if you have any questions.

Submission: PowerSchool Start of Year Resources

Department: PowerSchool and IT

Due Date: 07/31/2025

Details: We aim to ensure that everyone has access to and is aware of the guidance documents provided by South Carolina Department of Education (SCDE) for proper procedures in PowerSchool. Please see the attached documentation. Attached to this ticket are PowerSchool documents that you should review and adhere to throughout the year. If you have any questions regarding these documents, please direct them to a member of the CIE PowerSchool Department.

Announcement: FY26 LWS Trainings - July

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: 07/02/2025

End Date: 07/18/2025

Details: There will be three opportunities to attend a 30-minute training for Let's Work Smart (LWS) in July. The dates are 7/14, 7/17, and 7/18; each held via Zoom from 4-4:30pm. The training will provide an introductory presentation that covers LWS basics while highlighting effective practices and answering frequently asked questions. Five sessions will also be held in August. Please see the attached memo for the RSVP link and further details.

Announcement: Register for Federal Programs and Title I Bootcamp

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance

Start Date: 07/03/2025

End Date: 07/15/2025

Details: Please register for the Federal Programs (7/23) and Title I (7/24) Bootcamps. Calendar holds were sent out but this does not register you for the Bootcamps. Please register by July 15, 2025, using this link: <https://forms.gle/1nPBRCrkTA3zX3uA6>. As a reminder at least one person from each school is required to attend as we have important updates to share. Only FY26 Title I schools should attend on 7/24/2025.

Announcement: SC MLP Conference Registration and Proposal Deadlines

Contact Person: Tarry McGovern

Department(s): Title III MLP

Start Date: 07/07/2025

End Date: 08/15/2025

Details: The SC MLP Conference is Sept. 15–17, 2025, in Columbia, SC. The Conference supports educators of multilingual learners. Sessions focus on boosting MLs' academic/language outcomes. Free registration open until full or Aug. 15. Proposals due July 11. Please share with appropriate staff ASAP. See attached memo for registration link and details. Contact TitleIIIIMLP@ed.sc.gov with questions.

Announcement: SCDE Memo: Credit Recovery for Deactivated Math Courses

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 07/07/2025

End Date: 08/22/2025

Details: There are two distinct SPED English course series now in use: the 3900 series and the 4900 series. The 3900 series should continue to be used for students working toward the South Carolina High School Credential (SCHSC), as these courses fulfill the English requirements for that credential. The newly introduced 4900 series is intended for lower-functioning SPED students who are not eligible for the credential and will instead receive a district attendance certificate or similar recognition. Each series serves a different student pathway, so while both remain active, it's important to assign them based on the student's IEP and graduation plan. Please see the SCDE Memo attached with further information. If you have any questions, please contact Jessica Crowe at jcrowe@erskinecharters.org.