

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
FY26 Comprehensive Needs Asses...	07/31/2025	Sarah Shealy	Federal Programs
June 2025 Month-to-Date Financ...	07/31/2025	Aila Ranera	Finance
Proviso 1.3 Budget Requirement	07/31/2025	Aila Ranera	Finance
25-26 School Contacts Update	08/01/2025	Ashley Epperson	Communications
FY25 Federal Inventory Reconci...	07/31/2025	Lacy Lucas	Federal Programs
FY26 Federal Funds Planning Me...	08/15/2025	Lacy Lucas	Federal Programs
PowerSchool Start of Year Reso...	07/31/2025	Jessica Crowe	PowerSchool and IT
Day 5 Data Acknowledgement	08/15/2025	Jessica Crowe	PowerSchool and IT
Bank Account Designation	07/31/2025	Aila Ranera	Finance
2024-2025 Summer Reading Camp ...	08/15/2025	Tarry McGovern	State and Academic P...
Roster Verification for 4th - ...	07/31/2025	Naomi Morgan	Leadership
FY26 Title I Field Trip Forms	07/31/2025	Sarah Shealy	Title I
Expiring Grants Amendment Requ...	08/15/2025	Lacy Lucas	Federal Programs
Summer Graduates Roster and Tr...	08/15/2025	Jessica Crowe	PowerSchool and IT
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
FERPA Compliance with Google S...	07/21/2025 - 07/31/2025	Caiman Welch	Leadership, PowerSch...
August 8 - Federal Claiming De...	07/25/2025 - 08/08/2025	Sarah Shealy	Federal Programs

Submission: FY26 Comprehensive Needs Assessment (continued)

Department: Federal Programs

Due Date: 07/31/2025

Details: Please upload your school's 2025-2026 Comprehensive Needs Assessment by July 31, 2025. This is a continued submission that was originally due May 31, 2025.

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: 07/31/2025

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: 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: FY25 Federal Inventory Reconciliation (continued)

Department: Federal Programs

Due Date: 07/31/2025

Details: Federal inventory reconciliation for the 2024-2025 school year was 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: FY26 Federal Funds Planning Meeting (continued)

Department: Federal Programs

Due Date: 08/15/2025

Details: Use the attached templates to hold your Federal Funds planning meeting. Submit the following to LWS: Planning Meeting Notification, Planning Meeting Agenda, Planning Meeting Sign-In Sheet, and Planning Meeting Minutes. Federal funds require meaningful consultation. In doing the Federal Funds planning meeting your school is meeting this requirement. Federal funds will not be reimbursed until this meeting has been held.

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.

Submission: Day 5 Data Acknowledgement

Department: PowerSchool and IT

Due Date: 08/15/2025

Details: Please confirm that you have completed the PowerSchool Acknowledgement Training for 5th Day data reporting and funding, and submit the final signature page with all required signatures to verify understanding and compliance. If you have any questions, please contact Jessica Crowe for further training documentation at jcrowe@erskinecharters.org.

Submission: Bank Account Designation

Department: Finance

Due Date: 07/31/2025

Details: For questions regarding this submission, please contact Amanda Tucker at atucker@erskinecharters.org or Aila Ranera at aranera@erskinecharters.org.

Submission: 2024-2025 Summer Reading Camp Expenditure Report

Department: State and Academic Programs

Due Date: 08/15/2025

Details: Please download the attached Summer Reading Camp Expenditure Report template to fill out and submit. If you have any questions, please contact Tarrence McGovern (Executive Director of Special Programs) at tmcgovern@erskinecharters.org. If your school was not required to conduct a Summer Reading Camp, please request exemption via comment within the submission or by email. Thank you.

Submission: Roster Verification for 4th - 8th Grade Courses

Department: Leadership

Due Date: 07/31/2025

Details: The Institute requests all schools review and verify 4th–8th grade math rosters, which will be used to calculate teacher-level value-added growth scores for Success Performance Bonus eligibility and tier placement. ELA rosters are also included but optional for review. See the attached PDF for full details and instructions.

Submission: FY26 Title I Field Trip Forms

Department: Title I

Due Date: 07/31/2025

Details: If your school has included Field Trips in the Title I spending plan, please complete the provided Field Trip list as required by the SCDE. This list must be uploaded along with your draft plan for approval. If you have any questions please reach out to Meagan Cothran or Sarah Shealy.

Submission: Expiring Grants Amendment Request

Department: Federal Programs

Due Date: 08/15/2025

Details: Please check which boxes for the corresponding grant your school would like to amend. If there are none, please check none. Keep in mind the period of performance for these activities is July 1, 2025 and September 30, 2025. The deadline for SmartFusion submissions for this period of performance is October 31, 2025.

Submission: Summer Graduates Roster and Transcripts, Summer 2025

Department: PowerSchool and IT

Due Date: 08/15/2025

Details: Schools with summer graduates should submit a roster of students for graduation, along with their final transcripts, for review. If there are no summer graduates, please select the corresponding option to verify this status.

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 TitleIIIMLP@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.

Announcement: FERPA Compliance with Google Suite

Contact Person: Caiman Welch

Department(s): Leadership, PowerSchool and IT

Start Date: 07/21/2025

End Date: 07/31/2025

Details: Please see attached memos regarding Google consent for students and FERPA compliance.

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. Consent notice has been added to the CIE PowerSchool Enrollment Shared Service. Please reach out to cwelch@erskinecharters.org with any questions.

Announcement: August 8 - Federal Claiming Deadline (June Salaries, 24-25)

Contact Person: Sarah Shealy

Department(s): Federal Programs

Start Date: 07/25/2025

End Date: 08/08/2025

Details: Salaries cut in July and accrued back for work performed in June must be entered into SmartFusion for reimbursement no later than 8/8/25. Log into SmartFusion daily to check for requisitions sent back for corrections. If a req is not corrected and re-submitted we cannot approve and reimburse it.