

# Charter Institute at Erskine

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### **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](mailto: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](mailto:atucker@erskinecharters.org) or Aila Ranera at [aranera@erskinecharters.org](mailto: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](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: 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](mailto: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](mailto:atucker@erskinecharters.org) or Aila Ranera at [aranera@erskinecharters.org](mailto: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](mailto: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: Day 5 funding reports****Department:** PowerSchool and IT**Due Date:** 08/18/2025

Details: Please upload the Day 5 funding reports for CIE to review your school's projected financial trajectory for the 25-26 school year. If you have any questions please contact Jessica Crowe at [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org)

**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: Title I Stipend Policies****Department:** Federal Programs**Due Date:** 07/31/2025

Details: Please upload all policies or methodologies for the stipends listed in your FY26 Title I drafted plan. An example template is included for you reference if needed. The SCDE requests that Stipend Policies be uploaded to GEMS with new spending plans. The SCDE will not approve of spending plan until they see the reasoning for the expenses are sound. If you have questions please contact Sarah Shealy or Lacy Lucas.

**Submission: FY26 ADEPT Contact and Induction Info**

**Department:** State and Academic Programs

**Due Date:** 07/30/2025

Details: Please copy the link into your browser and complete the short form by July 30, 2025. If you have any questions, please contact Meagan Cothran, mcothran@erskinecharters.org.

<https://forms.gle/Gm68dP5PzY4twbgdA>

**Submission: SC READY Results and ISRs for 2024-2025**

**Department:** Assessment

**Due Date:** 08/15/2025

Details: This submission contains your school's SC READY scores, Individual Student Reports, and Missing Materials Reports (If Applicable for your School). If you have any questions please reach out to Christopher Seay.

**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](mailto: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](mailto:cwelch@erskinecharters.org) with any questions.

### **Announcement: ADEPT Timeline and Induction Meeting Dates 25-26**

**Contact Person:** Meagan Cothran

**Department(s):** State and Academic Programs

**Start Date:** 07/23/2025

**End Date:** 09/08/2025

Details: As we begin preparations for a strong start to the 2025–2026 school year, please see the documents attached for the ADEPT timeline, an overview of contract levels, as well as the Induction Program schedule for new teachers.

If you have any questions, please reach out to Meagan Cothran, [mcothran@erskinecharters.org](mailto:mcothran@erskinecharters.org).

### **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.

**Announcement: PowerSchool August Monthly Webinar**

**Contact Person:** Jessica Crowe

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

**Start Date:** 07/25/2025

**End Date:** 08/07/2025

Details: Our PowerSchool August Monthly Webinar will take place on August 7th, 2025, from 9:00 AM to 10:30 AM via Zoom: <https://erskinecharters.zoom.us/my/jones>. During this session, we will share important PowerSchool updates, answer your questions, and provide training on upcoming tasks to help ensure your data is accurate, organized, and set up for success. We look forward to seeing you there!

**Announcement: PowerSchool Support Lab Opportunity**

**Contact Person:** Jessica Crowe

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

**Start Date:** 07/25/2025

**End Date:** 08/01/2025

Details: We invite all PowerSchool Administrators to join our PowerSchool Support Lab on the 1st and 3rd Friday of the month from 10:00AM-11:00AM in Jessica's Zoom Room: <https://erskinecharters.zoom.us/my/jessica.crowe>; This is a collaborative space designed to support users with all aspects of PowerSchool. This session offers the opportunity to receive personalized, one-on-one assistance, review key PowerSchool processes, and work through any data entry or reporting questions a user may have. As a drop-in session, you're welcome to come and go as your schedule allows. Our team is here to help you navigate challenges, answer your questions, and ensure your school's PowerSchool operations run smoothly and efficiently.

**Announcement: Federal Funding Released as of 7/25/25**

**Contact Person:** Kristy Cansler

**Department(s):** Federal Programs, Leadership

**Start Date:** 07/26/2025

**End Date:** 08/02/2025

Details: On Friday, July 25, 2025, the Office of Management and Budget (OMB) released the pending federal grant funds. It is estimated that states should receive this funding in about 1 week. We will continue to update our leaders regarding the status of FY26 Title II funds as the SCDE sets official timelines and determines our district's allocation.