

Charter Institute at Erskine

INSTITUTE INSIGHTS

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Submission: FY26 Comprehensive Needs Assessment (continued)

Department: Federal Programs

Due Date: 08/31/2025

Details: This is a continued submission that was originally due May 31, 2025. Please upload your school's missing CNA or updated CNA based on previous guidance. The SCDE requires that each school's CNA be submitted along with their federal spending plans.

Submission: Post Summer Reading Camp Third Grade Retention and Good Cause Exemption Procedures (Repost)

Department: State and Academic Programs

Due Date: 08/31/2025

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 is an exact repost of the previous submission. If you have questions, please contact Tarry McGovern

Submission: June 2025 Month-to-Date Financial Statements

Department: Finance

Due Date: 08/30/2025

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 June Month-To-Date Financials (Balance Sheet and Profit and Loss Statement). The Profit and Loss Statement should be detailed by fund, function, and object, including account numbers. Additionally, please update the "Monthly Financials" tab in your school's Finance Dashboard, and check the box in this submission once the update is complete. Feel free to contact Aila Ranera at aranera@erskinecharters.org if you have any questions. Thank you!

Submission: Bank Account Designation

Department: Finance

Due Date: 08/30/2025

Details: As a requirement, the school must demonstrate control of its cash in a collateralized bank account owned by the school board. If applicable, the school board's EMO/CMO are not owners and signatories on the school board's bank account. For questions regarding this submission, please contact Amanda Tucker at atucker@erskinecharters.org or Aila Ranera at aranera@erskinecharters.org.

Submission: Seizure Safe Schools Act Mandatory Training

Department: State and Academic Programs

Due Date: 09/15/2025

Details: Effective July 1, 2025, state law requires all Institute schools to complete training on epilepsy awareness, seizure recognition, response procedures, and medication administration. Recommended training links are included in the attached memo, though alternate methods may be used. Training must be completed by August 30, 2025, with documentation uploaded via LWS Submission by September 15, 2025. See memo for documentation types.

Submission: FY26 Title I Employee Documents

Department: Title I

Due Date: 09/15/2025

Details: Please submit the Work Agreement, Schedule, and Job Description for each school employee paid in whole or in part with Title I funds during the 2025-2026 school year.

Submission: SPED Policies and Procedures

Department: Special Education and 504

Due Date: 08/30/2025

Details: 2025-2026 Policies and Procedures- Once submitted, we will merge the Formstack with our policies and procedures and upload it for you with our response.

Formstack: https://erskinecharters.formstack.com/forms/2025_2026_special_education_policies_and_procedures

Submission: School BOY Training

Department: Special Education and 504

Due Date: 08/30/2025

Details: 2025-2026 BOY School Training Documents

Submission: Teacher Supply Check Records**Department:** Finance**Due Date:** 08/31/2025

Details: Under the South Carolina General Appropriations Act, Proviso 1A.9, the schools are given an allocation of \$400 for each teacher, certified and non-certified, and full-time or part-time to offset expenses incurred by eligible employees for supplies directly related to the education of students. This includes all positions coded in PCS as teaching positions, guidance counselors, Library Media Specialists, Speech Therapists, Career Specialists, and ROTC Instructors (PCS Codes 03 – 11, 17, 18, and 23). In accordance with this proviso, a check in the amount of \$400 must be given to each teacher as soon as funding has been received from the Institute. Please also note that any supplies/materials/equipment purchased with the teacher supply funding is that of the teacher and not the school in which the teacher is employed. If a teacher leaves the employment of the school, supplies are taken by the teacher upon their departure. Please provide the Check Register pertaining to funding associated with Teacher Supply Check, Revenue Code 3577, sub-fund 377. Please provide the records pertaining to the Teacher Supply Check funding to the Finance Office no later than August 31, 2025. Feel free to contact Amanda Tucker at atucker@erskinecharters.org and Aila Ranera at aranera@erskinecharters.org if you have any questions. Thank you!

Submission: Professional Development Calendar 2025-2026**Department:** Federal Programs**Due Date:** 08/31/2025

Details: Please upload a calendar of your school's professional development, regardless of funding source, as evidence for PROG 01 and QPD 4 on the Consolidated Monitoring Instrument. A template and sample have been provided for you. If you have questions, please reach out to Lacy Lucas.

Submission: KRA Teacher Certification Certificates for 2025-26**Department:** Assessment**Due Date:** 08/31/2025

Details: This submission is to collect current training certificates for the KRA platform and assessment. School test coordinators should collect all teacher certificates for 2025-26 and submit as one document (pdf) prior to the start of testing at their school. If you have any questions, please contact Christopher Seay.

Submission: LEA Training Verification**Department:** Special Education and 504**Due Date:** 08/31/2025

Details: Please submit verification of LEA training. Anyone who will be serving as an LEA must complete this training. Verification can include a sign in sheet or document of your choosing.

Submission: FY27 Enrollment Projections**Department:** Finance**Due Date:** 08/29/2025

Details: Projections should be broken out by funding classification, and please provide the rationale for projected enrollment that includes growth. We will work with the school throughout the year to monitor and make adjustments to the projection as needed. If enrollment changes are material as defined by the amendment guidelines, a charter amendment form must be completed. Please refer to your Charter Contract and Charter if you have any questions related to your enrollment. If you have any questions or need any assistance, please feel free to reach out to Amanda Tucker (atucker@erskinecharters.org) or Aila Ranera (aranera@erskinecharters.org).

Submission: Section 504 Policies and Procedures

Department: Special Education and 504

Due Date: 08/31/2025

Details: 2025-2026: 504 Policies and Procedures- Once submitted, we will merge the Formstack with our policies and procedures and upload it.

Formstack: https://erskinecharters.formstack.com/forms/2025_2026_504_policies_and_procedures

Submission: FY26 Booster Club Registration

Department: Finance

Due Date: 08/31/2025

Details: Act 112, approved on March 11, 2024, amends the South Carolina Code of Law by adding section 59-17-170, which now requires that each booster club within a charter school annually register with the charter school authorizer. Please complete the link below and upload the PDF confirmation for this submission. Please reach out to Amanda Tucker (atucker@erskinecharters.org) if you have any questions.

https://erskinecharters.formstack.com/forms/booster_club_registration_fy26_copy

Submission: Day 5 funding reports

Department: PowerSchool and IT

Due Date: 08/25/2025

Details: Please upload your Day 5 Funding Reports for your school's projected financial trajectory for the 2025–2026 school year. As part of this process, please ensure that all Special Education coding and Vocational EFA codes are accurate prior to submission. If you have any questions, please contact Jessica Crowe at jcrowe@erskinecharters.org.

Submission: FY26 IDEA Employee Documents

Department: Federal Programs

Due Date: 09/15/2025

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for employees paid with federal funds within your school during the 2025-2026 school year.

Submission: July 2025 Board Financial Statements

Department: Finance

Due Date: 09/15/2025

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 July Month-To-Date Financials (Balance Sheet and Profit and Loss Statement). The Profit and Loss Statement should be detailed by fund, function, and object, including account numbers. Additionally, please update the "Monthly Financials" tab in your school's Finance Dashboard, and check the box in this submission once the update is complete. Feel free to contact Aila Ranera at aranera@erskinecharters.org if you have any questions. Thank you!

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.

Announcement: Adult Education Data File Update

Contact Person: Naomi Morgan

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

Start Date: 07/31/2025

End Date: 08/30/2025

Details: This file provides a list of students, ages 16-22, earning a state diploma or GED through an Adult Education program between April 30, 2025 and July 24, 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.

Announcement: Climate Survey Final Results Added

Contact Person: Naomi Morgan

Department(s): Accountability , Leadership

Start Date: 08/04/2025

End Date: 09/15/2025

Details: Please see your schools Climate Survey Results. August 11th UPDATE: Preliminary student results have been added to announcement. Contact Naomi Morgan at nmorgan@erskinecharters.org with any questions.

Announcement: Security Monitoring Software - SCDE Memorandum

Contact Person: Caiman Welch

Department(s): PowerSchool and IT

Start Date: 08/06/2025

End Date: 08/29/2025

Details: The SC Department of Education is offering reimbursement of up to \$2.25 per student, based on 135-day ADM, for schools using approved software to monitor student digital activity and support the prevention of cyberbullying, self-harm, and threats. Eligible programs include Linewize, Securly Aware, Lightspeed Alert, Bark, GoGuardian, Deledao, and Gaggle. Schools interested in reimbursement must complete the Security Monitoring Survey by August 29, 2025. The Formstack link for the state can be accessed through this link: https://scde.formstack.com/forms/2025_2026_school_monitoring_software. Please see the attached document for the Memorandum in its entirety.

Announcement: ADEPT 101 Training and Workshop

Contact Person: Meagan Cothran

Department(s): Leadership, State and Academic Programs

Start Date: 08/07/2025

End Date: 09/08/2025

Details: All ADEPT Coordinators are encouraged to join us for a comprehensive ADEPT 101 Training and Workshop Please join us on Sept 8th, 2025, from 9:00 AM-3:00 PM at The Charter Institute. The address is: 1201 Main Street, Suite 2500, Columbia, SC 29201

Please use the link to register: <https://forms.gle/oW8mH89wtoAPtp1n8>

Announcement: ADEPT Newsletter V1, I1

Contact Person: Meagan Cothran

Department(s): Leadership, State and Academic Programs

Start Date: 08/13/2025

End Date: 09/30/2025

Details: Please see the quarterly ADEPT newsletters for the most up to date information on trainings, registration links, and resources.

Announcement: Standards for Evaluation and Eligibility Determination Training

Contact Person: Tarry McGovern

Department(s): Assessment, Leadership, MTSS, Special Education and 504, State and Academic Programs , Title III MLP

Start Date: 08/15/2025

End Date: 09/03/2025

Details: Angie Neal, SLP, will present at the Institute on Sept. 4 on IDEA evaluation/eligibility, speech sound disorders, and developmental language disorder with connections to ELA standards. This training is applicable for School Psychologists, SLPs, Special Education Teachers, Administrators, Interventionists, and Reading Coaches. See memo for registration link and agenda.

Announcement: FY26 LWS Trainings - August

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, 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: 08/15/2025

End Date: 08/29/2025

Details: There will be five opportunities to attend a 30-minute training for Let's Work Smart (LWS) in August. The dates are 8/25, 8/26, 8/27, 8/28, & 8/29; 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. Please see the attached memo for the RSVP link and further details.

Announcement: Charter School Ambassador Nominations

Contact Person: Ashley Epperson

Department(s): Communications, Leadership

Start Date: 08/22/2025

End Date: 09/12/2025

Details: The Charter Institute at Erskine is seeking new nominees for the Charter School Ambassador program. The purpose of the Charter School Ambassador program is to inspire and empower students within the charter school network to grow as leaders and advocates for school choice. Ambassadors represent charter school students from across the state in legislative advocacy, professional development, and community service.

Due to the evolving strategy at the Institute, we have updated our Charter School Ambassador eligibility criteria to 1) include younger students and 2) accept participants who live close to the Institute/State House to ensure maximum participation in Ambassador and legislative initiatives.

Learn more about the program and student eligibility here: <https://erskinecharters.org/ambassadors/>

Nominate students by September 12 using this link: https://erskinecharters.formstack.com/forms/ambassadors_nomination_2526

Please send any questions to aeperson@erskinecharters.org.

Announcement: PowerSchool Support Lab Opportunity

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 08/25/2025

End Date: 09/05/2025

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.