

Charter Institute at Erskine

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Submission: Day 5 Data Acknowledgement

Department: PowerSchool and IT

Due Date: 09/01/2025

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: 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: FY26 Title I Annual Meeting

Department: Title I

Due Date: 09/30/2025

Details: Schools that are currently using Title I funding must hold an "Annual Meeting" to introduce teachers, parents, and students to the purpose of Title I and the school's Title I program for the year. Guidance for how to hold this meeting is included in this submission, as well as templates for required documentation. Submit all Meeting Notices, Agenda, Sign-In Sheets, Meeting Minutes, and any supplemental documentation by September 30, 2025. If more time is needed, please leave a comment on the submission letting Sarah Shealy know when the meeting is scheduled to be held. If supplemental documentation was not provided, please leave a comment indicating such on the document upload and Sarah Shealy or Meagan Cothran will exempt it.

Submission: 20 Day Letters (Jul-Sept 2025)

Department: Title I

Due Date: 09/30/2025

Details: In accordance with ESSA, "20 Day Letters" must be sent to families 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 & subject level in which the teacher has been assigned. ESSA Sec. 1112 (e)(1)(B)(ii) If letters have been sent home at this time, select "YES" and upload the letters. Select "NO" if letters were not needed and the document will be exempted.

Submission: FY26 CTE 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 Perkins or EIA (state) funds within your school during the 2025-2026 school year.

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!

Submission: Consolidated Monitoring: Home Language Survey/Enrollment Survey

Department: Title III MLP

Due Date: 09/15/2025

Details: Please submit a complete Enrollment Survey, including the home language survey for a student enrolled in the 2024-2025 school year and a student enrolled in the 2025-2026 school year.

Submission: Consolidated Monitoring: ML Participation Lists

Department: Title III MLP

Due Date: 09/15/2025

Details: Please submit a list of ML students who were placed or participated in coordinated services/activities, including, but not limited to, Special Education, Gifted and Talented, Advanced Placement courses, Title-I services, extracurricular activities during the 2024-2025 school year.

Submission: Consolidated Monitoring: WIDA Screener Reports

Department: Title III MLP

Due Date: 09/15/2025

Details: Please submit a completed WIDA screener for a new student from the 2024-2025 and 2025-2026 school year.

Submission: Consolidated Monitoring: Reclassification Letter

Department: Title III MLP

Due Date: 09/15/2025

Details: Please submit a reclassification letter for an ML student exiting the program for the 2024-2025 and 2025-2026 school years.

Submission: Consolidated Monitoring: ML Services

Department: Title III MLP

Due Date: 09/15/2025

Details: Please submit the schedule of ML services for the 2025-2026 school year.

Submission: Consolidated Monitoring: ML Curriculum Resources

Department: Title III MLP

Due Date: 09/15/2025

Details: Please submit a list of curriculum resources used for providing instruction to ML students.

Submission: Consolidated Monitoring: Lesson Plan

Department: Title III MLP

Due Date: 09/30/2025

Details: Please submit a sample lesson plan showing differentiated learning/accommodations for MLs from the 2024-2025 school year.

Submission: Consolidated Monitoring: ML Waiver

Department: Title III MLP

Due Date: 09/30/2025

Details: Please submit a signed Waiver for ML Services from both the 2024-2025 school year and 2025-2026 school year.

Submission: Consolidated Monitoring: Translated Document

Department: Title III MLP

Due Date: 09/30/2025

Details: Please submit a sample translated document (not from ELLevation) for the 2025-2026 school year.

Submission: Consolidated Monitoring: Parent Outreach Activity

Department: Title III MLP

Due Date: 09/30/2025

Details: Please submit evidence of any parent outreach activity that included ML students.

Submission: Consolidated Monitoring: ML Training

Department: Title III MLP

Due Date: 09/30/2025

Details: Please submit evidence of providing ML training to all staff, including the presentation, agenda, and sign-in sheet for the 2025-2026 school year.

Submission: FY26 Title II Employee Documents

Department: Federal Programs

Due Date: 09/15/2025

Details: Please submit the Work Agreement, Schedule, and Job Description for full time salaries to be paid with Title II in the 2025-2026 school year.

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: 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: 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: 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/j/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: McKinney-Vento and Foster Care Training

Contact Person: Lacy Lucas

Department(s): Federal Programs

Start Date: 08/26/2025

End Date: 09/04/2025

Details: On Thursday, September 4th from 9:00 - 10:00 am the annual McKinney-Vento and Foster Care training will be held via Zoom. Please use this link to access the training: <https://erskinecharters.zoom.us/j/83012552760?pwd=nTbxTSPDpYYsveIwID5gak10bqNdS.1>. Calendar invitations were sent by Lacy Lucas on Monday, August 25th to all McKinney-Vento and Foster Care Liaisons and Federal Programs Coordinators. Other staff members are welcome to attend that may benefit from this training.

Announcement: Learning Management System (LMS) Purchase Reimbursement - SCDE Memorandum

Contact Person: Caiman Welch

Department(s): Finance, PowerSchool and IT

Start Date: 08/26/2025

End Date: 09/15/2025

Details: The SC Department of Education is offering reimbursement of up to \$4.00 per student, based on the active student count at the 25th day of the 2025-26 school year, for schools using Google Enterprise, Seesaw, or Microsoft Teams as their Learning Management System (LMS). To receive reimbursement, districts must complete the LMS Reimbursement Form. Districts using Google Enterprise, Seesaw, and Microsoft Teams must also upload their district LMS invoice. Invoices will be validated against student data and processed by the Office of Finance. The Formstack link for the state can be accessed through this link: https://scde.formstack.com/forms/2025_2026_lms_reimbursement. Please see the attached document for the Memorandum in its entirety.

Announcement: Joint Finance Training RSVP

Contact Person: Sarah Shealy

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

Start Date: 08/27/2025

End Date: 09/05/2025

Details: Please join the Finance and Federal Programs departments for our September 18, 2025, training. The training will be in person at the Charter Institute at Erskine on the 25th floor from 9:00 – 4:00. Use this link to RSVP: <https://forms.gle/vUEeG83EX1NJmU6g9>. This will help us get an accurate count for food and take any allergies into consideration. Topics include: Best Practices and Processes, Dashboard Updates, Inventory, Reimbursements, and Timelines. Special Guests include Mr. David Crook, CEO of the Heron Institute, and the SCDE Offices of Finance and Auditing Services.

Announcement: Rollover Federal Budgets

Contact Person: Sarah Shealy

Department(s): Federal Programs

Start Date: 08/29/2025

End Date: 09/05/2025

Details: Please find attached your school's starting federal funding budgets for FY26 use. Your school's Google Sheet has been updated to reflect the available funding for each grant broken out by year. Unspent FY24 Title I, Title II, IDEA, and CTE EIA did not roll over. These budgets do not reflect any current amendments for expiring grants or new FY26 grant funding.

Announcement: PowerSchool September Monthly Webinar

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 09/01/2025

End Date: 09/11/2025

Details: Our PowerSchool September Monthly Webinar will take place on September 11th, 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: SPED Monthly Minutes

Contact Person: Bralyn Wood

Department(s): Special Education and 504

Start Date: 09/01/2025

End Date: 09/17/2025

Details: Please join us for our SPED Monthly Minutes on 9/17/25 at 2pm.

Link to join: <https://erskinecharters.zoom.us/my/sfickling>