

Charter Institute at Erskine

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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.

Submission: August 2025 Month-to-Date Financial Statements

Department: Finance

Due Date: 09/30/2025

Details: AAs 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 August 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 "FY26 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: 2025-2026 CERRA Supply and Demand Survey

Department: Human Resources and Benefits

Due Date: 09/30/2025

Details: Please complete the attached CERRA Supply and Demand Survey for your school. Please be sure to read the first tab for the instructions. If you have any questions about the survey, please contact Robbie Anderson.

Submission: 2025-2026 Salary Updates

Department: Human Resources and Benefits

Due Date: 09/30/2025

Details: Please submit a list of your employees' salaries for SY 2025-2026. The purpose of the salary updates is to update your employees' salaries in PCS and in PEBA, if applicable. Please contact Robbie Anderson if you have any questions.

Submission: Inventory of Fixed Assets

Department: Finance

Due Date: 09/30/2025

Details: In compliance with Section 59-40-40(e) of the Charter School Act, all charter schools are subject to the same fixed asset inventory requirements as are traditional public schools. The School's submission(s) must contain a listing of all fixed assets and physical inventory on hand that is owned by the School (leased items not required). A sample template is provided in this submission, if needed. The School's submission(s) must include all fields provided in the sample template. Fixed Asset needs to follow the guidelines set by SCDE. Physical Inventory must follow federal inventory guidelines.

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: 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: 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: 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>

Announcement: FY25 CTE Perkins Amendment Approval

Contact Person: Lacy Lucas

Department(s): CTE, Federal Programs

Start Date: 09/02/2025

End Date: 09/12/2025

Details: The SCDE has approved of your school's FY25 CTE Perkins amendment. These funds are now in their liquidation phase. The deadline to spend these funds is 9/30/25. Please note that 9/30/25 is the actual expiration date of the grant and any unspent funding will have to be returned to the SCDE. We ask that all reimbursement requests are submitted in SmartFusion by the traditional Quarter 1 deadline of 10/30/25.

Announcement: Optional Survey – CPI Training Interest & Capacity (Due Sept. 26)

Contact Person: Tarry McGovern

Department(s): Special Education and 504

Start Date: 09/02/2025

End Date: 09/26/2025

Details: The Charter Institute at Erskine is considering offering CPI Nonviolent Crisis Intervention Training in October. School leaders are asked to complete an optional brief survey by September 26th to indicate interest and share current CPI certifications within your school. Access the survey here: <https://forms.gle/wyknwrXAYaoKAaKt6>

Announcement: PowerSchool Support Lab Opportunity

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 09/08/2025

End Date: 09/19/2025

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: FY24 TSI - Expiring Grant Reminder

Contact Person: Sarah Shealy

Department(s): Federal Programs

Start Date: 09/12/2025

End Date: 09/30/2025

Details: FY24 TSI funds expire on 9/30/25. The deadline to submit for reimbursement is 10/30/25. Unobligated funding must then be removed from the school's budget and returned to the SCDE per the lifespan listed in the Grant Award Notice.

Announcement: FY24 CSI - Expiring Grant Reminder

Contact Person: Sarah Shealy

Department(s): Federal Programs

Start Date: 09/12/2025

End Date: 09/30/2025

Details: FY24 CSI funds expire on 9/30/25. The deadline to submit for reimbursement is 10/30/25. Unobligated funding must then be removed from the school's budget and returned to the SCDE per the lifespan listed in the Grant Award Notice.

Announcement: FY25 CTE Perkins - Expiring Grant Reminder

Contact Person: Sarah Shealy

Department(s): Federal Programs

Start Date: 09/12/2025

End Date: 09/30/2025

Details: FY25 CTE Perkins funds expire on 9/30/25. The deadline to submit for reimbursement is 10/30/25. Unobligated funding must then be removed from the school's budget and returned to the SCDE per the lifespan listed in the Grant Award Notice.

Announcement: PowerSchool In-Person October Monthly Meeting

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 09/12/2025

End Date: 10/09/2025

Details: Our PowerSchool October Monthly Training will be held In- Person on October 9th, 2025, from 9:00 AM to 4:00PM at the Charter Institute at Erskine- 25th Floor. Join us as we share important PowerSchool updates, answer your questions, and provide hands-on training for upcoming tasks to keep your student data accurate, organized, and running smoothly. We look forward to seeing you there!