

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
FY26 Title I Annual Meeting	09/30/2025	Sarah Shealy	Title I
20 Day Letters (Jul-Sept 2025)	09/30/2025	Sarah Shealy	Title I
FY26 Title I P&F Compact and P...	10/15/2025	Sarah Shealy	Title I
FY26 Paraprofessionals List an...	10/15/2025	Sarah Shealy	Title I
Parents Right to Know 2025 - 2...	10/15/2025	Lacy Lucas	Title I
FY26 School Improvement (CSI, ...	10/15/2025	Meagan Cothran	Federal Programs
Consolidated Monitoring: Lesso...	09/30/2025	Sally Fickling	Title III MLP
Consolidated Monitoring: ML Wa...	09/30/2025	Sally Fickling	Title III MLP
Consolidated Monitoring: Trans...	09/30/2025	Sally Fickling	Title III MLP
Consolidated Monitoring: Paren...	09/30/2025	Sally Fickling	Title III MLP
Consolidated Monitoring: ML Tr...	09/30/2025	Sally Fickling	Title III MLP
August 2025 Month-to-Date Fina...	09/30/2025	Aila Ranera	Finance
2025-2026 CERRA Supply and Dem...	09/30/2025	Robbie Anderson	Human Resources and ...
2025-2026 Salary Updates	09/30/2025	Robbie Anderson	Human Resources and ...
Inventory of Fixed Assets	09/30/2025	Aila Ranera	Finance
Posting of School Report Cards	09/30/2025	Sarah Shealy	Title I
CogAT/IOWA Pre-Code Verificati...	09/30/2025	Christopher Seay	Assessment
Required Reading Plan	09/30/2025	Heather Holliday	State and Academic P...
GT Profile Sheets for New Stud...	09/30/2025	Christopher Seay	Gift and Talented
Day 45 SPED EFA Funding Data C...	09/30/2025	Jessica Crowe	PowerSchool and IT
IGP Setup Confirmation	09/30/2025	Jessica Crowe	PowerSchool and IT
Multilingual Learner Program (...)	10/15/2025	Tarry McGovern	Title III MLP
LETRS time in units tracking S...	10/15/2025	Heather Holliday	State and Academic P...
August 2025 Foster File	09/30/2025	Caiman Welch	PowerSchool and IT
Dual Enrollment MOA/MOU	10/15/2025	Heather Holliday	CTE
Gifted and Talented Student Li...	09/30/2025	Christopher Seay	Gift and Talented
Initial PCS Report Verificatio...	10/15/2025	Robbie Anderson	Human Resources and ...
School Level Report Card files	10/15/2025	Heather Holliday	Accountability
ADEPT Newsletter V1, I1	08/13/2025 - 09/30/2025	Meagan Cothran	Leadership, State an...
Learning Management System (LM...	08/26/2025 - 09/30/2025	Caiman Welch	Finance, PowerSchool...
FY24 TSI - Expiring Grant Remi...	09/12/2025 - 09/30/2025	Sarah Shealy	Federal Programs
FY25 CTE Perkins - Expiring Gr...	09/12/2025 - 09/30/2025	Sarah Shealy	Federal Programs
PowerSchool In-Person October ...	09/12/2025 - 10/09/2025	Jessica Crowe	PowerSchool and IT
ParaPathways Adoption	09/12/2025 - 10/15/2025	Robbie Anderson	Human Resources and ...
CERRA Mentor Training	09/19/2025 - 09/29/2025	Meagan Cothran	Leadership, State an...
PowerSchool Support Lab Opport...	09/22/2025 - 10/03/2025	Jessica Crowe	PowerSchool and IT
SPED Monthly Minutes	10/01/2025 - 10/22/2025	Bralyn Wood	Special Education an...

### 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 Title I P&F Compact and Policy**

**Department:** Title I

**Due Date:** 10/15/2025

Details: As outlined in the Consolidated Monitoring Tool (FACE 5, 7, 8, 9, & 11), schools must annually create/update a "Parent & Family Engagement Policy" and a "School-Parent Compact" in partnership with parents as a part of their Title I Program. If drafts were not shared during the May/June Planning Meeting, share them in Aug/Sept for feedback. Your prior copy & the SCDE's draft & guidelines are included for reference. Upload the finalized Policy & Compact in all languages provided to families.

**Submission: FY26 Paraprofessionals List and Support**

**Department:** Title I

**Due Date:** 10/15/2025

Details: A Title I Program requires that the school prioritizes providing their students with highly qualified educators. A Title I Principal must review the qualifications of all paraprofessionals to ensure they meet the State's standards. An FAQ is provided regarding who is considered a ParaPro. As part of the Consolidated Monitoring Checklist (QPD 1), please use the template to upload a list of all ParaPros, their schedules, & the support for how they meet with qualifications of serving as a ParaPro.

**Submission: Parents Right to Know 2025 - 2026**

**Department:** Title I

**Due Date:** 10/15/2025

Details: In accordance with ESEA Statute Section 1112 (e), schools are required at the beginning of each school year to notify the parents of each student that parents may request information regarding the professional qualifications of the student's classroom teachers. Attached is an editable template for your school to complete and distribute to parents. Upload a copy of your school's letter and efforts to distribute the letter by October 15,2025.

**Submission: FY26 School Improvement (CSI, ATSI, & Priority) Employee Documents**

**Department:** Federal Programs

**Due Date:** 10/15/2025

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

**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: August 2025 Month-to-Date Financial Statements**

**Department:** Finance

**Due Date:** 09/30/2025

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 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](mailto: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.

**Submission: Posting of School Report Cards****Department:** Title I**Due Date:** 09/30/2025

Details: For schools who used Title I funds in the 2024-2025 school year, please ensure that the State Report Card website is accessible somewhere on your school's website. This submission will collect a link to that webpage. This is in compliance with ESSA Section 1111(h)(2) "LEAs must prepare and disseminate an annual report card... Each LEA report card shall be— (iii) accessible to the public, which shall include— (I) placing such report card on the website of the LEA." This aspect of ESSA is monitored by the Consolidated Monitoring Indicator RC-1. Please keep in mind the most recent State Report Card is the 2023-2024 school year.

**Submission: CogAT/IOWA Pre-Code Verification - Fall 2025****Department:** Assessment**Due Date:** 09/30/2025

Details: Please verify that all students and teachers are rostered correctly for the CogAT/IOWA Assessment this Fall. Any additions or changes should be addressed with Christopher Seay.

**Submission: Required Reading Plan****Department:** State and Academic Programs**Due Date:** 09/30/2025

Details: Hello! Please use the attached document to create your 24-25 Reading Plan as required by the SCCE and outlined in the same memo. If you wish to have a copy of your plan from last year to start with, please message or email Heather Holliday. I have highlighted the parts on the memo I think are the most helpful for you. Please reach out if you have questions.

**Submission: GT Profile Sheets for New Students****Department:** Gift and Talented**Due Date:** 09/30/2025

Details: Please scan and submit GT Profile Sheets for new students if they were provided by the parents at enrollment. All documents should be scanned into one document and submitted as a pdf. Once documents are received, they will be added to the GIFT software and new profile sheets will be sent back to the schools. If you have any questions, please contact Chris Seay at [cseay@erskinecharters.org](mailto:cseay@erskinecharters.org)

**Submission: Day 45 SPED EFA Funding Data Check**

**Department:** PowerSchool and IT

**Due Date:** 09/30/2025

Details: Please collaborate with your school's SPED Coordinator to review your data in both PowerSchool and EdPlanSC, update any necessary student coding, and ensure the two systems are aligned in preparation for Day 45 funding. Once this is complete, please verify your name and your PowerSchool contact's name to finalize the submission. If you have any questions, please contact Jessica Crowe at [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org).

**Submission: IGP Setup Confirmation**

**Department:** PowerSchool and IT

**Due Date:** 09/30/2025

Details: Please confirm that your school has all required resources to complete your IGP Setup. If you, or your school's counselor(s), are in need of further assistance with IGP setup, or IGP PowerSchool resource documentation, please contact Jessica Crowe at [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org), or Submit a ticket with Cantey at [Help@Canteytech.com](mailto:Help@Canteytech.com).

**Submission: Multilingual Learner Program (MLP) School Policies and Procedures '25-'26**

**Department:** Title III MLP

**Due Date:** 10/15/2025

Details: Submitting MLP P&Ps 1. Download attached MLP Sample P&Ps for the 25-26 school year 2. Update the cover page with your school's name. 3. Review the document carefully and sign the assurances page (both the MLP Coordinator and School Leader sign). 4. Scan the completed document and upload it to the documents tab in this submission. Completion ensures procedures meet school, Institute, state, and federal standards. Please direct questions to [tmcgovern@erskinecharters.org](mailto:tmcgovern@erskinecharters.org)

**Submission: LETRS time in units tracking Sept 15**

**Department:** State and Academic Programs

**Due Date:** 10/15/2025

Details: I will post updates monthly about the amount of time your participants are spending in the units. Remember, "To be eligible for the honorarium, participants must demonstrate sufficient time per

module & score 80% or higher on the post-test" for each unit. Please get with any participants not spending the required time. The requirement for this submission is to enter if you have any participants for whom you feel have completed one or more units. Contact Heather Holliday with questions.

**Submission: August 2025 Foster File**

**Department:** PowerSchool and IT

**Due Date:** 09/30/2025

Details: Please review the foster file attached for the month of August. Confirm that the child is a foster student prior to coding in PowerSchool. If you have any questions reach out to Jessica Crowe [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org)

**Submission: Dual Enrollment MOA/MOU**

**Department:** CTE

**Due Date:** 10/15/2025

Details: It is time for us to collect a copy of your MOA/MOU agreements between you and your cooperating technical colleges and universities. Please scan them as one pdf document. If you have multiple agreements, you may request to submit these to me by email. As a reminder this is an annual process and collection. Please contact Heather Holliday with questions.

**Submission: Gifted and Talented Student Lists and Profiles 2025-2026**

**Department:** Gift and Talented

**Due Date:** 09/30/2025

Details: I have attached your GT student list and their profile sheets to this submission. These files contain all students in the GIFT software that are assigned to your school. You will receive a follow up email with suggestions and directions for GT as we start the school year. your only requirement for this submission is to document who received the information and when. If you have any questions, please contact Christopher Seay

**Submission: Initial PCS Report Verification**

**Department:** Human Resources and Benefits

**Due Date:** 10/15/2025

Details: Please review your PCS Report in your shared folder in Dropbox, dated 09/18/2025. Please ensure that everyone is accounted for and coded correctly. Please contact Robbie Anderson if you have any questions.

**Submission: School Level Report Card files**

**Department:** Accountability

**Due Date:** 10/15/2025

Details: Attached you will find files which are being used to determine report card ratings. Each school has files depending on the grade level and student population so not all schools have the same number of files. An explanation of each file and what it contains is also included for everyone. The state anticipates release of the report cards for October 13. Please reach out to Heather Holliday or Christy Junkins with questions.

**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: 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:** 09/30/2025

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](https://scde.formstack.com/forms/2025_2026_lms_reimbursement). Please see the attached document for the Memorandum in its entirety.

**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: 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!

**Announcement: ParaPathways Adoption**

**Contact Person:** Robbie Anderson

**Department(s):** Human Resources and Benefits

**Start Date:** 09/12/2025

**End Date:** 10/15/2025

Details: Please see the attached memo from the SC Department of Education regarding the ParaPathways Adoption. Please contact Robbie Anderson if you have any questions.

**Announcement: CERRA Mentor Training**

**Contact Person:** Meagan Cothran

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

**Start Date:** 09/19/2025

**End Date:** 09/29/2025

Details: In response to school need, CIE will host a CERRA Mentor training September 29-30 at our Columbia office- 1201 Main Street Suite 2500. To register a teacher for mentor training please use this link: <https://forms.gle/yZJz1R9WJkWWmMng7>

**Announcement: PowerSchool Support Lab Opportunity**

**Contact Person:** Jessica Crowe

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

**Start Date:** 09/22/2025

**End Date:** 10/03/2025

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: SPED Monthly Minutes**

**Contact Person:** Bralyn Wood

**Department(s):** Special Education and 504

**Start Date:** 10/01/2025

**End Date:** 10/22/2025

Details: Please join us for our SPED Monthly Minutes on 10/22/25 at 2pm.

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