

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
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
Multilingual Learner Program (...)	10/15/2025	Tarry McGovern	Title III MLP
W9 forms for LETRS participant...	10/31/2025	Heather Holliday	State and Academic P...
LETRS time in units tracking S...	10/15/2025	Heather Holliday	State and Academic P...
Dual Enrollment MOA/MOU	10/15/2025	Heather Holliday	CTE
Initial PCS Report Verificatio...	10/15/2025	Robbie Anderson	Human Resources and ...
School Level Report Card files	10/15/2025	Heather Holliday	Accountability
Vocational coding check to max...	10/15/2025	Heather Holliday	PowerSchool and IT
September 2025 Month-to-Date F...	10/31/2025	Aila Ranera	Finance
PS 45th Day Reports	10/29/2025	Jessica Crowe	PowerSchool and IT
Quarter One Storing Grades Val...	10/31/2025	Jessica Crowe	PowerSchool and IT
FY25 Annual Audit	11/01/2025	Aila Ranera	Finance
Student Growth Target files fo...	10/31/2025	Heather Holliday	Accountability
SC READY Updated Results with ...	10/31/2025	Christopher Seay	Assessment
Title II Stipend Policies	10/31/2025	Lacy Lucas	Federal Programs
Learning Management System (LM...	08/26/2025 - 10/15/2025	Caiman Welch	Finance, PowerSchool...
ParaPathways Adoption	09/12/2025 - 10/15/2025	Robbie Anderson	Human Resources and ...
SPED Monthly Minutes	10/01/2025 - 10/22/2025	Bralyn Wood	Special Education an...
Academic Showcase Registration	10/03/2025 - 10/23/2025	Ashley Epperson	Leadership
PowerSchool Support Lab Opport...	10/06/2025 - 10/17/2025	Jessica Crowe	PowerSchool and IT
PowerSchool November Monthly W...	10/10/2025 - 11/06/2025	Jessica Crowe	PowerSchool and IT
Federal Budget Report - Octobe...	10/10/2025 - 10/17/2025	Sarah Shealy	Additional Targeted ...
October 31 - Q1 Federal Reimbu...	10/17/2025 - 10/31/2025	Sarah Shealy	Federal Programs

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 a qualification. *Guidance Updated 10/7*

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) 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 CSI or ATSI within your school during the 2025-2026 school year.

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

Submission: W9 forms for LETRS participants

Department: State and Academic Programs

Due Date: 10/31/2025

Details: Every participating member in LETRS training for the 25-26 school year who is expecting to receive an honorarium upon completion of each level must submit a W9 form even if they already submitted one in the past. The SCDE has a deadline of mid November for us to submit these to them. If a participant fails to submit a W9 to you for submission by this submission deadline, it is likely the teacher will not receive the honorarium. The deadline will not be extended.

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: 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: 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.

Submission: Vocational coding check to maximize funding

Department: PowerSchool and IT

Due Date: 10/15/2025

Details: The accuracy EFA coding of students in PowerSchool who are enrolled in a Career and Technical class is important to ensure that funding received at each school is accurate. There are two reports in PS to help you with this coding. Both are described in the attached document. Please follow those instructions to ensure accuracy of CTE coding. There are three current questions to complete this submission. Contact Heather Holliday with questions.

Submission: September 2025 Month-to-Date Financial Statements

Department: Finance

Due Date: 10/31/2025

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 September 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: PS 45th Day Reports

Department: PowerSchool and IT

Due Date: 10/29/2025

Details: Before generating your SC Day 45 reports, Please ensure you have collaborated with your SPED Team, GT Coordinator, ML/LEP Coordinator and Finance department to confirm the accuracy of your school's PowerSchool data. After reviewing your Day 45 reports with all school level contacts, please cross reference the data available in Podium. Once all information is verified, please upload all required reports and corresponding screenshots to LWS no later than 10/29/2025. Please submit your signed 45th-day reports. To ensure funding data accuracy please review the following: resolve any identified issues, run PowerSchool Compliance Reports, and validate level data errors. Review DQR data, Ed-Fi errors, and confirm what has been published in Podium dashboards. Cross-check data in the SCDE Finance Portal for accuracy and verify Accountability and Membership Counts. If you're having issues accessing Podium please contact cwelch@erskinecharters.org.

Submission: Quarter One Storing Grades Validation

Department: PowerSchool and IT

Due Date: 10/31/2025

Details: This submission is designed to validate that Quarter One grades have been stored in PowerSchool. Please review your school's stored grades to ensure accuracy, confirm that all courses and sections are properly updated, and address any discrepancies before finalizing. Please verify once you have completed storing your school's Quarter One Grades. If you have any questions, please contact Jessica Crowe at jcrowe@erskinecharters.org.

Submission: FY25 Annual Audit

Department: Finance

Due Date: 11/01/2025

Details: As outlined in the Charter Contract, the audit and its findings must be submitted to the Institute by November 1, 2025.

Submission: Student Growth Target files for Spring 2026

Department: Accountability

Due Date: 10/31/2025

Details: Hello! The SCDE has released these files for you. As a reminder, these files provide the data by student as to the target for their Spring testing in ELA and Math. I have attached each school's file and then the data dictionary so you have the key to the spreadsheet. Please reach out to Heather Holliday or Christy Junkins with any questions.

Submission: SC READY Updated Results with TDWs - Spring 2025

Department: Assessment

Due Date: 10/31/2025

Details: This submission contains your school's SC READY scores which no include TDW scores, and datafile. If you have any questions please reach out to Christopher Seay.

Submission: Title II Stipend Policies

Department: Federal Programs

Due Date: 10/31/2025

Details: As you write your FY26 Title II spending plan - Please upload all policies or methodologies for the stipends that will be included this year. An example template is included for 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 your school will not use Title II for stipends, do not upload anything and you will be exempted. If you have questions please contact Sarah Shealy or Lacy Lucas.

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: 10/15/2025

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: 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: 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>

Announcement: Academic Showcase Registration

Contact Person: Ashley Epperson

Department(s): Leadership

Start Date: 10/03/2025

End Date: 10/23/2025

Details: We are delighted to invite you to the 2025 Academic Showcase, which will be hosted on Wednesday, October 29th, from 10:00 a.m. to 2:00 p.m. at The Belvedere (1201 Main St, Suite 2500, Columbia, SC 29201).

This annual event provides an opportunity to come together to celebrate the amazing achievements of our schools in both academic and cultural excellence. We will honor exemplary performance across multiple areas, including Schools of Distinction, Schools of Excellence, and student accomplishments such as perfect SC READY scores. Schools that performed well in these areas will also be invited to briefly share the strategies that most contributed to their success.

Each school will receive a select allotment of tickets, which is indicated by the number of attendees that appear when you select your school's name in the School dropdown box. Please note this allotment includes two tickets for each Perfect Scorer a school may have. Schools that had students earning a perfect score have received an email notifying them of that status. Please register all participants by October 23: https://erskinecharters.formstack.com/forms/2025_academic_showcase_rsfp

Schools that are receiving awards will receive a notification after the embargo for data is lifted on October 13.

We encourage all attendees to wear school colors or branded attire to represent your school communities with pride! We are excited to come together to recognize and celebrate the remarkable work of our schools and their students. Please let us know if you have any questions, and we look forward to celebrating with you on October 29!

Announcement: PowerSchool Support Lab Opportunity

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 10/06/2025

End Date: 10/17/2025

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: PowerSchool November Monthly Webinar

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 10/10/2025

End Date: 11/06/2025

Details: (UPDATED Information as of 10/06/2025) Our PowerSchool November Monthly Webinar will take place on November 6th, 2025, from 9:00 AM to 10:30 AM via Zoom: <https://erskinecharters.zoom.us/j/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: Federal Budget Report - October

Contact Person: Sarah Shealy

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

Start Date: 10/10/2025

End Date: 10/17/2025

Details: For easy reference, the Federal Programs Team exports your school's Federal Budgets to LWS on the first Friday of each month. Our apologies for this month's delay, FY26 Title I funding was being added and audited last week. Please keep in mind that if you have leftover FY24 TSI or FY25 Perkins that 10/31/25 is the final day to submit reimbursements into SmartFusion. 10/31/25 is also the deadline to submit reimbursement claims for any expense that occurred between 7/1/25 and 9/30/25.

Announcement: October 31 - Q1 Federal Reimbursement Deadline

Contact Person: Sarah Shealy

Department(s): Federal Programs

Start Date: 10/17/2025

End Date: 10/31/2025

Details: Please review your school's federal spending plans and coordinate accordingly with your finance coordinator. All expenses planned for federal reimbursement and obligated between 7/1/25 and 9/30/25 must be entered into SmartFusion no later than 10/31/25. This does not apply to schools/grants that have neither rollover funding or a FY26 new funding budget. This is the final deadline to submit for FY24 TSI and FY25 Perkins reimbursements.