

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
October 2025 Month-to-Date Fin...	11/30/2025	Aila Ranera	Finance
National Student Clearinghouse...	11/28/2025	Heather Holliday	Leadership
Updated student growth targets...	11/28/2025	Heather Holliday	Accountability
Updated student and parent cli...	11/28/2025	Heather Holliday	Accountability
October 2025 Foster File	12/15/2025	Jessica Crowe	PowerSchool and IT
Teacher check for Spring 26 Cl...	12/15/2025	Heather Holliday	Accountability
Holiday Card Competition 2025	10/30/2025 - 12/01/2025	Katie Graybill	Communications, Lead...
Scholarship Applications - SCA...	10/31/2025 - 12/12/2025	Sarah Shealy	Federal Programs, Le...
Charter School Annual Report	11/13/2025 - 12/31/2025	Kristin Olcott	Leadership
SCDE 25-26 Fall Military Recru...	11/17/2025 - 12/01/2025	Jessica Crowe	PowerSchool and IT
ADEPT Quarterly Newsletter	11/20/2025 - 12/20/2025	Meagan Cothran	State and Academic P...
PowerSchool Support Lab Opport...	11/24/2025 - 12/05/2025	Jessica Crowe	PowerSchool and IT

### **Submission: October 2025 Month-to-Date Financial Statements**

**Department:** Finance

**Due Date:** 11/30/2025

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 October 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: National Student Clearinghouse Files Nov 10, 2025**

**Department:** Leadership

**Due Date:** 11/28/2025

Details: Attached you will find your files for the first release of this fall. We will provide new files as they become available. Please share with Counselors as I know they often look for these.

### **Submission: Updated student growth targets for Spring 2026**

**Department:** Accountability

**Due Date:** 11/28/2025

Details: The SCDE has updated student growth target files. Please use these files in conjunction with your formative data results from Fall to determine where your students currently stand towards meeting their median and added value targets. Reach out to Heather Holliday with questions.

### **Submission: Updated student and parent climate survey results**

**Department:** Accountability

**Due Date:** 11/28/2025

Details: Please see the attached file for student questions and results, parent questions and results, and parent comments split by these groups. There are charts for Elementary/Middle and High. We hope these results help in planning for you the upcoming climate survey this spring. Please contact Heather Holliday with questions.

**Submission: October 2025 Foster File**

**Department:** PowerSchool and IT

**Due Date:** 12/15/2025

Details: Please review the foster file attached for the month of October. This document is a reflection of the information that DSS has provided the SCDE. Please confirm the document's data and verify the student is a foster student prior to coding the proper fields in PowerSchool. If you have any questions please contact Jessica Crowe at [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org).

**Submission: Teacher check for Spring 26 Climate Surveys**

**Department:** Accountability

**Due Date:** 12/15/2025

Details: Having your teacher list accurate is crucial for accurate data to be displayed on the Fall 2026 report card. To assist in the accuracy check, please use the attached document to guide you through your spreadsheet and then make corrections in PS and/or submit forms to Robbie Anderson. Please contact Heather Holliday with questions.

**Announcement: Holiday Card Competition 2025**

**Contact Person:** Katie Graybill

**Department(s):** Communications, Leadership

**Start Date:** 10/30/2025

**End Date:** 12/01/2025

Details: The 2025 Holiday Card Competition is now open! Visit <https://erskinecharters.org/2025-holiday-card-competition/> for more information. Artwork submissions are due by Monday, December 1!

**Announcement: Scholarship Applications - SCATA/NAFEPA**

**Contact Person:** Sarah Shealy

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

**Start Date:** 10/31/2025

**End Date:** 12/12/2025

Details: The South Carolina Association of Title I Administrators will award 21 scholarships in the Spring of 2026 to deserving students, of which up to 3 may be awarded per SCATA region. Charter School Districts make up Region 7. For the SCATA scholarships, qualifying seniors have the opportunity to compete for a \$2,000 (first place), one \$1,500 (second place), or one \$1,000 (third place) scholarship. Top candidates will be considered at the state level for the national NAFEPA scholarship. Please review the attached documents for additional information, the application, and checklist. Applications are due to Sarah Shealy ([sshealy@erskinecharters.org](mailto:sshealy@erskinecharters.org)) in PDF format by Friday, December 12, 2024. You DO NOT have to be a Title I school to submit applications. If you have any questions, please don't hesitate to reach out.

**Announcement: Charter School Annual Report**

**Contact Person:** Kristin Olcott

**Department(s):** Leadership

**Start Date:** 11/13/2025

**End Date:** 12/31/2025

Details: An email was sent to all school leaders on November 5th regarding the Charter School Annual Report submission. Please see the information below:

Deadline: All annual reports must be submitted by December 31, 2025, at 5:00 PM (ET). Please read the attached Annual Report Submission Guide for comprehensive instructions on how to submit the Annual Report. The link to submit the Annual Report can be found here: [https://scde.formstack.com/forms/charter\\_school\\_2025\\_annual\\_report](https://scde.formstack.com/forms/charter_school_2025_annual_report) More information on the Charter School Annual Report can be found here: <https://ed.sc.gov/districts-schools/school-choice/charter-schools-program/charter-school-annual-report/>

**Announcement: SCDE 25-26 Fall Military Recruiting Memo**

**Contact Person:** Jessica Crowe

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

**Start Date:** 11/17/2025

**End Date:** 12/01/2025

Details: Please see the attached SCDE documentation pertaining Military Recruiter Information. Please note if you have any changes that need to be updated in PowerSchool, please do so prior to December 1st, 2025. If you have any questions please contact Jessica Crowe at [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org). Thank you.

**Announcement: ADEPT Quarterly Newsletter**

**Contact Person:** Meagan Cothran

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

**Start Date:** 11/20/2025

**End Date:** 12/20/2025

Details: Please check out V1.12 of the ADEPT newsletter which contains information regarding timeline reminders, training offerings, and SCLead reports.

**Announcement: PowerSchool Support Lab Opportunity**

**Contact Person:** Jessica Crowe

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

**Start Date:** 11/24/2025

**End Date:** 12/05/2025

Details: We invite all PowerSchool Administrators to join our PowerSchool Support Lab on the 1st 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. Please note, for the month of December, we will not be holding a PowerSchool Support Lab on the 3rd Friday of the month.