

Charter Institute at Erskine

INSTITUTE INSIGHTS

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Submission: FY26 Federal Funds Planning Meeting (New Schools)

Department: Federal Programs

Due Date: 01/31/2026

Details: A Planning Meeting must be held to collect meaningful consultation for how federal funding should be spent. Please note that federal funding spending activities can only be extrapolated from the needs in the school's current CNA. During this meeting, the CNA should be reviewed. A checklist and templates are included in this submission for the meeting facilitator to follow. (extended)

Submission: Early Graduates Roster and Transcripts, Winter 2025

Department: PowerSchool and IT

Due Date: 01/23/2026

Details: Schools with winter early graduates must submit a complete roster of graduating students along with their final transcripts for district review and processing. If you have no early graduates, submit your school's calendar in the documents requested. If you do not have employability documentation, please contact Jessica Crowe at jcrowe@erskinecharters.org to have the submission file exempted.

Submission: Quarter Two & Semester 1 Storing Grades Validation

Department: PowerSchool and IT

Due Date: 01/30/2026

Details: This submission is designed to validate that Quarter Two & Semester 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 Two and Semester One Grades. If you have any questions, please contact Jessica Crowe at jcrowe@erskinecharters.org.

Submission: Fall Semi-Annuals (All Grants)

Department: Federal Programs

Due Date: 01/31/2026

Details: The Federal Programs Team has prepared your school's Fall Semi-Annuals. Review, edit/correct, and complete them as needed before uploading. Please see the FAQ and/or reach out to the Federal Programs team if you have questions. Note that while all grants are listed, only the grants your school has written salaries into are applicable. all others are be exempted.

Submission: Universal Screener Check 2 for 25-26

Department: State and Academic Programs

Due Date: 01/30/2026

Details: A second pull has been completed to ensure coding for the required Universal Screener. The second pull tab contains data only if corrections are needed. As a reminder, K and 1 students should have a code of 1 or 2 as a result of their screening. Please contact Heather Holliday with questions.

Submission: Instructional Staff Survey

Department: Federal Programs

Due Date: 01/31/2026

Details: Please share this short survey with all instructional staff in your building to fulfill the federal program requirements of gathering stakeholder feedback, evaluating federal spending, and gathering data to prepare for the FY27 Comprehensive Needs Assessment. The survey will accept responses from 1.15.26 to 2.15.26. Anonymous results will be provided to all schools by 2.28.26 via a LWS Announcement. The survey link is:
<https://erskinecharters.formstack.com/forms/teachersurveyfy26>

Submission: Title I Stakeholder Survey

Department: Federal Programs

Due Date: 01/31/2026

Details: Please share this short survey with all staff, families, & high school students to fulfill the requirements of stakeholder feedback, evaluating federal spending, & gathering data for FY27 CNAs. The survey will accept responses from 1.15.26 to 2.15.26. Anonymous results will be provided by 2.28.26 via a LWS Announcement. Please email Sarah Shealy if you need the survey translated to other languages. The English survey link is: <https://erskinecharters.formstack.com/forms/titleisurveyfy26>

Submission: December 2025 Month-to-Date Financial Statements

Department: Finance

Due Date: 02/15/2026

Details: As outlined in Section 8.7, Monthly and quarterly reporting, of 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. The Parties agree that it is the responsibility of the Sponsor to use any financial information it obtains, including reports and audits, to monitor the fiscal condition and compliance of the School. Please submit a copy of the school's December 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 Amanda Tucker at atucker@erskinecharters.org if you have any questions. Thank you!

Submission: December 2025 Foster File

Department: PowerSchool and IT

Due Date: 02/15/2026

Details: Please review the foster file attached for the month of December. 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.

Announcement: SPED Monthly Minutes

Contact Person: Bralyn Wood

Department(s): Special Education and 504

Start Date: 01/01/2026

End Date: 01/21/2026

Details: Please join us for our SPED Monthly Minutes on 1/21/26 at 2pm.

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

Announcement: Spring Math Professional Development Opportunities

Contact Person: Lacy Lucas

Department(s): State and Academic Programs

Start Date: 01/15/2026

End Date: 02/15/2026

Details: Attached is a memo from SCDE regarding virtual Spring Math PD offerings. There are offerings for all grade levels, such as using manipulatives for middle school, strategies for comprehension in solving word problems, and representation progression models in K-12!

Announcement: January 31 - Q2 Federal Reimbursement Deadline

Contact Person: Sarah Shealy

Department(s): Federal Programs

Start Date: 01/16/2026

End Date: 01/31/2026

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 10/1/25 and 12/31/25 must be entered into SmartFusion no later than 1/31/26. Schools that had neither rollover funding or a FY26 new funding budget until Q2 should submit all obligated expenses dating back to 7/1/25. FY24 Funds ended for schools on 12/31/25. Any funding not spent from these allocations will be rolled off of school budgets after 1/31/26.

Announcement: PowerSchool February Monthly Webinar

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 01/16/2026

End Date: 02/12/2026

Details: Our PowerSchool February Monthly Webinar will take place on February 12th, 2026, 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!