

# Charter Institute at Erskine

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### **Submission: 2026-2027 Board Approved Academic Calendar**

**Department:** PowerSchool and IT

**Due Date:** 02/28/2026

Details: Please submit your school's 2026–2027 Board Approved Academic Calendar. It must include 180 instructional days, no more than 3 early-release days, and 3 make-up days. Please include a legend noting all "Important Dates." Once approved, we will set up your school's Years and Terms in PowerSchool. Please submit the attached Years and Terms template. For questions, contact [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org)

### **Submission: Local Board Approved Courses**

**Department:** PowerSchool and IT

**Due Date:** 02/28/2026

Details: A Local Board-Approved Course is a course that has been approved by the local Board of Trustees and meets state academic standards. For this submission, please provide documentation for any Local Board-Approved Course requests for the 2026-2027 school year. Additionally, submit the Board-Approved Minutes reflecting the board's approval of these requests. If you have any questions please do not hesitate to contact [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org).

### **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](mailto: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](mailto:jcrowe@erskinecharters.org).

**Submission: Updated Enrollment Survey (ES) and PowerSchool Coding Guidelines (Effective Immediately)**

**Department:** Title III MLP

**Due Date:** 02/27/2026

Details: The SC Department of Education has issued critical updates to the Enrollment Survey (ES) and PowerSchool coding Guidelines. Please review the attached memo and accompanying documents in full. Schools must begin using the updated ES immediately for students enrolling for the 2026–27 school year, complete all required system updates, and ensure staff training. Acknowledge receipt of this information via Smart Form. For questions email: [tmcgovern@erskinecharters.org](mailto:tmcgovern@erskinecharters.org) or [sfickling@erskinecharters.org](mailto:sfickling@erskinecharters.org)

**Submission: SPED Staffing Update**

**Department:** Special Education and 504

**Due Date:** 02/13/2026

Details: Please update your school's SPED Staffing sheet.

**Submission: Spring Amendment for Federal Spending Plans**

**Department:** Federal Programs

**Due Date:** 02/15/2026

Details: The final scheduled amendment for 2025-2026 federal spending plans will take place in February. Schools have until 2/15 to select which plans to amend (LWS), and until 2/28 to make their changes (Google). Please note that this is the last scheduled amendment of the school year. Funding should be in place for final FY26 expenses and any rollover spending for FY27. Simplified amendment instructions are included.

**Submission: February Scores submission for Accountability(Copy)**

**Department:** Accountability

**Due Date:** 02/16/2026

Details: There will be a monthly submission for you to upload any CCR scores you have for us to submit to the SCDE. Please submit each unique test as a unique file, following the instructions in the included document. If you do not have any scores to submit for the month, please indicate that on the Smart Form question as "Nothing to Submit" and you will be exempted from the submission. You will have an opportunity to submit each month from January through June. Contact Heather Holliday with questions.

**Submission: Gifted and Talented Student Roster Verification**

**Department:** Gift and Talented

**Due Date:** 02/28/2026

Details: Please review the accuracy of your Gifted and Talented Student Roster from GIFT as of January 30, 2026 and verify the list of those being served and not being served. Please contact Robbie Anderson at [randerson@erskinecharters.org](mailto:randerson@erskinecharters.org) for any questions.

**Submission: Governor's Graduate Letters**

**Department:** PowerSchool and IT

**Due Date:** 02/28/2026

Details: Governor McMaster would like to send congratulatory letters to all high school graduating seniors this spring. Please complete the attached spreadsheet template with names and mailing addresses of Spring graduating seniors. If you have any questions, please contact Jessica Crowe at [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org).

**Submission: February Scores submission for Accountability**

**Department:** Accountability

**Due Date:** 02/16/2026

Details: There will be a monthly submission for you to upload any CCR scores you have for us to submit to the SCDE. Please submit each unique test as a unique file, following the instructions in the included document. If you do not have any scores to submit for the month, please indicate that on the Smart Form question as "Nothing to Submit" and you will be exempted from the submission. You will have an opportunity to submit each month from January through June. Contact Heather Holliday with questions.

**Submission: Missing Ninth Grade Codes (9GR) SCDE Audit**

**Department:** PowerSchool and IT

**Due Date:** 02/15/2026

Details: Please review the attached file for your school. At this time, the report reflects potential missing Ninth Grade (9GR) codes. If a 9GR code needs to be added, you may update this information in PowerSchool and then republish the student data to Ed-Fi to ensure the record is proactively updated for accountability and reporting purposes. If you have any questions, please contact Jessica Crowe at [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org).

**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: 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!

**Announcement: Awards Banquet Guidelines 2026**

**Contact Person:** Katie Graybill

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

**Start Date:** 01/22/2026

**End Date:** 03/17/2026

Details: The 2026 Charter Institute at Erskine Awards Banquet will be hosted on Wednesday, May 20, 2026. We are officially seeking nominations from each school for your Volunteer of the Year, Student(s) of the Year, and Teacher(s) of the Year. Read this year's guidelines here: [tinyurl.com/AB26-guidelines](http://tinyurl.com/AB26-guidelines).

Nominations will be due on March 16, and you can access the nomination form here: [tinyurl.com/ab-nominations-2026](http://tinyurl.com/ab-nominations-2026).

If you have any questions, please email [kgraybill@erskinecharters.org](mailto:kgraybill@erskinecharters.org). Thank you!

**Announcement: South Carolina High School Employability Credential Issuance for School Year 2025-26**

**Contact Person:** Sally Fickling

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

**Start Date:** 01/29/2026

**End Date:** 02/28/2026

Details: Please see the attached memo for information related to Data Entry Required for Paper High School Employability Credential Orders and Shipping and for final student recipient counts and issuance of digital South Carolina High School Employability Credential.

**Announcement: SPED Monthly Minutes**

**Contact Person:** Bralyn Wood

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

**Start Date:** 02/01/2026

**End Date:** 02/18/2026

Details: Please join us for our SPED Monthly Minutes on 2/18/26 at 2pm.

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

**Announcement: Federal Budgets - February Update**

**Contact Person:** Sarah Shealy

**Department(s):** Federal Programs

**Start Date:** 02/06/2026

**End Date:** 02/15/2026

Details: Please review your school's federal budgets as of 2.6.26 to ensure all expenses from Q1 and Q2 have been submitted in SmartFusion. FY25 Title I, FY25 Title II, and FY25 IDEA grants were scheduled to end for schools on 12.31.25 and final reimbursement requests were due by 1.31.26. If your school has any rollover left, speak with Sarah Shealy (if you haven't already). Unclaimed FY25 funding will be rolled up for liquidation at the District Level if not re-planned for during the current Amendment window.

**Announcement: What's Up Wednesday - February**

**Contact Person:** Sarah Shealy

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

**Start Date:** 02/06/2026

**End Date:** 02/11/2026

Details: This month's What's Up Wednesday will occur on February 11, at 10am via Zoom. This session will provide amendment support, there will not be a presentation. If you did not receive a calendar invitation but would like one, please email Sarah Shealy at [sshealy@erskinecharters.org](mailto:sshealy@erskinecharters.org). We hope to see you there!

**Announcement: PowerSchool March Monthly Webinar**

**Contact Person:** Jessica Crowe

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

**Start Date:** 02/13/2026

**End Date:** 03/12/2026

Details: Our PowerSchool March Monthly Webinar will take place on March 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!