

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
Title I Employee Docs (Amendme...	03/15/2026	Sarah Shealy	Federal Programs
EOCEP Post-Test Document Submi...	03/15/2026	Christopher Seay	Assessment
January Foster File	03/15/2026	Caiman Welch	PowerSchool and IT
Preliminary Cycle Evaluation R...	03/15/2026	Meagan Cothran	State and Academic P...
SAFE K-12 Cybersecurity Self-A...	03/06/2026	Caiman Welch	Leadership
Title II Stipend Policies (ame...	03/15/2026	Sarah Shealy	Federal Programs
Awards Banquet Guidelines 2026	01/22/2026 - 03/17/2026	Katie Graybill	Communications, Lead...
PACE Cohort 2026 Dates and Dea...	02/11/2026 - 04/30/2026	Robbie Anderson	Human Resources and ...
Curriculum Based Professional ...	02/11/2026 - 03/13/2026	Lacy Lucas	State and Academic P...
Project Lead the Way (PLTW) Du...	02/11/2026 - 06/30/2026	Jessica Crowe	PowerSchool and IT
PowerSchool March Monthly Webi...	02/13/2026 - 03/12/2026	Jessica Crowe	PowerSchool and IT
ML Office Hours	02/18/2026 - 03/05/2026	Gail Rogers	Title III MLP
Instructional Staff & Title I ...	02/20/2026 - 03/15/2026	Sarah Shealy	Federal Programs
Q2 Federal Claiming Memo	02/23/2026 - 03/15/2026	Sarah Shealy	Federal Programs
General and Federal Finance Tr...	02/25/2026 - 03/31/2026	Sarah Shealy	Federal Programs, Fi...
PD Opportunity - ESSA Academy	02/25/2026 - 03/09/2026	Sarah Shealy	Additional Targeted ...
SPED Monthly Minutes	03/01/2026 - 03/18/2026	Bralyn Wood	Special Education an...
ML Coordinator Meeting	03/01/2026 - 03/19/2026	Gail Rogers	Title III MLP
What's Up Wednesday - March	03/01/2026 - 03/11/2026	Sarah Shealy	Additional Targeted ...

### **Submission: Title I Employee Docs (Amendment Updates)**

**Department:** Federal Programs

**Due Date:** 03/15/2026

Details: For any employee added to Title I during the February Amendment, please upload their work agreements, schedules, and job descriptions.

### **Submission: EOCEP Post-Test Document Submission - Fall/Winter 2025 - 26**

**Department:** Assessment

**Due Date:** 03/15/2026

Details: Submission of all Test Security Materials and Documentation for the EOCEP assessment. If you have any questions, please contact Christopher Seay.

### **Submission: January Foster File**

**Department:** PowerSchool and IT

**Due Date:** 03/15/2026

Details: Please review the foster file attached for the month of January. 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: Preliminary Cycle Evaluation Report Confirmation**

**Department:** State and Academic Programs

**Due Date:** 03/15/2026

Details: Attached is the most current ADEPT evaluation report for your school as of 2/24/26. Please confirm information is correct and correct any items highlighted in yellow in SCLed. If you have any questions, reach out to Meagan Cothran, [mcothran@erskinecharters.org](mailto:mcothran@erskinecharters.org).

**Submission: SAFE K-12 Cybersecurity Self-Assessment – School Contact Submission**

**Department:** Leadership

**Due Date:** 03/06/2026

Details: The SAFE K-12 assessment is an online checklist reviewing areas such as data protection, user access management, and device security. Its purpose is to provide SCDE with visibility into current cybersecurity practices so they can better direct support and resources. This is not a compliance audit, and results will not be shared with other schools. Each school should designate a representative or small team—typically an IT Coordinator, Technology Director, or staff member familiar with the school’s technology systems. Submit the designated individual’s name and email address through this form no later than March 6, 2026. Mr. Welch will follow up directly with access instructions and provide support throughout the process. If you have any concerns please reach out to [cwelch@erskinecharters.org](mailto:cwelch@erskinecharters.org)

**Submission: Title II Stipend Policies (amendments)**

**Department:** Federal Programs

**Due Date:** 03/15/2026

Details: Please upload all policies or methodologies needed for updated or new stipends / bonuses based on the February Title II amendments. An example template is included for reference if needed.

**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: PACE Cohort 2026 Dates and Deadlines**

**Contact Person:** Robbie Anderson

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

**Start Date:** 02/11/2026

**End Date:** 04/30/2026

Details: The PACE Cohort 2026 dates and deadlines can be found on the SC Department of Education website, linked here: <https://ed.sc.gov/educators/alternative-certification/pace/2026-27/>. The Office of Educator Services must receive a 2026-2027 PACE Confirmation of Employment form no later than Monday, June 15, 2026, if you wish for an applicant to attend Summer PACE I with Cohort 2026. Please send the Confirmation of Employment form to Robbie Anderson at [randerson@erskinecharters.org](mailto:randerson@erskinecharters.org). If you have any questions, please contact Robbie Anderson.

### **Announcement: Curriculum Based Professional Learning Opportunities**

**Contact Person:** Lacy Lucas

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

**Start Date:** 02/11/2026

**End Date:** 03/13/2026

Details: Attached to this announcement is the South Carolina Department of Education's Curriculum-Based Professional Learning (CBPL) Opportunities designed to strengthen instructional practice through curriculum-centered support for leaders and educators. It highlights a series of ongoing office hours, webinars, and learning sessions focused on effective implementation of high-quality instructional materials (HQIM) in English language arts and mathematics for grades K–8, with practical strategies, collaborative learning, and Q&A support to deepen instructional impact.

### **Announcement: Project Lead the Way (PLTW) Dual Credit Clarification (SCDE Memo)**

**Contact Person:** Jessica Crowe

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

**Start Date:** 02/11/2026

**End Date:** 06/30/2026

Details: Please see the attached SCDE Memo for further information about "Project Lead the Way (PLTW)." If you have any questions, please contact Jessica Crowe at [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org).

### **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. 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: ML Office Hours**

**Contact Person:** Gail Rogers

**Department(s):** Title III MLP

**Start Date:** 02/18/2026

**End Date:** 03/05/2026

Details: ML office hours will be held on 3/5/26 at 1:00pm. Please use this link to join: <https://erskinecharters.zoom.us/my/rogers11>

### **Announcement: Instructional Staff & Title I Survey Responses**

**Contact Person:** Sarah Shealy

**Department(s):** Federal Programs

**Start Date:** 02/20/2026

**End Date:** 03/15/2026

Details: Thank you for sharing and completing this year's federal grant feedback surveys. A memo has been uploaded to this announcement in LWS with links to your survey results. In the March "What's Up Wednesday" (3.11.26) there will be 4 slides summarizing the Instructional Staff Survey responses.

**Announcement: Q2 Federal Claiming Memo**

**Contact Person:** Sarah Shealy

**Department(s):** Federal Programs

**Start Date:** 02/23/2026

**End Date:** 03/15/2026

Details: Thank you for submitting claims for federal reimbursement this quarter. A memo has been uploaded to this announcement in LWS confirming which grants your school could and did claim against. Please note the important dates section as they contain end of year claiming deadlines.

**Announcement: General and Federal Finance Training**

**Contact Person:** Sarah Shealy

**Department(s):** Federal Programs, Finance

**Start Date:** 02/25/2026

**End Date:** 03/31/2026

Details: Join the General and Federal teams for a full day, in person training on Thursday, April 30, 2026, at the District office in Columbia. Topics for the day include: Audit Recap, Legislative Updates, Funds due to SCDE, Internal Controls (general and federal), Procurement (general and federal), Google vs. SmartFusion (federal), and Claiming Requirements (federal).

RSVP by 3/13/26 to be included in the lunch count: <https://forms.gle/4ibDxqb6DGoYagBG8>

**Announcement: PD Opportunity - ESSA Academy**

**Contact Person:** Sarah Shealy

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

**Start Date:** 02/25/2026

**End Date:** 03/09/2026

Details: The Office of Federal and State Accountability (SCDE) will host ESSA Academy, March 23–24, 2026, at the Lexington Two Performing Arts Center (3205 Platts Springs Road, West Columbia, SC). This 2 day professional development is designed to support school and district leaders in the successful implementation of ESSA programs (Title I, Title II, etc). Continuing Education Units (CEUs) will be awarded by the SCDE upon completion. Please see the attached email from the SCDE for a registration quote, agenda, registration link, and lodging information. The Federal Programs team will be attending, and we would love to see our school leaders and program coordinators there too!

**Announcement: SPED Monthly Minutes**

**Contact Person:** Bralyn Wood

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

**Start Date:** 03/01/2026

**End Date:** 03/18/2026

Details: Please join us for our SPED Monthly Minutes on 3/18/26 at 2pm.

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

**Announcement: ML Coordinator Meeting**

**Contact Person:** Gail Rogers

**Department(s):** Title III MLP

**Start Date:** 03/01/2026

**End Date:** 03/19/2026

Details: ML Coordinator Meeting will be held 3/19/26 at 1:00pm. Please use this link to join:  
<https://erskinecharters.zoom.us/my/rogers11>

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

**Contact Person:** Sarah Shealy

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

**Start Date:** 03/01/2026

**End Date:** 03/11/2026

Details: This month's What's Up Wednesday will occur on March 11, at 10am via Zoom. This session will include LWS submissions, preparations for Comprehensive Needs Assessments, and finance updates. The School Improvement Team will join us for the CNA portion of the meeting. 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!