

Charter Institute at Erskine

INSTITUTE INSIGHTS

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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...	03/13/2026	Caiman Welch	Leadership
Title II Stipend Policies (ame...	03/31/2026	Sarah Shealy	Federal Programs
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PowerSchool March Monthly Webi...	02/13/2026 - 03/12/2026	Jessica Crowe	PowerSchool and IT
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ML Coordinator Meeting	03/01/2026 - 03/19/2026	Gail Rogers	Title III MLP
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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.

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.

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

Department: Leadership

Due Date: 03/13/2026

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

Submission: Title II Stipend Policies (amendments)

Department: Federal Programs

Due Date: 03/31/2026

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.

Submission: Day 135 SPED EFA Funding Data Check

Department: PowerSchool and IT

Due Date: 03/15/2026

Details: Please work closely with your SPED staff to review the CIE Reports: "IEP & 504 Export" and update any necessary student coding in PowerSchool. Please work directly with your SPED coordinator to cross reference the data found in EdPlanSC for system to system data accuracy. If you have any questions, please contact Jessica Crowe at jcrowe@erskinecharters.org.

Submission: PS 135th Day Signed Reports

Department: PowerSchool and IT

Due Date: 03/31/2026

Details: Please submit your signed 135th-day reports after collaborating with your SPED Team, GT Coordinator, ML/LEP Coordinator, and Finance department. Please verify PowerSchool data by resolving identified issues, run Compliance Reports, and validate level data errors. Review reports with school contacts, cross-reference data in Podium, and upload all required reports and screenshots once verification is complete.

Submission: February 2026 Month-to-Date Financial Statements

Department: Finance

Due Date: 03/31/2026

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 February Month-To-Date Financials (Balance Sheet and Profit and Loss Statement). The Profit and Loss Statement needs to be in fund/function/object detail with account numbers. Feel free to contact Amanda Tucker at atucker@erskinecharters.org if you have any questions. Thank you!

Submission: High-Intensity Tutoring Coding Verification

Department: PowerSchool and IT

Due Date: 04/01/2026

Details: Please review the attached documentation from the SCDE with directions for coding students for the High-Intensity Tutoring Grant. Please code the appropriate students as directed in Section II of the documentation. If you have any questions, please contact Jessica Crowe at jcrowe@erskinecharters.org

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.

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

If you have any questions, please email 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. 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.

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: 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. We hope to see you there!

Announcement: Notice for the withdrawal of E-collect services

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 03/03/2026

End Date: 06/30/2026

Details: Please be advised that per the SCDE, E-collect is expected to be withdrawn from use at the conclusion of the 2025–2026 school year. This change will only impact the schools currently using the platform for online forms and payment processing. Schools that are currently utilizing E-collect should begin identifying and preparing an alternative process to ensure continuity of operations. Please ensure a new plan is established prior to July's PowerSchool Rollover (the first week of July), when we expect to see the conclusion of E-collect services. If you have any questions, please contact Jessica Crowe at jcrowe@erskinecharters.org.

Announcement: Federal Budgets - March Update

Contact Person: Sarah Shealy

Department(s): Federal Programs

Start Date: 03/05/2026

End Date: 03/15/2026

Details: For your convenience please find your school's federal budgets as of 3.5.26 posted in LWS with this announcement. Quarter 3 ends on 3/31/26 and the deadline to submit reimbursement requests into SmartFusion is 4/30/26.

Announcement: PowerSchool April Monthly Webinar

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 03/13/2026

End Date: 04/16/2026

Details: Our PowerSchool April Monthly Webinar will take place on April 16th, 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!