

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
Title II Stipend Policies (ame...	03/31/2026	Sarah Shealy	Federal Programs
Day 135 SPED EFA Funding Data ...	03/20/2026	Jessica Crowe	PowerSchool and IT
PS 135th Day Signed Reports	03/31/2026	Jessica Crowe	PowerSchool and IT
February 2026 Month-to-Date Fi...	03/31/2026	Aila Ranera	Finance
High Intensity Tutoring Grant ...	04/15/2026	Heather Holliday	Leadership
High-Intensity Tutoring Coding...	04/01/2026	Jessica Crowe	PowerSchool and IT
Incident Management Spring Err...	03/31/2026	Jessica Crowe	PowerSchool and IT
Continuous Improvement Plan (C...	03/30/2026	Lacy Lucas	Additional Targeted ...
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 ...
Project Lead the Way (PLTW) Du...	02/11/2026 - 06/30/2026	Jessica Crowe	PowerSchool and IT
General and Federal Finance Tr...	02/25/2026 - 03/31/2026	Sarah Shealy	Federal Programs, Fi...
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
Notice for the withdrawal of E...	03/03/2026 - 06/30/2026	Jessica Crowe	PowerSchool and IT
PowerSchool April Monthly Webi...	03/13/2026 - 04/16/2026	Jessica Crowe	PowerSchool and IT
ML Office Hours	03/16/2026 - 04/02/2026	Gail Rogers	Title III MLP

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: 03/20/2026

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 Grant Coding Requirement

Department: Leadership

Due Date: 04/15/2026

Details: The SCDE is requiring each school to complete coding in PS for every student who received services through funds from the High Intensity Tutoring Grant. Attached you will find the guidelines for this coding, which must be completed in PS no later than April 17th. Schools will use Section II of the document for coding instructions. Please share with appropriate staff members.

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

Submission: Incident Management Spring Error Validation

Department: PowerSchool and IT

Due Date: 03/31/2026

Details: Please review and update any necessary corrections related to Incident Management errors in Level Data, DQR, and the attached SCDE IM Error Report. Once you have verified and updated the required data, kindly ensure the submission is marked as complete. If you have any questions or need further clarification, please feel free to contact Jessica Crowe at jcrowe@erskinecharters.org.

Submission: Continuous Improvement Plan (CIP) Signature Page

Department: Additional Targeted Support and Improvement

Due Date: 03/30/2026

Details: Please upload your school's CIP signature page to this submission by March 30, 2026. A blank 1 page template is attached to this submission for your convenience. The Institute team will handle Supt. Runyan's signature.

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: 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: 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: 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: 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: 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!

Announcement: ML Office Hours

Contact Person: Gail Rogers

Department(s): Title III MLP

Start Date: 03/16/2026

End Date: 04/02/2026

Details: ML office hours will be held on 4/2/26 at 1:00pm. Please use this link to join: <https://erskinecharters.zoom.us/my/rogers11>