

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
Title II Stipend Policies (ame...	03/31/2026	Sarah Shealy	Federal Programs
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 ...
February Foster File	04/15/2026	Caiman Welch	PowerSchool and IT
Continuous Improvement Plan (C...	03/30/2026	Lacy Lucas	Additional Targeted ...
Summer Reading Camp Pre-Camp S...	04/15/2026	Heather Holliday	Leadership
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...
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
Regulation for Educational Int...	03/18/2026 - 05/01/2026	Sally Fickling	Special Education an...
State Memos for School Leaders...	03/18/2026 - 04/17/2026	Heather Holliday	Leadership

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: 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 your schools Incident Management Query 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.

Submission: February Foster File

Department: PowerSchool and IT

Due Date: 04/15/2026

Details: Please review the foster file attached for the month of February. 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: Continuous Improvement Plan (CIP) Additional Documents Request

Department: Additional Targeted Support and Improvement

Due Date: 03/30/2026

Details: Please upload required documents that need to be attached to your school's Continuous Improvement Plan. These include job descriptions, stipend policies, quotes, and/or contracts.

Submission: Summer Reading Camp Pre-Camp Survey

Department: Leadership

Due Date: 04/15/2026

Details: The information asked for in the Google form is required by the SCDE. Please use the link in the attached document to access the Google form and then indicate "Yes" for the confirmation question when completed.

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: 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>

Announcement: Regulation for Educational Interpreters for Students Who Are Deaf

Contact Person: Sally Fickling

Department(s): Special Education and 504

Start Date: 03/18/2026

End Date: 05/01/2026

Details: Please see the attached memo regarding educational interpreters for students who are deaf.

Announcement: State Memos for School Leaders March 18

Contact Person: Heather Holliday

Department(s): Leadership

Start Date: 03/18/2026

End Date: 04/17/2026

Details: Please see the attached memos from the state this week: 1--Recommendations for Educator Talent Pool; 2--Regulation for Educational Interpreters for deaf students; 3--Health and Fitness Act Annual Compliance survey information, which will be sent to teachers.