

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
FY26 CTE Employee Documents	04/15/2026	Meagan Cothran	Federal Programs
Title I Employee Docs (Amendme...	04/15/2026	Sarah Shealy	Federal Programs
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
Academic Seminar and Support L...	03/27/2026 - 05/29/2026	Sally Fickling	Special Education an...
PowerSchool In-Person "Commit ...	04/01/2026 - 06/23/2026	Jessica Crowe	PowerSchool and IT
SPED Monthly Minutes	04/01/2026 - 04/22/2026	Bralyn Wood	Special Education an...
ML Coordinator Meeting	04/01/2026 - 04/16/2026	Gail Rogers	Title III MLP

### **Submission: FY26 CTE Employee Documents**

**Department:** Federal Programs

**Due Date:** 04/15/2026

Details: Please submit the required documents (Work Agreement, Schedule, and Job Description) for employees paid with Perkins or EIA (state) funds within your school during the 2025-2026 school year.

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

**Department:** Federal Programs

**Due Date:** 04/15/2026

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

### **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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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.

**Announcement: Academic Seminar and Support Lab Courses (Beginning 2026-2027 School Year)**

**Contact Person:** Sally Fickling

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

**Start Date:** 03/27/2026

**End Date:** 05/29/2026

Details: The attached memo provides clarification on the Academic Seminar courses that incorporates high school English Language Arts (ELA) and math standards and describes functional performance competencies to be used for the courses. It also describes the new Support Lab courses that allow for serving students with specially designed instruction who do not require alignment with high school academic standards.

**Announcement: PowerSchool In-Person "Commit The Schedule" Meeting**

**Contact Person:** Jessica Crowe

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

**Start Date:** 04/01/2026

**End Date:** 06/23/2026

Details: Join us at the Charter Institute at Erskine, 25th Floor, on June 23rd, 2026, from 9:00 AM to 4:00 PM for our Commit the Schedule Session. During this session, PowerScheduler users will receive hands-on support to finalize and commit their schedules in PowerSchool. While some users may not utilize PowerScheduler for their scheduling needs, We welcome all PowerSchool users to join us for any additional scheduling guidance needed for the upcoming school year. This session is a valuable opportunity to ask in-depth scheduling questions and ensure your school is fully prepared ahead of the annual PowerSchool rollover.

**Announcement: SPED Monthly Minutes**

**Contact Person:** Bralyn Wood

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

**Start Date:** 04/01/2026

**End Date:** 04/22/2026

Details: Please join us for our SPED Monthly Minutes on 4/22/26 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:** 04/01/2026

**End Date:** 04/16/2026

Details: ML Coordinator Meeting will be held 4/16/26 at 1:00pm. Please use this link to join: <https://erskinecharters.zoom.us/my/rogers11>