

# Charter Institute at Erskine

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### **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: PS 135th Day Signed Reports**

**Department:** PowerSchool and IT

**Due Date:** 04/06/2026

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: 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: 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: 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.

**Submission: ClassLink Application Request 2026-2027**

**Department:** PowerSchool and IT

**Due Date:** 04/30/2026

Details: Use this form to select which ClassLink applications your school intends to use for the 2026–2027 school year. Indicate access by role (Student, Teacher, Admin).

**Submission: March 2026 Month-to-Date Financial Statements**

**Department:** Finance

**Due Date:** 04/30/2026

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 March 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: FY27 Preliminary Budget**

**Department:** Finance

**Due Date:** 04/30/2026

Details: As outlined in Section 8.1, Budget, of the Charter Contract, the School must use the same budget codes as are required of school districts in the State. The budget shall be based on documented SCDE estimated revenues in accordance with the allocations in S.C. Code Ann. § 59-40-140(A)-(C). The School shall establish and maintain adequate operating reserves with a minimum of 60 days of cash on hand by the end of the second school year in order to avoid possible financial hardships. On or before April 30 of each year, the School shall submit to the Sponsor the School's preliminary proposed budget for the upcoming school year, with the School's final budget submitted to the Sponsor by June 30th subject to modifications throughout the year as are required or are permitted.

### **Submission: Updated Day 135 Funding Report Signatures**

**Department:** PowerSchool and IT

**Due Date:** 04/06/2026

Details: Due to the State Department files being imported later, several funding reports have been rerun to ensure accuracy. Please review the attached documents and confirm that all documentation has been properly signed and submit as soon as possible. Please note if you only have one report to resubmit, the other report will be "Exempted" after your submission has been approved. If you have any questions, please contact Jessica Crowe at [jcrowe@erskinecharters.org](mailto:jcrowe@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: 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: 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: 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/j/rogers11>

**Announcement: SCDE Spring Military Collection Memo**

**Contact Person:** Jessica Crowe

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

**Start Date:** 04/03/2026

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

Details: Please see the attached SCDE Spring Military Collection Memo. If you have any data that may need updating, please do so prior to April 16th, 2026. If you have any questions, please contact Jessica Crowe at [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org). Thank you.

**Announcement: April 30 - Q3 Federal Reimbursement Deadline**

**Contact Person:** Sarah Shealy

**Department(s):** Federal Programs

**Start Date:** 04/12/2026

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

Details: Please review your school's federal spending plans and coordinate accordingly with your finance coordinator. All expenses planned for federal reimbursement and obligated between 1/1/26 and 3/31/26 must be entered into SmartFusion no later than 4/30/26.