

Charter Institute at Erskine

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Submission: Title I Employee Docs (Amendment Updates)

Department: Federal Programs

Due Date: 04/30/2026

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

Submission: FY27 Comprehensive Needs Assessment

Department: Federal Programs

Due Date: 05/15/2026

Details: Please use the following documents (template and exemplar) to create your school's Comprehensive Needs Assessment for the 2026-2027 school year. Your school's 2025-2026 CNA is also attached to this submission.

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 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: Civil Rights Data Collection- School Information Formstack 25'-26'

Department: PowerSchool and IT

Due Date: 04/30/2026

Details: After updating all current year CRDC Data in PowerSchool, Please complete the formstack survey: https://erskinecharters.formstack.com/forms/civil_rights_data_collection_25_26_school_level; regarding current year school level information. If you are in need of further CRDC resources, please consult the following CRDC Scribe: <https://tinyurl.com/CRDC-Scribe>. Also, please do not hesitate to contact Jessica Crowe at jcrowe@erskinecharters.org with any further questions. Thank you.

Submission: Title II Employee Docs (Amendment Updates)

Department: Federal Programs

Due Date: 04/30/2026

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

Submission: Quarter Three Storing Grades Validation

Department: PowerSchool and IT

Due Date: 04/30/2026

Details: This submission is designed to validate that Quarter Three grades have been stored in PowerSchool. Please review your school's stored grades to ensure accuracy, confirm that all courses and sections are properly updated, and address any discrepancies before finalizing. Please verify once you have completed storing your school's Quarter Three Grades. If you have any questions, please contact Jessica Crowe at jcrowe@erskinecharters.org.

Submission: Special Education - General Fund Budget for FY26

Department: Finance

Due Date: 05/15/2026

Details: As part of the requirement for schools/districts to maintain their State financial effort for special education related services, we need to collect and submit to the SCDE your proposed State funds budget for this area. Please note that your state funds budgeted and spent for special education related services per pupil each year should not decrease from the prior year unless there are justifiable circumstances (i.e. substantial decrease in Students with Disabilities, substantial decrease in enrollment overall, etc.). Please complete the attached spreadsheet and include your proposed budget for special education related expenditures by function using State dollars only. We realize your budget process may not be complete, so please estimate as best you can. If you have questions, please contact John Li (jli@erskinecharters.org). Thank you.

Submission: March Foster File

Department: PowerSchool and IT

Due Date: 05/15/2026

Details: Please review the foster file attached for the month of March. 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.

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: 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: 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: 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: 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.

Announcement: PowerSchool May Monthly Webinar

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 04/17/2026

End Date: 05/07/2026

Details: Our PowerSchool May Monthly Webinar will take place on May 7th, 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: 04/20/2026

End Date: 05/07/2026

Details: ML office hours will be held on 5/7/26 at 1:00pm. Please use this link to join:
<https://erskinecharters.zoom.us/my/rogers11>