

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
Title I Employee Docs (Amendme...	04/30/2026	Sarah Shealy	Federal Programs
FY27 Comprehensive Needs Asses...	05/15/2026	Lacy Lucas	Federal Programs
ClassLink Application Request ...	04/30/2026	Caiman Welch	PowerSchool and IT
March 2026 Month-to-Date Finan...	04/30/2026	Aila Ranera	Finance
FY27 Preliminary Budget	04/30/2026	Aila Ranera	Finance
Civil Rights Data Collection- ...	04/30/2026	Jessica Crowe	PowerSchool and IT
Title II Employee Docs (Amendm...	04/30/2026	Sarah Shealy	Federal Programs
Quarter Three Storing Grades V...	04/30/2026	Jessica Crowe	PowerSchool and IT
Special Education - General Fu...	05/15/2026	Aila Ranera	Finance
March Foster File	05/15/2026	Caiman Welch	PowerSchool and IT
PACE Cohort 2026 Dates and Dea...	02/11/2026 - 04/30/2026	Robbie Anderson	Human Resources and ...
Regulation for Educational Int...	03/18/2026 - 05/01/2026	Sally Fickling	Special Education an...
Academic Seminar and Support L...	03/27/2026 - 05/29/2026	Sally Fickling	Special Education an...
April 30 - Q3 Federal Reimburs...	04/12/2026 - 04/30/2026	Sarah Shealy	Federal Programs
PowerSchool May Monthly Webina...	04/17/2026 - 05/07/2026	Jessica Crowe	PowerSchool and IT
ML Office Hours	04/20/2026 - 05/07/2026	Gail Rogers	Title III MLP
Endorsement Opportunities Thro...	04/20/2026 - 05/18/2026	Lacy Lucas	State and Academic P...
New Sped Courses Active for 26...	04/21/2026 - 06/30/2026	Katie Mowery	PowerSchool and IT
Speech-Language Pathology Assi...	04/21/2026 - 05/29/2026	Sally Fickling	Special Education an...
State Memos for School Leaders...	04/22/2026 - 05/22/2026	Heather Holliday	Leadership
Guidance for Read to Succeed A...	04/22/2026 - 05/29/2026	Sally Fickling	Special Education an...
SPED Monthly Minutes	05/01/2026 - 05/20/2026	Bralyn Wood	Special Education an...
What's Up Wednesday - May	05/01/2026 - 05/13/2026	Sarah Shealy	Additional Targeted ...

### **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](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: 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](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](mailto: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](mailto:jcrowe@erskinecharters.org).

**Submission: Special Education - General Fund Budget for FY27**

**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: 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: 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>

**Announcement: Endorsement Opportunities Through VirtualSC**

**Contact Person:** Lacy Lucas

**Department(s):** State and Academic Programs

**Start Date:** 04/20/2026

**End Date:** 05/18/2026

Details: Attached to this announcement is a memo highlighting professional learning opportunities, such as Read to Succeed and Gifted and Talented endorsements, through VirtualSC. Registration is open from April 27th through May 18th and courses are from June 15th through August 2nd.

**Announcement: New Sped Courses Active for 26-27 School Year**

**Contact Person:** Katie Mowery

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

**Start Date:** 04/21/2026

**End Date:** 06/30/2026

Details: Academic Seminar and Support Lab 1-8 courses are now available for scheduling for the 2026-2027 school year in PowerSchool SIS. As a reminder, the Support Lab courses are non-weight, credit-bearing elective courses for students who are seeking the SC Employability Credential or a district awarded certificate. If you have any questions, please contact Katie Mowery at [kmowery@erskinecharters.org](mailto:kmowery@erskinecharters.org). For further information, please see the attached SCDE Memo.

**Announcement: Speech-Language Pathology Assistants**

**Contact Person:** Sally Fickling

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

**Start Date:** 04/21/2026

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

Details: Please see the linked memo regarding regulations regarding the use of Speech-Language Pathology Assistants.

**Announcement: State Memos for School Leaders April 22**

**Contact Person:** Heather Holliday

**Department(s):** Leadership

**Start Date:** 04/22/2026

**End Date:** 05/22/2026

Details: Hello! Please see the attached memos from the SCDE. Topics include--Retiree Assurance Form, Speed and Language Pathologist Assistants, Curriculum Cohort Fellowships, Teacher Evaluator Training, Summer Reading Camp for Students with Disabilities, and Leadership Professional Learning.

**Announcement: Guidance for Read to Succeed Act and Summer Reading Camps for students with significant cognitive disabilities in Grades 1-2**

**Contact Person:** Sally Fickling

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

**Start Date:** 04/22/2026

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

Details: This memo provides guidance for implementing the Read to Succeed Summer Reading Camp requirement with respect to students with significant cognitive disabilities in grades 1-2.

**Announcement: SPED Monthly Minutes**

**Contact Person:** Bralyn Wood

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

**Start Date:** 05/01/2026

**End Date:** 05/20/2026

Details: Please join us for our SPED Monthly Minutes on 5/20/25 at 2pm.

Link to join: <https://erskinecharters.zoom.us/my/sfickling>

**Announcement: What's Up Wednesday - May**

**Contact Person:** Sarah Shealy

**Department(s):** Additional Targeted Support and Improvement, Comprehensive Support and Improvement, CTE, Federal Programs, Title I, Title II

**Start Date:** 05/01/2026

**End Date:** 05/13/2026

Details: This month's What's Up Wednesday will occur on May 13, at 10am via Zoom. This session will include LWS submissions, wrapping up CNAs, evaluating this year's return on investment, guidance for Planning Meetings, and finance updates. If you did not receive a calendar invitation but would like one, please email Sarah Shealy at [sshealy@erskinecharters.org](mailto:sshealy@erskinecharters.org). We hope to see you there!