

Charter Institute at Erskine

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Submission: Proviso 1.3 Budget Requirement

Department: Finance

Due Date: 08/15/2026

Details: According to Proviso 1.3 – Pursuant to Section 59-20-80, each school board of directors must make available by Sept. 1st of each school year its annual budget that includes state, local, and federal investments in education. The budget must be available on the school's website. The SCDE has collaborated with local school districts to develop a template. Use the template to record your approved General Fund Budget in the categories provided and post the information to your website. For questions regarding this submission, please contact Sarah Pryor or Aila Ranera.

SECTION 59-20-80. School budgets must be made public; itemization of salaries. Notwithstanding any other provision of law, each school board of trustees in this State shall annually make available to the general public its budget for that year, which budget shall include an itemized list of the average salaries paid to the superintendents, supervisors, administrators, principals, consultants, counselors and teachers employed by the district. No state aid shall be given to any school district whose board of trustees fails to comply with the provisions of this chapter.

Submission: June 2026 Month-to-Date Financial Statements**Department:** Finance**Due Date:** 07/31/2026

Details: As outlined in the Charter Contract, the School shall be responsible for submitting a monthly financial statement in the format prescribed by the Sponsor by the last business day of the month following the end of each month. Please submit a copy of the school's June Month-To-Date Financials (Balance Sheet and Profit & Loss Statement). The Profit & Loss Statement should be detailed by fund, function, and object, including account numbers. Contact Sarah Pryor or Aila Ranera if you have any questions.

Submission: School Financial Policies**Department:** Finance**Due Date:** 08/15/2026

Details: Please submit your school's most recent Board Approved Financial Policies. Organizational finance policies are critical to clarify roles, authority, and responsibilities for financial management and function. The Institute requires that all schools under our sponsorship maintain policies that mirror the best practices outlined in the Institute's own framework policies. The Institute's policy templates are provided for your reference: https://www.dropbox.com/scl/fo/zpgqgtn6sev616oqjwilo/AErJvOHKLSmVw_uGLAakC5g?rlkey=qsgr17s7tx41zjk76qsgpphox&e=1&st=yfi6t58l&dl=0

Submission: FY27 Comprehensive Needs Assessment (Late)**Department:** Federal Programs**Due Date:** 07/31/2026

Details: Please use the following documents (template and exemplars) to create your school's Comprehensive Needs Assessment (CNA) for the 2026-2027 school year.

Submission: FY26 Federal Inventory Reconciliation (Late)**Department:** Federal Programs**Due Date:** 07/31/2026

Details: Federal inventory reconciliation for the 2025-2026 school year was due June 15, 2026. This will include the reconciled inventory sheet, disposal forms, transfer forms, and lost/missing reports with their relevant Police reports. For Title/IDEA grants - Non-consumables (more than 1 year of life) and highly-walkable items worth more than \$2,500.00 must be tracked. For CTE grants - Non-consumables (more than 1 year of life) worth more than \$500.00 and all computers must be tracked. Consider transferring any item not meeting this criteria to General IT during the reconciliation so it does not have to be tracked anymore.

Submission: FY27 Federal Funds Planning Meeting (Late)**Department:** Federal Programs**Due Date:** 07/31/2026

Details: Schools must annually hold a Planning Meeting to evaluate how effective the prior year of federal spending was and to plan how new federal funds should be spent. There are specific agenda items that must be covered based on certain grants. A checklist and templates are provided to walk the FP Coordinator through all steps and requirements for this meeting.

Submission: 26-27 School Coordinator Contacts Update**Department:** Communications and Legislative**Due Date:** 08/03/2026

Details: The Institute is conducting its annual update of school contacts. Descriptions for each role are on both tabs for quick reference. Please download the attached template and complete it for your school, then reupload. If you would like to reference your sheet from last year and do not have a copy, email aeperson@erskinecharters.org.

Submission: Required McKinney-Vento Training for School Staff**Department:** State and Academic Programs**Due Date:** 07/31/2026

Details: Please see the attached memo for access to the McKinney-Vento.org platform for all staff to complete required annual McKinney-Vento training. In your submission, indicate the deadline your school has set for completion. Training should be completed early in the school year or prior to the start of the school year. The goal is for all schools to ensure staff complete required training by August 31. Please contact Lacy Lucas with questions.

Submission: Parent Survey responses from Spring 2026**Department:** Accountability**Due Date:** 07/31/2026

Details: Attached, you will find the summary of parent climate survey responses from Spring 2026. If you have a section that is blank, that is likely due to fewer than 20 surveys being completed with those questions. As a reminder, no ratings are given on the report card for parent surveys.

Submission: Title IX Role Assignment**Department:** Title IX**Due Date:** 08/14/2026

Details: Please verify that the roles of Title IX Coordinator, Decision Maker, Informal Resolution Facilitator, and Investigator have been assigned by uploading the PDF of the Formstack submission. The Formstack is available at: https://erskinecharters.formstack.com/forms/title_ix_roles_20262027

Submission: Start of the Year CERDEP Coding Verification**Department:** PowerSchool and IT**Due Date:** 07/31/2026

Details: For additional guidance, please refer to the following Scribe Link: https://scribehow.com/o/EAtvq1qARDGRmQwZ-q-f1A/page/Early_Childhood_CERDEP_and_Read_to_Succeed_coding__41Kj9n3lQb2G9Le5pAZfOg

Submission: Day 5 Data Acknowledgement**Department:** PowerSchool and IT**Due Date:** 07/31/2026

Details: Please verify that you have read and completed the PowerSchool acknowledgement training and documentation, within Powerschool, for 5th Day data reporting and funding. As confirmation for submission, please submit the final signature page of the document with included signatures.

Submission: 2026-2027 Special Education Staffing**Department:** Special Education and 504**Due Date:** 07/31/2026

Details: Please complete the staffing spreadsheet. The excel format is attached, and a Google version is available at https://docs.google.com/spreadsheets/d/1g-IC2zzLDdj6PACNwnK8j8_cnldlg2sP/copy

Submission: Jostens Signature Information Validation (26'-27')**Department:** PowerSchool and IT**Due Date:** 08/15/2026

Details: If your school has a new Principal, or CEO, whose signature will appear on your school's high school diploma, please upload a completed Jostens Signature Form that includes their signature. If no changes are necessary to the current signature, please upload a Word document confirming that no signature update is required at this time. If you have any questions about this submission, please contact Jessica Crowe at jcrowe@erskinecharters.org.

Submission: Finance Memorandum Acknowledgement**Department:** Finance**Due Date:** 08/15/2026

Details: Please read the SC Code Ann. Section 59 "School Level Fees" and "Website Requirements" memorandums carefully. A school leader must acknowledge they have read and understand both memos in this submission. Please reach out to John Li if you have any questions.

Submission: Final 25-26 Chronic Absenteeism and Incident Management Data Review (SCDE)**Department:** PowerSchool and IT**Due Date:** 07/31/2026

Details: Please review the attached final 2025–2026 SCDE data for Chronic Absenteeism and Incident Management. If your report includes only Chronic Absenteeism, all Incident Management errors have been resolved and no further review is required. If you identify any data errors, please update the appropriate information in PowerSchool and ensure the corrected data has been published to the SCDE. Once your review is complete, please mark this submission as complete once all information is accurate.

Submission: Expiring Grants Amendment Request**Department:** Federal Programs**Due Date:** 08/15/2026

Details: Please check the boxes for the corresponding grant(s) your school would like to amend. If there are none, check "None." The Google Sheets will be unlocked on 8.16.26 after final claims have been made to ensure the most accurate numbers are available. Keep in mind the period of performance for these activities is 7.1.26 - 9.30.26. Funding not spent during this time will have to be returned to the SCDE. The deadline for SmartFusion submissions for this period of performance is 10.31.26.

Announcement: Summer IEP GoalBook Training Offered at Three Different Locations Across South Carolina**Contact Person:** Tarry McGovern**Department(s):** Leadership, Special Education and 504**Start Date:** 07/01/2026**End Date:** 07/29/2026

Details: The Charter Institute at Erskine is pleased to offer Summer GoalBook IEP Development Training at three sites statewide from 9:00 a.m.–12:30 p.m. School leaders, special education teachers, and related service providers are invited to attend and should bring a laptop. See the attached PDF for dates, locations, registration URL, and QR code. Please share with all new and returning special education staff.

Announcement: CPI Nonviolent Crisis Intervention Training

Contact Person: Wendy Stoudemire

Department(s): Leadership, Special Education and 504

Start Date: 07/01/2026

End Date: 08/17/2026

Details: CPI Nonviolent Crisis Intervention Training provides staff with strategies to prevent, de-escalate, and safely respond to crisis situations while maintaining the care, welfare, safety, and security of students and staff. The Charter Institute at Erskine will offer CPI training opportunities during the 2026–2027 school year through the SCDE Office of Special Education Services. Please see attached memo for registration link and QR code with further details. Questions: Tarry McGovern at TMGovern@ErskineCharters.org or Wendy Stoudemire at WStoudemire@ErskineCharters.org.

Announcement: SCDE Memo Update

Contact Person: Christopher Seay

Department(s): Leadership

Start Date: 07/01/2026

End Date: 07/31/2026

Details: Please find memos from the South Carolina Department of Education that include: Regional Elementary ELA and Social Studies PLO, Legislative Session Recap, and Leadership Professional learning Fall 2026

Announcement: South Carolina Multilingual Learner Program (MLP) Conference

Contact Person: Sally Fickling

Department(s): Title III MLP

Start Date: 07/06/2026

End Date: 09/08/2026

Details: The South Carolina Multilingual Learner Program Conference is a dynamic, statewide event designed for educators, school and district staff, and all professionals supporting multilingual learners (MLs). This conference brings together experts in the field, district leaders, and representatives from the South Carolina Department of Education (SCDE) to share the latest guidance, best practices, and innovative strategies for serving ML students and their families. Participants will have the opportunity to collaborate with colleagues from across the state, exchange ideas, and build a strong professional community dedicated to improving outcomes for South Carolina's student population.

Dates: September 8–10, 2026

Cost: Free

Location: Columbia Metropolitan Convention Center, 1101 Lincoln Street, Columbia, SC 29201

Registration: <https://sites.google.com/ed.sc.gov/scmlpconference2026/home>

Announcement: WIDA Screener Training Courses

Contact Person: Sally Fickling

Department(s): Title III MLP

Start Date: 07/06/2026

End Date: 08/31/2026

Details: The 2026-2027 WIDA Screener training courses and test administration materials are now available in the WIDA Secure Portal. Each school must have at least one certified staff member complete the required training courses.

Announcement: Multilingual Learner Program Specialist Training

Contact Person: Sally Fickling

Department(s): Title III MLP

Start Date: 07/06/2026

End Date: 07/28/2026

Details: The Back-to-School Training for Multilingual Learner Program Specialists will be held virtually on Tuesday, July 28, from 1:00-3:00 pm. Please join via Zoom at: <https://erskinecharters.zoom.us/my/sfickling>

Announcement: Section 504 Coordinators' Training

Contact Person: Sally Fickling

Department(s): Special Education and 504

Start Date: 07/06/2026

End Date: 08/05/2026

Details: The Back-to-School training for Section 504 Coordinators will be held virtually on Wednesday, August 5, from 3:00-4:00 pm. Please join via Zoom at: <https://erskinecharters.zoom.us/my/sfickling>

Announcement: MLP Monthly Matters - August

Contact Person: Sally Fickling

Department(s): Title III MLP

Start Date: 07/06/2026

End Date: 08/19/2026

Details: The August session of the MLP Monthly Matters virtual training will be held on Wednesday, August 19, from 1:00-2:00 pm. Please join via Zoom at: <https://erskinecharters.zoom.us/my/sfickling>

Announcement: Title IX Roles Assignment 2026-2027

Contact Person: Sally Fickling

Department(s): Title IX

Start Date: 07/08/2026

End Date: 08/31/2026

Details: Please select the faculty/staff members who will fulfill the four Title IX roles for your school using this link: https://erskinecharters.formstack.com/forms/title_ix_roles_20262027

Once the form is completed, assigned staff will have until August 30, 2026, to complete the required training for the school year.

Announcement: Back-to-School EDPlan 504 Getting Started Webinar

Contact Person: Sally Fickling

Department(s): Special Education and 504

Start Date: 07/08/2026

End Date: 08/06/2026

Details: PCG will be hosting the Back-to-School EDPlan 504 Getting Started Webinar on August 6th from 9-11 am. Register at: <https://events.teams.microsoft.com/event/e22e0963-067c-44c9-9506-13e3d11a4b17@d9b110c3-4c25-4379-b97a-e248938cc17b>

Announcement: SCDE Memo Updates for July 6 - 10, 2026

Contact Person: Christopher Seay

Department(s): Leadership

Start Date: 07/09/2026

End Date: 07/31/2026

Details: Please find memos from the South Carolina Department of Education that include: School Leadership Institute and School Renewal Plans Professional Development Mini-Series.

Announcement: Getting Started with Zearn Webinar

Contact Person: Meagan Cothran

Department(s): State and Academic Programs

Start Date: 07/22/2026

End Date: 07/31/2026

Details: Zearn is a math software platform designed to support grade-level, tier 1 instruction on SC math standards. This program is provided at no cost to school districts in South Carolina and can be accessed through Classlink.

If your school is interested in utilizing Zearn, there will be a virtual training on how to get started on Thursday, July 30th at 10:00. The training link is: <https://zearn.zoom.us/j/83199000949>. Please share this information with any teachers, administrators, instructional coaches, or other personnel, as appropriate. If you have questions, please contact Meagan Cothran, mcothran@erskinecharters.org.

Announcement: Using Zearn Alongside your HQIM Webinar

Contact Person: Meagan Cothran

Department(s): State and Academic Programs

Start Date: 07/22/2026

End Date: 08/18/2026

Details: Learn how Zearn Math reinforces and deepens teacher-led instruction alongside your high-quality curriculum — now with embedded Curriculum Companion Guides for all state-adopted materials.

Together, we'll explore how Zearn's lessons use the research-backed Concrete-Representational-Abstract approach to reinforce and deepen students' grade-level learning.

Join us Tuesday, August 11 or Tuesday, August 18. Use this link to register: <https://tinyurl.com/yc8bhd7w>. Contact Meagan Cothran, mcothran@erskinecharters.org.

Announcement: The Future of the Professional Learning Library (PLL) in SCLead

Contact Person: Meagan Cothran

Department(s): State and Academic Programs

Start Date: 07/22/2026

End Date: 08/21/2026

Details: As of August 1, 2026, educators in South Carolina will no longer have access to the Professional Learning Library (PLL). Before access is removed, please use the following instructions to download your transcript for the course(s) you took in the PLL during its tenure. After August 1, 2026, educators will not be able to download their transcript. If you have questions, please reach out to Meagan Cothran, mcothran@erskinecharters.org

Announcement: Finance Memorandums

Contact Person: John Li

Department(s): Finance, Leadership

Start Date: 07/23/2026

End Date: 07/31/2026

Details: Please find posted in LWS two memos regarding SC Code Ann. Section 59 topics School Level Fees and Website Requirements. A school leader must acknowledge they have read and understand both memos in the "Finance Memorandum Acknowledgement" submission.

Announcement: Medical Homebound Annual Training

Contact Person: Sally Fickling

Department(s): Special Education and 504

Start Date: 08/01/2026

End Date: 09/09/2026

Details: The Annual Medical Homebound Training will be held on Wednesday, September 9, from 11:00am -12:00 pm. Please join via Zoom at: <https://erskinecharters.zoom.us/my/sfickling>