

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: FY28 Enrollment Projections**Department:** Finance**Due Date:** 08/31/2026

Details: The Institute is in the process of preparing our annual budget request for the General Assembly. In order to complete the budget request, your school's projected enrollment for the 2027–2028 school year is collected via FormStack. We will work with the school throughout the year to monitor and make adjustments to the projection as needed. If enrollment changes are material as defined by the amendment guidelines, a charter amendment form must be completed. Please refer to your Charter Contract and Charter if you have any questions related to your enrollment. If you have any questions or need any assistance, please reach out to Sarah Pryor or Aila Ranera.

Submission: Teacher Supply Check Records**Department:** Finance**Due Date:** 08/31/2026

Details: Under the South Carolina General Appropriations Act, Proviso 1A.9, the schools are given an allocation of \$400 for each teacher, certified and non-certified, and full-time or part-time to offset expenses incurred by eligible employees for supplies directly related to the education of students. This includes all positions coded in PCS as teaching positions, guidance counselors, Library Media Specialists, Speech Therapists, Career Specialists, and ROTC Instructors (PCS Codes 03 – 11, 17, 18, and 23). In accordance with this proviso, a check in the amount of \$400 must be given to each teacher as soon as funding has been received from the Institute. Please also note that any supplies/materials/equipment purchased with the teacher supply funding is that of the teacher and not the school in which the teacher is employed. If a teacher leaves the employment of the school, supplies are taken by the teacher upon their departure. Please provide the Check Register pertaining to funding associated with Teacher Supply Check, Revenue Code 3577, sub-fund 377. Contact Sarah Pryor or Aila Ranera if you have any questions.

Submission: Title I Stipend Policies**Department:** Federal Programs**Due Date:** 08/31/2026

Details: Please upload all policies or methodologies for the stipends or bonuses listed in your FY27 Title I drafted plan. Two example templates are included for you reference if needed. (Due Date moved from 7.15 to 8.31 in line with school Board Meetings)

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: 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: Post Annual Budget**Department:** Communications and Legislative**Due Date:** 08/14/2026

Details: S.C. Code Ann. § 59-40-50(B)(4) requires a charter school to post its annual and operating budgets to its website. Please post the annual budget on the school's website.

Submission: Post Contracts with Associated Management Organization**Department:** Communications and Legislative**Due Date:** 08/31/2026

Details: S.C. Code Ann. § 59-40-50(B)(17) requires a charter school to post any contracts it has with a management organization to the school's website. Please post any contract(s) the school has with its associated management organization in a prominent location on the school's website.

Submission: Summer Graduates Roster and Transcripts, Summer 2026**Department:** PowerSchool and IT**Due Date:** 08/31/2026

Details: Schools with summer graduates are requested to submit a roster of graduating students along with each student's final transcript. Please verify that each student's transcript reflects No Class Ranking. If your school does not have any summer graduates, please select the corresponding option at the end of this submission to confirm that there are no graduates to report. We will then exempt this submission for your school.

Submission: Day 5 funding reports**Department:** PowerSchool and IT**Due Date:** 08/31/2026

Details: For additional guidance, please refer to the attached Administrator Navigator instructions.

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: 26-27 CTE Funding Application**Department:** Federal Programs**Due Date:** 08/15/2026

Details: Your school is eligible to receive CTE State and/or CTE Perkins funding for the 26-27 school year based on reported Completer Programs. To request CTE funding in support of these courses, complete the provided CTE Funding Request excel and upload it to this submission. A memo explaining the change in process is included. Please reach out to Kristy Cansler if you have any questions.

Submission: 2026-2027 ML Policies and Procedures**Department:** Title III MLP**Due Date:** 08/30/2026

Details: Please review the Institute's ML Policies and Procedures. Please upload the signed assurances page by August 30, 2026.

Submission: ML Professional Development for Staff**Department:** Title III MLP**Due Date:** 08/30/2026

Details: Please submit the presentation, sign-in sheet, and agenda for your annual staff training on Multilingual Learners

Submission: 2026-2027 504 Policies and Procedures**Department:** Special Education and 504**Due Date:** 08/30/2026

Details: Please review the Institute's Policies and Procedures, complete the Formstack at https://erskinecharters.formstack.com/forms/2026_2027_504_policies_and_procedures, and submit the signed assurances page.

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

Details: Please attest whether your school has adopted the Charter Institute at Erskine's Financial Policies and 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: 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 8.17.26 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.

Submission: July 2026 Board Financial Statements

Department: Finance

Due Date: 08/31/2026

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 July 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.

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: 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: 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: 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: Notify the Institute of Any New Borrowing

Contact Person: John Li

Department(s): Communications and Legislative

Start Date: 07/28/2026

End Date: 08/07/2026

Details: S.C. Code Ann. § 59-40-50(B)(5) requires a charter school to notify its authorizer any time it borrows money secured by school assets. Please notify the Institute of any new borrowing.

Announcement: Subgroup Support Sessions 26-27

Contact Person: Meagan Cothran

Department(s): State and Academic Programs

Start Date: 07/29/2026

End Date: 10/30/2026

Details: Have a School Improvement designation or are you looking for ways to increase achievement in subgroups? Mark your calendars for the 26-27 Subgroup Support Sessions offered by the SCDE. This professional learning is designed for teams to focus monthly on targeted action steps that align across continuous improvement efforts. Schools with the ATSI 2nd Cycle Designation are strongly encouraged to attend. Because these are facilitated work sessions, we encourage teams of at least 2 at each meeting. For questions, email Meagan Cothran, mcothran@erskinecharters.org . Use this link to register <https://shorturl.at/RpT5x>

Announcement: Upcoming MTSS Training- In Person

Contact Person: Meagan Cothran

Department(s): State and Academic Programs

Start Date: 07/30/2026

End Date: 08/20/2026

Details: Whether you're launching a support framework, refining your current practices, or looking to strengthen your school's systems, this training will provide the knowledge, tools, and collaborative support to help your team move from compliance to meaningful implementation. For questions, contact Meagan Cothran, mcothran@erskinecharters.org. Register using this link: <https://forms.gle/tUx84UkQMP2r1JKb9>

Intended Audience: Instructional Leaders, MLP Coordinators, SPED Coordinators, Interventionists

When: August 20, 2026 9:00-4:00p.m.

Location: Charter Institute at Erskine

1201 Main Street, Columbia, SC 29169

Announcement: First Semester Special Programs (Special Education) Site Visits

Contact Person: Wendy Stoudemire

Department(s): Leadership, Special Education and 504

Start Date: 08/01/2026

End Date: 09/15/2026

Details: Our Special Programs Team looks forward to visiting your school to provide an overview of key Special Education priorities for the 2026–2027 school year. Topics will include IEP development, specially designed instruction, service delivery, progress monitoring, student supports, data use, compliance, procedures, and documentation. Please see the attached PDF for scheduling information, including the QR code and link to our scheduling form. Questions, please contact Tarry McGovern or Wendy Stoudemire.

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>

Announcement: Post Check Register

Contact Person: John Li

Department(s): Communications and Legislative

Start Date: 08/03/2026

End Date: 08/10/2026

Details: S.C. Code Ann. § 59-40-50(B)(6) requires a charter school to post a transaction register recording all expenses incurred over one-hundred (100) dollars from any source and for any reason, excluding wages, salaries, benefits, etc. or any other information that could be used to identify an individual employee. See below for more details. Please upload this register to the school website by the first of each month.

Transaction Register Requirements:

1. It must be posted in a prominent location on the school's website.
2. There must be posted as an accompaniment to the register a document with a complete explanation of any codes or acronyms used in the register to identify a payee or an expenditure.
3. It must be downloadable.
4. It must be searchable.
5. It must contain all expenses incurred by the school exceeding \$100 from the previous month.
6. Each expenditure must contain the transaction amount, the name of the payee, and a description of what the expense was for.
7. No expenditure may contain salary, wage, benefit, or other compensation for an individual employee.
8. No expenditure may contain information that can be used to personally identify an individual employee.

Announcement: Post Credit Card Statements

Contact Person: John Li

Department(s): Communications and Legislative

Start Date: 08/03/2026

End Date: 08/10/2026

Details: S.C. Code Ann. § 59-40-50(B)(7) requires a charter school to post its credit card statements to its website monthly. This requirement extends to any management organization (EMO/CMO/SEC) using a credit card to make purchases on behalf of the school. Please upload the school's credit card statements and any applicable management organization credit card statements to the school's website by the first of each month.