

Charter Institute at Erskine

INSTITUTE INSIGHTS

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Submission: Paraprofessional Qualification Support

Department: Title I

Due Date: 09/15/2026

Details: A Title I Program requires the school to prioritize providing their students with highly qualified educators, including Paraprofessionals. An FAQ is provided regarding who is considered a ParaPro. This submission will guide the Title I Principal in reviewing the qualifications of all paraprofessionals within the school and filing Consolidated Monitoring auditing support. Please reach out to Sarah Pryor or Aila Ranera with any questions.

Submission: Parents' Right to Know

Department: Title I

Due Date: 09/15/2026

Details: In accordance with ESEA Statute Section 1112 (e), schools are required at the beginning of each school year to notify the parents of each student that parents may request information regarding the professional qualifications of the student's classroom teachers. Attached is an editable template for your school to complete and distribute to parents. Please contact Sarah Pryor or Aila Ranera with any questions.

Submission: Principal Attestation**Department:** Title I**Due Date:** 09/15/2026

Details: A Title I Program requires the school prioritizes providing their students with highly qualified educators. Annually, a Title I Principal must complete an attestation regarding the qualifications of all instructional staff. A template is provided for your use. Please contact Sarah Pryor or Aila Ranera with any questions.

Submission: Post All School Board Bylaws and School Policies**Department:** Communications and Legislative**Due Date:** 09/30/2026

Details: S.C. Code Ann. § 59-40-50(B)(19) requires the most recent version of the school's bylaws and policies to be uploaded to its website. Please post the school board bylaws and policies to the school's website.

Submission: Grievance and Termination Policy Amendment**Department:** Communications and Legislative**Due Date:** 09/30/2026

Details: S.C. Code Ann. § 59-40-60(F)(13) requires all charter schools to have a reasonable grievance and termination policy for all teachers either employed by the school or who are employed to work at the school by an associated management organization (EMO/CMO/SEC). Such a policy must state whether or not S.C. Code Ann. §§ 59-25-410 to 59-25-530 are applicable to the employment and dismissal of those teachers. Please upload this amended grievance and termination policy.

Submission: Cardiac Emergency Response Plan**Department:** Communications and Legislative**Due Date:** 09/15/2026

Details: The CERP must contain:

1. The establishment of a cardiac emergency response team;
2. A description of how the team will respond to a sudden cardiac arrest on school property;
3. The implementation and use of automated external defibrillators ("AEDs") and routine maintenance thereof (this provision is subject to funding limitations set forth in S.C. Code Ann. § 59-40-155(A));
4. A requirement that designated staff are trained to use AEDs and other similar devices (this provision is subject to funding limitations set forth in S.C. Code Ann. § 59-40-165(G));
5. A requirement for the occasional practice of the CERP, including drills for the emergency response team;
6. The integration of local medical resources, including the community's emergency management system ("EMS") protocols, into the CERP; and
7. The requirement that the CERP be reviewed and evaluated annually by the school.

Submission: Amend Athletic Policy

Department: Communications and Legislative

Due Date: 09/15/2026

Details: S.C. Code Ann. § 59-17-165(D)(2) requires any charter school with an athletics department to have in its policy, procedure, or plan addressing catastrophic injury situations within sports to include a cardiac emergency response plan ("CERP") that is no less restrictive than what is provided in S.C. Code Ann. § 59-17-165(D)(1). If applicable, please submit the school athletic department's amended policy, procedure, or plan.

Submission: ML Professional Development for Staff

Department: Title III MLP

Due Date: 09/15/2026

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

Submission: Title IX Policies and Procedures

Department: Title IX

Due Date: 09/30/2026

Details: Please review the Institute's Title IX Policies and Procedures. Please have your Title IX Coordinator and School Leader sign the assurances page and upload the document.

Submission: LEA Representative Training Verification

Department: Special Education and 504

Due Date: 09/15/2026

Details: Please review the LEA Representative Training presentation and video. Anyone serving as the LEA Representative in an IEP meeting must complete this training. The school must also upload a sign-in sheet or other documentation in LWS verifying completion for all staff members who will fulfill this vital role in IEP meetings. Questions may be directed to tmcgovern@erskinecharters.org or wstoudemire@erskinecharters.org.

Submission: MOU/MOA Agreements with Technical College

Department: CTE

Due Date: 09/15/2026

Details: It is time for us to collect a copy of your MOA/MOU agreements between you and your cooperating technical colleges and universities. Please scan them as one pdf document. If you have multiple agreements, you may request to submit these to me by email. As a reminder, this is an annual process and collection. If you will not offer any Dual Enrollment/Credit classes, so you may ask to be exempted. Please contact Heather Holliday with questions.

Submission: Fall 26 Formative Data meetings

Department: Accountability

Due Date: 09/15/2026

Details: Please see the attached document with the link to the form to complete. The form will be used for each school to communicate its date preference for a fall 26 formative data meeting. There is one question to answer for the LWS part of the submission.

Submission: August 2026 Month-to-Date Financial Statements**Department:** Finance**Due Date:** 09/30/2026

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 August 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 Reading Plans**Department:** State and Academic Programs**Due Date:** 09/30/2026

Details: All elementary schools are required to submit a reading plan. Middle schools are required to submit a reading plan if 50% or more of their students scored at the lowest achievement level in English Language Arts (ELA) on the most recent state summative assessment. Schools that meet either of these requirements should submit their reading plan using the following link: https://erskinecharters.formstack.com/forms/2026_2027_school_reading_plans

Submission: Gifted and Talented Verification and Updates**Department:** Gift and Talented**Due Date:** 09/30/2026

Details: Please verify your Gifted and Talented reports pulled from the new GIFTed system to ensure accuracy of the transfer from GIFT. During the transition from GIFT to GIFTed, all students were marked as being served by the SCDE. Be sure to update your report with the correct status as well. Please contact Robbie Anderson with any corrections.

Submission: 2026-2027 CERRA Supply and Demand Survey**Department:** Human Resources and Benefits**Due Date:** 09/30/2026

Details: Please complete the CERRA Supply and Demand survey for the 2026-2027 school year. Please contact Robbie Anderson at randerson@erskinecharters.org for any questions.

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: 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: Climate Survey Files for RC Aug 10

Contact Person: Heather Holliday

Department(s): Accountability , Leadership

Start Date: 08/10/2026

End Date: 09/30/2026

Details: Attached you will find your student and teacher climate survey files on which your RC is based. I have also included the accountability manual for your reference. The School Climate section begins on page 82 and continues through page 92 also for your reference. As a final reminder, we will use these numbers to update your Report Card simulators in the near future. Contact Heather Holliday with questions.

Announcement: Applied Behavior Analysis (ABA) Providers in Schools - New Regulation and Guidance

Contact Person: Tarry McGovern

Department(s): Leadership, Special Education and 504

Start Date: 08/11/2026

End Date: 10/15/2026

Details: Please review the attached memo titled "ABA Services in Our Schools" and find the attached ABA Regulation, ABA Collaborative Agreement and ABA Presentation. If you have questions regarding this new regulation or the interactive process, please do not hesitate to contact Tarry McGovern (tmcgovern@erskinecharters.org) or Wendy Stoudemire (wstoudemire@erskinecharters.org).

Announcement: Erskine Day 2026

Contact Person: Christy Junkins

Department(s): Leadership

Start Date: 08/11/2026

End Date: 09/17/2026

Details: Erskine Charter Day is on September 17, 2026. There will be a raffle for all that are in attendance. The attached flyer has a QR Code on it that can be used for registration or you can use the following link: <https://erskine.event451.sites.451.io/event/erskine.events.1651673>. The school with the highest attendance will gain bragging rights for the year! The Institute hopes to see everyone there!

Announcement: Reading Coach Regional Support

Contact Person: Sally Fickling

Department(s): Leadership

Start Date: 08/18/2026

End Date: 09/30/2026

Details: During the 2026–27 school year, the OIS Literacy Specialist Team will continue efforts to build upon the success of the Palmetto Literacy Project (PLP) by delivering targeted regional support and professional learning opportunities for all Read to Succeed Reading Coaches across South Carolina. Per the MOA, all Read to Succeed Reading Coaches are required to register for the 2026-27 support sessions in their region. Zoom links will be emailed to registrants prior to each session.

Sessions will be from 9:00 a.m. - 11:00 a.m. Upstate: September 29, 2026, November 17, 2026, January 26, 2027, and April 13, 2027. Midlands: September 24, 2026, November 19, 2026, January 28, 2027, and March 25, 2027. Pee Dee: September 28, 2026, November 30, 2026, January 25, 2027, and April 5, 2027. Lowcountry: September 28, 2026, November 30, 2026, January 25, 2027, and April 5, 2027. Reading Coaches should register at:

https://scde.formstack.com/forms/26_27_regional_literacy_specialist_support_registration

Announcement: MLP Monthly Matters - September

Contact Person: Sally Fickling

Department(s): Title III MLP

Start Date: 08/19/2026

End Date: 09/23/2026

Details: The September session of the virtual MLP Monthly Matters training will be held on Wednesday, September 23, from 1:00-2:00 pm. Please join via Zoom at: <https://erskinecharters.zoom.us/my/sfickling>

Announcement: Institute Training Calendar

Contact Person: Christy Junkins

Department(s): Leadership

Start Date: 08/23/2026

End Date: 01/31/2027

Details: Here is a link to the Charter Institute at Erskine's Training Calendar for 2025-2026:

<https://docs.google.com/spreadsheets/d/1P4a8u-9cBJdK0S89ofstGD7Wp-LbcvNQ0bQtxlbeKtw/edit?usp=sharing>. Please share as you see fit. If you have any questions about the training, please reach out to upir Superintendent of Schools.

Announcement: Fall Math Professional Development

Contact Person: Lacy Lucas

Department(s): State and Academic Programs

Start Date: 08/31/2026

End Date: 09/15/2026

Details: Please review the attached SCDE memo for Fall 2026 Virtual Math Professional Development! Offerings are available for all K–12 grade levels, including sessions on Algebra 1 EOCEP assessment specs, elementary discourse, and algebra tiles. Live attendees receive SCDE Activity Renewal Credit.

Announcement: E-Rate: Important Dates and Filing Reminders

Contact Person: Caiman Welch

Department(s): Finance, Leadership, PowerSchool and IT

Start Date: 09/01/2026

End Date: 10/30/2026

Details: This is a reminder for schools planning to utilize E-Rate discounted internet and telecommunications services for the upcoming funding year (2027–2028). The attached document, provided by the Department of Administration, outlines best practices, timelines, and procedures for the process in its entirety. If you have any questions, please reach out to Caiman Welch at cwelch@erskinecharters.org or the E-Rate Customer Service Center at (888) 203-8100 (Monday–Friday, 8 a.m.–8 p.m. ET).

Announcement: School Reading Plans

Contact Person: Sally Fickling

Department(s): State and Academic Programs

Start Date: 09/02/2026

End Date: 10/15/2026

Details: The Read to Succeed Act of 2014 required the South Carolina Department of Education (SCDE), with State Board of Education (SBE) approval, to develop and continuously refine a statewide plan to improve reading proficiency from PreK through 12th grade. The South Carolina State Reading Plan, approved by the SBE on June 10, 2015, guides SCDE support for districts and schools and informs local reading and writing plans based on research driven strategies. In accordance with the revisions outlined in Act 114, the plan has since been updated. All primary and elementary schools must submit an annual reading plan to the SCDE. Middle schools where 50% or more of students scored at the lowest achievement level in English Language Arts (ELA) on the most recent state summative assessment are also required to submit a reading plan. All school reading plans must clearly document how instruction and intervention in reading and writing align with the science of reading, structured literacy, and foundational literacy skills. All primary/elementary schools and districts are required to include a third grade reading proficiency goal as part of their submitted plans. School plans will be due to the Institute by September 30, 2026.

Announcement: Tableau Training Recording

Contact Person: Sarvesh Malpani

Department(s): Accountability

Start Date: 09/03/2026

End Date: 10/30/2026

Details: Thank you for taking the time to attend Tableau training session. I've included the link to the meeting recording below for anyone who would like to revisit the session or share it with colleagues who were unable to attend. I hope you found the training helpful and gained valuable insights into using Tableau more effectively. If you have any questions, need additional support, or would like to schedule a follow-up discussion, please feel free to reach out. smalpani@erskinecharters.org. Meeting Recording: <https://www.dropbox.com/scl/fi/ukjalr7o9hj5c27hpufmm/video1580672371.mp4?rlkey=4lquibp2zz1ju43lv58e6p81h&dl=0>

Announcement: Opportunities for School Nurses

Contact Person: Christy Junkins

Department(s): State and Academic Programs

Start Date: 09/03/2026

End Date: 10/03/2026

Details: School Nurse in person meeting September 23, 9am-3pm in Lexington. Please register if you would like to attend <https://forms.gle/wWa4S9kQu94yVjEH7>. 45th Day Immunization Status Report Refresher is scheduled for Wednesday, September 9th at 9am virtually. The webinar will provide information, a demonstration and time for Q&A. The session will be recorded for those that are unable to attend. Directions and FAQs regarding the new platform, Redcap, will be provided. Here is the meeting link: <https://teams.microsoft.com/meet/246739582986596?p=ILlbyh4eBFpgek5mvN>. Sweet Science Conference October 2 & 3rd, 2026. This is an opportunity to meet with diabetes specialists, educators and vendors of equipment to enhance nursing skills related to diabetic care. Here is the registration link: <https://ahec.elephantroommedia.com/continuing-education/events/2026-sweet-science-conference>. 2026 Narcan Standing Order-information is attached in documents. Please complete the formstack located here, https://erskinecharters.formstack.com/forms/narcan_needs_2026_2027, if you wish to request Narcan for your school. If you have any questions, please reach out to Sally Fickling at sfickling@erskinecharters.org and/or Christy Junkins at cjunkins@erskinecharters.org.

Announcement: IGP Guidance

Contact Person: Heather Holliday

Department(s): Accountability , PowerSchool and IT

Start Date: 09/04/2026

End Date: 10/04/2026

Details: Please see the attached memo for guidance on conducting and data entry of IGPs.

Announcement: Rollover Federal Budgets

Contact Person: Sarah Shealy

Department(s): Federal Programs, Finance

Start Date: 09/04/2026

End Date: 09/15/2026

Details: As of 9.4.26, all schools' remaining FY26 Title I, FY26 Title II, FY26 IDEA, FY26 Perkins, FY26 CTE EIA, FY25 & FY26 ATSI, and FY26 CSI funding has been rolled over in SmartFusion. Our team's next step is to update the 26-27 Google sheets with rollover narratives. Schools may begin submitting for reimbursement against this rollover funding.

Announcement: Reading Coach Allocations 2026-2027

Contact Person: Sally Fickling

Department(s): State and Academic Programs

Start Date: 09/10/2026

End Date: 09/15/2026

Details: The qualifications for reading/literacy coaches are established in accordance with the Read to Succeed Act, as amended by Act 114 of 2024. Schools may utilize funding to employ school-based reading/literacy coaches to serve in a primary, elementary, middle school, or a combination of these schools depending on the area of highest need. The school must align the placement of coaches to the district reading plan that is approved by the South Carolina Department of Education (SCDE).

A reading/literacy coach must meet one the following requirements: • He or she holds a bachelor's degree or higher and the Read to Succeed Literacy Coach or Read to Succeed Literacy Specialist endorsement, • He or she holds a bachelor's degree or higher and is actively pursuing the Read to Succeed Literacy Coach or Read to Succeed Literacy Specialist endorsement, • He or she holds a bachelor's degree or higher and is actively pursuing a literacy coach endorsement through an alternative program that has been approved by both the district and by the SCDE Office of Instructional Supports, OR • He or she holds a master's degree or higher in reading or a closely related field and is actively pursuing the Read to Succeed Literacy Coach or Read to Succeed Literacy Specialist endorsement. The R2S Literacy Coach endorsement can be earned through the SC Reading/literacy coach Institute. Additionally, reading/literacy coaches must be certified to teach reading to the students being served in the school of placement, must hold the R2S Literacy Teacher endorsement, and must have five years of successful classroom experience.

Funds allocated for reading/literacy coaches are restricted solely to support the employment and work of individuals serving in the capacity of reading/literacy coaches, as defined by the Read to Succeed Act and aligned with the approved district reading plan. These funds may not be used for other instructional or non-instructional personnel, nor should they be repurposed for general staffing needs. Only schools where fewer than one-third of third graders scored Does Not Meet on the SC READY Reading assessment may request to use these funds for an interventionist who spends more than fifty percent of their time providing direct support to struggling readers in grades kindergarten through grade five. Districts requesting a waiver will complete information in the survey linked below.

To build long-term literacy growth and to support compliance with Act 114, all principals assigned a state-funded reading/literacy coach are required to attend a beginning-of-year leadership webinar in partnership with their assigned coach. This joint session will review the expectations outlined in the MOA, clarify roles and responsibilities, and provide guidance for effective collaboration throughout the school year. Four webinar options are available. Principals and coaches may register using this link: https://scde.formstack.com/forms/2026_27_reading_coach_moa_principal_information. • September 15: 10:00 – 11:00 am • September 15: 1:00 – 2:00 pm • October 7: 10:00-11:00 am • October 7: 1:00-2:00 pm

Please complete the FormStack at this link by September 14, 2026.
https://erskinecharters.formstack.com/forms/2026_2027_reading_coach_interventionist

Announcement: New ML Coordinators' Meeting-October

Contact Person: Sally Fickling

Department(s): Title III MLP

Start Date: 09/10/2026

End Date: 10/14/2026

Details: The October New ML Coordinators' Meeting will be held virtually on October 14, 2026, from 1:00-2:00pm at <https://erskinecharters.zoom.us/my/rogers11>