Charter Institute at Erskine

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Submission: Post Annual Financial Audit

Department: Communications and Legislative

Due Date: 10/30/2026

Details: S.C. Code Ann. § requires a charter school to post its annual financial audit to its website.

Submission: Finance Policy Amendment

Department: Communications and Legislative

Due Date: 10/30/2026

Details: S.C. Code Ann. § 59-40-50(B)(7)

A charter school must prohibit all of its employees and board members from using their personal credit cards for any purchase related to the school that is over $250. This prohibition includes any employees of a management organization (EMO/CMO/SEC) who are assigned to the school.

Submission: Grievance and Termination Policy Amendment

Department: Communications and Legislative

Due Date: 10/30/2026

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: Student Handbook Updates

Department: Communications and Legislative

Due Date: 10/30/2026

Details: S.C. Code Ann. § 59-40-60(F)(20)(a) requires a virtual charter school to develop an orientation program that must be completed by all new students before they may begin participating in instructional activities. Parents/guardians of new students must be made aware of their child's participation requirements as a part of this program. Please upload an updated version of the school's student handbook that includes this orientation and these requirements.

Submission: Truancy Policy Amendments

Department: Communications and Legislative

Due Date: 10/30/2026

Details: Truancy Policy Provisions:

1. A student may only be disenrolled from the school after the student's parents/guardians have been made aware of the student's truancy.

2. A student may only be disenrolled from the school after the student has received a reasonable opportunity to correct his or her truant behavior.

3. A student may only be disenrolled from the school if all other intervention strategies outlined in the policy fail to correct the student's truant behavior.

Disenrollment Procedure:

1. The disenrolled student's parents/guardians must be notified, in writing, of their obligation to enroll their child in a school, in accordance with state law.

2. The school must initiate the transfer of the disenrolled student to his or her local school district of residence.

3. The school must request the parents/guardians of the disenrolled student to provide the name of the school and, if applicable, the school district in which their child will be enrolled.

4. The school must outline how it will coordinate with the receiving school or school district to transfer all student records and any other necessary documentation.

Submission: Grading Policy Amendments

Department: Communications and Legislative

Due Date: 10/30/2026

Details: S.C. Code Ann. § 59-29-250(A)

The school may neither have nor adopt a grading policy mandating that teachers assign student's a minimum grade that disregards the student's actual performance. This provision should not be construed to prohibit individual teachers from testing on a curve, providing bonus points to students, or the like, provided that those decisions are made solely by the individual teacher and not by the force, threat, pressure, or otherwise of the school. Violating this provision subjects the school to a 10% reduction in funding by the South Carolina Department of Education.

S.C. Code Ann. § 59-29-250(D)

Formative assessments may not be used in calculating a student's final grade unless:

1. The assessment is an end-of-course evaluation; or

2. The teacher had access to the formative assessment prior to its administration, or created the assessment, and the material on the examination pertains exclusively to content previously taught in that course.

Submission: Credit Recovery Policy

Department: Communications and Legislative

Due Date: 10/30/2026

Details: S.C. Code Ann. §§ 59-29-250(B)–(C) require that a student complete all requisite assignments for the relevant course or course subset to be eligible to participate in a credit recovery or content recovery program, respectively. Please upload a credit recovery policy that mandates a student's completion of all relevant assignments to be eligible to participate in a credit or content recovery program.

Submission: 20 Day Letters (Jul-Sept 2026)

Department: Title I

Due Date: 10/15/2026

Details: In accordance with ESSA, "20 Day Letters" must be sent to families when students have been taught for four or more consecutive weeks by an instructor who does not meet applicable state certification or licensure requirements at the grade level & subject level in which they have been assigned. ESSA Sec. 1112 (e)(1)(B)(ii) This submission will collect these letters as applicable. Please contact Sarah Pryor or Aila Ranera with questions.

Submission: KRA Teacher Certification Certificates for 2026-2027

Department: Assessment

Due Date: 10/15/2026

Details: This submission is to collect current training certificates for the KRA platform and assessment. School test coordinators should collect all teacher certificates for 2026-2027 and submit as one document prior to the start of testing at their school. If you have any questions, please contact Robbie Anderson

Submission: September 2026 Month-to-Date Financial Statements

Department: Finance

Due Date: 10/31/2026

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 September 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: 2026-2027 Salary Updates

Department: Human Resources and Benefits

Due Date: 10/15/2026

Details: Please upload your salaries for the 2026-2027 school year. This is used to update the PEBA and the PCS system. Please contact Robbie Anderson if you have any questions.

Submission: Initial PCS Report Verification

Department: Human Resources and Benefits

Due Date: 10/30/2026

Details: Your PCS Report dated 09/15/2026 can be found in your shared folders in Dropbox. Please check your report to verify accuracy and that everyone is accounted for. Please contact Robbie Anderson for any questions.

Submission: Parent Notification-All 3rd Grade Students

Department: State and Academic Programs

Due Date: 10/15/2026

Details: Please submit evidence of notifying all parents of third grade students of the Read to Succeed Retention policies.

Submission: SCDE Balfour Diploma Signatures

Department: Leadership

Due Date: 10/15/2026

Details: The South Carolina Department of Education is transitioning to Balfour as its new high school diploma vendor. Each school should expect a Welcome Letter requesting principal signatures, along with information needed to create new diploma templates. Please complete the diploma-related questions in the LWS submission. If you have any questions, please contact Jessica Crowe at jcrowe@erskinecharter.org.

Submission: FY26 Annual Audit

Department: Finance

Due Date: 11/01/2026

Details: As outlined in the Charter Contract, the Annual Audit and its findings must be submitted to the Institute by November 1st each year.

Submission: District of Residence Audit

Department: Federal Programs

Due Date: 10/31/2026

Details: A student's District of Residence serves as a factor in determining a school's federal allocation; therefore, information must be coded correctly in PowerSchool, and Proof of Residency to support coding must be maintained at the school level. An audit of documentation is conducted annually on a small percentage of a school's population. Please coordinate with your school's PowerSchool administrator to upload one piece of current supporting documentation for each child's address. Please reach out to Sarah Pryor or Aila Ranera with 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: 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@erkinecharters.org).

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: 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: 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

Announcement: MTSS Professional Learning Opportunities

Contact Person: Lacy Lucas

Department(s): MTSS, State and Academic Programs

Start Date: 09/14/2026

End Date: 10/14/2026

Details: Elevate your MTSS framework! Join the SC Department of Education's virtual MTSS Gather & Grow Collaboratives quarterly from 9-11 AM starting Oct 8. Connect statewide, share strategies, and boost student growth. See the attached memo to register and get your link!

Announcement: Medical Assistance Program for Families Information & Smiles for a Lifetime

Contact Person: Sally Fickling

Department(s): State and Academic Programs

Start Date: 09/17/2026

End Date: 01/30/2027

Details: Information for a Medical Assistance Program for the Families at your school and Smiles for a Lifetime - free services to share with your families if you see fit.

Announcement: MLP Monthly Matters - October

Contact Person: Sally Fickling

Department(s): Title III MLP

Start Date: 09/23/2026

End Date: 10/21/2026

Details: The October session of the virtual MLP Monthly Matters training will be held on Wednesday, October 21, from 1:00-2:00 pm. Please join via Zoom at: https://erskinecharters.zoom.us/my/sfickling

Announcement: Math (Decimals) Professional Development Opportunity

Contact Person: Lacy Lucas

Department(s): Additional Targeted Support and Improvement, Comprehensive Support and Improvement, State and Academic Programs

Start Date: 09/24/2026

End Date: 10/16/2026

Details: Transform math instruction for 5th–8th graders! Join SCDE's free, hands-on October 27,2026, session to master using bead strings and open number lines for decimal mastery and algebraic thinking. Use the link in the attached memo to register by October 16th.

Announcement: Board Orientation Training Opportunity

Contact Person: Mary Nell Anthony

Department(s): Leadership

Start Date: 09/29/2026

End Date: 10/29/2026

Details: Under current regulations, all Charter school board members must complete an orientation when re-elected or re-appointed. The Public Charter School of SC Alliance is partnering with the SC Department of Education to offer training this fall. Here is a link to register: https://docs.google.com/forms/d/e/1FAIpQLScs6CFyYYhBzDuEwnENgVPitkn21oZEdfLV2Rb0iWepUuNR-A/viewform

Announcement: What's Up Wednesday - October

Contact Person: Sarah Shealy

Department(s): Federal Programs, Finance, Title I, Title II

Start Date: 10/01/2026

End Date: 10/14/2026

Details: Join the Finance and Federal Programs Department for “What’s Up Wednesday” at 10am on 10.14.26, via Zoom for timely general fund updates, federal programs support, and open office hours. If you do not yet have the calendar invitation and zoom link, please reach out to Sarah Shealy.

Announcement: Year-One Schools FY27 Federal Allocations

Contact Person: Sarah Shealy

Department(s): Federal Programs, Finance

Start Date: 10/02/2026

End Date: 10/15/2026

Details: The Finance and Federal Programs Department is pleased to share your school's FY27 Title II and FY27 IDEA allocations. Please find your allocation memos attached. In reminder, the school must first complete their Comprehensive Needs Assessment and hold a Planning Meeting to determine how this funding will best be utilized to support this year’s students and teachers reach SC’s academic standards. Resources for both action items can be found in Let’s Work Smart submissions. After these two processes are complete the school will write their spending plans in their Google sheet (linked in the memos). The school’s Comprehensive Needs Assessment, Planning Meeting Support, and Spending Plans are due before November 15, 2026.

Announcement: Zearn Webinar: 30, 60, 90: Keep Students on Track Oct 13 or Oct 15

Contact Person: Meagan Cothran

Department(s): State and Academic Programs

Start Date: 10/05/2026

End Date: 10/15/2026

Details: Join the SCDE Team and Zearn consultants to learn more about how to connect weekly lesson completion to the research- backed goal through Zearn reports. This session will help ensure educators understand how best to support students' weekly Zearn Math routines, building toward a full year of grade-level made learning. Use the flyer attached to register. For questions, please reach out to Meagan Cothran, mcothran@erskinecharters.org

Announcement: CSAR data collection worksheet

Contact Person: Heather Holliday

Department(s): State and Academic Programs

Start Date: 10/05/2026

End Date: 12/01/2026

Details: You can use the attached worksheet to help you collect your data for the CSAR requirement.

Announcement: Intensifying Math Instruction with Evidence Based Practices

Contact Person: Lacy Lucas

Department(s): State and Academic Programs

Start Date: 10/05/2026

End Date: 11/04/2026

Details: Transform your math classrooms for students with disabilities and struggling learners! Join Dr. Paul Riccomini October 19th and February 22nd in Kershaw County to gain evidence-based tools & routines that boost engagement, confidence, and math success for grades 3–8 learners. See the attached flyer to get registered. You won't want to miss this one!

Announcement: SCDE Memo Updates

Contact Person: Christopher Seay

Department(s): Leadership

Start Date: 10/07/2026

End Date: 11/06/2026

Details: Please see the attached updates from SCDE that include: Required reporting, Work-based Learning Implementation Guide, Approved College Entrance Assessment Option, and New HS Diploma Vendor.

Announcement: Quarter 1 Federal Reimbursement Deadline

Contact Person: Sarah Shealy

Department(s): Federal Programs, Finance

Start Date: 10/09/2026

End Date: 10/23/2026

Details: In reminder, the deadline to submit reimbursement requests for expenses obligated between 7.1.26 and 9.30.26 in SmartFusion is 10.23.26. This is only applicable for schools with rollover FY26 funding or new FY27 funding available. Per our Federal Grant Awards, goods and/or services received by the end of each quarter should be invoiced, paid, and claimed [submitted to the SCDE] within 30 days after the close of the quarter.

Announcement: November PowerSchool Monthly Webinar

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 10/09/2026

End Date: 10/12/2026

Details: Please join us for our November PowerSchool monthly webinar from 9:00 to 10:30 a.m. You can find the webinar link on the PowerSchool Start Page. If you have any questions, please contact Jessica Crowe at jcrowe@erskinecharters.org. Thank you.

Announcement: IMPACT Collective Monthly Meeting - 10/13/26

Contact Person: Lacy Lucas

Department(s): Accountability , State and Academic Programs

Start Date: 10/10/2026

End Date: 10/14/2026

Details: Instructional Leaders are invited to continue the learning from our July IMPACT Collective each month of the 2026-2027 school year! Our next session will be Tuesday, October 13th at 10:00. In the October virtual meeting we will continue the learning of our Summer session "Creating Conditions for Success" with an emphasis on the "low hanging fruit" of the School Report Card. To access the meeting use this Zoom link:
https://erskinecharters.zoom.us/j/7398578547?pwd=UmVIaUZuRkZSUG93cU1rVmtYcm9yUT09

Announcement: New ML Coordinators' Meeting-November

Contact Person: Sally Fickling

Department(s): Title III MLP

Start Date: 10/14/2026

End Date: 11/11/2026

Details: The November New ML Coordinators' Meeting will be held virtually on November 11, 2026, from 1:00-2:00pm at https://erskinecharters.zoom.us/my/rogers11

Announcement: State Report Card Posting Requirement

Contact Person: Kristy Cansler

Department(s): Title I

Start Date: 10/15/2026

End Date: 10/31/2026

Details: As a reminder for Title I Schools - Under ESSA Section 1111(h)(2), the SCDE requires Title I schools to post access to their SC State Report Card results on their websites. This can be a link to the SCDE Report Card website, or directly to the school's report card on the SCDE's website. If the school does not have a website, the information must be provided to the public via alternate means.