Charter Institute at Erskine

INSTITUTE INSIGHTS

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Submission: FY26 Title I Annual Meeting

Department: Title I

Due Date: 11/15/2026

Details: Schools currently using Title I funding must hold an "Annual Meeting" to introduce teachers, parents, and students to the purpose of Title I and the school's Title I program for the year. Guidance for how to hold this meeting is included in this submission, as well as templates for required documentation. Please reach out to Sarah Pryor or Aila Ranera with any questions.

Submission: FY27 Parent and Family Engagement Compact and School-Parent Policy

Department: Title I

Due Date: 11/15/2026

Details: Under ESSA Sections 1116(b) &1116(d), Title I schools must annually create/update a "Parent & Family Engagement Policy" and a "School-Parent Compact" in partnership with parents as a part of their Title I Program. If drafts were not shared during the May/June Planning Meeting, share them in Aug/Sept for feedback. Your prior copy & the SCDE's draft & guidelines are included for reference.

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: 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

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: 26-27 Mentor Documentation

Department: State and Academic Programs

Due Date: 11/15/2026

Details: To ensure that mentors for the 26-27 school year receive their stipend, kindly submit the following documents for each mentor: Mentor Agreement, Mentor Certification Form, Mentor/Mentee Contact Log, and W9. Templates for these documents are included in this submission. Should you have any inquiries or require exemption from this submission, please reach out to mcothran@erskinecharters.org.

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: 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: FY27 Comprehensive Needs Assessment (New Schools)

Department: Federal Programs

Due Date: 11/15/2026

Details: Each spring, schools are required to complete a Comprehensive Needs Assessment to guide them the following year (ESSA Section 1114(b)(6). For new schools, this process is delayed until Quarter 1 data is available. To build a CNA, the school will need to evaluate various data sources, extrapolate areas of need, and determine reasonable methods for improving them. A template for this data review and completion of the CNA in included in this submission. Please upload the completed CNA.

Submission: FY27 Federal Funds Planning Meeting (New Schools)

Department: Federal Programs

Due Date: 11/15/2026

Details: A Planning Meeting must be held to collect meaningful consultation for how federal funding should be spent. Please note that federal funding spending activities can only be extrapolated from the needs in the school's current CNA. During this meeting, the CNA should be reviewed. A checklist and templates are included in this submission for the meeting facilitator to follow.

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.

Submission: SPED BOY Training

Department: Special Education and 504

Due Date: 11/16/2026

Details: 2026-2027 Beginning of Year (BOY) IDEA and Section 504 School Training Documents Directions: Please upload a copy of your school's BOY Faculty and Staff Training specific to IDEA and Section 504 Policies and Procedures.

Submission: SCDE LMS Reimbursement 2026-27

Department: PowerSchool and IT

Due Date: 11/15/2026

Details: The reimbursement is based on each school's active student count on the 45th day of the 2026-27 school year. Schools using Google Enterprise, Seesaw, or Microsoft Teams also need to upload their LMS invoice to the Formstack. Schools using Canvas or Schoology through the state contract don't receive a reimbursement but should still submit the Formstack for record purposes. Distribution for funding begins in February 2027. Later requests will be paid by June 2027. Formstack Link: https://scde.formstack.com/forms/2026_2027_learning_management_system_reimbursement_request

Submission: Board Statement of Assurance

Department: Accountability

Due Date: 11/15/2026

Details: Act 123 sets forth key governance standards designed to support South Carolina Charter School Boards. To support full compliance with these standards, the board chair and school leader should collaboratively verify that all requirements are met and that any required documentation is maintained on-site to be available upon request. Please complete and sign the attached assurance document.

Submission: Day 45 Funding Reports

Department: PowerSchool and IT

Due Date: 10/31/2026

Details: After reviewing the 45th day reports with all relevant departments, please cross-reference the data in PowerSchool with the corresponding data in Administrator Navigator to ensure accuracy. Once all data has been verified, please submit all required reports and supporting documentation through this submission. As part of the Day 45th day funding process, please ensure that the SC02, SC03 (if applicable), SC06, and SC28 reports are signed prior to submission.

Submission: Fall Amendment Window for All Grants

Department: Federal Programs

Due Date: 11/15/2026

Details: Schools have until November 15th to indicate which grants need amending. Google sheets will be unlocked within 24 hours of indicating the need of an amendment. Schools must have Google sheets completed by November 30, 2026. The Institute will review the week of December 1st. Out of respect for all schools, these deadlines are not flexible as all amendments must be submitted to the SCDE by December 11th.

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: 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: 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: 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: 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: 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: 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.

Announcement: FY26 Audit Deadline - November 1st

Contact Person: Aila Ranera

Department(s): Finance

Start Date: 10/21/2026

End Date: 11/01/2026

Details: This is a friendly reminder that the deadline for submitting your FY26 annual financial audit report is November 1st. Since the 2026 Annual Audit Guide has not yet been released, draft financial audit reports will be accepted at this time. Once SCDE releases the draft guide, schools will have two weeks from the date of its release to submit the final audit reports to us. We appreciate your attention to this deadline and your cooperation in ensuring timely submission of the required audit documentation. Please let us know if you have any questions regarding the submission. Thank you!

Announcement: MLP Monthly Matters - November

Contact Person: Sally Fickling

Department(s): Title III MLP

Start Date: 10/21/2026

End Date: 11/18/2026

Details: The November session of the virtual MLP Monthly Matters training will be held on Wednesday, November 18, from 1:00-2:00 pm. Please join via Zoom at: https://erskinecharters.zoom.us/my/sfickling

Announcement: Posting State Report Cards on Title I School Websites

Contact Person: Sarah Shealy

Department(s): Title I

Start Date: 10/21/2026

End Date: 10/31/2026

Details: Congratulations to all schools with Academic or Cultural gains this year on their SCDE Report Cards. In reminder, all Title I schools must post access to their report card in an easily accessible location on their school website. There will not be a submission to collect website links, as this is not a monitoring year.

Announcement: SCDE Adult Education Graduate File

Contact Person: Heather Holliday

Department(s): Accountability , PowerSchool and IT

Start Date: 10/22/2026

End Date: 01/31/2027

Details: The file of students, ages 16-20, earning a state diploma or GED in the month of July 2026 from Adult Education has been posted in the Accountability Coordinator folder of the ADT (SCDE Member Center.) The name of the file is "26-27AdultEdDiplomas." Student IDs, where available, and date of birth are included in the file to help identify students. This file from Adult Education can be used to identify graduates for the four-year cohort graduation rate as well as GED and diploma recipients for the Five-Year Student Success Rate (5YSSR). Four-year Cohort Graduation Rate: This file can be used to document that a student who transferred into Adult Education and is a member of the current year's four-year cohort earned their high school diploma from Adult Education within four years of entering ninth grade. PowerSchool coding: Diploma Earned = Z and Adult Education Graduation Date = date the diploma was awarded. The Adult Education Graduation Date is used to determine if the student graduated prior to the third Monday of August 2026. For those students earning their diploma through Adult Education before their four-year cohort year, they can be coded in PowerSchool this year and will be included in the 2027 graduation rate calculation. Five-Year Student Success Rate (5YSSR): This file can be used to document that a student who was a member of the four-year cohort from the previous year earned a GED or a high school diploma from Adult Education within five years of entering ninth grade. PowerSchool coding: GED Earned = year GED was awarded. If you have any questions or concerns about this file please contact Heather Holliday at hholliday@erskinecharters.org. If you have SCDE Member Center questions, or data related questions, please contact Jessica Crowe at jcrowe@erskinecharters.org.

Announcement: Recorded SCDE Math Webinars Fall 2026

Contact Person: Lacy Lucas

Department(s): State and Academic Programs

Start Date: 10/22/2026

End Date: 11/15/2026

Details: Unlock key tools to elevate math instruction! Discover 3 recent SCDE webinar recordings covering Algebra 1 EOCEP specs, unpacking 2025 math indicators, and strategies for student-led math discourse. See the attached memo for links and descriptions.