Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
FY26 Title I Annual Meeting	11/15/2026	Sarah Shealy	Title I
FY27 Parent and Family Engagem...	11/15/2026	Sarah Shealy	Title I
Post Annual Financial Audit	11/30/2026	Jim Atwater	Communications and L...
26-27 Mentor Documentation	11/15/2026	Meagan Cothran	State and Academic P...
Security Monitoring Software R...	11/30/2026	Caiman Welch	PowerSchool and IT
Contract Addendum	11/30/2026	Jim Atwater	Communications and L...
FY27 Comprehensive Needs Asses...	11/15/2026	Sarah Shealy	Federal Programs
FY27 Federal Funds Planning Me...	11/15/2026	Sarah Shealy	Federal Programs
SPED BOY Training	11/16/2026	Sally Fickling	Special Education an...
SCDE LMS Reimbursement 2026-27	11/15/2026	Caiman Welch	PowerSchool and IT
Board Statement of Assurance	11/15/2026	Mary Nell Anthon...	Accountability
Gifted and Talented Verificati...	11/30/2026	Robbie Anderson	Gift and Talented
Fall Graduation Transcript Aud...	11/16/2026	Heather Holliday	Accountability
Fall Amendment Window for All ...	11/15/2026	Sarah Shealy	Federal Programs
Institute Training Calendar	08/23/2026 - 01/31/2027	Christy Junkins	Leadership
Medical Assistance Program for...	09/17/2026 - 01/30/2027	Sally Fickling	State and Academic P...
CSAR data collection worksheet	10/05/2026 - 12/01/2026	Heather Holliday	State and Academic P...
Intensifying Math Instruction ...	10/05/2026 - 11/04/2026	Lacy Lucas	State and Academic P...
SCDE Memo Updates	10/07/2026 - 11/06/2026	Christopher Seay	Leadership
New ML Coordinators' Meeting-N...	10/14/2026 - 11/11/2026	Sally Fickling	Title III MLP
MLP Monthly Matters - November	10/21/2026 - 11/18/2026	Sally Fickling	Title III MLP
SCDE Adult Education Graduate ...	10/22/2026 - 01/31/2027	Heather Holliday	Accountability , Pow...
Recorded SCDE Math Webinars Fa...	10/22/2026 - 11/15/2026	Lacy Lucas	State and Academic P...
SCATA-NAFEPA Scholarship Appli...	10/26/2026 - 12/19/2026	Sarah Shealy	Federal Programs, Le...
Holiday Card Competition 2026	10/26/2026 - 12/01/2026	Ashley Epperson	Communications and L...
SCDE 26-27 Fall Military Recru...	10/27/2026 - 11/02/2026	Jessica Crowe	PowerSchool and IT
IDEA Table 2 Personnel Report ...	10/29/2026 - 12/01/2026	Tarry McGovern	Special Education an...

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: 11/30/2026

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

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: Security Monitoring Software Reimbursement 2026-2027

Department: PowerSchool and IT

Due Date: 11/30/2026

Details: The SC Department of Education is offering reimbursement of up to $2.25 per student, based on 135-day ADM, for schools using approved software to monitor student digital activity and support the prevention of cyberbullying, self-harm, and threats. Eligible programs include Linewize, Securly Aware, Lightspeed Alert, Bark, GoGuardian, Deledao, and Gaggle. Schools interested in reimbursement must complete the Security Monitoring Survey by December 19, 2026. Funding allocation is expected in April 2027. The Formstack link for the state submission can be accessed here: https://scde.formstack.com/forms/2026_2027_security_monitoring_software. Please see the attached document for the memorandum in its entirety.

Submission: Contract Addendum

Department: Communications and Legislative

Due Date: 11/30/2026

Details: In order to comply with new provisions in the Charter Schools Act and in other applicable charter law, the contracts for all existing Institute schools require amendments in the form of the attached addendum. Please have your board members read the addendum and take a vote on it at their next meeting. If the vote passes, please upload a copy of the addendum signed by your Board Chair by November 30th.

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: 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: Gifted and Talented Verification and Updates

Department: Gift and Talented

Due Date: 11/30/2026

Details: All student transfers have been updated in the GIFTed system to date. Please verify your updated Gifted and Talented reports. Be sure to update your report with the correct status as well. Please contact Robbie Anderson with any corrections.

Submission: Fall Graduation Transcript Audits

Department: Accountability

Due Date: 11/16/2026

Details: The fall audit of graduate transcripts has been completed. You will have two specific files for your school--a spreadsheet with unit information highlighted for you by student and a transcript for each student. There is a general document containing notes to help you determine what is included on the spreadsheet. You must answer two questions to complete this submission. Contact Heather Holliday with questions.

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: 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: 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: 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: 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: 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.

Announcement: SCATA-NAFEPA Scholarship Applications are Open

Contact Person: Sarah Shealy

Department(s): Federal Programs, Leadership

Start Date: 10/26/2026

End Date: 12/19/2026

Details: The SC and National Administrators of Federal Awards are proud to share their annual scholarship applications are now open. The purpose of the scholarship program is to financially support post-secondary education for qualifying high school seniors attending their first year of college. Instructions and the Application are provided with this announcement. Applications are due on or before December 19, 2026 to Sarah Shealy at sshealy@erskinecharters.org (Region 7 Representative). Please share this opportunity with your high school students.

Announcement: Holiday Card Competition 2026

Contact Person: Ashley Epperson

Department(s): Communications and Legislative, Leadership

Start Date: 10/26/2026

End Date: 12/01/2026

Details: The 2026 Holiday Card Competition is now open! Visit https://erskinecharters.org/2026-holiday-card-design-competition/ for more information. Artwork submissions are due by Tuesday, December 1! Contact howens@erskinecharters.org with any questions.

Announcement: SCDE 26-27 Fall Military Recruiting Memo

Contact Person: Jessica Crowe

Department(s): PowerSchool and IT

Start Date: 10/27/2026

End Date: 11/02/2026

Details: Please see the attached SCDE documentation pertaining Military Recruiter Information. Please note if you have any changes that need to be updated in PowerSchool, please do so prior to November 1st, 2026. If you have any questions please contact Jessica Crowe at jcrowe@erskinecharters.org. Thank you.

Announcement: IDEA Table 2 Personnel Report (Due December 1st)

Contact Person: Tarry McGovern

Department(s): Special Education and 504

Start Date: 10/29/2026

End Date: 12/01/2026

Details: Institute schools must complete the IDEA Table 2 Personnel Report by December 1 for a combined submission to the Office of Special Education Services. This report collects special education staffing and personnel qualification data. Formstack: https://erskinecharters.formstack.com/forms/26_27_table_2_personnel_report Questions? Contact tmcgovern@erskinecharters.org or wstoudemire@erskinecharters.org.