

Gray Collegiate Academy Charter School Board Meeting

West Columbia, South Carolina

June 27, 2022 @ 12:00 PM

~ AGENDA ~

1. Call to Order

2. Mission:

Gray Collegiate Academy will serve high school students in a safe, small, family-centered setting who seek the opportunity and challenge of rigorous curriculum, high academic standards, and outstanding athletics while earning up to two years of college credit while in high school.

3. Adoption of Agenda

4. Approval of Minutes

5. Executive Session- Client-attorney advise, PEBA with Pinnacle and Contractual matters

6. Actions taken, if any, on items discussed in Executive Session

7. Principal Report-Dr. Brian Newsome

8. Financial Report- Mrs. Marty Rawls

9. Final approval of the 2022-2023 GCA budget

10. Approval of the "Joinder Agreement" with the SC Deferred Compensation as a Participating Employer

11. Approval of policy regarding leave

12. GCA has been approved as a participating employer with the SC Public Employee Benefit Authority for the SC Retirement System

13. Adjournment

Public comments:

The official meeting of the board is by law a public meeting and the board values citizen input; however, in order to protect the integrity of the adopted agenda, public dialogue will be restricted to the 'public comments' section of the agenda or as directed by the board chairman.

Each speaker has two minutes.

Speakers may not ask questions of board members.

Board members may not engage speakers in discussion.

Disruptive behavior is not permitted.

Personal attacks aimed at students or staff are not permitted.

Scurrilous, obscene, or recklessly defamatory language aimed at any board member is not permitted.

Gray Collegiate Academy
Meeting Minutes - May 13, 2022

Board Members in Attendance: Teresa Brazell, Josh Jackson, Mackenzie Long, Andy Markl, Wayne McKim, Pennie Peagler, and Trevor Kinard.

Other Attendees: Dr. Brian Newsome, Ms. Marty Rawls

Public Attendees: NONE

1. Call to Order: The meeting was called to order at 6:01pm by Teresa Brazell, Chair.
2. Mission: GCA Mission was read by Teresa Brazell; Gray Collegiate Academy will serve high school students in a safe, small, family-centered setting who seek the opportunity and challenge of rigorous curriculum, high academic standards, and outstanding athletics while earning up to two years of college credit while in high school.
3. Adoption of Agenda: A motion to adopt the agenda was made by Pennie Peagler and seconded by MacKenzie Long
4. Approval of Minutes: from March 28, 2022, was made by Pennie Peagler and seconded by MacKenzie Long
5. Executive Session to review Legal Advice for contractual matters with EMO: Motion made by Penny Peagler and Seconded by Wayne McKim. Executive Session came to conclusion by motion from Pennie Peagler and seconded by MacKenzie Long
6. MOTION was made by Andy Markl and seconded by Wayne McKim to produce a list of items to present to legal to create an EMO contract discussion.
7. Financial Report:
8. Approval of SC Retirement System: Motion was made by Josh Jackson and seconded by Wayne McKim to approve
9. Approval of Revision of Procurement Policy: Motion was made by Pennie Peagler and Seconded by MacKenzie Long for the the implementation of the new standards for procurement raising the maximum allowable from \$2,500 to \$10,000
10. Adjournment: Motion made by Wayne McKim and seconded by Pennie Peagler

GRAY COLLEGIATE ACADEMY

MAY 2022 FINANCIAL SUMMARY

1. Revenue totaled \$646,000 for the month of May. This compares to budgeted revenue of \$592,000 or \$54,000 over budget. Revenue was over-budget by \$85,000 from state funding sources and has been adjusted to the 135-day count beginning in the month of May. Enrollment for funding decreased slightly compared to the 45-day counts with 668 students (673 as of 45-day) which is higher than budgeted enrollment of 650. Revenue from the State will exceed budget through the end of the year. Federal grant revenue was under-budget by \$42,000. This revenue will be recognized when reimbursement money is received from grant programs. Reimbursement requests have been provided to Erskine for these funds.
2. Operating expenses for May totaled \$562,000. This compares to total budgeted expenses of \$510,000 or \$52,000 over budget. May expense line items that were significantly higher than budget included:
 - Classroom Equipment – totaled \$47,436. This was one payment made to Kay-Twelve for new classroom furniture.
 - Office Services and Supplies - \$22,435 for the month of May. This includes a payment for Chromebooks of \$7,832, prom and other banquet fees and costs associated with the Disney trip.
 - Construction Services totaled \$15,625. Most of this cost (\$15,450) is for payments to Dennis Corporation for project management services.
 - Bond interest – totaled \$106,000 and represents the monthly interest payment on the combined 2019 and 2021 bonds. The interest budgeted was only for the 2019 bond. This line item will exceed budget by approximately \$55,000 each month for the remainder of the school year.

- Athletics supplies and equipment- \$35,359 – represents numerous supplies expenses for spring teams, referee pay, athlete meals, etc.
3. The school had excess income over expense of \$83,000 for the month of May compared to a budget of \$81,000. The year-to-date loss before bond activity stands at \$433,000 and compares to a budgeted excess income over expense of \$892,000.
 4. Total cash in banks (exclusive of trust fund cash) was \$3,533,000 as of May 31, 2022.

Submitted by:

Michael Miller, CFO

Pinnacle Charter School Management

Gray Collegiate Academy
Revenues and Expenses - Budget to Actual
Management Use Only
For the Eleven Months Ended May 31, 2022
Month of May, 2022

YTD

	Actual	Budget	Variance	Actual	Budget	Variance	Annual	Remaining Budget
Total EFA Revenue:	626,553	539,333	87,221	6,097,230	5,932,658	164,571	6,471,991	374,761
2% to District	(12,997)	(10,787)	(2,210)	(126,365)	(118,653)	(7,712)	(129,440)	(3,075)
Net EFA Revenue	613,557	528,546	85,011	5,970,864	5,814,005	156,859	6,342,551	371,687
Student and Athletics User Fees	28,840	20,833	8,007	631,415	229,167	402,248	250,000	(381,415)
GEER	-	-	-	3,333	-	3,333	-	(3,333)
CARES Act Revenue	-	42,166	(42,166)	-	463,829	(463,829)	505,995	505,995
Interest on Investments	3,681	83	3,598	7,636	917	6,719	1,000	(6,636)
Total Revenue	646,078	591,629	54,449	6,613,248	6,507,917	105,331	7,099,546	486,298

Classroom Instruction Salaries

Classroom Teachers	73,636	67,000	6,636	826,038	737,000	89,038	804,000	(22,038)
LD teachers	6,667	6,250	417	78,733	68,750	9,983	75,000	(3,733)
Total Salaries of Full Time Personnel	80,302	73,250	7,052	904,772	805,750	99,022	879,000	(25,772)
Hourly Instructional Personnel (Tutoring/Part-time Teach	-	-	-	-	-	-	-	-
Total Instructional Personnel	80,302	73,250	7,052	904,772	805,750	99,022	879,000	(25,772)
Retirement-Classroom Teachers	1,218	938	280	13,956	10,313	3,643	11,250	(2,706)
Retirement-LD Teacher	118	92	26	1,349	1,008	341	1,100	(249)
Social Security-Classroom Teachers	5,766	5,750	16	67,989	63,250	4,739	69,000	1,012
Social Security-LD Teachers	602	478	123	7,033	5,262	1,771	5,740	(1,293)
Health Insurance (includes dental, etc)- Classroom Teac	11,218	12,600	(1,382)	126,943	138,600	(11,657)	151,200	24,257
Health Insurance (includes dental, etc.)-LD Teachers	1,200	1,200	-	13,200	13,200	-	14,400	1,200
Workers' Compensation-Classroom Teachers	338	79	259	2,217	871	1,346	950	(1,267)
Workers' Compensation-LD Teachers	39	8	32	277	83	194	90	(187)
Unemployment Compensation-Classroom Teachers	34	155	(121)	2,427	1,705	722	1,860	(567)
Unemployment Compensation-LD Teachers	-	16	(16)	190	174	16	190	(0)
Teacher bonuses	-	33,333	(33,333)	-	366,667	(366,667)	400,000	400,000
Classroom and Instructional Supplies	57	1,667	(1,610)	40,382	18,333	22,049	20,000	(20,382)
Exceptional Supplies	-	-	-	1,390	-	1,390	-	(1,390)
Textbooks	-	-	-	17,197	68,750	(51,553)	75,000	57,803
Classroom Equipment (desks, chairs, etc.)	47,436	6,250	(6,250)	119,515	-	119,515	-	(119,515)
Classroom Equipment (desks, chairs, etc.) LD	-	-	-	2,025	-	2,025	-	(2,025)

Gray Collegiate Academy
Revenues and Expenses - Budget to Actual
Management Use Only
For the Eleven Months Ended May 31, 2022
Month of May, 2022

YTD

	Actual	Budget	Variance	Actual	Budget	Variance	Annual	Remaining Budget
Computer Equipment	-	2,083	(2,083)	82,251	22,917	59,334	25,000	(57,251)
Computer Equipment-LD	-	-	-	-	-	-	-	-
Technology and Equipment	3,664	12,917	(9,252)	104,123	142,083	(37,961)	155,000	50,877
Curriculum Development	-	-	-	-	-	-	-	-
Substitute Teachers	2,300	1,833	467	15,500	20,167	(4,667)	22,000	6,500
Total Instruction	154,292	152,648	1,644	1,522,735	1,679,132	(156,397)	1,831,780	309,045
Instructional Support Services								
Pupil Personnel Services								
Salaries								
Student Support	21,175	20,192	983	233,814	222,108	11,706	242,300	8,486
PowerSchool Coordinator	3,333	3,333	0	33,767	36,667	(2,900)	40,000	6,233
Total Pupil Personnel Staff	24,508	23,525	983	267,581	258,775	8,806	282,300	14,719
Retirement	861	308	553	7,344	3,392	3,952	3,700	(3,644)
Social Security	2,196	1,792	404	23,909	19,715	4,194	21,507	(2,402)
Health Insurance (includes dental, life, etc.)	4,200	4,800	(600)	44,956	52,800	(7,844)	57,600	12,644
Workers' Compensation	94	29	65	651	321	330	350	(301)
Unemployment Compensation	6	58	(52)	977	633	344	690	(287)
Total Pupil Personnel Services	31,865	30,512	1,353	345,418	335,635	9,783	366,147	20,729
Staff Development								
Workshop Stipends	-	-	-	-	-	-	-	-
Consulting Services - Exceptional	-	-	-	-	-	-	-	-
Travel (workshop registration, lodging, etc.)	-	-	-	-	-	-	-	-
Total Staff Development	-	-	-	-	-	-	-	-
General Support Services								
Board								
Professional Services (Legal)	9,264	6,250	3,014	101,089	68,750	32,339	75,000	(26,089)
Insurance - General Liability	-	4,333	(4,333)	30,293	47,667	(17,373)	52,000	21,707
Audit	-	1,583	(1,583)	38,605	17,417	21,188	19,000	(19,605)
Governance Training	-	-	-	-	-	-	-	-
Total Board	9,264	12,167	(2,902)	169,987	133,833	36,154	146,000	(23,987)
General Administration								
Pinnacle EMO Services per contract	70,833	70,833	(0)	779,163	779,167	(4)	850,000	70,837
School Administration								
Salaries								
Administrative Personnel	49,583	31,083	18,500	470,908	341,917	128,992	373,000	(97,908)
Total Office Personnel	49,583	31,083	18,500	470,908	341,917	128,992	373,000	(97,908)

Gray Collegiate Academy
Revenues and Expenses - Budget to Actual
Management Use Only
For the Eleven Months Ended May 31, 2022
Month of May, 2022

YTD

	Actual	Budget	Variance	Actual	Budget	Variance	Annual	Remaining Budget
Custodial Services (contracted)	5,681	5,000	681	61,625	55,000	6,625	60,000	(1,625)
Fire/Security Alarm Monitoring	-	-	-	7,294	-	7,294	-	(7,294)
Property insurance	-	-	-	-	-	-	-	-
Electricity	4,643	7,917	(3,274)	51,714	87,083	(35,369)	95,000	43,286
Equipment	-	-	-	-	-	-	-	-
Construction Services	15,625	-	15,625	812,440	-	812,440	-	(812,440)
Capital Outlay	-	16,667	(16,667)	21,413	183,333	(161,920)	200,000	178,587
Total Operation of Plant	40,066	37,258	2,808	1,058,594	409,842	648,752	447,100	(611,494)
Maintenance of Plant								
Repairs and Maintenance	1,554	10,417	(8,863)	163,391	114,583	48,808	125,000	(38,391)
Supplies	1,807	1,000	807	10,260	11,000	(740)	12,000	1,740
Total Maintenance of Plant	3,361	11,417	(8,055)	173,651	125,583	48,068	137,000	(36,651)
Food Services								
Food Services Contractor	-	-	-	-	-	-	-	-
Total Food Services	-	-	-	-	-	-	-	-
Administrative Technology Services								
Supplies	-	-	-	-	-	-	-	-
Office Equipment	-	-	-	-	-	-	-	-
Computer Equipment/Servers	-	-	-	-	-	-	-	-
Software Leases	-	-	-	-	-	-	-	-
Total Administrative Technology Services	-	-	-	-	-	-	-	-
Debt Service								
Legal Services	-	-	-	-	-	-	-	-
Redemption of Principle	1,493	16,071	(14,578)	404,017	176,784	227,233	192,855	(211,162)
Interest	105,886	50,458	55,428	838,916	555,033	283,882	605,491	(233,425)
Fees	-	1,667	(1,667)	11,249	18,333	(7,085)	20,000	8,751
Total Debt Service	107,379	68,196	39,183	1,254,181	750,151	504,031	818,346	(435,835)
Student Transportation Services	-	-	-	-	-	-	-	-
Vehicle Liability	-	1,667	(1,667)	-	18,333	(18,333)	20,000	20,000
	-	1,667	(1,667)	-	18,333	(18,333)	20,000	20,000
Athletics								
Salary	22,819	25,908	(3,089)	319,715	284,992	34,723	310,900	(8,815)
Bonuses	-	-	-	-	-	-	-	-
Supplies & Equipment	35,359	27,917	7,442	440,207	307,083	133,124	335,000	(105,207)
Transportation	4,788	6,167	(1,378)	168,007	67,833	100,174	74,000	(94,007)
Facility	1,660	3,333	(1,673)	30,538	36,667	(6,128)	40,000	9,462
Total Athletics	64,626	63,325	1,301	958,467	696,575	261,892	759,900	(198,567)
Total Budgeted Expenditures	562,876	510,473	52,404	7,046,971	5,615,200	1,431,771	6,125,673	(921,298)

Gray Collegiate Academy
Revenues and Expenses - Budget to Actual
Management Use Only
For the Eleven Months Ended May 31, 2022
Month of May, 2022

YTD

	Actual	Budget	Variance	Actual	Budget	Variance	Annual	Remaining Budget
Net Before Bond Activity	83,202	81,156	2,046	(433,723)	892,717	(1,326,439)	973,873	1,407,596
Bond Activity	-	-	-	14,610,000	-	14,610,000	-	(14,610,000)
Bond Proceeds	-	-	-	14,610,000	-	14,610,000	-	(14,610,000)
Legal Services	-	-	-	257,856	-	257,856	-	(257,856)
Discount on Bonds Sold	-	-	-	211,845	-	211,845	-	(211,845)
Fees	-	-	-	41,620	-	41,620	-	(41,620)
Total Bond Expenses	-	-	-	511,321	-	511,321	-	(511,321)
Net Bond Activity	-	-	-	14,098,679	-	14,098,679	-	(14,098,679)
Balance	83,202	81,156	2,046	13,664,957	892,717	12,772,240	973,873	(12,691,084)

Gray Collegiate Academy
2022-2023 Annual Budget
FINAL

(based on Senate Revenue estimates)

REVENUE

Student Fees and Fundraisers	250,000
Interest on Investments	1,250
Revenue from State Sources <i>(adjusted to include 7th grade)</i>	6,237,885

TOTAL REVENUES

6,489,135

EXPENDITURES

100 Instruction		
113 Elementary (7th & 8th)		
100 Salaries	337,600	
200 Employee Benefits	67,773	
300 Purchased Services	8,000	
400 Supplies & Materials	25,000	
500 Capital Outlay	75,000	
Total Elementary Instruction		513,373
114 High School		
100 Salaries	968,400	
200 Employee Benefits	194,406	
300 Purchased Services	50,000	
400 Supplies & Materials	75,000	
500 Capital Outlay		
Total High School Instruction		1,287,806
115 CTE		
100 Salaries	54,400	
200 Employee Benefits	10,921	
300 Purchased Services	500	
400 Supplies & Materials	5,750	
500 Capital Outlay		
Total CTE Instruction		71,571
127 Learning Disabilities		
100 Salaries	27,200	
200 Employee Benefits	15,640	
300 Purchased Services	5,000	
400 Supplies & Materials	2,500	
500 Capital Outlay		
Total Learning Disabilities Instruction		50,340

TOTAL INSTRUCTION

1,923,090

Gray Collegiate Academy
2022-2023 Annual Budget
FINAL

(based on Senate Revenue estimates)

200 Support Services		
212 Guidance Services		
100 Salaries	76,094	
200 Employee Benefits	24,731	
300 Purchased Services	500	
400 Supplies & Materials	1,500	
500 Capital Outlay		
Total Guidance Services		102,825
213 Health Services		
100 Salaries	7,200	
200 Employee Benefits	2,540	
300 Purchased Services		
400 Supplies & Materials	750	
500 Capital Outlay		
Total Health Services		10,490
217 Career Specialist Services		
100 Salaries	7,200	
200 Employee Benefits	2,340	
Total Career Specialist Services		9,540
231 Board of Education		
300 Purchased Services	90,000	
600 Other Objects <i>(insurance & dues/fees)</i>	30,000	
Total Board of Education		120,000
233 School Administration		
100 Salaries	309,600	
200 Employee Benefits	101,120	
300 Purchased Services <i>(EMO)</i>	850,000	
400 Supplies & Materials	46,800	
500 Capital Outlay		
Total School Administration		1,307,520
252 Fiscal Services		
100 Salaries	179,200	
200 Employee Benefits	58,740	
300 Purchased Services	25,000	
400 Supplies & Materials	10,000	
500 Capital Outlay		
600 Other Objects <i>(bank fees)</i>	1,500	
Total Fiscal Services		274,440
253 Facilities Acquisition		
500 Capital Outlay		
Total Facilities Acquisition		

Gray Collegiate Academy

2022-2023 Annual Budget

FINAL

(based on Senate Revenue estimates)

254 Operations and Maintenance of Plant		
100 Salaries	42,200	
200 Employee Benefits	14,215	
300 Purchased Services	200,000	
400 Supplies & Materials	50,000	
500 Capital Outlay		
Total Operations and Maintenance of Plant		306,415
255 Student Transportation		
600 Other Objects - <i>Liability Insurance</i> <i>(vehicles)</i>	11,500	
Total Other Objects		
Total Student Transportation		11,500
258 Security		
100 Salaries	42,200	
200 Employee Benefits	14,215	
Total Security		56,415
263 Information Services		
300 Purchased Services	9,000	
Total Information Services		9,000
266 Technology		
100 Salaries	89,400	
200 Employee Benefits	6,839	
400 Supplies & Materials	25,000	
Total Technology		121,239
271 Pupil Services		
100 Salaries	315,000	
200 Employee Benefits	83,315	
300 Purchased Services	225,000	
400 Supplies & Materials	296,647	
500 Capital Outlay		
Total Pupil Services		919,962
TOTAL SUPPORT SERVICES		3,249,345
400 Other Charges		
500 Debt Service		
600 Other Objects (bond payments)	1,316,700	
Total Debt Service		1,316,700
TOTAL OTHER CHARGES		1,316,700
TOTAL EXPENDITURES		6,489,135
CHANGE IN FUND BALANCE		(0)

APPLICATION FOR PARTICIPATION:

AN APPLICATION TO BRING THE Gray Collegiate Academy, Inc, COUNTY OF Lexington, STATE OF SOUTH CAROLINA, INTO THE SOUTH CAROLINA DEFERRED COMPENSATION PROGRAM, AS AN EMPLOYER, UNDER THE PROVISIONS OF S.C. CODE ANNOTATED SECTIONS 8-23-10 *et seq.* (the "Code").

WHEREAS, UNDER THE "Code" any person whether appointed or elected providing services as an employee for the State or any political subdivision thereof for which compensation is paid on a regular basis, is eligible to participate in the South Carolina Deferred Compensation Program, which includes the Salary Deferral [401(k)] and Savings Profit Sharing Plan and the Public Employee 457 Deferred Compensation Plan and Trust.

WHEREAS, the Board of Directors of the Gray Collegiate Academy, Inc County of Lexington (Governing Body) (Political Subdivision), State of South Carolina, desires to make participation in the Plan available to all of its employees eligible to participate therein and desires that the Commission administer for it the investment, distribution and other handling of deferrals made by its participating employees, and

WHEREAS, Gray Collegiate Academy, Inc [] will / [] will not allow Roth contributions into the Salary Deferral [401(k)] and Savings Profit Sharing Plan, and

WHEREAS, Gray Collegiate Academy, Inc [] will / [] will not allow Roth contributions into the Public Employee 457 Deferred Compensation Plan and Trust, and

WHEREAS, the following persons and their respective successors in office have been authorized, empowered, and ordered to make the agreed-upon deferrals from the compensation of employees and to transmit such deferrals plus all information required with respect thereto to the Commission or its designee.

Marty Rawls, Chief Finance Officer

Dr. William B. Newsome, Principal

NOW, THEREFORE, be it Resolved, for itself and all persons dealing in its behalf with the Commission or it's designee, that Gray Collegiate Academy, Inc desires to participate in the South Carolina Deferred Compensation Program, [] will / [] will not allow Roth contributions into the Salary Deferral [401(k)] and Savings Profit Sharing Plan, [] will / [] will not allow Roth contributions into the Public Employee 457 Deferred Compensation Plan and Trust and will comply with the "Code" and rules, regulations and requirements promulgated by the Commission thereunder as in effect from time to time, until a delivery to the Commission or it's designee a certified copy of a resolution to the contrary.

IN WITNESS WHEREOF, by authority granted by the Board of Directors, the undersigned has duly completed and executed the within Application in the name of and on behalf of the Gray Collegiate Academy, Inc, County of Lexington, State of South Carolina, this 27th day of June, 2022.

Name and Title

Gray Collegiate Academy, Inc, Lexington County

Entity and County

State of South Carolina

RESOLUTION:

At a meeting of the Board of Directors of the Gray Collegiate Academy, Inc, County of Lexington, State of South Carolina, held at Gray Collegiate Academy, Inc on the 27th day of June, 20 22, the following RESOLUTION was of offered:

RESOLVED, That the Board of Directors of the Gray Collegiate Academy, Inc, County of Lexington, State of South Carolina, approved the inclusion of the employees of the Gray Collegiate Academy, Inc, in the South Carolina Deferred Compensation Program under provisions of S.C. Code Annotated Sections 8-23-10 *et.seq.* (the "Code")., as amended from time to time, known as the Salary Deferral [401(k)] and Savings Profit Sharing Plan and Public Employee 457 Deferred Compensation Plan and Trust, [] will / [] will not allow its employees to make Roth Contributions to the Salary Deferral [401(k)] and Savings Profit Sharing Plan, [] will / [] will not allow its employees to make Roth Contributions to the Public Employee 457 Deferred Compensation Plan and Trust, and agrees to comply with the requirements of said Code and Rules and Regulations of the Deferred Compensation Commission, as may be amended from time to time. This action is to become effective on the 1st day of July, 2022.

The above RESOLUTION was passed by the Board of Directors of the Gray Collegiate Academy, Inc.

STATE OF SOUTH CAROLINA
COUNTY OF Lexington

I, Teresa Brazell Board Chair of the Gray Collegiate Academy, Inc
(Name) (Title)

County of Lexington State of South Carolina, do hereby certify that I have compared the foregoing with the original RESOLUTION passed by the Board of Directors of the Gray Collegiate Academy, Inc County of Lexington State of South Carolina, at a meeting held on the 27th day of June, 20 22, on file in this office and duly recorded in the minute book, and that the same is a true copy thereof and whole of said original. I further certify that the full Board of Directors of the Gray Collegiate Academy, Inc consists of 7 duly elected members, and that, as above stated, 7 of said duly elected members voted in favor of the above RESOLUTION. IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Board of Directors on the day of June 27, 2022.

Name and Title
Gray Collegiate Academy, Inc, Lexington County
Entity and County
State of South Carolina



PEBA

SC Retirement Systems
and State Health Plan

South Carolina Public Employee Benefit Authority

202 Arbor Lake Drive | Columbia, SC 29223

803.737.6800 | 888.260.9430

www.peba.sc.gov

By email only to marty.rawls@grayca.com

June 2, 2022

Attn: Mrs. Marty Rawls, Chief Financial Officer
Gray Collegiate Academy, Inc.
3833 Leaphart Road
West Columbia, SC 29169

Re: Welcome to the Retirement Systems

Dear Mrs. Rawls:

On behalf of the South Carolina Public Employee Benefit Authority (PEBA), I would like to welcome Gray Collegiate Academy, Inc. as a participating employer in the Retirement Systems, effective **July 1, 2022**. Coverage includes South Carolina Retirement System (SCRS), State Optional Retirement Program (State ORP), SCRS Incidental Death Benefit, Police Officers Retirement System (PORS), and PORS Incidental Death Benefit. Your assigned employer number with PEBA retirement benefits is 832.08.

Visit peba.sc.gov to view the employer and member publications to assist in administering the PEBA retirement benefits. Employers are required to have access to the [Electronic Employer Services](#) (EES) website. EES provides authorized users with secure access to member accounts, the ability to submit quarterly payrolls, prepare monthly and quarterly deposit forms, and complete employer certifications. The completed EES forms have been forwarded to Operations for processing.

Page 2 of this confirmation letter includes additional helpful information. Please contact us at EmployerServices@peba.sc.gov with any questions or concerns.

Sincerely,

Jennifer S. Dolder
Employer Services Director

Serving those who serve South Carolina

Health insurance | Retirement benefits | 401(k) | 457(b) | Dental | Vision | Life insurance | Long term disability | Flexible spending accounts

New employer checklist – PEBA SC Retirement Systems

- View [retirement employer training](#) to learn more about administering the benefits. Additionally, attend virtual events, as announced in our weekly e-newsletter to employers, *PEBA Update*.
- Confirm access to the [Electronic Employer Services](#) (EES) website. A userid and password is emailed to you upon receipt and processing of the EES [Form 6505](#).
- Add *Employer Contact Information* in EES. This information provides the necessary contact details for PEBA to issue correspondence and distribute the [PEBA Update](#) weekly e-newsletter.
- Initiate enrollments for new employees via EES *Retirement Plan Enrollment*.
 - Resources for processing online enrollments are available [here](#).
 - Provide employees with the [Retirement Enrollment Guide for New Hires](#) flyer.
 - Remind employees to designate retirement beneficiaries. Share the [Designating Active Member Beneficiaries](#) flyer.
- Employer and member contribution rates are set by statute. Review the rates [here](#). Ensure that the appropriate member contributions are withheld from member wages.
- Review the due date calendar ([Form 1341](#)) for deposit and report requirements. View the Reporting Process chapter of the [Covered Employer Procedures Manual](#) for information about the EES *Employer Reporting* requirements. Contact your Member Account Services representative (view the *EES Assistance* link in EES) for assistance with deposits and reporting.
- If a State ORP eligible employer, State ORP contributions must be remitted by the employer directly to the service providers. Contact each provider, as listed on PEBA's State ORP service provider contacts [list](#), for more information about how to access their employer portal and remit contributions.
- Participation in the [South Carolina Deferred Compensation Program](#) (Deferred Comp) provides employees an opportunity to supplement their retirement savings through a 401(k) and/or 457 plan. Deferred Comp is currently administered by Empower Retirement, which offers local retirement plan advisors to assist participants in reaching their retirement savings goals. For more information contact Nancy Ornduff at Nancy.Ornduff@empower-retirement.com.
- Call PEBA Customer Service at 803.737.6800 or 888.260.9430 (option 4, then 3) or email customerservice@peba.sc.gov. Additionally, email EmployerServices@peba.sc.gov for assistance.