



Department of  
**Education**

# COVID-19 Charter School & CMO Bi-Weekly Update Call

**April 30, 2020**

Dr. Robert Lundin, Assistant Commissioner  
Judy Spencer, Director of Charter Schools

# Call Participants

## Target Audiences

- Charter School Campus Administrators
- Charter Management Organization Senior Leaders

## Department Presenters

- Dr. Robert Lundin, Assistant Commissioner of School Models & Programs
- Judy Spencer, Director of Charter Schools

## Other Department Representatives

- Christy Ballard, General Counsel
- Charlie Bufalino, Assistant Commissioner of Policy & Legislative Affairs
- Dr. Eve Carney, Chief Districts & Schools Officer
- Chelsea Crawford, Assistant Commissioner of Communications & Engagement
- Lee Danley, Deputy General Counsel
- Deborah Thompson, Assistant Commissioner of Federal Policy & Oversight

# Intended Outcomes

- **Identify** updates relevant to charter schools and their CMOs.
- **Define** systems and expectations for ongoing communications.
- **Collect** any unanswered questions for future responses.

# Agenda

- Current Informational Resources
- Facilities Fund Grant Processes
- Auditing Expectations
- Educator Reporting
- Updated COVID-19 Guidance
- CARES Act & Charter Schools
- Cadence of Future Communications
- Questions

# Current Informational Resources

**Charter schools and their supervising LEAs should continually monitor the department's dedicated COVID-19 site for updated information:**

<https://www.tn.gov/education/health-and-safety/update-on-coronavirus.html>

This web page now includes the following recently updated resources pertinent to charter schools:

- [Graduation Ceremony Guidance](#) (Updated 4/23)
- [Federal Funds Guidance](#) (Updated 4/27)
- [School & District Accountability Guidance](#) (Updated 4/15)
- [Assessment Guidance](#) & [TCAP Return Instructions](#) (Updated 4/17)
- Nutrition [FAQs](#) & [Toolkit](#) (Updated 4/17)
- SBOE Emergency Rules [FAQs](#) & TDOE Guidance Documents (Updated 4/21)
- [TDOE / UTK COVID Professional Development for Principals](#) (Updated 4/24)

# Facilities Funds Grants Processes

- As a reminder, any requests for modifications to allocations of awarded facility grant funds may be submitted in writing to Judy Spencer ([judy.spencer@tn.gov](mailto:judy.spencer@tn.gov)).
- Grantees should input individual line items into ePlan by clicking “Modify” under their “Budget” section.
- Schools should upload the following documents under “Related Documents” in ePlan:
  - Application
  - Assurances
  - Cover Letter

# Auditing Expectations

- Charter School Activity Fund audits WILL NOT be required for the year ending 6/30/2020.
- Audits will be required for the year ending 6/30/2021.
- Cafeteria audits will continue as originally scheduled despite campus closure.
- It is critical to maintain thorough records in this area, especially if your school is responsible for any aspect of local food distribution.

# Educator Reporting

Educators must be accurately reported in TNCompass for the “Year End Experience” report

- Purpose: Educators obtain experiential credit toward their licenses for the 2019-20 year
- Formerly: LEAs entered information for charters
- New: Charters must enter information directly into TNCompass
- Refer to the TNCompass Salary Management Guide in the Resources section of TNCompass:  
<https://tncompass.org/Account/Login>
- Pre-requisite: Complete the December 1 report



# Educator Reporting Process

- Step 1 – enter a salary schedule (*TNCompass/Administration/Salary Schedules*)
- Step 2 – determine which supplements or additional salary lines to use for the year (*TNCompass/Administration/Salary Dashboard/District Supplements/Supplements*)
- Step 3 – enter educator information, such as assignment or job code, salary, additional salary pieces such as coaching etc. Any person who holds an active educator license, whether working in an instructional role or not, needs to be reported here. Anyone who is not listed will need to be “staffed” in TNCompass so their data can be entered. (*TNCompass/Administration/Salary Dashboard/December 1 Report/Assignments*)
- Step 4 – enter a headcount based on roll for all ‘non-licensed’ staff working in the school (*TNCompass/Administration/Salary Dashboard/December 1 Report/Non-Licensed Headcount*)
- Step 5 – complete the report. This step will show as locked until both steps 3 and 4 are completed. (*TNCompass/Administration/Salary Dashboard/December 1 Report/Certify December 1 Reporting*)
- Step 6 – Once the December 1 has been certified, the “Year End Experience” report will unlock. This is where the teachers should be adjusted for actual experience time for the year. This is what will show on their educator license information.
- Step 7 – certify this report just like step 5.

# Updated COVID-19 Guidance

- High School Graduation Ceremonies
  - At discretion of local school boards & superintendents
  - Postponement is a possibility
  - Social distancing & other safety practices
  - Numerous ways to honor seniors
  - <https://www.tn.gov/content/dam/tn/education/health-&-safety/Graduation%20Ceremony%20Guidance.pdf>

# Updated COVID-19 Guidance

## ■ Dual Enrollment Students

- Students in DE courses are considered college students & so must finish their DE course as directed by their college professor through the end of the college semester as set by each institution.
- Final DE grades will go on college transcripts and will be reported to high schools through established partnership protocols.
- Memo lists DE contacts at each college & Pathways Regional Coordinators
- <https://www.tn.gov/content/dam/tn/education/health-&-safety/TBR%20Academic%20Affairs%20-%20Dual%20Enrollment%20March%2020%20Grades.pdf>

# CARES Act and Charter Schools

- **CARES Act funding applications will be submitted on the LEA level.**  
TDOE will specifically require information from applying LEAs on how funds will be made equitably accessible to charter schools.
  
- **Congress has allocated an additional \$310 billion toward SBA loans.**
  - **“Paycheck Protection Program”**
    - The PPP will cover two months of a schools 2019’s average monthly payroll, with an additional 25 percent for operating costs such as rent or mortgage and utilities- up to a maximum of \$10 million. The loans carry one-percent interest, with a maturity term of two years. Borrowers are not required to make loan payments for the first six months. Nor are they required to put up collateral, make personal guarantees or pay fees. The federal government will direct-deposit the loan into a qualifying organization’s bank.
    - The guidelines require that 75 percent of a PPP loan be used to fund payroll and employee benefits, and allows for the remaining 25 percent to be spent on mortgage interest payments, rent and lease payments and utilities. If schools adhere to these guidelines, the government will forgive 100 percent of its loan, effectively turning it into a tax-free grant.
    - Parochial, private and charter schools should be eligible for the PPP if they apply individually by school, rather than as a network of schools, because the loans are limited to businesses that have fewer than 500 employees.

# CARES Act and Charter Schools

- **Congress has allocated an additional \$310 billion toward SBA loans.**
  - [“Economic Injury Disaster Loan”](#)
    - Unlike the PPP program, the EID loan does not include a forgiveness provision. However, for organizations that do not qualify for PPP or don’t get approval before the money runs out, it is not a terrible option if the alternative is permanent closure.
    - The EID offers up to \$2 million in assistance to nonprofits and for-profits to help overcome temporary loss in revenue caused by COVID-19.
    - The interest rate is 2.75 percent for nonprofits and 3.75 percent for for-profits, with repayment terms of up to 30 years. The long term means monthly repayments would be relatively low. While the PPP is calculated on payroll, the EID would be based on loss of tuition.
    - Organizations can only apply for one or another.

# Cadence of Future Communications

- Conference calls exclusively for LEA liaisons to charter school campuses will occur on a bi-weekly basis.
- Weekly email updates will be sent to all identified representatives.
- Charter school FAQ documents will be continuously updated and uploaded to the department's COVID-19 web page: <https://www.tn.gov/education/health-and-safety/update-on-coronavirus.html>
- Your respective directors of schools are also invited to participate in ongoing superintendent conference calls.
- LEA charter school representatives may direct specific questions to Judy Spencer at [Judy.Spencer@tn.gov](mailto:Judy.Spencer@tn.gov).

# Questions

- What are the most pressing issues you are dealing with?
- How can the department be a resource for you?
- What other inquiries do you have?