

Tennessee Public Charter School Commission
Office Space One-Pager
Davy Crockett Tower – 5th floor

	<p>Conference Room 5.414 <i>(large table with 12 chairs; also need projector, drop-down screen, outlets, conference phone)</i></p>			<p>Deputy Director Office 5.427</p>
	<p>Workroom/File Storage 5.416 <i>(need color and black/white copiers/scanners, filing cabinets)</i></p>			<p>General Counsel Office 5.100A <i>(includes room for storage/shelves)</i></p>
				<p>Executive Director Meeting Room 5.101 <i>(smaller table and chairs; 4-6 people; need conference phone)</i></p>
<p>Staff 5.109A</p>	<p>Staff 5.107A</p>	<p>Exec Admin 5.105A</p>	<p>Waiting Area 5.102A <i>(will have four arm chairs)</i></p>	<p>Executive Director Office 5.103 <i>(will have fully frosted glass on door window)</i></p>
<p>Staff 5.109B</p>	<p>Staff 5.107B</p>	<p>Staff 5.105B</p>		
<p>Staff 5.109C</p>	<p>Staff 5.107C</p>	<p>Staff 5.105C</p>		

Notes:

- Need to have space where public can come in and view records, including hard copy documents and videos, recordings, and other electronic information.
 - Perhaps we have several filing cabinets next to waiting area, which could double as a table/work space (i.e., filing cabinets that have table and stools), and this is also where the public can view records. A computer could be kept locked up in the workroom.

Tennessee Public Charter School Commission
Office Space One-Pager
Davy Crockett Tower – 5th floor
Examples

Waiting Room Armchairs



Large Conference Room



Small Conference Room



2019-2020 Work Program
33100 - Education (K-12)

33156 Charter School Commission	Budget File	Amendments	Total
70100 Regular Salaries	0	664,300	664,300
70102 Longevity	0	0	0
70104 Overtime	0	0	0
70200 Benefits	0	175,900	175,900
Payroll Expenditure	0	840,200	840,200
70300 Travel	0	0	0
70400 Printing and Duplicating	0	0	0
70500 Utilities and Fuel	0	0	0
70600 Communications	0	0	0
70700 Maintenance	0	0	0
70800 Prof Services 3rd Party	0	111,400	111,400
70900 Supplies and Materials	0	0	0
71000 Rentals and Insurance	0	0	0
71100 Motor Vehicle Operations	0	0	0
71200 Awards and Indemnities	0	0	0
71300 Grants and Subsidies	0	0	0
71400 Unclassified	0	0	0
71500 Inventory	0	0	0
71600 Equipment	0	0	0
71700 Land	0	0	0
71800 Buildings	0	0	0
71900 Discounts Lost	0	0	0
72000 Highway Construction	0	0	0
72100 Training	0	0	0
72200 Computer Related	0	0	0
72500 Prof Services State Agys	0	0	0
73100 Debt Retirement	0	0	0
73200 Interest on Debt	0	0	0
73300 Trustee Fees	0	0	0
73500 Depreciation	0	0	0
73600 Equipment Disposal Loss	0	0	0
HEExpOper HE Non-WP Expenditure	0	0	0
Operational Expenditure	0	111,400	111,400
Total	0	951,600	951,600
86050 General Fund State	0	951,600	951,600
DedAppn Dedicated State	0	0	0
State Appropriations Revenue	0	951,600	951,600
68001 Federal Revenue	0	0	0
68002 Federal Capital Grants	0	0	0
68012 Refund PY Federal Exp	0	0	0
HERevFed HE Non-WP Federal Rev	0	0	0
Federal Revenue	0	0	0
68030 Counties	0	0	0
68040 Refund PY Local Exp	0	0	0
68050 Cities	0	0	0
68060 Non-Governmental	0	0	0
68070 Other State Rev	0	0	0
68080 Current Services	0	0	0
68085 Non-Dept Interest	0	0	0
68090 Inter-Departmental	0	0	0
68095 Inter-Dept CUs	0	0	0
68100 C&I Fire Marshal Prm Tx	0	0	0
68201 SAF DL Reinstmt Fee	0	0	0
68202 SAF DL Application Fee	0	0	0
68203 SAF Handgun Permit Fee	0	0	0
68204 SAF Handgun Training Sch	0	0	0
68205 SAF Driver Train Sch Fee	0	0	0
68206 SAF Sch Bus Inspect Fee	0	0	0
68207 SAF Trailer Inspect Fee	0	0	0
68211 THEC PostSecndAuth Fees	0	0	0
68228 MH Licensure Fee	0	0	0
68229 DCS DetentionCtr LicFee	0	0	0
68237 LWD Mine Frmn Exam Fee	0	0	0
68238 LWD Mine Frmn Reg Fee	0	0	0
68240 TBI Handgun Permit Fees	0	0	0
68241 C&I BrokerDealer_Agent Reg_BUD	0	0	0

2019-2020 Work Program
33100 - Education (K-12)

68242 C&I InvestmentCoNoticeFile_BUD	0	0	0
68243 C&I Ins Agent Appt_Term_BUD	0	0	0
68301 SAF DL Revocation Pity	0	0	0
68302 SAF Seizures Confiscatns	0	0	0
68303 SAF MotCarrier ZoneFines	0	0	0
68319 DCS Locked Fac Fine	0	0	0
85000 Reserves	0	0	0
HERevOth HE Non-WP Other Revenue	0	0	0
Other Revenue	0	0	0
TUITFEES Tuition Fees	0	0	0
Institutional Revenue	0	0	0
Total	0	951,600	951,600
1 Full-Time Positions	0	10	10
2 Part-Time Positions	0	0	0
3 Seasonal Positions	0	0	0
4 Full-Time Administrative	0	0	0
5 Professional	0	0	0
6 Faculty	0	0	0
7 Clerical/Support	0	0	0
Total Positions	0	10	10

**Tennessee Public Charter School Commission
Business & Operations Committee
July 8, 2020 Meeting**

Budget Revision - Executive Summary

Pursuant to the State's required 12% funding and expense reduction the Commission must approve a reduced budget. The Commission anticipates approving a reduced budget at its July 22, 2020 meeting.

12% of the current FY21 budget corresponds to a \$84,600 reduction (rounded).

The attached budget materials provide detailed line item estimates of anticipated expenses, but they can be summarized as follows:

Reduction in Compensation and Benefits Costs	- \$253,200
Increase in Administrative and Operational Costs	<u>\$168,600</u>
Net Change	- \$ 84,600

Additionally, we have provided an estimate of the FY22 budget for context in support of the Committee and Commission discussions.

These are all drafts for discussion and may be revised prior to the Commission approving a revised budget.

Tennessee Public Charter School Commission
FY21 Budget (revised for 12% reduction)
Amounts are rounded

	Notes	FY21 Prior Budget	FY21 -- DRAFT -- Revised	Change	FY22 Prelim Budget
REVENUES					
State Funding (recurring)	R1	701,600	617,000	(84,600)	595,000
Additional State Funding (previously allocated)	R2	250,000	250,000	-	135,000
Authorizer Fees	R3				140,000
Other Revenue					
Total Revenue		951,600	867,000	(84,600)	870,000
EXPENSES					
Salaries	E1	664,300	441,000	(223,300)	706,000
Benefits	E2	175,900	146,000	(29,900)	233,000
Total Compensation		840,200	587,000	(253,200)	939,000
Professional Services	E3	111,400	111,400	-	50,000
Commission Meeting Costs (Travel, Lodging, Meal	E4		46,000	46,000	57,000
Staff travel (schools, site visits, etc.)	E5		15,000	15,000	15,000
Facilities Rent	E6		50,000	50,000	50,000
Equipment, Supplies, and Materials	E7		15,000	15,000	10,000
Unclassified and Other	E8		42,600	42,600	20,000
Total Non Personnel Costs		111,400	280,000	168,600	202,000
Total Expenses		951,600	867,000	(84,600)	1,141,000
Net Surplus/(Deficit)		-	-		(271,000)

Assumptions/Explanations

Note R1: 12% budget reduction in FY21 is \$84,600; 12% reduction anticipated for FY22

Note R2: Funding for FY21, FY22 per fiscal note

Note R3: 3 schools in FY21 fees go to State Board, 4 schools in FY22 fees go to Commission

Note E1: Staffing for 10 FTEs is prorated for FY21

Note E2: Benefits at 26% in prior budget, 33% in revised budget, 10 FTEs prorated for partial year hires

Note E3: 84k in existing contracts

Note E4: FY21 has Commission travel based on mix of virtual/in person, Zero allocation for committee travel

Note E5: Staff travel to visit schools

Note E6: Rent costs per STREAM

Note E7: Estimate for office setup

Note E8: Various, may include E. D. relocation costs

Tennessee Public Charter School Commission
Staffing Detail

Estimated Salaries (for discussion only)	Notes	Annual	FY21 (Prorated)		Prelim FY22
Exec. Dir		160,000	133,333	10 months	164,800
General Counsel		110,000	55,000	6 months	113,300
Dir. Finance		90,000	45,000	6 months	92,700
Dir. Data & Assessment		80,000	40,000	6 months	82,400
Dir. Communications		60,000	30,000	6 months	61,800
Dir. Federal Programs & Sp. Populations		85,000	42,500	6 months	87,550
Education Consultant I		50,000	25,000	6 months	51,500
Education Consultant II		50,000	25,000	6 months	
Admin.		50,000	25,000	6 months	51,500
Admin.		40,000	20,000	6 months	
<hr/>					
Total Salaries	1	775,000	440,833		705,550
FTEs		10			8
<hr/>					
Benefits	33%	255,750	145,475		232,832
<hr/>					
Total		1,030,750	586,308		938,382

Note 1: Staffing ED role at 10 months, all else at 6 months, 3% increase in FY22

Tennessee Public Charter School Commission
 FY21 Travel/ Board Meeting Budget

FY21 Commission Meetings (nine)	Fiscal Year (FY21)												FY21 TOTAL	
	22-Jul Virtual	30-Jul Virtual	12-Aug TBD	26-Aug TBD	Oct 26-27 In Person	Dec 2-3 In Person	February In Person	April In Person	June In Person	Nashville	Chattanooga	Memphis		
Location			Nashville	Nashville	Nashville	Nashville	Nashville	Memphis	Chattanooga	Nashville				
Assumptions														
Mileage: 7 of 9 commissioners drive			2,013	2,013	2,013	2,013	2,013	2,013	2,013	2,013	2,013	2,013	2,013	14,088
Lodging: 7 of 9 require lodging			1,750	1,750	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	21,000
Meals: 9 require meals			495	495	990	990	990	990	990	990	990	990	990	5,940
Technology Support			500	500	500	500	500	500	500	500	500	500	500	3,500
Group Transport					500	500	500	500	500	500	500	500	500	2,500
9 of 9 require parking			225	225	225	225	225	225	225	225	225	225	225	1,575
Commissioner Meeting Costs			4,983	4,983	7,728	7,728	7,728	7,728	7,728	7,728	7,728	7,728	7,728	48,603
Staff who Travel			5	5	5	5	5	4	4	4	4	4	4	3,450
Staff Mileage								1,150	1,150	1,150	1,150	1,150	1,150	3,450
Staff Lodging								2,000	2,000	2,000	2,000	2,000	2,000	6,000
Staff Meals			275	275	275	275	275	440	440	440	440	440	440	2,420
Staff Parking			125	125	125	125	125	100	100	100	100	100	100	800
Staff Commission Meeting Costs			400	400	400	400	400	3,690	3,690	3,690	3,690	3,690	3,690	12,670
Total Commission Meeting Costs			5,383	5,383	8,128	8,128	8,128	11,418	11,418	11,418	11,418	11,418	11,418	61,273
Staff Travel to Visit Schools														
E.D. Travel in State (school/site visits)					1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	6,000
E.D. Travel out of state (recruiting, best practice visits)					500	500	500	500	500	500	500	500	500	3,000
Staff Travel in State (school/site visits)					1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	6,000
Total Staff Travel					2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	15,000

TENNESSEE GENERAL ASSEMBLY
FISCAL REVIEW COMMITTEE



FISCAL MEMORANDUM

HB 940 - SB 796

April 8, 2019

SUMMARY OF ORIGINAL BILL: Extends, from December 1 to December 31, the annual deadline for the State Board of Education (SBE) to publicly report the total amount of authorizer fees collected in the previous school year and the authorizing obligations fulfilled using the fee.

FISCAL IMPACT OF ORIGINAL BILL:

NOT SIGNIFICANT

SUMMARY OF AMENDMENTS (007138, 007329, 007771): Amendment 007138 deletes all language after the enacting clause. Creates the Tennessee Public Charter School Commission as an independent state entity for the purpose of serving as a charter school authorizer and the local education agency (LEA) for any public charter school it authorizes. Beginning in the 2020-21 school year, authorizes the Commission hear appeals for denied charter school applications. Authorizes the Commission to adopt policies and procedures for the Commission and the Commission's authorized charter schools. Requires the Commission to be composed of nine members that must be appointed by the Governor and confirmed by joint resolution of the Senate and the House of Representatives. Requires the Commission to meet at least quarterly. Authorizes reimbursement to members for travel expenses. Requires the Commission to employ a Director of Schools who has the same duties and powers granted under Tenn. Code Ann. § 49-2-301. Revises language pertaining to the operation of public charter schools in Tennessee.

Amendment 007329 changes language in amendment 007138 to authorize the SBE to determine the timelines for approval and the appeal process.

Amendment 007771 deletes and adds language to amendment 007138 to require a new appointee to serve for the term appointed if the General Assembly is not in session at the time a member is appointed to fill a vacancy, unless the appointment is not confirmed during the next regular session of the General Assembly.

HB 940 - SB 796

FISCAL IMPACT OF BILL WITH PROPOSED AMENDMENTS:

**Increase State Revenue – \$250,000/FY20-21/Charter School Commission
\$275,000/FY21-22 and Subsequent Years/
Charter School Commission**

**Decrease State Revenue – \$250,000/FY20-21 and Subsequent Years/
State Board of Education**

Increase State Expenditures – \$951,600/FY19-20/General Fund

**\$250,000/FY20-21/Charter School Commission
\$701,600/FY20-21/General Fund**

**\$275,000/FY21-22 and Subsequent Years/
Charter School Commission
\$676,600/FY21-22 and Subsequent Years/
General Fund**

**Decrease State Expenditures – \$250,000/FY20-21 and Subsequent Years/
State Board of Education**

Other Fiscal Impact – There will be a shift in BEP funding from the State Board of Education to the Tennessee Public Charter School Commission estimated to be \$4,300,000 in FY21-22 and subsequent years; such funding will subsequently be distributed to charter schools as under current law. The net impact to state expenditures and local school revenue is estimated to be not significant.

Assumptions for the bill as amended:

Meeting Expenditure Assumptions:

- The Tennessee Public Charter School Commission will consist of nine members appointed by the Governor.
- The Commission will meet quarterly and it is assumed that on average, one member will not require reimbursement for travel or lodging for each of the meetings.
- Members will receive \$0.47 per mile roundtrip; the average miles travelled per member is estimated to be 234 miles roundtrip.
- The total cost for travel reimbursement is estimated to be \$3,519 (234 miles roundtrip x \$.47 per mile x 4 meetings x 8 members).
- The total cost for lodging reimbursement for eight members is estimated to be \$5,728 (\$179 x 4 meetings x 8 members).

- The total cost for meals and incidentals for all 9 members to attend each of the quarterly meetings is estimated to be \$2,196 (\$61 per diem x 4 meetings x 9 members).
- The total recurring increase in state expenditures from the General Fund, is estimated to be \$11,443 in FY19-20 and subsequent years (\$3,519 + \$5,728 + \$2,196).

Fee Revenue Assumptions:

- All fee revenue will be transferred from the SBE to the Commission beginning in FY20-21; resulting in a recurring decrease in state revenue to the SBE of \$250,000 in FY20-21 and subsequent years, and a corresponding increase in state revenue to the Commission in FY20-21 and subsequent years.
- It is reasonably assumed that the SBE will reduce expenditures by a corresponding amount resulting in a recurring decrease in state expenditures to the SBE of \$250,000 in FY20-21 and subsequent years.
- It is assumed that the Commission will receive 10 applications per year; this is estimated to result in an increase in state revenue estimated to be \$25,000 in FY21-22 and subsequent years; such funding will be used for administrative expenditures.
- The total recurring increase in state revenue to the Commission is estimated to be \$275,000 (\$250,000 + \$25,000) in FY21-22 and subsequent years.

Commission Administrative Expenditures:

- The Commission is required to employ a Director of Schools; the recurring increase to state expenditures is estimated to be \$123,749 (\$100,500 salary + \$23,249 benefits).
- By using the SBE's staffing pattern, the Commission will need to hire the following personnel:
 - One Attorney 3 position at a recurring cost of \$95,541 (\$76,308 salary + \$19,233 benefits);
 - One Education Consultant 4 position at a recurring cost of \$99,991 (\$80,124 salary + \$19,867 benefits);
 - Three Education Consultant 3 positions at a recurring cost of \$278,103 [(\$73,872 salary + \$18,829 benefits) x 3];
 - One Education Consultant 2 position at a recurring cost of \$84,694 (\$67,005 salary + \$17,689 benefits);
 - One Accountant 2 position at a recurring cost of \$62,086 (\$47,616 salary + \$14,470 benefits); and
 - Two Administrative Services Assistant 1 positions at a recurring cost of \$96,020 (\$35,544 salary + \$12,466 benefits x 2).
 - Total recurring increase in state expenditures due to the Commission's staffing requirements is estimated to be \$840,184 (\$123,749 + \$95,541 + \$99,991 + \$278,103 + \$84,694 + \$62,086 + \$96,020).
- It is assumed that the Commission will contract with DOE for HR, IT, financial, and other support services; the net impact on DOE will be not significant.

- It is estimated that the costs for rent, facilities, contracted services, notice publications, and overhead for the Commission will increase recurring state expenditures of \$100,000 in FY19-20 and subsequent years.

Total Impact Assumptions:

- The total recurring increase in state expenditures in FY19-20 and Subsequent Years is estimated to be \$951,627 (\$840,184 staff + \$100,000 other + \$11,443 meeting costs). Such expenditures will be funded as follows:
 - In FY19-20: \$951,627 General Fund
 - In FY20-21: \$250,000 from Commission fee revenue + \$701,627 General Fund
 - In FY21-22 and subsequent years: \$275,000 Commission fee revenue + \$676,627 General Fund
- The proposed legislation will result in a shift in BEP funding to schools, changing from SBE to the Commission as the pass-through entity, in an amount estimated to be \$4,300,000. No significant impact on state expenditures or available funding to schools.

CERTIFICATION:

The information contained herein is true and correct to the best of my knowledge.



Krista Lee Carsner, Executive Director

/alh