



TO: Business Operations Committee, Tennessee Public Charter School Commission

FROM: Tess Stovall, Executive Director, Tennessee Public Charter School Commission

DATE: March 27, 2025

SUBJECT: Charter Commission Operational Updates

Staffing

- Since January 2025, we have the following staffing updates:
 - Director of School Programs and Supports – In the hiring process.
 - Student Data Analyst – In the hiring process.
 - Manager of Strategic Initiatives – D. Cummings left early March, and we have launched the hiring process for this role.

Office Space

- The Department of General Services has allocated office space on the 8th Floor of the Davy Crockett Tower for the Charter Commission. No further space is available on the 8th floor or within the building.
- As we plan for future staff growth, we will work closely with the Department of General Services to ensure we plan for flexible seating in the long term, accommodating a time when we will need to rotate space amongst staff. Most other agencies in the state already rotate space and utilize flexible seating.

Grant Management

- As the Commission's portfolio grows, we are analyzing our grant management process (budgets and reimbursements) to determine how best to streamline the process as we increase in volume.
- We are reaching out to other state agencies that also manage grant funds to understand their systems and if there are opportunities for us to leverage the systems they use.
- We will update the Committee as we gather additional information and if we anticipate any changes in our process for the future.

Procurement

- The Commission is beginning to evaluate procurement needs for FY26, and there is one agreement for Commission approval.
 - Tennessee Language Center (TLC): The Commission has maintained an interagency agreement with TLC since FY23 to support the agency's interpretation and translation needs. For FY26, Commission staff is working with the Central Procurement Office and TLC to establish a new interagency agreement with a maximum liability of \$40,000. This agreement will support the agency's translation of documents, policies, and in-person translation services.



2025 & 2026 Meeting Dates

- We have the following 2025 meeting dates remaining:
 - May 27 (Virtual, Special-Called) – Only if needed
 - July 24-25 (Nashville)
 - LEA Policy Updates
 - New Start Appeal Preparations
 - October 16-17 (Nashville)
 - New Start Appeals
 - December 1 (Virtual, Special-Called) – Only if needed
- Prior to the July 2025 meeting, we will poll Commissioners regarding possible meeting dates for 2026. We will evaluate dates based on alignment with statutory deadlines and the ability to meet quorum requirements. Please look out for a poll with possible dates, and the 2026 dates will be brought to the July 2025 meeting for approval.