



TO: Business Operations Committee, Tennessee Public Charter School Commission

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

DATE: December 8, 2020

SUBJECT: Charter Commission Operational Updates

General Updates

Staffing

- I have hired two individuals to fill key roles with the Charter Commission. Ashley Thomas will serve as the General Counsel, and Chase Ingle will serve as the Director of External Affairs.
- I am now conducting the hiring process for the Director of Finance and Operations who will oversee the LEA functions for the Charter Commission.
- After the hire of the Director of Finance and Operations, the focus will shift to hiring two coordinator roles to support the set up of the LEA functions, and these individuals will report into the Director of Finance and Operations role.
- Because of the FY 2022 budget request to increase the equity amount available to the Charter Commission, there are three positions that will be held to fill until FY2022. The amount of available equity is something that I am keenly focused on, and it is critically important to increase the equity available so that the Commission can hire competitively and retain staff in the long-term.

Finance/Budget

- The website vendor, Elizabeth Tullos, completed the set-up of the Charter Commission's website, and [the website](#) was launched in early November. I have established a contract with the vendor to maintain the Charter Commission website through the end of FY21 and to train staff on using the website. The contract amount is for a maximum of \$2,500.

Office Space

- The Charter Commission officially assumed 981 sq. ft. of space on the 5th Floor of Davy Crockett Tower as of December 1st.
- To accommodate the additional hires of a Director of External Affairs and a Director of Finance and Operations, I have requested to acquire two additional cubicles in the space as of January 1, 2021.
- We have ordered a copier/printer for the Commission staff to use as well as some basic office supplies for the staff.

Commission Logo/Branding

- I worked with the Department of General Services to establish the Commission's logo, a PowerPoint template, and a one-pager. This will be charged to Commission as State Agency Professional services, and the charged is included in the FY21 forecast.



SharePoint

- Through the Tennessee Department of Education, a SharePoint site ("TNShare") for the Commission has been set up to share agenda materials with Commissioners moving forward. The agenda materials will also be publicly posted on the Commission's website.

Staff Professional Development

- As the Commission staffs up, it is critically important for the staff to receive training on quality authorizing, and the Commission's membership with the National Association of Charter School Authorizing (NACSA) allows staff to access professional development opportunities. The new general counsel will participate in a virtual authorizing bootcamp which is an eight-week virtual professional development on charter school authorizing through NACSA.