



TO: Business Operations Committee, Tennessee Public Charter School Commission

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

DATE: October 11, 2021

SUBJECT: Charter Commission Operational Updates

### Staffing

- Since the July 2021 meeting, we have hired the following individuals:
  - Fiscal Programs Manager: Gomer Pascual
  - Director of Authorizing: Beth Figueroa
- With the passage of the ASD Exit legislation, the Charter Commission received five additional positions to support the increase work and responsibilities. The following roles are the priority hires over the next six months:
  - Special Populations Coordinator
  - Data Analyst
  - Deputy Director of Authorizing

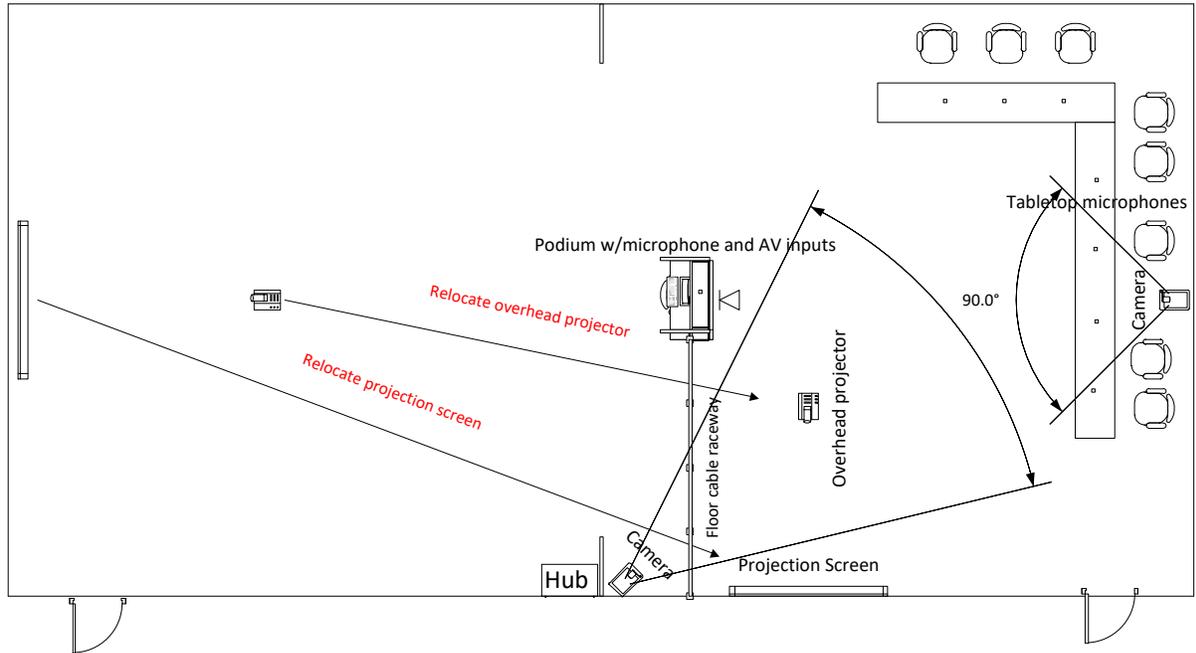
### Current Procurement Activities

- Since July 2021, the staff is working on the following procurement activities
  - Tennessee Language Center
    - Inter-Agency Agreement for translation and interpretation services
  - Box.com
    - Fee-for-Service Contract for document storage and collaboration
  - ASD Application Support
    - External reviewer support of applications
  - Performance Framework Analysis Support
    - Review and provide feedback on current performance framework

### Office Space Update

- As a part of the Department of General Services' Project Tetris, the Charter Commission is still scheduled to move to the 8<sup>th</sup> Floor of the Davy Crockett Building in summer of 2022.
- There is a conference room space on the 8<sup>th</sup> Floor, and the proposal is for the State Board of Education to "co-own" the space. This will allow for it to be exclusively used by the Charter Commission and State Board of Education for meetings.
- The Charter Commission and State Board of Education would split the rent costs for the space and split the technology costs required to outfit the room for the needed purposes.
  - Proposed increase cost of rent (recurring): 589 rentable square feet/\$15,000
  - Proposed increase cost for technology (one-time): Approximately \$8,000
  - Total rent for Commission (office space and conference room): \$77,494 (recurring)
- Staff recommends the Business Operations Committee approve the proposed to co-own the conference room space with the State Board and split the one-time technology costs.

## TBOE and Charter School AV Project



### Scope of Work

- \_Relocate the existing overhead projector and projection screen
- \_Add two video conferencing cameras, capture a view of the podium and a view of the panel
- \_Add multiple tabletop microphones on panel tables
- \_Add a tabletop microphone and AV inputs at the podium
- \_Add floor cable raceway, from the wall to the podium (AV inputs)
- \_Add new supporting video and audio system hardware to the existing AV system located in the HUB cabinet