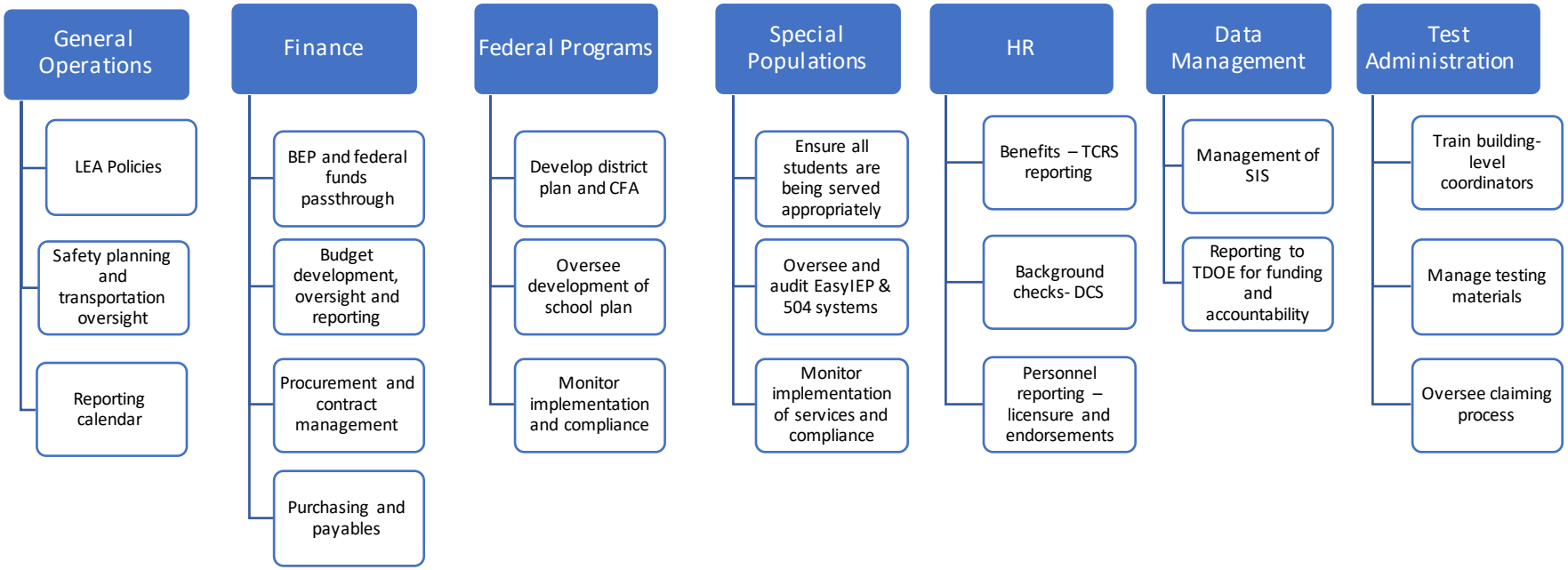
TENNESSEE

PUBLIC CHARTER SCHOOL COMMISSION

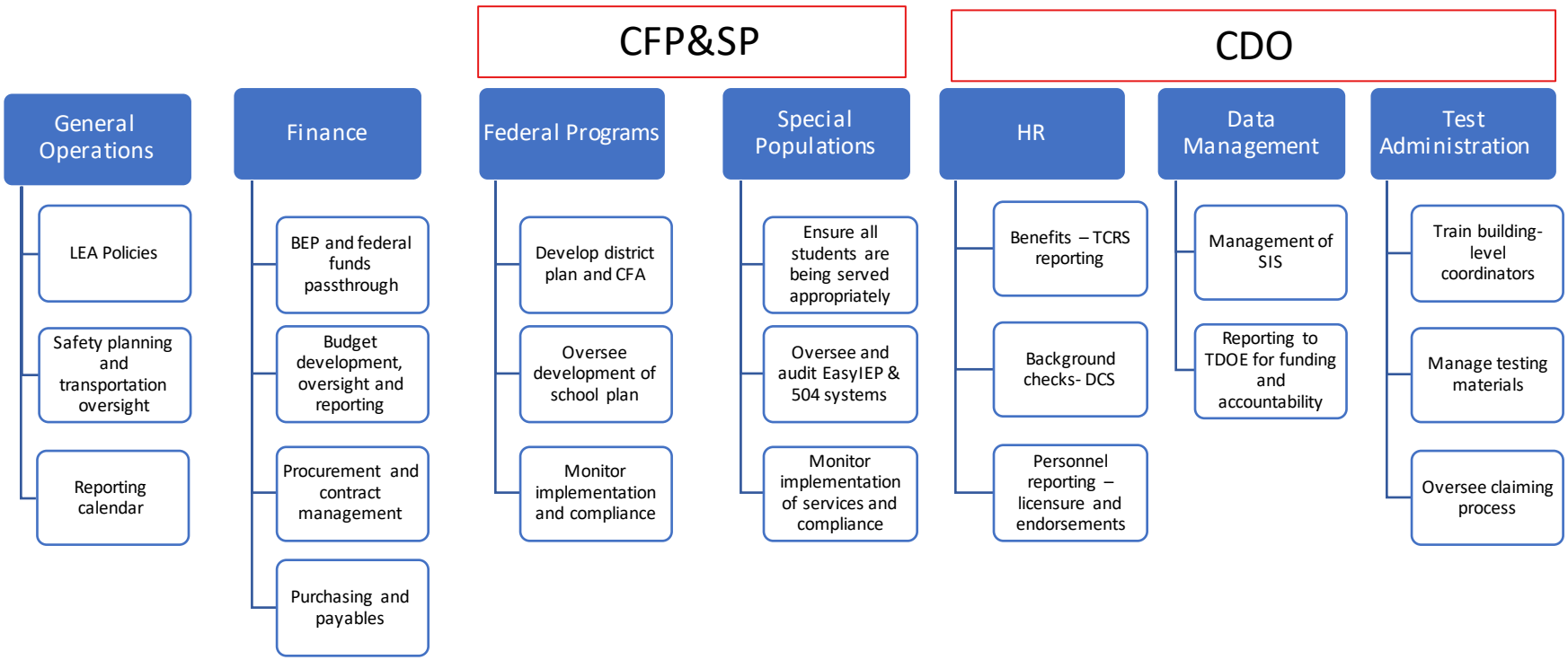
LEA Functions Update

April 8, 2021

LEA Functions



Coordinator Work Streams



Work to Date

- General Operations
  - All LEA policies have been established on first or final reading and shared with schools
  - LEA procedures are being transitioned from SBE and will be finalized by July 1 (deadline in LEA policies)
  - Conducted monthly check-ins on transition with SBE staff
  - All transitioning charter agreements on April agenda
  - Established district number and school directory entries
  - Recruitment and hiring for two coordinator roles
- Finance
  - Initial enrollment projections shared with TDOE for BEP and federal funding allocations
  - Met with TDOE to discuss the process for payments to charter schools and other back-office finance support
  - Held contracts meeting with Central Procurement Office to determine how SBE contracts will be transferred
  - Developed written procurements procedures as required by statute

Work to Date (Cont.)

- Federal Programs
  - Secured InformTN/ePlan access to LEA plan and Consolidated Funding Application
  - LEA plan submitted
  - Project plan created for CFA completion and federal programs procedures update
- Special Populations
  - EasyIEP transfer established
  - DCS/Charter Commission MOU finalized
  - Ongoing discussions with EL ILP vendor regarding transfer
- Human Resources
  - DCS Background Check process established (schools run TBI check)
  - Established relationship with TCRS for school reporting and contributions

Work to Date (Cont.)

- Data Management
  - Held meetings with TDOE district technology and PowerSchool regarding SIS transfer
    - Established regular project check-cadence
- Assessment
  - Held meetings with TDOE Divisions on assessment and accountability to discussion transition and any implications for the district/schools

LEA Set-up Timeline

April	May	June
Important Milestones		
Quarterly Commission meeting	Consolidated Funding Application due	Transfer of student information by June 30
Major Workstreams		
Finalize procurement process for contracts	Finalize payment and reimbursement process with TDOE	Ensure all contracts are fully executed for service to start July 1
Complete CFA for submission	Pre-opening review with NCP	Initiate school policy reviews
Attendance supervisors conference	Calendar submissions to TDOE for review	Ensure all LEA policies and procedures on website
SIS transfer contract finalized	Establish EIS access for the Commission	SBE/TCPSC/TDOE Finance Transition meeting
Finalize Ellevation transfer contract with CPO	Transportation Supervisors training	Review personnel reports from schools
Establish DCS background check procedures	Develop district emergency operations plan	Ensure schools complete security assessments
Incorporate LEA plan feedback/revisions	Develop process for tracking invoice payments and grant reimbursements	Compliance check on personnel list
Continue transferring of LEA procedures for review and approval	Develop LEA supplement not supplant and comparability procedures	Review charter school budgets for SY21-22
Begin developing reporting calendar	Create/transfer district accounts	Review and approve initial school plans
	Staff training on PowerSchool/EIS	Develop desktop monitoring schedule for IEPS/504s/ILPs

LEA Set-up Timeline

July	August	September
Important Milestones		
Formal transition date & Quarterly meeting	Start of school	School Plans due
Major Workstreams		
Run DCS background checks	NCP opening	Initiate school policy reviews with existing schools
Final pre-opening checklist	Check EIS daily and support schools in correcting data	Check EIS weekly
SIS onboarding/training for schools	Check EasyIEP daily	Process second BEP payment
Ensure TBI background checks are completed	Process first BEP payment	Process reimbursements
Reporting calendar submissions	Process reimbursements	Compliance check on personnel list
Support schools in data entry for BOY	Review reporting calendar submissions	Review reporting calendar submissions
Review reporting calendar submissions	Final school plan development with schools	Distribute final federal grant allocations to schools and review/approve budget amendments
Ensure all schools have finalized emergency plans	Monthly budget reports to schools	Monthly budget reports to schools
		Review and approve final school plans
		Q1 EasyIEP Desktop Monitoring & IEP Audits

TENNESSEE

PUBLIC CHARTER SCHOOL COMMISSION