



TO: Business Operations Committee, Tennessee Public Charter School Commission

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

DATE: January 20, 2022

SUBJECT: Charter Commission Operational Updates

### Staffing

- Since the October 2021 meeting, we have hired the following individuals:
  - Deputy Director of Authorizing: Maggie Lund
  - Special Populations Coordinator: Reggie Epps
- Looking in 2022, the Commission is seeking to build internal capacity within the district operations team and is hiring for a reporting and operations coordinator.
- After this role is filled, the Commission will have two remaining positions to utilize as our work grows and capacity is needed.

### Current Procurement Activities

- Since October 2021, the staff conducted the following procurement activities:
  - Tennessee Language Center
    - Inter-Agency Agreement (IAA) for translation and interpretation services
    - The IAA was executed on November 9, 2021 and is for a maximum of \$20,000. The IAA end date is June 30, 2022, and it can be renewed by the Commission.
  - Performance Framework Analysis Support
    - To review and provide feedback on current performance framework.
    - Commission staff reached out to three vendors to receive draft quotes on the work, and staff received draft quotes from two vendors.
    - After a review of the quotes, the staff determined it was appropriate to move forward with a fee-for-service agreement with SchoolWorks, it being the most cost-effective quote.
    - The fee-for-service agreement will be for a maximum of \$10,000, and we anticipate this work taking approximately six months.
  - Application Review Support
    - Commission staff reached out to three vendors to receive draft quotes on the work, and staff received draft quotes from two vendors.
    - Based on these quotes, the Commission staff determined that it would not be cost effective to move forward with any of the vendors, and the application review support will be maintained by Commission staff for the near-term.
    - This will require staff time and capacity to recruit, train, and manage external reviewers for all application processes.
- Looking forward into 2022, the Commission staff will review all existing contracts to determine which need to be renewed and/or extended to ensure there is no interruption in services for the agency/schools.

## Office Space Update

- In December 2021, the Department of General Services communicated the following updates regarding the Commission's short-term and long-term office space:
  - The Sports Wagering Advisory Council will occupy the 5<sup>th</sup> floor of Davy Crockett near the Commission's office. It is a new agency that is similarly staffing up quickly.
  - The initiation of the build-out of the 8<sup>th</sup> floor has been delayed, and the expected completion date has been shifted from summer 2022 to February 2023. Therefore, it is expected that the Commission staff will remain on the 5<sup>th</sup> floor through 2022 and into calendar year 2023.
  - The technology in the 8<sup>th</sup> floor conference room is out of warranty and would need to be replaced to be used for livestreaming/meetings. The cost of the replacement would be between \$160,000 and \$200,000. Based on this information, the Executive Director of the State Board of Education and I determined it was not financially prudent to "co-own" the conference room and take on this financial liability. Therefore, the 8<sup>th</sup> floor conference room will now be managed by the Department of General Services and open to any agency.
    - There are two conference rooms on the 1<sup>st</sup> floor of Davy Crockett that are outfitted with the technology for livestreaming, and that are available for booking. The Commission staff intends to utilize these conference rooms, when available, for future meetings.
- Based on these updates, Commission staff have:
  - Requested an updated floor plan from the Department of General Services for the 5<sup>th</sup> floor to ensure we have the appropriate space for our allotted positions and needs. This includes identifying meeting space for the team's use.
  - Updated the FY22 budget and FY23 projected budget to reflect the rental expenses on the 5<sup>th</sup> floor and the 8<sup>th</sup> floor and accurate timelines.