



TO: Business Operations Committee, Tennessee Public Charter School Commission

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

DATE: March 31, 2022

SUBJECT: Charter Commission Operational Updates

Staffing

- Since the January 2022 meeting, we have not had any additional hires. We continue to recruit and interview for a reporting and operations coordinator.
- Additionally, we are looking at add capacity in the authorizing team, particularly around the large increase in our portfolio and upcoming appeals, with an authorizing coordinator position.
- Once these two roles are filled, the Commission will have one vacant position (of the total 15 allocated by the General Assembly).
- As the TN Department of Education looks to the future regarding the Achievement School District, they are hiring for new positions within their central office. One of those positions can support the processing of federal fund reimbursements for the Commission, and we will be involved in the interview process for that position.

Current Procurement Activities

- Since January 2022, the staff conducted the following procurement activities:
 - Student information system support
 - A fee-for-service contract with a consultant to provide technical assistance on PowerSchool reporting.
 - The contract will expire on June 30, 2022, and the maximum liability is \$5,000.
 - Ellevation
 - English Learner Individualized Learning Plan management software to facilitate the transfer and maintenance of student records.
 - Click-wrap agreement request submitted to TDOE for the 2022-2023 school year.
 - The maximum liability on the contract is estimated at \$9,800.
 - PowerSchool
 - We are working with PowerSchool to update enrollment information and finalize any additional training/support needs for the 22-23 school year.

Office Space Update

- Since January 2022, Commission staff have met with the Department of General Services and the approved architects handling the 8th floor renovations. Through these meetings, the following updates have been communicated:
 - The expected completion date of the 8th floor remains early 2023.



- Due to anticipated future growth of the Commission staff, General Services was able to increase the number of seats in the current 8th floor space from 15 to 17 which no change in the projected rent costs.
- General Services also removed the proposed wall that would have enclosed the Commission's space as this would have increased the future costs of acquiring additional space.
- Additional "swing" space adjacent to the 8th floor space is available for the Commission, when it is needed, and it could sit up to an additional 8 individuals. The agency would be responsible for paying for the rent and furniture associated with this space.
- The conferences on the first floor of the Davy Crockett Tower are shifting ownership from the Department of Commerce and Insurance to the Department of General Services. Additionally, General Services is upgrading the technology in those spaces. These conference rooms will be available for reservation and use by the Commission, and other agencies, beginning in July 2022.