



TO: Business Operations Committee, Tennessee Public Charter School Commission

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

DATE: July 28, 2022

SUBJECT: Charter Commission Operational Updates

### Staffing

- Since the March 2022 meeting, we have recruited, interviewed, and hired two additional staff members to provide critical supports to our authorizing functions and our district oversight functions. The two roles that we filled are the authorizing coordinator and the reporting and compliance specialist.
- The Commission has one vacant position (of the total 15 allocated by the General Assembly).
- We continue to work with the TN Department of Education regarding the possibility of a position in their new ASD central office who can support the processing of federal fund reimbursements for the Commission.

### Current Procurement Activities

- Since March 2022, the staff conducted the following procurement activities:
  - Student information system (PowerSchool)
    - We use a state-hosted student information system, and we are under the state's contract for PowerSchool.
    - We are charged a per student cost for using the system, and the projected cost for SY22-23 is approximately \$22,000. The total cost will be dependent upon total school enrollment in fall 2022.
    - It is important for the Committee to be aware that this cost will scale as the number of students within the district increases.
  - Ellevation
    - This software is English Learner Individualized Learning Plan management software to facilitate the transfer and maintenance of student records.
    - Click-wrap agreement was approved by Central Procurement and Finance and Administration for the 2022-2023 school year.
    - The maximum liability on the contract for FY23 is estimated at \$9,800.
    - Ellevation charges a per student cost, and it is important for the Committee to be aware that this cost will scale in future fiscal years as the number of students within the district increases.
  - Student information system support
    - A fee-for-service contract with a consultant to provide technical assistance on PowerSchool reporting expired on June 30, 2022, and we will renew this contract with the vendor for FY23.
  - Tennessee Language Center



- In FY22, the Commission had an inter-agency agreement (IAA) with the Tennessee Language Center to support the Commission's need to provide translation and interpretation services.
- The proposed IAA with the Tennessee Language Center is for FY23 and with a maximum liability of \$40,000.
- In accordance with Commission Procedures 1000 – Procurement, any contract above \$25,000 requires a review by the Business Operations Committee and a positive recommendation to the full Commission prior to executing the agreement.
- The proposed agreement is attached for committee review.
- Authorizing Contract Support
  - We are in the process of contracting with an external consultant who will act as a lead reviewer on three (3) separate review committees for new start appeals.
  - The maximum liability for the contract is \$9, 600.

#### Office Space Update

- The Department of General Services (DGS) provided an update in July 2022 that 8<sup>th</sup> floor construction is still on schedule to begin in November 2022.
- DGS stated that all furniture for the 8<sup>th</sup> floor space has been ordered, and DGS will be in contact with the Commission in the fall to discuss move coordination.
- The conference rooms on the first floor of the Davy Crockett Tower are still in the process of shifting ownership from the Department of Commerce and Insurance to the Department of General Services and as well as receiving technology upgrades. Once these conference rooms become available for reservation by any agency, we will look to utilize these rooms for future Commission meetings.

#### 2023 Commission Meetings

- In accordance with Commission Policy 1.200 Commission Meetings, regular Commission meeting dates must be set by the Commission by October 15<sup>th</sup> of the preceding calendar year.
- In an attachment, Commission staff have proposed both regular and special-called meeting dates for 2023 which are based on Commissioner responses with their availabilities.
- The meeting dates require a review by the Business Operations Committee and a positive recommendation to the full Commission prior to setting them.