



TO: Business Operations Committee, Tennessee Public Charter School Commission

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

DATE: January 26, 2023

SUBJECT: Charter Commission Operational Updates

Staffing

- Since Chase Ingle left the Commission staff in December 2022 for a position with the Tennessee General Assembly, the Commission launched a search to fill the position. Hayden Pendergrass was hired to fill this position, and he began in January 2023.

Current Procurement Activities

- Since October 2022, the staff conducted the following procurement activities:
 - Ellevation
 - Ellevation is the data system the Commission uses to house and facilitate the develop of Individualized Learning Plans (ILPS) for English Learner students which is a requirement of State Board rule.
 - Began work with the vendor and Central Procurement Office regarding the fee-for-service contract for FY24.

Office Space Update

- The Department of General Services (DGS) notified the Charter Commission that the move to the 8th floor is scheduled for the end of February.
- The new rent costs for the 8th floor are already factored into our FY23 budget.
- Mary Elam is leading the move effort for the Commission.

Commission Meeting Locations

- The Commission staff have identified the following locations for the remaining 2023 quarterly meetings:
 - March 23-24 – In Nashville
 - We have reserved space at the Ellington Agricultural Center for the meeting. Given the location, we hope to work in some school visits to our schools in Southeast Davidson County.
 - July 27-28 – Memphis (Tentative)
 - We are working through identifying space and the costs (rental, livestream, etc), and we will update this committee in March with this information.
 - October 5-6 – (TBD)
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