



TO: Business Operations Committee, Tennessee Public Charter School Commission

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

DATE: March 23, 2023

SUBJECT: Charter Commission Operational Updates

### Staffing

- There have been no staffing changes since the last Commission meeting.

### Current Procurement Activities

- Since January 2023, the staff conducted the following procurement activities:
  - Tennessee Language Center
    - The Commission currently has an Inter-Agency Agreement (IAA) with the Tennessee Language Center to support our translation and interpretation needs as an agency and a school district.
    - The current IAA is for up to \$30,000 and expires in June 2023.
    - The Commission staff is in the process of renewing the IAA with the Tennessee Language Center for FY24.
  - Doane Consulting
    - The Commission is in the process of executing a fee-for-service contract with an external consultant to support the renewal process for Promise Academy Spring Hill and LEAD Neely's Bend.
    - The consultant would participate in a review of the renewal application, participate on the site visit, and lead on writing the reports.
    - The contract will be up to a maximum of \$10,000.

### Office Space Update

- The Commission officially moved to the 8<sup>th</sup> floor of the Davy Crockett Tower in February 2023.

### Commission Meeting Locations

- The Commission staff have identified the following locations for the remaining 2023 quarterly meetings:
  - July 27-28 – Memphis
    - We will be at the University of Memphis for this meeting.
  - October 5-6 – Nashville
    - Due to the volume of new start charter school appeals the Commission anticipates, the October 5<sup>th</sup> and 6<sup>th</sup> meetings will be in Nashville, and Commission business will be distributed across the two days.
    - Committee meetings will be held virtually prior to the October meeting.
    - We have reserved conference rooms in the Davy Crockett Tower for the in-person meetings.



### 2024 Commission Meeting Dates

- The Business Operations Committee is charged with setting the meeting dates for the Commission.
- Prior to the July 2023 Commission meeting, the Commission staff will poll Commissioners with possible dates based on the cadence of the work and statutory timelines.
- The committee will review 2024 dates at the July 2023 meeting.