



TO: Business Operations Committee, Tennessee Public Charter School Commission

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

DATE: March 21, 2024

SUBJECT: Charter Commission Operational Updates

Staffing

- There have been no staffing changes since our last quarterly meeting.

Current Procurement Activities

- In the past quarter, staff has focused on beginning the procurement process for contracts and agreements that need to be in effect for the next fiscal year. These include:
 - Tennessee Language Center: The Commission has had an interagency agreement with the Tennessee Language Center since FY23 to support the agency in interpretation and translation needs. For FY25, Commission staff is working with the Central Procurement Office and Tennessee Language Center to establish an interagency agreement with a maximum liability of \$40,000.
 - PowerSchool: The Commission uses PowerSchool as its student information system for the district and its schools. The Commission uses an existing Department of Education contract with PowerSchool and is subject to those terms. While we do not have firm cost estimates yet for next year, we are requesting approval to continue to use PowerSchool with a maximum liability of up to \$65,000 for FY25.
 - Federal Programs and Special Populations Consultant: K. Kroneman is a former Commission staff member who left her full-time role in July 2023. For FY24, she has been supporting the Commission on special projects surrounding federal programs, federal grants, and special populations on a contract with a maximum liability of \$35,000. Commission staff is working with the Central Procurement Office to amend and extend her contract for FY25. The maximum liability for FY25 would be \$35,000, for a total contract maximum liability of \$70,000 across both fiscal years.
- In accordance with Commission Procurement Procedures, any contract in excess of \$25,000 requires approval by the Business Operations Committee and the Commission.

2025 Meeting Dates

- The Commission is required to meet in-person at least quarterly, and it is the responsibility of the Business Operations Committee to annually review and recommend to the Commission the meeting dates for the upcoming calendar year.
- At the July 2024 Business Operations Committee and Commission meetings, Commission staff will provide 2025 meeting dates for review and approval. In advance of the meeting, Commission staff will survey Commission members to ensure we can achieve quorum at all meetings before the dates are set.