



TENNESSEE

PUBLIC CHARTER SCHOOL COMMISSION

**OPEN RECORDS ACT,
OPEN MEETINGS ACT,
CONFLICT OF INTEREST**

APRIL 17, 2026

OPEN RECORDS ACT

- All state, county and municipal records shall, at all times during business hours...be open for personal inspection by any citizen of this state, and those in charge of the records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law.
 - T.C.A. § 10-7-503(2)(A)
- Staff fulfills any records request received pursuant to Commission rule and policy.



OPEN RECORDS ACT

- Means all documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental entity
 - T.C.A. 10-7-503(a)(1)(A)(i)
- Unless an indicated exception applies, **all** Commission documents and/or communication are considered open.



OPEN MEETINGS ACT

- All meetings of a governing body must be open to the public (T.C.A. 8-44-102(a))
 - Exceptions
 - Informational workshops
 - Executive Session with General Counsel
- Quarterly meetings shall be held in person
 - Emergency and/or Special-Called Meetings
 - Notice
 - Public participation
- Compliance with Act is accomplished by staff action
 - Notice
 - Agenda
 - Public comment information



CONFLICT OF INTEREST

- Each member of the Commission shall review public charter school applications, hear appeals, and carry out the member's duties in a **fair and impartial** manner.
 - T.C.A. § 49-13-105(e)(1)
- Commissioners should avoid a conflict between the private interests and the official/professional responsibilities of a person in a position of trust.



CONFLICT OF INTEREST

- Annually complete Commission Conflict of Interest Form.
 - Disclose any actual or perceived conflicts of interest to executive director or general counsel.
 - May result in updated disclosure or recusal from vote.
 - Appearances of impropriety shall be avoided to the best of Commissioner's ability.
- **Submit signed COI Form by May 15, 2026.**





TENNESSEE

PUBLIC CHARTER SCHOOL COMMISSION