

## **1.300 Personnel**

**ADOPTED: February 18, 2020**

**REVISED: January 24, 2025**

### **Policy Sections**

- Director of Schools as Executive Director
- Staff
- Representation of the Commission
- Conflict of Interest Disclosure

### **Director of Schools as Executive Director**

The Director of Schools shall be hired by the Tennessee Public Charter School Commission (Charter Commission).<sup>1</sup> The Executive Director of the Charter Commission will serve as the Director of Schools. Any mention of “Director of Schools” in any policy or procedure is in reference to the Executive Director.

The position of Executive Director cannot be filled by an employee or official of any other department, agency, or board, but must be responsible solely to the Charter Commission.<sup>2</sup> An individual hired as Executive Director by the Charter Commission shall, prior to commencing employment with the Charter Commission, resign any position of employment or official position with any other state department, or conflicting agency or board.

### **Staff**

The Executive Director shall hire any additional staff, and the staff will be independent of all agencies or departments of state government and shall be subject only to the Charter Commission.

The staff shall be subject to personnel regulations and policies which are applicable to state employees in general, such as leave, compensation, classification, travel regulations, etc. The sole authority to appoint, terminate, and control staff shall remain with the Executive Director. Employees shall not have state service status.

### **Representation of the Commission**

The Executive Director or his/her designee shall preside over all public hearings held to carry out the Charter Commission’s responsibilities for charter school appeals, new start applications, and

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<sup>1</sup> T.C.A 49-13-105

<sup>2</sup> Ibid.



charter school authorization. The staff shall notify Commissioners of date, time, and location of all public hearings within one (1) week of the scheduled hearing.

The Executive Director, at the concurrence of the chair, will represent the Commission at other meetings, functions, and public events, but this shall not abridge the right of Commissioners as public officials to express their individual views.

### **Conflict of Interest Disclosure**

In order to assure that any appearance of conflict of interest is avoided, and in order to assure that any indirect interests are publicly acknowledged, annually each Commission staff shall complete the Tennessee Public Charter School Commission Conflict of Interest Disclosure Statement (attached below). Each Commission staff shall amend his or her disclosure because of termination or acquisition of interests of which disclosure is required.



**TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION**

**Davy Crockett Tower, 8th Floor**

**500 James Robertson Parkway**

**Nashville, TN 37243**

**DISCLOSURE STATEMENT FOR DIRECT AND/OR INDIRECT INTERESTS  
OF COMMISSION STAFF**

I, the undersigned staff member of the Tennessee Public Charter School Commission, in order to assure that any appearance of conflict of interest is avoided, and in order to assure that any indirect interests are publicly acknowledged, hereby make the following statements and assurances:

1. I am related to the following employees of the Tennessee Public Charter School Commission or any official of any corporation, partnership, sole proprietorship, K-12 public education institution or other entities which do business with, are licensed by, or are otherwise involved with the Tennessee Public Charter School Commission:

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2. I am employed or professionally affiliated with the following corporation, partnership, sole proprietorships, associations, K-12 public education institutions or any other entities which are licensed by the Tennessee Public Charter School Commission:

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3. I have an ownership interest in or serve on the board of the following corporations, partnerships, sole proprietorships, associations, K-12 public education institutions or other entities which, to my knowledge, do business with K-12 public education institutions coordinated or licensed by the Tennessee Public Charter School Commission:

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4. In my household and among my dependents (including parents, siblings, spouse or children), to the best of my knowledge, the following individuals have an ownership interest as stated in Number 3 above:

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5. I provide advisory and/or lobbying services to the below organizations, corporations, partnerships, sole proprietorships, associations, K-12 public education institutions or any other entities which do business with, are licensed by, or may otherwise be involved with the Tennessee Public Charter School Commission:

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6. As of the date of my signature, I am the recipient of the following grants administered by the Tennessee Public Charter School Commission, or I am aware of the following affiliation with an entity that administered a grant to an applicant or charter school that may appear before the Tennessee Public Charter School Commission on an appellate decision:

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7. I have made financial contributions in the past year to the following public charter schools and/or charter management organizations under the authority of the Tennessee Public Charter School Commission:

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8. DISCLOSURES: I am currently personally affiliated with, provide advisory services to, or serve as a member of the following associations, partnerships, corporations, organization, or K-12 educational institutions whose business may affect, influence, or otherwise present an appearance of impropriety regarding matters before the Commission:

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I hereby certify that if, during my employment with the Tennessee Public Charter School Commission, I become directly or indirectly interested as an owner, employee or affiliated as described above, or if there is any change in the information provided in this statement, I shall immediately disclose such information to the General Counsel of the Tennessee Public Charter School Commission. If a potential conflict or termination occurs within a calendar year, I shall amend this disclosure form within seven (7) days of the conflict's or termination's discovery. The accuracy of this statement will be reviewed within thirty (30) days after the Commission's regularly scheduled spring meeting, but no later than June 1.

_____	_____
(Print Name)	(Signature)
_____	_____
(Title)	(Date)

By my signature below, I affirm that all of the above statements are true to the best of my knowledge and belief.

_____	_____
(Print Name)	(Signature)
_____	_____
(Title)	(Date)