



TO: Business Operations Committee, Tennessee Public Charter School Commission

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

DATE: April 8, 2021

SUBJECT: Charter Commission Operational Updates

Staffing

- We have hired an individual, Kelly Kroneman, to serve as the Coordinator of Federal Programs and Special Populations. Kelly currently works with the State Board of Education, and we are excited that she can continue her work in this space with the Charter Commission.
- We are continuing the hiring process for the Coordinator of Data and Operations, and we hope to be able to hire an individual into that position soon.

Procurement Procedures

- In accordance with T.C.A. § 49-13-105, the Charter Commission shall adopt procurement procedures in alignment with 49-2-203. The Charter Commission staff developed the attached procurement procedures for Committee discussion.

Current Procurement Activities

- Although no new contracts have been executed since the last Business Operations Committee meeting, we have been in extensive conversations with the Central Procurement Office regarding the contracting process and how to facilitate the transfer of existing contracts.
- Since the State of Tennessee is the entity that has contracted with outside vendors, it is possible for some contracts to be transferred between the State Board of Education to the Charter Commission.
- Here is the status of the procurement process for key work streams:

Item	Status
PowerSchool (Student Information System)	<p>The Charter Commission will assume the State Board's instance of PowerSchool under the approved Tennessee Department of Education's contract for state-hosted instances.</p> <p>The Charter Commission staff is looking to purchase additional training and onboarding services from PowerSchool to support the transition and ramp up.</p> <p>The cost of PowerSchool is covered by the Charter Commission's authorizer fee and is assumed in the FY22 budget.</p>
EdPlan (System for 504 plans) and EasyIEP	The Charter Commission will assume the State Board's instance of EdPlan and EasyIEP when the district numbers change on July 1, 2021.

Item	Status
	The cost of EdPlan is assumed in the FY22 budget. The state covers the cost of the EasyIEP system.
Tennessee Language Center (Translation and Interpretation Services)	The Charter Commission will assume and renew the State Board's contract with the Tennessee Language Center. The cost of the translation services is assumed in the FY22 budget.
Ellevation (System for Individualized Learning Plans)	The Charter Commission, Central Procurement Office, and Ellevation are currently in discussions about how best to transition the State Board's existing contract and the terms of that contract to the Charter Commission. The cost of Ellevation is assumed in the FY22 budget.

LEA Set-Up

- The Charter Commission received its district number (987) and a school number for its newest school, Nashville Collegiate Prep.
- The Charter Commission turned in its LEA Plan, and it is waiting feedback from the TDOE to finalize the plan.
- The Consolidated Funding Application opened on March 1, and it typically has a due date around May 1. This is the application the district will use for its federal grants (Title I, Title II, Title III, Title IV, and IDEA). The Charter Commission is waiting for information about its initial grant allocations.
- The Charter Commission continues to work closely with Nashville Collegiate Prep on the pre-opening process which includes submission of documentation and monthly meetings. The school has closed on a facility, and they are very excited to be able to launch in South Nashville in the fall.
- Cornerstone Prep School notified the Charter Commission that it will delay its opening a year from School Year 2021-22 to School Year 2022-23 which is allowed under T.C.A. § 49-13-110.

Office Space (PDF of layout is attached)

- The Department of General Services STREAM office has been working on a project ("Project Tetris") on a plan to consolidate state agencies and the downtown Nashville real estate.
- Based on this plan, STREAM presented a plan to the Charter Commission to relocate its office space to the 8th Floor of the Davy Crockett building beginning sometime in early FY23.
- The proposed space has desks/offices for 15 individuals plus an enclave for small meetings.
- The proposed space is next to a large conference room which would fit the Charter Commission and members of the public for future meetings. Although the conference room



would be accessible by any state agency, we have asked that it be set up for livestreaming capabilities so that it would be easy for the Commission to use.

- The project would cover any build out and moving expenses required by this relocation. The only cost to the Charter Commission would be any special AV relocations which would be minimal.
- The projected rental cost for the space is approximately \$62,500.
- If the Charter Commission needed additional space in the future, STREAM is building in flex space immediately beside the proposed space that the Commission could take on in future years. Any additional acquisitions would be at the expense of the Charter Commission.
- Timeline:
 - Initial Floor Plan Approval – mid April 2021
 - Review of detailed floor plan with furniture, file storage needs, etc – June 2021
 - Construction/Furniture Installation – March 2022 – June 2022
 - Final Agency Move – June/July 2022