



TO: Business Operations Committee, Tennessee Public Charter School Commission

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

DATE: February 4, 2021

SUBJECT: Charter Commission Operational Updates

General Updates

Staffing

- I have hired an individual, Melanie Harrell, to serve as the Director of Finance and Operations. She started with the Charter Commission on January 19, 2021. In addition to supporting the finance and budget responsibilities of the Commission, she will lead the set up of our LEA functions including hiring two coordinators to support the LEA work.

Finance/Budget

- Although no new contracts have been executed since the last Business Operations Committee meeting, we will begin the procurement process for the following services. The Charter Commission staff will work with the Central Procurement Office to ensure all rules and regulations are followed.
 - A student information system to host student data and data reporting.
 - A platform to manage English Learner student records, including Individualized Learning Plans.
 - A platform to manage 504 plans for students.
 - Translation and interpretation support to the Charter Commission.

Office Space/Technology

- The Charter Commission acquired two additional cubicles as of January 1, 2021 to accommodate new staff. The Charter Commission currently has the following office space: two offices, three cubicles, and a file room. The Charter Commission staff has access to conference rooms in the building.
- A copier/printer has been installed in the file room during the month of January.
- All staff has a laptop, keyboard, mouse, monitor, and cell-phone.

LEA Set-Up

- The Charter Commission has applied for a district number, and it is working with the Tennessee Department of Education to complete the pre-work to receive initial funding allocations for the district in the spring.
- The LEA Plan is due on March 1 to the Tennessee Department of Education. We are engaging with TDOE staff, charter operators, and other stakeholders to ensure that the planning process runs smoothly as LEA functions transition from the State Board to the Commission.



This plan will inform individual school planning, ongoing monitoring conversations, and the Consolidated Funding Application.

- The Consolidated Funding Application will open 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 staff initiated the pre-opening process with Nashville Collegiate Prep and Cornerstone Prep School, both projected to open in School Year 2021-22.