



TO: Business Operations Committee, Tennessee Public Charter School Commission

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

DATE: September 21, 2023

SUBJECT: Charter Commission Operational Updates

### Staffing

- The following are staff updates that have occurred since the July 2023 meeting.
  - Grants Coordinator – N. Farley will join the Commission team as the grants coordinator in late September 2023. Ms. Farley will work with the finance and operations team to support in the processing of state and federal grants.
- In order to support the seating for 18 FTEs, the Commission staff requested two additional cubicles to be installed in our office staff. The furniture and additional rent costs have already been included in the FY24 Commission budget.
- An updated staff organizational chart is posted on the [Commission's website](#).

### Current Procurement Activities

- Since July 2023, the staff conducted the following procurement activities:
  - K. Kroneman
    - The Commission staff worked with the Central Procurement Office to establish a fee-for-service contract with K. Kroneman to provide direct support to the School Programs and Supports team at the Commission as a part of the staff transition process. This contract was needed because of the new staff members joining the team who needed training, support, and guidance on federal regulations as they get up to speed in their work. The contract is for a maximum of \$35,000 and would expire on June 30, 2024 with the option to renew the contract.
    - As a part of our procurement process, the Business Operations Committee reviews all contracts over \$25,000. In time-sensitive circumstances like this one, the Executive Director may execute a contract and then present the contract for approval at the next Commission meeting, which is the October 5-6, 2023 meeting.