



## **Fiscal Year 2023 Annual Authorizer Fee Report**

**December 1, 2023**

Pursuant to Tennessee Code Annotated (T.C.A.) § 49-13-105, the Tennessee Public Charter School Commission (Commission or TPCSC) was established in 2019 to assume the responsibilities previously held by the State Board of Education to serve as the chartering authority and local education agency (LEA) for charter schools authorized on appeal. The Commission's authority as a charter school authorizer is governed by T.C.A. § 49-13-105 as well as relevant Commission [rules and policies](#). In the 2022-2023 school year, the Commission served as the authorizer and LEA for nine (9) schools in the agency's portfolio.

The Commission's mission is to provide positive academic and life outcomes for Tennessee's students through access to high-quality public charter schools. The effectiveness of these schools will be ensured through approval and support using rigorous oversight, transparency, and accountability. The Commission has adopted national and state authorizing standards, which serve as the foundation for its work as a charter school authorizer. As an authorizer, the Commission provides its authorized charter schools with autonomy and flexibility in exchange for high accountability.

The Commission serves as the LEA of its authorized charter schools in accordance with T.C.A. § 49-13-105. Therefore, it is required to fulfill the same responsibilities of all other school districts in the state of Tennessee, in addition to fulfilling its responsibilities of being a charter school authorizer. The Commission district is wholly comprised of charter schools authorized on appeal or transitioned from the Achievement School District as a result of meeting priority exit status. The Commission has built the infrastructure to fulfill its responsibilities of serving as both the LEA and the chartering authority of its charter schools, and the responsibilities include but are not limited to:

- Manage the flow of all federal, state, and local funds to its charter schools;
- Maintain a student information system and oversee data reporting to the state from its schools;
- Develop and implement school improvement plans to fulfill requirements under the Every Student Succeeds Act (ESSA);
- Monitor its authorized charter schools to ensure compliance with federal and state laws, rules, and policies;
- Provide oversight and monitoring of its charter schools to ensure all students are being served as required by law, including English Learners, students with disabilities, homeless students, students in foster care, and other special populations;
- Provide oversight of state test administration;
- Conduct Department of Children's Services background checks of all employees, contractors, and volunteers of its authorized charter schools;



- Develop and maintain policies and procedures for its role as an LEA; and
- Fulfill charter school authorizer responsibilities including managing the pre-opening process for new schools, conducting annual site visits, and producing an annual report on the performance of its charter schools.

In school year 2022-23, the Commission funded its work as a charter school authorizer and an LEA through a state appropriation, federal GEER funding, and through the collection of an authorizer fee. In accordance with T.C.A. § 49-13-128(e), the Commission collected an annual authorizer fee of 3% from its nine operating charter schools' per pupil state and local funding to "to fulfill obligations consistent with the authority of the commission" as set forth in state statute.

From July 1, 2022 to June 30, 2023, the Commission collected \$1,365,113.80 in total revenue in an authorizer fee. The included attachment outlines the Commission's expenditures of \$1,064,133 against the authorizer fee on the template required by the Tennessee Department of Education (TDOE). It is important to note that the Commission has not yet received the final revenue true up amounts from the TDOE and resident districts, and therefore, the final total revenue amount is likely to change once the Commission receives final true up amounts. Upon receipt of the final true up amounts, the Commission will refund any unauthorized authorizer fee to its charter schools in accordance with T.C.A. § 49-13-128(f).

<b>Authorizer Name:</b>	<b>Tennessee Public Charter School Commission</b>				
<b>School Year:</b>	<b>2022-23</b>				
<b>Authorizer Fee Revenues</b>					
<b>Name of School</b>	<b>Total Amount of Per Student State &amp; Local Funding</b>	<b>Statutory Percentage (e.g., .03, .04)</b>	<b>Formula Calculation</b>	<b>Total Allowable Authorizer Fee</b>	<b>NOTES</b>
KIPP Antioch College Prep Elementary	\$ 9,345,669.46	3%	\$ 280,370	\$ 280,370	
KIPP Antioch College Prep Middle	\$ 7,224,287.61	3%	\$ 216,729	\$ 216,729	
Nashville Collegiate Prep	\$ 6,133,198.40	3%	\$ 183,996	\$ 183,996	
Cornerstone Prep School	\$ 327,441.55	3%	\$ 9,823	\$ 9,823	
Rocketship Dream Community Prep	\$ 5,006,917.48	3%	\$ 150,208	\$ 150,208	
Lester Prep	\$ 2,160,530.21	3%	\$ 64,816	\$ 64,816	
Libertas School of Memphis	\$ 4,137,566.92	3%	\$ 124,127	\$ 124,127	
Cornerstone Prep Denver	\$ 6,201,145.32	3%	\$ 186,034	\$ 186,034	
Bluff City High School	\$ 4,967,036.32	3%	\$ 149,011	\$ 149,011	
<b>Total Authorizer Fee Revenue</b>				\$ 1,365,114	

Authorizer Name:		Tennessee Public Charter School Commission				
School Year:		2022-2023				
<b>Authorizer Fee Expenses</b> (scroll down for totals)						
Account Number	Line Item Number	Amount of Expense	Description of Expense	Percent of Personnel Time Spent on Charter Support	If Column E is less than 100%, Provide a Detailed Description	Rationale
72210	105, 201, 204, 206, 207, 212, 215	\$ 117,697.23	Salaries and benefits for the Manager of Federal Programs and Special Populations and the Director of School Programs and Supports	100	N/A	The Commission serves as the LEA for its authorized charter schools, and it is required to fulfill its responsibilities of an LEA under ESSA. The Manager of Federal Programs and Special Populations' responsibilities included but were not limited to: developed and implemented the LEA plan; supported authorized charter schools with school improvement plans, completed the Consolidated Funding Application required by the Tennessee Department of Education; monitored the implementation of ESSA and IDEA within the Commission and the authorized charter schools; managed the Special Populations Coordinator; and completed all required state and federal reporting for the Tennessee Department of Education. This role transitioned into a Director of School Programs and Supports role during the summer of 2023, who assumed the responsibilities previously held by the Manager of Federal Programs and Special Populations.
72220	189, 201, 204, 206, 207, 212, 215	\$ 86,540.93	Salary and benefits for the Special Populations Coordinator	100	N/A	The Commission serves as the LEA for its authorized charter schools, and it is required to fulfill its responsibilities of an LEA under the Individuals with Disabilities Education Act, ESSA, and other federal and state laws to ensure all students are served appropriately. The Special Populations Coordinator's responsibilities included but were not limited to: provided oversight of Individualized Education Programs (IEPs) within the EasyIEP system; monitoring the implementation of services provided to students with disabilities to ensure alignment with the students' IEPs through regular check-ins with school-level staff and on-site monitoring; monitoring the screening, placement, service, and annual assessment of English Learner students through regular check-ins with school-level staff and on-site monitoring; and completing all required state and federal reporting for the Tennessee Department of Education.

72320	189, 201, 204, 206, 207, 212, 215, 299	\$ 196,832.96	Salary and benefits for Data and Operations Manager and Reporting and Compliance Specialist	100	N/A	The Commission is responsible for management of a student information system and reporting to the state Education Information System (EIS). The Coordinator of Data and Operations managed the student information and all required reporting, as well as serving as district testing coordinator for state assessments. The Reporting and Compliance specialist oversaw the Commission's reporting calendar and general compliance requirements, as well as programmatic efforts such as the state-required summer camp, TN ALL Corps (tutoring), and school safety.
72320	162, 201, 204, 206, 207, 212, 215	\$ 62,576.02	Executive Assistant, and Special Assistant to the Executive Director	100	N/A	The total sum reflects the portion of the Executive Assistant's and Special Assistant's salaries and benefits allocable to the authorizer fee. The rest was covered by external grant funding. Both roles support the planning and implementation for quarterly and special called commission meetings, assist with procurement and accounts payable processes, including payments to external reviewers of new start applications, and overall office functions such as employee onboarding/offboarding, travel/expenses, and office management. Additionally, the Special Assistant to the Executive Director oversees the implementation of special projects, such as oversight of and reporting on the Commission's strategic plan, communications to schools and stakeholders, and application review.
72320	189, 201, 204, 206, 207, 212, 215	\$ 15,866.28	Authorizing Coordinator	100	N/A	The majority of the Authorizing Coordinator's salary in SY22-23 was supported with GEER funding, and the remainder here reflects what was allocable to the authorizer fee for SY22-23. The Authorizing Coordinator oversees the pre-opening and transition processes for new schools to Commission. Additionally, the coordinator oversees site visit processes and leads review committees as part of the new start appeal process.
72320	189, 201, 204, 206, 207, 212, 215	\$ 176,951.35	General Counsel	100	N/A	The Commission's General Counsel provides legal review and guidance for the agency. This includes, but is not limited to all charter contracts, waiver requests, appeals, rule promulgation, and any complaints. Additionally, the General Counsel oversees policy audits for Commission schools and district policy updates.
72320	189, 201, 204, 206, 207, 212, 215	\$ 116,906.46	Executive Director	100	N/A	The Executive Director leads all Commission authorizing work and also serves as the Superintendent of the Commission's district functions. The ED oversaw seven (7) direct reports representing all agency, authorizing, and school district functions. A portion of the Executive Director's salary was covered with GEER funds in SY22-23, and this represents the remaining portion allocable to the authorizer fee SY22-23.

72510	105, 201, 204, 206, 207, 212, 215	\$ 63,521.33	Director of Finance and Operations	100	N/A	The Commission is responsible for both state agency and district functions. The Director of Finance and Operations oversaw the district finance and operations teams, including the Manager of Federal Programs and Special Populations, the Coordinator of Data and Operations, the Reporting and Compliance Specialist, and the Fiscal Programs Manager. This individual was also responsible for state required financial and compliance reporting and procurement activities. A portion of the DFO's salary was covered by the authorizer fee in 2022-23, with the remainder covered by GEER funding.
72510	189, 201, 204, 206, 207, 212, 215	\$ 138,099.57	Fiscal Programs Manager	100	N/A	The Fiscal Program Manager provided day to day management of district and state fiscal functions, including: processing BEP and grant payments, overseeing grant budgeting and reimbursement processes, supporting state and district required financial reporting, managing contracts and purchase orders for accounts payable, including all school payments.
72320	355	\$ 4,629.24	Staff in-state travel to school sites	N/A	N/A	In alignment with quality authorizing best practice standards and Commission policy, Commission staff conduct annual site visits at its authorized charter schools. These site visits include classroom observations, staff and parent interviews, and reviews for special populations and federal programs compliance. Additionally, staff traveled to stakeholder and school meetings in Memphis and for required transcript audits.
72320	524	\$ 10,573.52	Professional Development and Out-of-State travel	N/A	N/A	Staff attended three different out-of-state professional development opportunities: the National Association of Charter School Authorizers conference for training in authorizing best practices, Brustein and Manasevitz federal grants management training, and the National Education Summit to learn about nation-wide school choice trends.
72320	399	\$ 41,305.00	Application reviewers	N/A	N/A	In alignment with quality authorizing standards, the Commission uses external reviewers for charter school application reviews. The Commission received an unprecedented 13 new start appeals in the Fall of 2022, in addition to renewal and ASD transition applications. The Commission used 18 external reviewers through the 2022-23 new start appeals cycle.
72320	524	\$ 1,250.00	Professional Development Membership - NACSA	N/A	N/A	To support the Commission's authorizing responsibilities, the Commission maintains a membership National Association of Charter School Authorizers, which provides ongoing professional development in charter authorizing best practices.

72220	399	\$ 1,050.00	Translation of IEPs	N/A	N/A	In order to fulfill the Commission's obligation as an LEA to ensure that all parents/guardians and students can access a student's IEP in a language that they understand, the Commission pays for the translation services for schools through EasyIEP.
72320	499	\$ 572.42	Office Supplies and Furniture	N/A	N/A	The Commission purchased a small number of supplies and materials for staff members to use in Commission office spaces. These reflect operational expenses for staff directly supporting charter schools.
72320	399	\$ 12,530.02	PowerSchool Student Information System	N/A	N/A	The Commission is required to maintain a district-wide SIS to complete required data reporting to the Department of Education via EIS. The Commission uses PowerSchool as the district SIS. Additionally, the Commission provided a test server and professional development platform for schools via PowerSchool.
72210	399	\$ 9,800.00	Ellevation	N/A	N/A	The Commission provides the Ellevation platform for our school to provide tools to facilitate services for English Learners and compliance with federal and state law, and applicable State Board rule. The platform assists schools in transferring and creating required Individual Learning Plans, as well as logging services and creating progress reports, and providing required notifications to families.
72220	399	\$ 2,431.00	Data module for 504 Plans	N/A	N/A	In order to fulfill the Commission's obligation of a LEA to ensure students with 504 plans are appropriately served, the Commission paid for the 504-module system through Public Consulting Group (PCG) for its schools.
72320	399	\$ 5,000.00	EIS/SIS Data Consultant	N/A	N/A	In order to ensure the integrity and reliability of school data in the state's EIS reporting system, the Commission hired an external consultant to help trouble shoot EIS errors and provide guidance during the new school set up process.
<b>Grand Total Expenditures July 1 - June 30:</b>		<b>\$ 1,064,133.33</b>				

<b>Total Fee Revenues Plus Total Expenses</b>	<b>Total Fee Revenues</b>	<b>Total Expenditures</b>	<b>Amount of Fee Not Expended</b>
	\$ 1,365,113.80	\$ 1,064,133.33	\$ 300,980.47