

Authorizer Name: Shelby County Schools
 School Year: 2020

Authorizer Fee Expenses

| 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 of Activities | Rationale |
|----------------|---|-------------------|---|--|---|---|
| 72130 | 32000 | \$ 1,250.00 | Dues & Memberships | N/A | N/A | Each year the authorizer uses funds to become a member of NACSA. The membership allows for additional professional development, national connections and standards, and additional resources to use to support quality authorizing. In addition to the membership fee, there are conference fees that the authorizing office has to attend the annual conference for in-person development. |
| 72130 | 34800 | \$ 627 | Postal Charges | N/A | N/A | Postal charges are used for mailing hard copies of notifications to parents, Board Decision letters, School Opening and Closing information, Renewals/Non-Renewals per T.C.A. and Board Policy 1011. |
| 72130 | 35501 | \$ 5,010 | Travel-Local Travel | N/A | N/A | This line item is for mileage reimbursement to staff within the authorizing office. This travel is based on the policies within Shelby County Schools. Staff members travel to and from school sites for visits and meetings as necessary. |
| 72130 | 35502 | \$ 1,302 | Travel-Out of Town Travel | N/A | N/A | Advisor for School Development attended 2019 NACSA Leadership conference in St. Louis to strengthen the charter national network, discuss emerging issues, share best practices, and focus on how authorizers create impact in their communities by opening gateways to better schools for students |
| 72130 | 39900 | \$ 100,781 | OTHER CONTRACTED SERVICES | N/A | N/A | A contract with an external consultant (Tandem Learning Partners) is maintained for yearly renewals, application review, and interim site visits. The consultant's contract has been approved by the board. The consultant serves as an independent reviewer and helps with coordinating with the school for discussion, site visits, and final reports. Additionally, for charter applications there are additional reviewers that are paid to be a high quality reviewer of both application rounds. |
| 72130 | 49900 | \$ 2,912 | OTHER SUPPLIES & MATERIALS | N/A | N/A | Materials to efficiently run the authorizing department. Included in these payments are copier fees, office supplies, and additional education resources (i.e. TN Education Law Books). |
| 72130 | 59903 | \$ 1,075 | Printing and Binding | N/A | N/A | Printing used for hard copies of notifications to parents and any school Opening and Closing information, Renewals/Non-Renewals per T.C.A. and Board Policy 1011. |
| 72130 | 10500, 20100, 20400, 20600, 20700, 21000, 21200 | \$ 190,539 | Supervisor, Salaries, Benefits, & Wages | N/A | N/A | The Shelby County Schools, Office of Charter Schools mission is to support the accountability of performance in each of its charter schools through academics, operations, and finance, to ensure that SCS Charters are in the top 25% of schools in Tennessee. With ambitious student goals on the horizon, the Office of Charter Schools has implemented a rigorous evaluation process to assist the District in managing requests for charter school expansions, replications, and charter agreement modifications. The Office of Charter Schools holds high standards for charter approval, reauthorization, and revocation when necessary, to ensure that every charter school provides Shelby County families with a high-quality school option that is committed to college and career-readiness. 2 FTE's for Manager and Director of Charter Schools. |

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| 72130 | 18900, 20100, 20400, 20600, 20700, 21000, 21200 | \$ 1,020,970 | Salaries, Benefits, & Wages | N/A | N/A | The Shelby County Schools, Office of Charter Schools mission is to support the accountability of performance in each of its charter schools through academics, operations, and finance, to ensure that SCS Charters are in the top 25% of schools in Tennessee. FTE's for other salaries are 4 Organizational Quality Advisors, 2 SIM Specialist, 3 SPED Advisors, 2 RTI Advisor, 2 ESL Advisor, an Accountant, and Emergency Management Specialist. |
| 72510 | 11900 | \$ 857 | Pro-rata portion of salary | 11% | Processing Monthly Payments | To ensure that authorizer fees are process pursuant to Tennessee Code Annotated 49-13-128. This position processes AR used to fund Shelby County Schools work as a charter school authorizer. |
| 72110 | 18900 | \$ 30,031 | Pro-rata portion of salary | 30% | The Manager of Attendance, Equity & Discipline supervises and evaluates, SEED Officials, Analysts and Advisors when providing guidance concerning attendance, equity and discipline matters. The Manager of Discipline ensures district-wide compliance with the Office of Civil Rights and establishes and communicates protocols that include but are not limited to: the correcting and monitoring of state reported Attendance & Discipline data, Federal Civil Rights Data Collection processes, developing and communicating Discipline Implementation processes and creating standardized documents, developing formal due processes procedures, investigating non-compliance issues, developing Chronic Absenteeism initiatives, and providing a variety of ongoing professional development to all stakeholders. In addition SEED Managers remain available for daily consultation and guidance when guiding administrators a | To ensure compliance with T.C.A. and any SCS policies as necessary as it relates to disciplinary actions (i.e.. Suspensions, expulsions), absenteeism, civil rights data, and other items related to equity and discipline as needed. The position provides training to charter schools and consultation, as needed. This position also monitors data in the PowerSchool system and processes information into databases as needed. |
| 72110 | 18900 | \$ 26,943 | Pro-rata portion of salary | 30% | Converses with management to determine type, scope, and purpose of district-wide compliance protocols. May lead a team in the effort. Investigates non-compliance issues-especially, but not limited to, those that pertain to Title IX, 504 Rehabilitation, and IDEA mandates. Provides and establishes ongoing SEL/ ACES professional development and gives day-to-day consultation and guidance to all district stakeholders. | To ensure compliance with T.C.A. and any SCS policies as necessary as it relates to compliance protocols as it relates to discipline and equity. The position provides training to charter schools and consultation, as needed. This position also monitors data in the PowerSchool system and processes information into databases as needed. |
| 72110 | 18900 | \$ 26,356 | Pro-rata portion of salary | 30% | Serves as an expert who supervises the ongoing establishment of goals, planning, development, coordination, implementation and evaluation of various components related to student involved bullying, harassment and intimidation, including but not limited to the implementation of: anti-bullying campaigns, bullying, harassment and intimidation reporting processes, training and professional development. | To ensure compliance with T.C.A. for bullying investigations and reports within charter school settings. The position also provides training to charter schools and consultations, as needed. |
| 72110 | 18900 | \$ 20,599 | Pro-rata portion of salary | 30% | Ensures that the workgroup's goals and activities are in sync with and support the broader goals and objectives of the organization; and that the execution of responsibilities is in accordance to lawful and ethical standards. Work collaborative with multiple departments and stakeholders,. serves as a resource and provide support to LEA administrators, building-level teams, and community members regarding SEL, Section 504, OCR, Bullying and Harassment and Title IX mandates. | To ensure compliance with T.C.A. for bullying investigations and reports within charter school settings. The position also provides training to charter schools and consultations, as needed. |
| | | \$ 14,375 | Pro-rata portion of salary | 30% | Maintains documentation to comply with local, state and federal audits and compliance requirements. Ensures that Section 504 information is monitored and that reports are prepared to maintain accurate data. Communicates with appropriate internal and external stakeholders to ensure compliance with federal and state agency regulations and restrictions as well as SCS policies and procedures, related to Section 504, and other federal mandates. Supports charter school administrators and 504 Case Managers with electronic and hard copy file audit readiness, performing charter school 504 electronic and hard copy case audits, assisting 504 case managers with meeting preparations and providing technical assistance. Ms. Westmoreland works exclusively to provide 504 compliance and technical assistance to charter schools. Nurse Lisa Anderson provides health and nursing advisement and compliance assistance to charter schools. She provides the only nursing advisement for general education | To ensure charter schools comply with local, state, and federal compliance requirements as it relates to Section 504. The position has a case load of schools and their specific case managers to ensure compliance and provide consultation as needed. |

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| 72110 | 18900 | \$ | 20,431 | Pro-rata portion of salary | 20% | The Manager of SEL, 504, Bullying & OCR, supervises and evaluates, SEED Officials, Analysts and Advisors when providing guidance concerning breaches of compliance for the Office of Civil Rights, Social Emotional Learning supports for all stakeholders and 504 Rehabilitation mandates. The Manager of OCR ensures district-wide compliance with the Office of Civil Rights and establishes and communicates protocols that include but are not limited to: Mandatory Reporting Protocols for Title IX, IDEA and other Federal mandates, facilitates bullying and harassment district reporting procedures, investigates and communicates corrective measures for non-compliance OCR issues (even from other departments), monitors and supports the district's 504 population, develops systems and protocols to ensure that social emotional learning is embedded within district responses, provides a variety of district-wide standardized ACEs trainings and assist with the development and assessment of the district's general Student Response Team processes. Compliance monitoring extends to our charter schools. | To ensure charter schools comply with local, state, and federal compliance requirements as it relates to mandatory reporting protocols. The oversees within the department and when there is a necessary investigation will work with advisors and schools as necessary for a resolution. |
| 72110 | 10500 | \$ | 27,987 | Pro-rata portion of salary | 30% | Collaborates with principals, charter operators, and other district leadership to compile the federally mandated National Civil Rights Data collection, works with analysts to ensure that the state-reported attendance data is routinely corrected and communicated to the state and administrators within the district, for the sake of data driven proactive planning, ensures that federal mandates that pertain to satisfying the compulsory attendance law and the identification of "At-Risk" students are communicated district-wide and that training is provided to all district staff and establishes incentive initiatives and to support district-wide attendance goals. | This position ensures compliance with the federally mandated National Civil Rights Data collection. The position works with charter schools to ensure that they are archiving and inputting the correct information, as well as corrections if needed. |
| 72110 | 18900 | \$ | 16,802 | Pro-rata portion of salary | 25% | Department of Student Information Management. She provides PowerSchool support to all schools including charter. She supervises and assists the assigned data specialist for charter schools A - M in resolving critical for all PowerSchool and EIS issues. She is the primary contact in her absence by providing daily support to assigned schools. Also supervises training and Data Clean-up sessions for charter school staff. | The position works with charter schools to ensure that there is compliance for attendance and reporting in PowerSchool. The team leader oversees the specific advisors of charter schools to ensure accurate documentation, troubleshooting, and other items as needed to ensure that PowerSchool and EIS are accurate. This position ensures that schools have accurate documentation in PowerSchool and EIS for reporting/funding. |
| 72110 | 18900 | \$ | 25,579 | Pro-rata portion of salary | 30% | Department of Student Information Management responsible for administration of data to EIS for all schools to include charter schools. She is responsible for ensuring training of charter school staff on the school calendars. She ensures the school calendars submitted by charters schools meet state guidelines. She provides EIS training to charter school staff. She closely monitors EIS transmission for charter school's data, identifying anomalies. She provides a quick response and implements a corrective course of action to ensure charter schools receive maximum funding for all students assigned. | The position works with charter schools to ensure that there is compliance for attendance and reporting in PowerSchool. The team leader oversees the specific advisors of charter schools to ensure accurate documentation, troubleshooting, and other items as needed to ensure that PowerSchool and EIS are accurate. The position inputs and reviews all calendars from charter schools for accuracy and compliance for reporting and funding. |
| 72130 | 10500 | \$ | 21,158 | Pro-rata portion of salary | 15% | Executive Director of Planning and Accountability. He oversees the Department of Assessment and Accountability and the Department of Student Information Management. Both departments support charter schools as described in the descriptions for the staff of these departments. Assisting charter schools as needed with functions related to these departments and often helps the Office of Charter Schools and charter school leaders navigate support in the district from other departments as well (e.g. IT). Since charter schools are mandated to participate in state assessments and state reporting through the district's student information system, leadership involves all schools including charters. | The position ensures that his teams are working with charter schools to the fullest extent. The position is a liaison but also a trouble shooter across the district for resolutions related to items such as PowerSchool, EIS, data configuration, assessment, and data. |

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| 72110 | 10500 | \$ 10,447 | Pro-rata portion of salary | 10% | Director of Student Information Management. He supervises all student data collection and maintenance in the SIS, providing system-wide direction and expertise. He works with all school leaders, district Chiefs and Directors, including Charter School leaders. Also directs the preparation and maintenance of a variety of statistical reports and records for all schools to include charter schools. | To supervise student data collection working with other members of the Student Information Management team. |
| 72110 | 18900 | \$ 15,256 | Pro-rata portion of salary | 20% | Team Leader within the Department of Student Information Management. She provides PowerSchool support to all schools including charter. She supervises and assists the assigned data specialist for charter schools M - Z in resolving critical issues for all PowerSchool and EIS. Ms. Williams is the primary contact in the absence of Robin Dean in providing daily support to Robin's assigned schools. Ms. Williams also supervises training and Data Clean-up sessions for charter school staff. | The position works with charter schools to ensure that there is compliance for attendance and reporting in PowerSchool.. This position ensures that schools have accurate documentation in PowerSchool and EIS for reporting/funding. |
| 72210 | 10500 | \$ 14,909 | Pro-rata portion of salary | 15% | Director of Assessment and Accountability and supervises a number of activities that involve charter schools including state-mandated testing (e.g., TCAP, ACT), State Accountability and related accountability appeals, Cognia Accreditation and various data summary files provided to all schools including charter schools. In addition, assists charter schools with the state's Graduation Cohort process. | To ensure that charter schools have the necessary information as it related to assessment and data accountability. This includes, but isn't limited to, TNReady, SCS's school performance framework. The position helps to ensure accuracy with data integrity and accountability. |
| 72210 | 10500 | \$ 12,789 | Pro-rata portion of salary | 15% | Accountability and Accreditation Advisor within the Department of Assessment and Accountability assists charter schools with a number of processes including state Accountability and Accountability appeals, the state's Graduation Cohort process, and Cognia Accreditation. Also creating the School Performance Scorecard which the Charter Schools Office uses in their evaluation of charter schools. In addition, provides data summaries of state testing results and other accountability measures to all schools including charter schools. | The position ensures that schools can work through state and local accountability appeals. Additionally, the position supports all charters with their School Performance Frameworks and any data summaries as needed for processes related to charter schools. |
| 72210 | 18900 | \$ 6,934 | Pro-rata portion of salary | 10% | Assessment Specialist within the Department of Assessment and Accountability provides logistical support for state-mandated testing to all schools including charter schools. Logistical support includes coordinating distribution and collection of state testing materials and distribution of testing reports. In addition, provides additional state-testing related support to all schools including charter schools by answering questions from phone calls and emails. Also, creating and maintains school personnel accounts for various assessment-related websites. | The position is needed for logistical support as it related to assessment for the distribution and collection of state testing materials; which all charter schools must participate in. |
| 72210 | 18900 | \$ 5,920 | Pro-rata portion of salary | 10% | Assessment Advisor within the Department of Assessment and Accountability assists charter schools with state Accountability appeals and the state's Graduation Cohort process. In addition, providing data-related support to all schools including charter schools. Also provides logistical support for state-testing and answers assessment-related questions by phone and email as needed. | The position is needed for logistical support as it related to assessment and accountability appeals with the graduation cohort processes. |
| 72210 | 10500 | \$ 13,025 | Pro-rata portion of salary | 15% | Assessment Advisor within the Department of Assessment and Accountability. Ms. Sanders leads the department's professional development efforts related to state-mandated testing. Professional development is provided to all schools including charter schools. Ms. Sanders also provides logistical support for state-mandated testing and answers assessment-related questions by phone and email as needed. | The position is needed for logistical support as it relates to state mandated testing (including professional developments) |
| 72210 | 16100 | \$ 2,029 | Pro-rata portion of salary | 5% | Assessment and Accountability Assistant. Ms. Smith provides administrative support for various activities within the department including the logistics of state-mandated testing. Ms. Smith assists all schools including charter schools by phone, and also assists parents from all schools including charter schools with obtaining student test scores. | The position is needed for logistical support as it relates to state mandated testing to charter schools and parents. |

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| 72210 | 18900 | \$ 5,258 | Pro-rata portion of salary | 10% | Assessment Specialist within the Department of Assessment and Accountability. Ms. Trotter provides logistical support for state-mandated testing to all schools including charter schools. Logistical support includes coordinating distribution and collection of state testing materials and distribution of testing reports. In addition, Ms. Trotter provides additional state-testing related support to all schools including charter schools by answering questions from phone calls and emails. Also, Ms. Trotter creates and maintains school personnel accounts for various assessment-related websites. | The position is needed for logistical support as it related to assessment for the distribution and collection of state testing materials; which all charter schools must participate in. Additionally, the position helps with access for all charter schools accounts related to testing. |
| 72130 | 10500 | \$ 26,678 | Pro-rata portion of salary | 65% | Charter School Office Management Charter Phones, Ordering, Attendance, Contracts, Parent Complaints | This position supports the authorizing office in administrative tasks throughout the year. The position takes off operational and business burden from the authorizing office team members. |
| 72210 | 10500 | \$ 18,389 | Pro-rata portion of salary | 25% | The RTI2 Manager leads and manages a team of RTI2 Advisors, Analyst, and Specialist, as well as be a lead planner and supporter of RTI2 implementation in Shelby County Schools. Together, the RTI2 Manager, Advisors, Analyst and Specialist share the responsibility of providing optimal support to teachers, school leaders, support staff and central office staff in Shelby County Schools targeting RTI2 implementation as aligned with the TDOE RTI2 Framework. | This position is needed to ensure that all charter schools are overseeing the RTI implementation at their schools and oversees advisors to ensure alignment and support for advisors. |
| 72220 | 10500 | \$ 44,033 | Pro-rata portion of salary | 50% | Department of Exceptional Children Manager ensures that charter schools are knowledgeable regarding IDEA compliance through following the guidelines, policies, and procedures of State and Federal laws when educating students with disabilities. The manager oversees IEP compliance and implementation of IEPs in charter schools. The SCS manager also supervise the three charter advisors that support the charter schools 100%. The manager's duties also includes following: providing professional development, monitoring suspension rate, attending IEP and Manifestation Determination Review meetings (MDR), holding monthly charter meetings, attending Charter Leader meetings with the director, communicate/collaborate with the charter office frequently and meet with charter school administrators with the advisors upon requested. | This position ensures compliance with IDEA and any other state and local policies related to IDEA. The position is needed to ensure compliance and work with advisors should there be specific cases. In the event that an advisor is unable to complete the duties, the position will step in. |
| 72130 | 10500 | \$ 9,684 | Pro-rata portion of salary | 10% | Support discussions with Advisors regarding Title III, reviewing Charter Applications (before Advisors were onboarded), providing info at Charter Leader meetings (now Advisors are doing this/ onboarded in fall 2019), discussions with CSO about Scorecard needs for ESL. | The position is needed to ensure that proper information is filtered to schools related to ESL and Title III services. |
| | | \$ 10,936 | Pro-rata portion of salary | 20% | Supporting Licensure Requirements - Ops Scorecard | This position ensures compliance with state teacher licensure and endorsements. The position allows for consultation and discussion as needed for schools to fill deficiencies. |
| 72210 | 18900 | \$ 12,144 | Pro-rata portion of salary | 20% | Processing Monthly Payments for Safety Grants includes processing, reviewing and following up, Annual Application Review | This Position processes reimbursement for expenses related to school safety to include annual applications and reimbursement payouts, |
| 72610 | 18900 | \$ 2,982 | Pro-rata portion of salary | 2% | Supporting Safety and Security Advisor and as needed | This position is needed to oversee the advisor for Safety and Security, but also to ensure that all investigation and reporting protocols are followed in the event one arises. |
| 71100 | 19500 | \$ 4,871 | Pro-rata portion of salary | 5% | Safety Grant Supports | This position ensures that schools have the necessary funds as it relates to School Safety and SAFE Schools grants. |
| 72510 | 11900 | \$ 6,060 | Pro-rata portion of salary | 10% | Process Payment Enter invoices for payment. Upload spreadsheets for multiple invoice entry. | The position ensures payment of grants through processing. |
| 72710 | 10500 | \$ 18,657 | Pro-rata portion of salary | 25% | Charter School Support, Invoicing, Field Trips, State Reporting, Customer Svc, | The positions ensures that schools that opt into SCS (Durham) transportation follow compliance indicators. |
| 72520 | 18900 | \$ 10,219 | Pro-rata portion of salary | 16% | Reconciling monthly billing report (medical, dental, vision, life)/ Maintenance of data and system support | To ensure that the benefits that are offered to SCS employees are offered to Charter School employees, should schools want to opt into this plan. The position is needed to oversee these processes. |
| 72520 | 18900 | \$ 16,071 | Pro-rata portion of salary | 30% | Benefits System Administration support (enrollment, qualified life events, transfers, terminations)/ Support | To ensure that the benefits that are offered to SCS employees are offered to Charter School employees, should schools want to opt into this plan. The position is needed to oversee these processes. |

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| 72510 | 11900 | \$ 6,787 | Pro-rata portion of salary | 8% | Senior Budget Analyst - The Senior Budget Analyst performs forecasting and analyses of revenue and expenditures relative to budget planning. Provides assistance to cross-functional project teams including Finance, Academics, Strategy, Human Resources, the Charter school office and administrative support areas to provide appropriate oversight of the District's budget which includes the budget for charter schools, and long-term financial plan. Also serves as a budget knowledge expert that assists with the development and implementation of appropriate controls and policies; coordinates and plans annual and long-term financial goals and the alignment of resources with the District's strategic goals. | The position is needed to ensure that proper information is filtered from schools related annual state reporting. |
| 72510 | 11900 | \$ 4,966 | Pro-rata portion of salary | 8% | Senior Budget Analyst - The Senior Budget Analyst performs forecasting and analyses of revenue and expenditures relative to budget planning. Provides assistance to cross-functional project teams including Finance, Academics, Strategy, Human Resources, the Charter school office and administrative support areas to provide appropriate oversight of the District's budget which includes the budget for charter schools, and long-term financial plan. Also serves as a budget knowledge expert that assists with the development and implementation of appropriate controls and policies; coordinates and plans annual and long-term financial goals and the alignment of resources with the District's strategic goals. | The position is needed to ensure that proper information is filtered from schools related annual state reporting. |
| 72520 | 18900 | \$ 13,796 | | 17% | The Human Resources Staffing Advisor (Non-Instructional) establishes and maintains strong, positive working relationships with District managers to support the sourcing, assignment, induction, retention, development and performance of high-quality candidates for all non-instructional positions. Collaborates with managers and other District staff to develop short- and long-range plans for assigned programs or functional area. | This position is necessary to ensure that positions within the authorizing office are filled with high quality candidates and one hired, the onboarding process is completed fully. |
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| Grand Total Expenditures July 1 - June 30 (Column D) | | \$ 1,848,422.04 | | | | |

| Total Fee Revenues Plus | |
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| Total Fee Revenues | Total Expenditures |
| \$ 1,848,422 | \$ 1,848,422 |

\$ (0.00)