



Charter School Governing Body Training Course Provider 2024 Application

As outlined in [State Board Rule 0520-14-01-.07](#), prospective training course providers must submit an application for approval to the State Board of Education (State Board) by **February 15, 2024** for courses that will be offered beginning July 1, 2024. The State Board's Advisory Council and staff shall evaluate training provider course applications and submit courses that meet the requirements set forth in State Board rule to the State Board for approval.

This application is developed for those interested in providing training courses to charter school governing body members only. Applications to provide training to elected school board members of a local education agency shall follow a separate application timeline and process. Details about the process and the course provider application can be found via the State Board's [website](#).

Prospective charter school governing body training course providers must complete Sections I and II of the application and submit requested course materials for the application to be considered complete. If proposing more than one (1) training course for approval, Section II must be filled out separately for each proposed training course.¹

Completed applications and supporting materials shall be submitted to Ali Reid, Director of Engagement and Accountability, at ali.reid@tn.gov. State Board staff may provide initial feedback and request additional information from applicants prior to approval. The State Board shall vote to approve all charter school governing body training courses at their second quarterly meeting of the year.

Approved courses are listed in [State Board Policy 6.112](#) and are valid for three (3) years, unless the provider or the State Board indicates the course is approved for a shorter period.

SECTION I

1. Name of the prospective course provider.

2. Describe any relevant experience in providing charter school governing body training courses, if any.

¹A prospective training course provider proposing a course for new governing body members must meet the minimum hour and content requirements set forth in [State Board Rule 0520-14-01-.07](#) and may complete Section II of the application only once as an application for one comprehensive orientation course.



3. Is this course application for the renewal of a currently approved training course?
- Yes
 - No

SECTION II

1. Name(s), title(s) and qualifications of training course instructors, including relevant experience with the topic(s) covered by the course, working with charter school governing bodies and/or as a training course instructor.

2. Title of proposed training course.

3. Proposed agenda and length (in hours) of training course².

4. Intended audience for the training course.
- New Board Members
 - Experienced Board Members
 - Both New and Experienced Board Members

If selecting “new board members”, does the training course cover all topics set forth in [State Board Rule 0520-14-01-.07](#) (overview of responsibilities of non-profit governance; state laws and rules governing charter school operations; Tennessee open meetings and open records requirements; conflict of interest and ethics; and education’s governance structure)?

- Yes
- No

² See [State Board Rule 0520-14-01-.07](#) for training course hour requirements.



5. Describe the training course's learning objectives and content.

6. Describe the instructional strategies, activities and presentation materials used in the training course to demonstrate that the proposed topic is covered with sufficient depth. Please also submit copies of all materials (presentation decks, handouts, video links, training course recording, articles, etc.) that accompany the course.

7. Method of delivery for training course.
 - Virtual
 - In-Person
 - Hybrid

8. Total fees, if any, to be charged and explanation of fees for the training course.

9. Explanation of evaluation method(s) used to determine achievement of learning objectives and course provider effectiveness. Please also submit a copy of the evaluation materials to be completed by participants.

10. For CMOs proposing a training course, describe the participation restrictions, if any (e.g., will the training course be limited to members of the organization's governing body only or open to other charter school governing body members, as interested?).



11. Explanation of the method(s) for tracking charter school governing body member completion of the course and for reporting all course completers to the respective charter school authorizer by August 1st annually in compliance with State Board Rule 0520-14-01-.07.

12. In order for the application to be deemed complete, applicants must submit accompanying course materials. Please select all materials that are attached:

- Course agenda
- Presentation slide deck
- Participant handouts
- Course readings/text
- Video links/recordings
- Evaluation materials
- Other: _____

13. I certify, to the best of my knowledge, that the material covered in this proposed training course is in compliance with all applicable state laws and State Board of Education rules and policies.

Signature

Date

Printed Name and Title

Contact Email and Phone Number



**Charter School Governing Body Training Course Provider
2024 Application Rubric**

Completed applications shall be scored using the rubric criteria outlined below, which is aligned to the requirements set forth in [State Board Rule 0520-14-01-.07](#). Only applications which fully meet the standard of the rubric shall be approved by the State Board. The overall scoring indicators are as follows:

Fully Meets the Standard	The response is thorough, does not require any revisions, and clearly meets all the criteria stated in the rubric, in alignment with State Board rule.
Partially Meets the Standard	The response meets some of the criteria but not all and/or requires additional information in one or more areas of the application.
Does Not Meet the Standard	The response is incomplete, does not align with the criteria stated in the rubric, or otherwise raises concerns about the provider’s ability to meet the requirements in rule.

Application Rubric Criteria
<ul style="list-style-type: none"> • The prospective course provider submitted a completed application (with course materials attached) by the required deadline. • The prospective course provider has relevant experience in providing charter school governing body member trainings and/or the instructor(s) have, at a minimum, relevant experience with the course topic(s), working with charter school governing bodies, or as a training course instructor. • The proposed training course content is appropriate for the intended audience and meets the requirements set forth in State Board rule, as applicable. • The length of the proposed training course is adequate given the amount of content covered by the course. • For prospective course providers proposing to offer a training course for new board members, the course covers, at a minimum, all the required topics and hours as outlined in State Board rule. • The application includes a detailed description and the required attachments demonstrating the instructional strategies, activities, and presentation materials to be used in the proposed training course. The training course covers the topic(s) with sufficient depth to allow governing body members to obtain a deeper understanding of the topic(s). • If a fee is being charged, the application includes an explanation of the fee. • The proposed course includes an effective method for evaluating the participant’s achievement of the stated learning objectives and the course provider’s effectiveness. • If the prospective course provider is a CMO, the application defines any participant restrictions. • The prospective course provider includes an effective method(s) for tracking governing body member completion of the course and for reporting all course completers to the charter school authorizer in compliance with State Board rule 0520-14-01-.07.