

**RULES
OF
THE STATE BOARD OF EDUCATION**

**CHAPTER 0520-14-01
CHARTER SCHOOLS**

0520-14-01-.07 GOVERNING BODY TRAINING APPROVAL.

- (1) Approval of Training Courses.
- (a) Charter school governing body training courses (“Training Courses”) shall be certified by the Tennessee Charter School Center (“TCSC”) and approved by the State Board of Education (“State Board”).
- (b) Training hours will be recognized only for Training Courses that are certified by the TCSC and approved by the State Board in accordance with this rule.
- (c) The TCSC shall review proposed Training Courses. The TCSC shall require prospective course providers to submit the following information for review:
1. Name of the individual(s) or entity wishing to provide training;
 2. Experience of the individual(s) or entity in providing governing body training;
 3. Instructor qualifications;
 4. Title, proposed agenda, and length of Training Courses;
 5. Intended audience for the courses (New Board Members, Experienced Board Members, etc.);
 6. Description of content to be delivered and learning objectives;
 7. Description of instructional strategies, activities, and presentation materials;
 8. Method of delivery of Training Course content (webinar, in-person, etc.);
 9. Fees, if any, to be charged; and
 10. Methods used to evaluate the achievement of stated learning objectives and provider effectiveness.
- (d) Training Courses that meet the requirements of this rule and are certified by the TCSC shall be submitted annually by the TCSC to the State Board for approval.
1. The TCSC shall submit certified Training Courses for approval to the State Board no later than March 15 of the year in which the course will be offered.
 2. Training Courses certified by the TCSC and approved by the State Board shall be included in State Board Policy 6.112.

(Rule 0520-14-01-.07, continued)

3. Training Course approvals are valid for three (3) years, unless the provider or State Board indicates the Training Course is proposed or approved for a shorter period of time.
 4. The TCSC shall notify the State Board if any changes to information outlined in paragraph (c) are made to approved Training Courses during the approval period. The State Board staff shall determine if the changes are material and if re-approval is required as a result of the changes and notify the TCSC.
- (e) When submitting certified Training Courses for approval, the TCSC shall include a summary of the reasons for the approval recommendation to the State Board.
- (2) Training Course Requirements.
- (a) Training Course requirements for new governing body members with less than one (1) year of continuous service as part of the current governing body and members of newly approved charter school governing bodies (“New Board Members”).
1. Training Course Hour Requirements. New Board Members shall, at a minimum, complete six (6) hours of training within twelve (12) months of joining the governing body.
 - i. Governing body members with a break in service of more than one (1) year within the same governing body or new members of a governing body shall be considered New Board Members for training purposes.
 2. Training Course Content Requirements. New Board Members shall, at a minimum, receive training on the following topics:
 - i. Overview of responsibilities of non-profit governance, including but not limited to financial oversight and evaluation of school leadership.
 - ii. State laws and rules governing charter school operations, including but not limited to student discipline and student discipline due process requirements, and requirements to comply with federal laws including, but not limited to the Individuals with Disabilities Education Act (“IDEA”), the Federal Educational Rights and Privacy Act (“FERPA”), and Section 504 of the Rehabilitation Act of 1973.
 - iii. Tennessee open meetings and open records requirements.
 - iv. Conflict of interest and ethics.
 - v. Education’s governance structure, including an overview of the roles and responsibilities of the State Board of Education, Department of Education, and the Public Charter School Commission.
 3. New Board Members may establish compliance through the completion of one (1) six (6) hour Training Course, or through the completion of multiple Training Courses combined to reach the six (6) hour minimum.
 4. New Board Members shall complete all required Training Course hours within twelve (12) months of joining the governing body.

(Rule 0520-14-01-.07, continued)

- (b) Training Course requirements for experienced governing body members with one (1) or more years of continuous governing body service as part of a specific school's governing body ("Experienced Board Members"):
1. Training Course Hour Requirements. Experienced Board Members shall, at a minimum, complete four (4) hours of training each year.
 2. Training Course Content. Experienced Board Members may select any Training Course(s) certified by the TCSC and approved by the State Board.
 3. Experienced Board Members may establish compliance through the completion of one (1) four (4) hour Training Course, or through the completion of multiple Training Courses combined to reach the four (4) hour minimum.
 4. Experienced Board Members shall complete all required Training Course hours by November 15 each year.
- (c) If a governing body member is unable to complete all required training hours due to an unanticipated hardship, the Charter School may request a waiver from the authorizer or Commissioner of Education to reduce or waive the annual training requirement for that governing body member, pursuant to T.C.A. § 49-13-111. If a New Board Member is granted a waiver of required Training Course hours for a particular year, any Training Courses not completed by the New Board Member shall be made up in the following year. Waivers shall only be valid for one (1) year.
- (d) The TCSC shall provide charter school authorizers with a list of all governing body members who have completed Training Course requirements by the required deadlines set forth in this rule. Charter school authorizers shall monitor charter governing body compliance with these rules. Governing body members shall provide documentation of the completion of required Training Courses to the authorizer, if requested.

Authority: T.C.A §§ 49-13-111 and 49-13-126. **Administrative History:** Original rule filed March 26, 2020; effective June 24, 2020.