



School Board Training Course Provider 2024 Application Rubric

Application Scoring

Completed applications shall be scored using the rubric criteria outlined below, which is aligned to the requirements set forth in [State Board Rule 0520-01-02-.11](#). Only applications which fully meet the standard of the rubric shall be recommended by the Advisory Committee for approval to 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 by the required deadline. • The prospective course provider has relevant experience in providing school board member trainings and/or the prospective course provider's instructor(s) have, at a minimum, relevant experience with the topic(s) covered by the course, working with school boards, or as a training course instructor. • The length of the proposed training course is adequate given the amount of content covered by the course. • The proposed training course content is appropriate for the intended audience. • For prospective course providers proposing to offer an orientation 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 of the instructional strategies, activities and presentation materials which are aligned to the proposed training course topic(s) and demonstrates that the training course covers the topic(s) with sufficient depth to allow local board 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 an LEA, and the application includes a statement of whether the proposed course is restricted to members of the LEA or open to any local board member interested in participating in the training course. • The prospective course provider includes an effective method(s) for tracking local board member completion of the course and for reporting all course completers to the Department of Education in compliance with State Board rule 0520-01-02-.11. |

| Application Scoring Summary | |
|---|---|
| Prospective Course Provider | Clarksville Montgomery County School System |
| Training Course | Stronger Together Board Retreat |
| Initial Recommendation | Fully Meets the Standard |
| Initial Application Strengths | |
| <ul style="list-style-type: none"> • CMCSS submitted a completed application and course materials by the required deadline. • Dr. Jean Luna-Vedder and Tina Smith are the main training facilitators with experience in providing trainings to their board members and other adults in various education settings. • The length of the proposed training course is two days for 3.5 hours each (7 hours in total) to cover team building and utilizing team member strengths on day one and understanding the goals of the district's strategic plan and board policy on day two. • The proposed training course content is appropriate for both new and experienced board members and tailored to their current work. • The application includes a detailed description of the instructional strategies, activities and presentation materials including a strengths finder assessment, scenarios, direct instruction, assessing questions and discussion. The materials are aligned to the proposed training course topics and demonstrate sufficient depth of content for this in-person training. • There is no cost associated with this training. • The proposed course includes a course survey which evaluates achievement of the learning objectives and the course provider's effectiveness as well as a self-assessment for participants to conduct further reflection on the training topics. • The proposed course is restricted to members of the LEA only. • The prospective course provider will maintain sign-in sheets and report participation to the Department of Education in compliance with State Board rule 0520-01-02-.11. | |
| Initial Application Questions/Weaknesses | |
| <ul style="list-style-type: none"> • Will CMCSS complete this training course annually or is this course designed for one year? | |
| Final Application Review | |
| <i>To be completed after review of any additional materials, if requested.</i> | |
| <ul style="list-style-type: none"> • CMCSS confirmed that the course will build upon Year 1 training and is designed for a 3-year approval. While the application fully meets the standard, the committee was interested in better understanding how CMCSS proposes to deepen their cabinet and board member interactions in their multi-year tiered approach. | |
| Final Application Overall Score | |
| <input checked="" type="checkbox"/> Fully Meets the Standard <input type="checkbox"/> Partially Meets the Standard <input type="checkbox"/> Does Not Meet the Standard | |



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| Application Rubric Criteria |
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| <ul style="list-style-type: none"> • The prospective course provider submitted a completed application by the required deadline. • The prospective course provider has relevant experience in providing school board member trainings and/or the prospective course provider’s instructor(s) have, at a minimum, relevant experience with the topic(s) covered by the course, working with school boards, or as a training course instructor. • The length of the proposed training course is adequate given the amount of content covered by the course. • The proposed training course content is appropriate for the intended audience. • For prospective course providers proposing to offer an orientation 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 of the instructional strategies, activities and presentation materials which are aligned to the proposed training course topic(s) and demonstrates that the training course covers the topic(s) with sufficient depth to allow local board 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 an LEA, and the application includes a statement of whether the proposed course is restricted to members of the LEA or open to any local board member interested in participating in the training course. • The prospective course provider includes an effective method(s) for tracking local board member completion of the course and for reporting all course completers to the Department of Education in compliance with State Board rule 0520-01-02-.11. |

| Application Scoring Summary | |
|---|---|
| Prospective Course Provider | Leadership Institute |
| Training Course | TN New School Board Member Training Orientation |
| Initial Recommendation | Does Not Meet the Standard |
| Initial Application Strengths | |
| <ul style="list-style-type: none"> • The applicant, The Leadership Institute, submitted a completed application and course materials by the required deadline. • The Leadership Institute is an established national organization that provides policy and governance trainings around the country, including school board member trainings. The course instructors include individuals with relevant experience with the content (i.e., former educators, board members) and in providing board trainings. • The length of the proposed new board member orientation course is 14 hours, as required, to be held across two days, which is sufficient given the amount of content covered by the course. • The application includes a detailed description of the instructional strategies, activities and presentation materials with a slide deck, workbook and guide that are aligned to the proposed training course topics and detail the depth of information covered in the course. • The application states that the prospective course provider will provide course completers with a certificate and quarterly completion reports for districts and the Department of Education in compliance with State Board rule 0520-01-02-.11. | |
| Initial Application Questions/Weaknesses | |
| <ul style="list-style-type: none"> • While the proposed training orientation is designed for new board members, covers most of the required topics as outlined in State Board rule, and includes a few additional orientation topics (i.e., Robert's Rules of Order, board norms, committee work and school board meetings), the materials suggest content knowledge gaps. For example, the presentation deck does not include the roles and responsibilities of each state education agency, as required, discusses BEP rather than TISA as the student funding formula, and lacks a connection to state support organizations such as TSBA and/or an understanding of TN school board policies. • The application states that the orientation sessions are in-person and there are no fees to attend; however, it is unclear where and when the sessions will be held or if there will be costs associated with travel for board members and/or trainers. • Evaluation materials assessing the participant's achievement of the stated learning objectives and the course provider's effectiveness were not provided. | |
| Final Application Review | |
| <i>To be completed after review of any additional materials, if requested.</i> | |
| No additional materials requested | |
| Final Application Overall Score | |
| <input type="checkbox"/> Fully Meets the Standard <input type="checkbox"/> Partially Meets the Standard <input checked="" type="checkbox"/> Does Not Meet the Standard | |