



School Board Training Course Provider 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. 	



Advisory Committee Review Summary and Final Recommendation

School Board Training Course Provider Information

Prospective Course Provider	Leadership Institute
Training Course Title	TN New School Board Member Training Orientation
Application Year	2025
Application to Renew	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Application Strengths

- The prospective course provider submitted a completed application and accompanying materials by the required deadline.
- The prospective course provider has relevant experience in providing training to school board leaders and public policy trainings more broadly.
- The 14-hour course length meets the minimum requirement for a new board member orientation and is an adequate amount of time given the content covered by the course.
- The content covered in the proposed orientation training course is appropriate for new school board members and covers all the required topics and hours as outlined in State Board rule. The course also covers additional content including Robert's Rules of order, Board Norms, and Board Meetings.
- The application includes a detailed description of the wide array of instructional strategies, activities and presentation materials which are aligned to the proposed training course topics. The accompanying materials demonstrate the use of these strategies, and that course covers the topics with sufficient depth to allow local board members to obtain a deeper understanding.
- The course will be offered regionally in-person and requires a \$50 registration fee. All other costs will be absorbed by the course provider, including travel. The course provider will also offer an on-demand option for free.
- The proposed course includes several effective methods for evaluating the participant's understanding and achievement of the stated learning objectives and the course provider's effectiveness (as accessed by a QR code at the end of the presentation slide deck).
- The prospective course provider includes an effective method for tracking local board member completion of the course and for reporting all course completers to the Department of Education at least quarterly in compliance with State Board rule 0520-01-02-.11.

Application Questions and/or Weaknesses

- The proposed course materials do not include an overview of the roles and responsibilities of the Public Charter School Commission, as required in State Board Rule 0520-01-02-.11.
- The course materials include content that needs updating specifically related to the State Board's roles and responsibilities in comparison to the Department of Education and the agency responsible for textbook and instructional materials.
- The course materials include a statement regarding the school board's responsibility of making decisions about employment and it should be clarified that this responsibility is limited to the director of schools only.
- The application states that there is only a \$50 registration fee required. Please confirm that this is accurate and sufficient to cover trainings costs for the provider, including travel.

Advisory Committee Review Summary

☒ **Additional Information Requested**

 ☐ **Additional Information Not Requested**

Final Application Review

To be completed after review of any additional materials, if requested.



- The course materials were updated to include an overview of the roles and responsibilities of the Public Charter School Commission, as required in State Board Rule 0520-01-02-.11.
- The course materials were updated to clarify and highlight key differences between the Department of Education, State Board of Education, and the process for textbook and instructional materials adoption.
- The course materials were updated to clarify the school board's responsibility of making decisions about employment is limited to the director of schools only.
- The applicant confirmed the \$50 registration fee and availability of scholarships to cover training costs.

Final Recommendation

☒ **Recommend for Approval**

☐ **Not Recommended for Approval**



School Board Training Course Provider Application Rubric

Application Scoring

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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.

Advisory Committee Review Summary and Final Recommendation

School Board Training Course Provider Information

Prospective Course Provider	Pathway2Careers (P2C)
Training Course Title	Helping Board Members Connect to Today's Labor Market Data
Application Year	2025
Application to Renew	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Note: This course was previously approved under TSBA through a partnership with P2C and will now transition to P2C to offer the course directly

Application Strengths

- The prospective course provider submitted a completed application and accompanying materials by the required deadline.
- The prospective course provider was previously facilitating this approved course through a partnership with TSBA and has relevant experience in providing this training to school board members in Tennessee. This application is for the renewal of this course in which the content remains the same.
- The 7-hour length of the proposed training course is adequate given the amount of content covered by the course. Board members will complete a total of 7 one-hour modules virtually which can be completed in segments at their own pace.
- The proposed training course content is appropriate for both new and experienced members.
- The application includes a detailed description of the instructional strategies, activities and presentation materials for each of the modules, sample module materials, and access to the course platform. The materials are aligned to the proposed training course topics and demonstrates that the training course covers the topics with sufficient depth to allow local board members to obtain a deeper understanding of the topics.
- There are no fees for this course.

Application Questions and/or Weaknesses

- While the proposed course states that participants must achieve at least 80% on its end of course assessment to successfully complete the course, a copy of the evaluation was not provided to affirm that it evaluates the participant's achievement of the stated learning objectives and the course provider's effectiveness.
- While the application states that its system allows for the tracking of course participation and completion, the application does not elaborate on how or when it will report all course completers to the Department of Education in compliance with State Board rule 0520-01-02-.11.

Advisory Committee Review Summary

☒ **Additional Information Requested**

 ☐ **Additional Information Not Requested**

Final Application Review

To be completed after review of any additional materials, if requested.

- The applicant provided copies of its course evaluation forms which affirm that the provider evaluates the participant's achievement of the stated learning objectives; however, the materials did not include questions that also assess the course provider's effectiveness.
- While the applicant provided updated information regarding its tracking system, it is unclear how or when it will report all course completers to the Department of Education in compliance with State Board rule 0520-01-02-.11.

Final Recommendation

☐ **Recommend for Approval**

 ☒ **Not Recommended for Approval**



School Board Training Course Provider 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:

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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.	

Advisory Committee Review Summary and Final Recommendation

School Board Training Course Provider Information

Prospective Course Provider	TN School Boards Association
Training Course Title	A Deep Dive Into Boardsmanship
Application Year	2025
Application to Renew	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Application Strengths

- The prospective course provider submitted a completed application and accompanying materials by the required deadline. The application is for the renewal of a currently approved course expiring June 2025. Per the course provider's application, only the participant notebook and PowerPoint presentation materials have been updated.
- The prospective course provider is currently approved to provide this course and has relevant experience in providing school board member trainings.
- The 7-hour course length of the proposed training is adequate given the amount of content covered by the course.
- The proposed training course content is appropriate for the new and experienced board members and can be delivered in person or virtually.
- The application includes a description of the course and the accompanying presentation materials demonstrate the instructional strategies and activities which are aligned to the proposed training course topics and demonstrates that the training course covers the topics with sufficient depth to allow local board members to obtain a deeper understanding of the topics.
- The course fees vary by delivery method (\$125 for in-person, \$75 for virtual) and cover the cost of materials, technology and travel expenses, as needed.
- The proposed course includes an evaluation template that is used across all courses and is an effective method for evaluating the participant's achievement of the stated learning objectives and the course provider's effectiveness.
- The prospective course provider includes an effective method 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 Questions and/or Weaknesses

No questions or weaknesses identified

Advisory Committee Review Summary

☐ Additional Information Requested ☒ Additional Information Not Requested

Final Application Review

To be completed after review of any additional materials, if requested.

N/A

Final Recommendation

☒ Recommend for Approval ☐ Not Recommended for Approval

Advisory Committee Review Summary and Final Recommendation

School Board Training Course Provider Information

Prospective Course Provider	TN School Boards Association
Training Course Title	Advocating the Board's Vision
Application Year	2025
Application to Renew	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Application Strengths

- The prospective course provider submitted a completed application and accompanying materials by the required deadline. The application is for the renewal of a currently approved course expiring June 2025. Per the course provider's application, only the participant notebook and PowerPoint presentation materials have been updated.
- The prospective course provider is currently approved to provide this course and has relevant experience in providing school board member trainings.
- The 7-hour course length of the proposed training is adequate given the amount of content covered by the course.
- The proposed training course content is appropriate for the new and experienced board members and can be delivered in person or virtually.
- The application includes a description of the course and the accompanying presentation materials demonstrate the instructional strategies and activities which are aligned to the proposed training course topics and demonstrates that the training course covers the topics with sufficient depth to allow local board members to obtain a deeper understanding of the topics.
- The course fees vary by delivery method (\$125 for in-person, \$75 for virtual) and cover the cost of materials, technology and travel expenses, as needed.
- The proposed course includes an evaluation template that is used across all courses and is an effective method for evaluating the participant's achievement of the stated learning objectives and the course provider's effectiveness.
- The prospective course provider includes an effective method 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 Questions and/or Weaknesses

No questions or weaknesses identified

Advisory Committee Review Summary

☐ Additional Information Requested ☒ Additional Information Not Requested

Final Application Review

To be completed after review of any additional materials, if requested.

N/A

Final Recommendation

☒ Recommend for Approval ☐ Not Recommended for Approval

Advisory Committee Review Summary and Final Recommendation

School Board Training Course Provider Information

Prospective Course Provider	TN School Boards Association
Training Course Title	Basics of Boardsmanship
Application Year	2025
Application to Renew	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Note: This course has been renamed and is currently approved as "eBoardsmanship".

Application Strengths

- The prospective course provider submitted a completed application and accompanying materials by the required deadline. The application is for the renewal of a currently approved course expiring June 2025. Per the course provider's application, only the participant notebook and PowerPoint presentation materials have been updated.
- The prospective course provider is currently approved to provide this course and has relevant experience in providing school board member trainings.
- The 7-hour course length of the proposed training is adequate given the amount of content covered by the course.
- The proposed training course content is appropriate for the new and experienced board members and can be delivered in person or virtually.
- The application includes a description of the course and the accompanying presentation materials demonstrate the instructional strategies and activities which are aligned to the proposed training course topics and demonstrates that the training course covers the topics with sufficient depth to allow local board members to obtain a deeper understanding of the topics.
- There are no fees for this virtual course.
- The proposed course includes an evaluation template that is used across all courses and is an effective method for evaluating the participant's achievement of the stated learning objectives and the course provider's effectiveness.
- The prospective course provider includes an effective method 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 Questions and/or Weaknesses

No questions or weaknesses identified

Advisory Committee Review Summary

☐ **Additional Information Requested**

☒ **Additional Information Not Requested**

Final Application Review

To be completed after review of any additional materials, if requested.

N/A

Final Recommendation

☒ **Recommend for Approval**

☐ **Not Recommended for Approval**

Advisory Committee Review Summary and Final Recommendation

School Board Training Course Provider Information

Prospective Course Provider	TN School Boards Association
Training Course Title	Board Chairman Seminar
Application Year	2025
Application to Renew	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Note: This course has been renamed and is currently approved as "Board Chairman Workshop".

Application Strengths

- The prospective course provider submitted a completed application and accompanying materials by the required deadline. The application is for the renewal of a currently approved course expiring June 2025. Per the course provider's application, only the participant notebook and PowerPoint presentation materials have been updated.
- The prospective course provider is currently approved to provide this course and has relevant experience in providing school board member trainings.
- The 7-hour course length of the proposed training is adequate given the amount of content covered by the course.
- The proposed training course content is appropriate for the new and experienced board members.
- The application includes a description of the course and the accompanying presentation materials demonstrate the instructional strategies and activities which are aligned to the proposed training course topics and demonstrates that the training course covers the topics with sufficient depth to allow local board members to obtain a deeper understanding of the topics.
- The course fees vary by delivery method (\$125 for in-person, \$75 for virtual) and cover the cost of materials, technology and meals.
- The proposed course includes an evaluation template that is used across all courses and is an effective method for evaluating the participant's achievement of the stated learning objectives and the course provider's effectiveness.
- The prospective course provider includes an effective method 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 Questions and/or Weaknesses

No questions or weaknesses identified

Advisory Committee Review Summary

☐ **Additional Information Requested**

 ☒ **Additional Information Not Requested**

Final Application Review

To be completed after review of any additional materials, if requested.

N/A

Final Recommendation

☒ **Recommend for Approval**

 ☐ **Not Recommended for Approval**

Advisory Committee Review Summary and Final Recommendation

School Board Training Course Provider Information

Prospective Course Provider	TN School Boards Association
Training Course Title	Board Policy and Operations
Application Year	2025
Application to Renew	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Application Strengths

- The prospective course provider submitted a completed application and accompanying materials by the required deadline. The application is for the renewal of a currently approved course expiring June 2025. Per the course provider's application, only the participant notebook and PowerPoint presentation materials have been updated.
- The prospective course provider is currently approved to provide this course and has relevant experience in providing school board member trainings.
- The 7-hour course length of the proposed training is adequate given the amount of content covered by the course.
- The proposed training course content is appropriate for the new and experienced board members.
- The application includes a description of the course and the accompanying presentation materials demonstrate the instructional strategies and activities which are aligned to the proposed training course topics and demonstrates that the training course covers the topics with sufficient depth to allow local board members to obtain a deeper understanding of the topics.
- The course fees vary by delivery method (\$125 for in-person, \$75 for virtual) and cover the cost of materials, technology and travel expenses, as needed.
- The proposed course includes an evaluation template that is used across all courses and is an effective method for evaluating the participant's achievement of the stated learning objectives and the course provider's effectiveness.
- The prospective course provider includes an effective method 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 Questions and/or Weaknesses

No questions or weaknesses identified

Advisory Committee Review Summary

☐ Additional Information Requested ☒ Additional Information Not Requested

Final Application Review

To be completed after review of any additional materials, if requested.

N/A

Final Recommendation

☒ Recommend for Approval ☐ Not Recommended for Approval

Advisory Committee Review Summary and Final Recommendation

School Board Training Course Provider Information

Prospective Course Provider	TN School Boards Association
Training Course Title	Board / Superintendent Relations
Application Year	2025
Application to Renew	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Application Strengths

- The prospective course provider submitted a completed application and accompanying materials by the required deadline. The application is for the renewal of a currently approved course expiring June 2025. Per the course provider's application, only the participant notebook and PowerPoint presentation materials have been updated.
- The prospective course provider is currently approved to provide this course and has relevant experience in providing school board member trainings.
- The 7-hour course length of the proposed training is adequate given the amount of content covered by the course.
- The proposed training course content is appropriate for the new and experienced board members.
- The application includes a description of the course and the accompanying presentation materials demonstrate the instructional strategies and activities which are aligned to the proposed training course topics and demonstrates that the training course covers the topics with sufficient depth to allow local board members to obtain a deeper understanding of the topics.
- The course fees vary by delivery method (\$125 for in-person, \$75 for virtual) and cover the cost of materials, technology and travel expenses, as needed.
- The proposed course includes an evaluation template that is used across all courses and is an effective method for evaluating the participant's achievement of the stated learning objectives and the course provider's effectiveness.
- The prospective course provider includes an effective method 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 Questions and/or Weaknesses

No questions or weaknesses identified

Advisory Committee Review Summary

☐ Additional Information Requested ☒ Additional Information Not Requested

Final Application Review

To be completed after review of any additional materials, if requested.

N/A

Final Recommendation

☒ Recommend for Approval ☐ Not Recommended for Approval

Advisory Committee Review Summary and Final Recommendation

School Board Training Course Provider Information

Prospective Course Provider	TN School Boards Association
Training Course Title	Charter Schools in Tennessee: Essential Knowledge for Board Members
Application Year	2025
Application to Renew	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Application Strengths

- The prospective course provider submitted a completed application and accompanying materials by the required deadline.
- The prospective course provider is currently approved to provide multiple training courses and has relevant experience in providing school board member trainings.
- The 1-hour course length of the proposed training is adequate given the amount of content covered by the course.
- The proposed training course content is appropriate for the new and experienced board members.
- The application includes a description of the course and the accompanying presentation materials demonstrate the instructional strategies and activities which are aligned to the proposed training course topics and demonstrates that the training course covers the topics with sufficient depth to allow local board members to obtain a deeper understanding of the topics.
- There is no fee for this virtual course.
- The proposed course includes an evaluation template that is used across all courses and is an effective method for evaluating the participant's achievement of the stated learning objectives and the course provider's effectiveness.
- The prospective course provider includes an effective method 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 Questions and/or Weaknesses

No questions or weaknesses identified

Advisory Committee Review Summary

☐ Additional Information Requested ☒ Additional Information Not Requested

Final Application Review

To be completed after review of any additional materials, if requested.

N/A

Final Recommendation

☒ Recommend for Approval ☐ Not Recommended for Approval

Advisory Committee Review Summary and Final Recommendation

School Board Training Course Provider Information

Prospective Course Provider	TN School Boards Association
Training Course Title	Ethics: The Cornerstone of Effective Governance
Application Year	2025
Application to Renew	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Application Strengths

- The prospective course provider submitted a completed application and accompanying materials by the required deadline.
- The prospective course provider is currently approved to provide multiple training courses and has relevant experience in providing school board member trainings.
- The 2-hour course length of the proposed training is adequate given the amount of content covered by the course.
- The proposed training course content is appropriate for the new and experienced board members.
- The application includes a description of the course and the accompanying presentation materials demonstrate the instructional strategies and activities which are aligned to the proposed training course topics and demonstrates that the training course covers the topics with sufficient depth to allow local board members to obtain a deeper understanding of the topics.
- There is no fee for this virtual course.
- The proposed course includes an evaluation template that is used across all courses and is an effective method for evaluating the participant's achievement of the stated learning objectives and the course provider's effectiveness.
- The prospective course provider includes an effective method 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 Questions and/or Weaknesses

No questions or weaknesses identified

Advisory Committee Review Summary

☐ Additional Information Requested ☒ Additional Information Not Requested

Final Application Review

To be completed after review of any additional materials, if requested.

N/A

Final Recommendation

☒ Recommend for Approval ☐ Not Recommended for Approval

Advisory Committee Review Summary and Final Recommendation

School Board Training Course Provider Information

Prospective Course Provider	TN School Boards Association
Training Course Title	Leadership Conference
Application Year	2025
Application to Renew	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Application Strengths

- The prospective course provider submitted a completed application and accompanying materials by the required deadline. The application is for the renewal of a currently approved course expiring June 2025. Per the course provider's application, the PowerPoint presentation and materials have been updated.
- The prospective course provider is currently approved to provide this course and has relevant experience in providing school board member trainings.
- The 7-hour course length of the proposed training is adequate given the amount of content covered by the course through a conference-setting.
- The proposed training course content is appropriate for the new and experienced board members.
- The application includes a description of the course and accompanying presentation materials from the 2024 conference to demonstrate the instructional strategies and activities that will be implemented during the conference. The materials document that the training course covers the topics with sufficient depth to allow local board members to obtain a deeper understanding of the topics.
- The course is offered via a conference with a \$225 registration fee to cover meals, speakers, and hotel costs.
- The proposed course includes an evaluation template that is used across all courses and is an effective method for evaluating the participant's achievement of the stated learning objectives and the course provider's effectiveness.
- The prospective course provider includes an effective method 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 Questions and/or Weaknesses

No questions or weaknesses identified

Advisory Committee Review Summary

☐ Additional Information Requested ☒ Additional Information Not Requested

Final Application Review

To be completed after review of any additional materials, if requested.

N/A

Final Recommendation

☒ Recommend for Approval ☐ Not Recommended for Approval

Advisory Committee Review Summary and Final Recommendation	
School Board Training Course Provider Information	
Prospective Course Provider	TN School Boards Association
Training Course Title	Legal Issues Impacting School Boards
Application Year	2025
Application to Renew	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Application Strengths	
<ul style="list-style-type: none"> The prospective course provider submitted a completed application and accompanying materials by the required deadline. The application is for the renewal of a currently approved course expiring June 2025. Per the course provider's application, some of the online videos have been re-recorded or edited. The prospective course provider is currently approved to provide this course and has relevant experience in providing school board member trainings. The 7-hour course length of the proposed training is adequate given the amount of content covered by the course. The proposed training course content is appropriate for the new and experienced board members. The application includes a description of the course and accompanying videos for the online course which demonstrate the instructional strategies and activities and that the training course covers the topics with sufficient depth to allow local board members to obtain a deeper understanding of the topics. There is no fee for this virtual course. The proposed course includes an evaluation template that is used across all courses and is an effective method for evaluating the participant's achievement of the stated learning objectives and the course provider's effectiveness. The prospective course provider includes an effective method 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 Questions and/or Weaknesses	
No questions or weaknesses identified	
Advisory Committee Review Summary	
<input type="checkbox"/> Additional Information Requested <input checked="" type="checkbox"/> Additional Information Not Requested	
Final Application Review	
<i>To be completed after review of any additional materials, if requested.</i>	
N/A	
Final Recommendation	
<input checked="" type="checkbox"/> Recommend for Approval <input type="checkbox"/> Not Recommended for Approval	

Advisory Committee Review Summary and Final Recommendation

School Board Training Course Provider Information

Prospective Course Provider	TN School Boards Association
Training Course Title	Legislative and Legal Institute
Application Year	2025
Application to Renew	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Application Strengths

- The prospective course provider submitted a completed application and accompanying materials by the required deadline. The application is for the renewal of a currently approved course expiring June 2025. Per the course provider's application, the PowerPoint presentation and materials have been updated.
- The prospective course provider is currently approved to provide this course and has relevant experience in providing school board member trainings.
- The 7-hour course length of the proposed training is adequate given the amount of content covered by the course through a conference-setting.
- The proposed training course content is appropriate for the new and experienced board members.
- The application includes a description of the course and accompanying materials from the 2025 conference/institute demonstrate the instructional strategies and activities and that the training course will cover topics with sufficient depth to allow local board members to obtain a deeper understanding of the topics.
- The course includes a \$200 registration fee to cover attendee materials, meals and hotel costs.
- The proposed course includes an evaluation template that is used across all courses and is an effective method for evaluating the participant's achievement of the stated learning objectives and the course provider's effectiveness.
- The prospective course provider includes an effective method 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 Questions and/or Weaknesses

No questions or weaknesses identified

Advisory Committee Review Summary

☐ Additional Information Requested ☒ Additional Information Not Requested

Final Application Review

To be completed after review of any additional materials, if requested.

N/A

Final Recommendation

☒ Recommend for Approval ☐ Not Recommended for Approval

Advisory Committee Review Summary and Final Recommendation

School Board Training Course Provider Information

Prospective Course Provider	TN School Boards Association
Training Course Title	New Member Orientation
Application Year	2025
Application to Renew	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Application Strengths

- The prospective course provider submitted a completed application and accompanying materials by the required deadline. The application is for the renewal of a currently approved course expiring June 2025. Per the course provider's application, the PowerPoint presentation and materials have been updated.
- The prospective course provider is currently approved to provide this course and has relevant experience in providing school board member trainings.
- The 14-hour course length of the proposed training is adequate given the amount of content covered by the course through a conference-setting.
- The proposed training course content is appropriate for the new board members.
- The application includes a description of the course and accompanying materials which are aligned to the proposed training course topics and demonstrates that the training course covers the topics with sufficient depth to allow local board members to obtain a deeper understanding.
- The course includes a \$150 fee to cover the cost of attendee materials, meals, technology and travel expenses, as needed, for this in-person course.
- The proposed course includes an evaluation template that is used across all courses and is an effective method for evaluating the participant's achievement of the stated learning objectives and the course provider's effectiveness.
- The prospective course provider includes an effective method 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 Questions and/or Weaknesses

- While the course covers all the required hours and almost all the required course content for new board members, the course does not include details about the TN Public Charter School Commission, as outlined in State Board rule.

Advisory Committee Review Summary

☒ **Additional Information Requested** ☐ **Additional Information Not Requested**

Final Application Review

To be completed after review of any additional materials, if requested.

- The applicant resubmitted the training course materials noting that information regarding the TN Public Charter School Commission is included on page 11. The description included in the materials meets the requirement outlined in State Board rule.

Final Recommendation

☒ **Recommend for Approval** ☐ **Not Recommended for Approval**

Advisory Committee Review Summary and Final Recommendation

School Board Training Course Provider Information

Prospective Course Provider	TN School Boards Association
Training Course Title	School Law
Application Year	2025
Application to Renew	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Application Strengths

- The prospective course provider submitted a completed application and accompanying materials by the required deadline. The application is for the renewal of a currently approved course expiring June 2025. Per the course provider's application, the PowerPoint presentation and participant notebook has been updated.
- The prospective course provider is currently approved to provide this course and has relevant experience in providing school board member trainings.
- The 7-hour course length of the proposed training is adequate given the amount of content covered by the course.
- The proposed training course content is appropriate for the new and experienced board members.
- The application includes a description of the course and accompanying materials which are aligned to the proposed training course topics and demonstrates that the training course covers the topics with sufficient depth to allow local board members to obtain a deeper understanding.
- The course fees vary by delivery method (\$125 for in-person, \$75 for virtual) and cover the cost of materials, technology and travel expenses, as needed.
- The proposed course includes an evaluation template that is used across all courses and is an effective method for evaluating the participant's achievement of the stated learning objectives and the course provider's effectiveness.
- The prospective course provider includes an effective method 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 Questions and/or Weaknesses

No questions or weaknesses identified

Advisory Committee Review Summary

☐ Additional Information Requested ☒ Additional Information Not Requested

Final Application Review

To be completed after review of any additional materials, if requested.

N/A

Final Recommendation

☒ Recommend for Approval ☐ Not Recommended for Approval

Advisory Committee Review Summary and Final Recommendation

School Board Training Course Provider Information

Prospective Course Provider	TN School Boards Association
Training Course Title	Strategic Planning: A Joint Venture
Application Year	2025
Application to Renew	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Note: This course is currently offered under the name "Planning: A Joint Venture".

Application Strengths

- The prospective course provider submitted a completed application and accompanying materials by the required deadline. The application is for the renewal of a currently approved course expiring June 2025. Per the course provider's application, the participant notebook has been updated.
- The prospective course provider is currently approved to provide this course and has relevant experience in providing school board member trainings.
- The 7-hour course length of the proposed training is adequate given the amount of content covered by the course.
- The proposed training course content is appropriate for the new and experienced board members.
- The application includes a description of the course and accompanying materials which are aligned to the proposed training course topics and demonstrates that the training course covers the topics with sufficient depth to allow local board members to obtain a deeper understanding.
- The course is offered in-person and a fee of \$2,500 covers costs for the full board and superintendent to attend (materials and facilitator travel).
- The proposed course includes an evaluation template that is used across all courses and is an effective method for evaluating the participant's achievement of the stated learning objectives and the course provider's effectiveness.
- The prospective course provider includes an effective method 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 Questions and/or Weaknesses

No questions or weaknesses identified

Advisory Committee Review Summary

☐ **Additional Information Requested** ☒ **Additional Information Not Requested**

Final Application Review

To be completed after review of any additional materials, if requested.

N/A

Final Recommendation

☒ **Recommend for Approval** ☐ **Not Recommended for Approval**

Advisory Committee Review Summary and Final Recommendation

School Board Training Course Provider Information

Prospective Course Provider	TN School Boards Association
Training Course Title	Summer Law Institute
Application Year	2025
Application to Renew	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Application Strengths

- The prospective course provider submitted a completed application and accompanying materials by the required deadline. The application is for the renewal of a currently approved course expiring June 2025.
- The prospective course provider is currently approved to provide this course and has relevant experience in providing school board member trainings.
- The 7-hour course length of the proposed training is adequate given the amount of content covered by the course via a conference-setting.
- The proposed training course content is appropriate for the new and experienced board members.
- The application includes a description of the course and accompanying materials from the 2024 institute to demonstrate the types of instructional strategies and that the training course covers the topics with sufficient depth to allow local board members to obtain a deeper understanding.
- The course is offered in a conference-setting in either Gatlinburg (\$200 fee) or Jackson (\$150 fee) with fees to cover the cost of attendee materials, meals and hotel costs.
- The proposed course includes an evaluation template that is used across all courses and is an effective method for evaluating the participant's achievement of the stated learning objectives and the course provider's effectiveness.
- The prospective course provider includes an effective method 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 Questions and/or Weaknesses

No questions or weaknesses identified

Advisory Committee Review Summary

☐ Additional Information Requested ☒ Additional Information Not Requested

Final Application Review

To be completed after review of any additional materials, if requested.

N/A

Final Recommendation

☒ Recommend for Approval ☐ Not Recommended for Approval

Advisory Committee Review Summary and Final Recommendation

School Board Training Course Provider Information

Prospective Course Provider	TN School Boards Association
Training Course Title	Teaming and the School Board
Application Year	2025
Application to Renew	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Application Strengths

- The prospective course provider submitted a completed application and accompanying materials by the required deadline. The application is for the renewal of a currently approved course expiring June 2025. Per the application, the attendee notebook has been updated.
- The prospective course provider is currently approved to provide this course and has relevant experience in providing school board member trainings.
- The 7-hour course length of the proposed training is adequate given the amount of content covered by the course.
- The proposed training course content is appropriate for the new and experienced board members.
- The application includes a description of the course and accompanying materials demonstrate the types of instructional strategies to be implemented and that the training course covers the topics with sufficient depth to allow local board members to obtain a deeper understanding.
- The course is offered in-person for \$2,500 which covers costs for the full board and superintendent's materials and facilitator travel.
- The proposed course includes an evaluation template that is used across all courses and is an effective method for evaluating the participant's achievement of the stated learning objectives and the course provider's effectiveness.
- The prospective course provider includes an effective method 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 Questions and/or Weaknesses

No questions or weaknesses identified

Advisory Committee Review Summary

☐ Additional Information Requested ☒ Additional Information Not Requested

Final Application Review

To be completed after review of any additional materials, if requested.

N/A

Final Recommendation

☒ Recommend for Approval ☐ Not Recommended for Approval

Advisory Committee Review Summary and Final Recommendation

School Board Training Course Provider Information

Prospective Course Provider	TN School Boards Association
Training Course Title	The Board's Role in School Finance
Application Year	2025
Application to Renew	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Application Strengths

- The prospective course provider submitted a completed application and accompanying materials by the required deadline. The application is for the renewal of a currently approved course expiring June 2025. Per the application, the attendee notebook and PowerPoint Presentation have been updated.
- The prospective course provider is currently approved to provide this course and has relevant experience in providing school board member trainings.
- The 7-hour course length of the proposed training is adequate given the amount of content covered by the course.
- The proposed training course content is appropriate for the new and experienced board members.
- The application includes a description of the course and accompanying materials demonstrating the types of instructional strategies to be implemented and that the training course covers the topics with sufficient depth to allow local board members to obtain a deeper understanding.
- The course fees vary by delivery method (\$125 for in-person, \$75 for virtual) and the fees cover the cost of attendee materials, meals, technology and travel costs, as needed.
- The proposed course includes an evaluation template that is used across all courses and is an effective method for evaluating the participant's achievement of the stated learning objectives and the course provider's effectiveness.
- The prospective course provider includes an effective method 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 Questions and/or Weaknesses

No questions or weaknesses identified

Advisory Committee Review Summary

☐ Additional Information Requested ☒ Additional Information Not Requested

Final Application Review

To be completed after review of any additional materials, if requested.

N/A

Final Recommendation

☒ Recommend for Approval ☐ Not Recommended for Approval

Advisory Committee Review Summary and Final Recommendation

School Board Training Course Provider Information

Prospective Course Provider	TN School Boards Association
Training Course Title	Understanding Tennessee's K-12 Funding Formula
Application Year	2025
Application to Renew	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Application Strengths

- The prospective course provider submitted a completed application and accompanying materials by the required deadline.
- The prospective course provider is currently approved to provide multiple training courses to school board members.
- The 1-hour course length of the proposed training is adequate given the amount of content covered by the course.
- The proposed training course content is appropriate for the new and experienced board members.
- The application includes a description of the course and accompanying course videos demonstrate the types of instructional strategies to be implemented and that the training course covers the topics with sufficient depth to allow local board members to obtain a deeper understanding.
- There is no fee for this virtual course.
- The proposed course includes an evaluation template that is used across all courses and is an effective method for evaluating the participant's achievement of the stated learning objectives and the course provider's effectiveness.
- The prospective course provider includes an effective method 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 Questions and/or Weaknesses

No questions or weaknesses identified

Advisory Committee Review Summary

☐ Additional Information Requested ☒ Additional Information Not Requested

Final Application Review

To be completed after review of any additional materials, if requested.

N/A

Final Recommendation

☒ Recommend for Approval ☐ Not Recommended for Approval