



School Board Training Course Provider Application Scoring Rubric

In accordance with State Board Rule 0520-01-02-.11, completed applications shall be scored using the rubric criteria outlined below. Only applications which fully meet the shall be recommended for approval. 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 training 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 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	School Board Partners
Training Course Title	The Essentials of Empowered School Board Governance
Application Year	2026
Application to Renew	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Application Strengths

- The course provider submitted a complete application and accompanied materials by the required deadline for a course on the essentials of board governance.
- The course provider and instructors have relevant experience training local school board members.
- The course is intended for new and experienced board members and includes nine 3-hour modules for a total of 27 hours. The course is offered virtually, and the \$1,750 fee covers materials, instructor, and administration costs.
- 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 application includes an effective method for evaluating the participant's achievement of the stated learning objectives and the course provider's effectiveness.
- The application includes a clear explanation of how the provider will track and report completers to the Department of Education, as required by State Board rule.

Initial Questions and/or Application Weaknesses

- The application includes links to presentation slide decks titled "Charter Module" and appear to be designed for charter school governing bodies rather than local school board members; therefore, the materials cannot be reviewed.
- The course materials include references to and model policies that could be interpreted as conflicting with Tennessee laws for local governments (i.e., T.C.A. §§ 4-1-427, 5-1-136 and 49-5-1101).
- The training course is 27 hours, which is much greater than the number of hours required for training annually. Were there any considerations given to the length of the training course or likelihood of course completion?

Initial Advisory Committee Review Summary

Additional Information Requested

 Additional Information Not Requested

Note: An initial review was conducted by State Board staff and additional information was requested.

Final Application Review

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

- While the applicant corrected the presentation links, there are some materials referenced in the slide decks that were not provided for review, such as the "Carver and student-outcomes-focused governance frameworks" referenced in module 4 as well as slides that are minimal and unclear how the identified learning objectives will be accomplished (see module 2).
- The applicant complied with the legal feedback provided in the initial review.
- The applicant updated the course agenda by breaking the 27-hour course into 9 modules that



can be completed separately for 3 hours of credit each. However, some of the modules do not appear to cover 3 hours of content based on the materials provided. Additionally, several modules build on each other and may not be appropriate to complete independently (i.e., Module 7: Professionalization Reflection & Assessment).

Final Advisory Committee Recommendation

Recommended for Approval

Not Recommended for Approval



Advisory Committee Review Summary and Final Recommendation

School Board Training Course Provider Information

Prospective Course Provider	School Board Partners
Training Course Title	Mastering Robert’s Rules of Order
Application Year	2026
Application to Renew	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Application Strengths

- The course provider submitted a complete application and accompanied materials by the required deadline for a course on Robert’s Rules of Order.
- The course provider and instructors have relevant experience training local school boards.
- The course is intended for new and existing board members and includes a five-part webinar series that are 3-hours each for a total of 15 hours. The course is offered virtually, and the \$350 fee covers course materials and administration costs.
- 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 application includes an effective method for evaluating the participant’s achievement of the stated learning objectives and the course provider’s effectiveness.
- The application includes a clear explanation of how the provider will track and report completers to the Department of Education, as required by State Board rule.

Initial Questions and/or Application Weaknesses

- Course materials include state-specific topics with incorrect information, such as the varying roles of education governance in Tennessee, and at least one practice scenario that does not apply to most local school boards (i.e., voting on a new charter school application).
- The course materials include references to and model policies that could be interpreted as conflicting with Tennessee laws for local governments (i.e., T.C.A. §§ 4-1-427, 5-1-136 and 49-5-1101).

Initial Advisory Committee Review Summary

Additional Information Requested

 Additional Information Not Requested

Note: An initial review was conducted by State Board staff and additional information was requested.

Final Application Review

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

- The course materials were updated to provide a broad overview of the State Board of Education and Department of Education’s roles in Tennessee and revised practice scenarios to ensure relevance to local school board members.
- The applicant complied with the legal feedback provided in the initial review.
- Additionally, the applicant updated the course agenda and length to cover 6 hours rather than 15 hours, as originally stated in the initial application.

Final Advisory Committee Recommendation

Recommended for Approval

 Not Recommended for Approval



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Application Rubric Criteria
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Advisory Committee Review Summary and Final Recommendation

School Board Training Course Provider Information

Prospective Course Provider	Sevier County School System
Training Course Title	Continuous Improvement: Leveraging Instruction, Funding, and Supports to Improve Student Outcomes
Application Year	2026
Application to Renew	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Application Strengths

- The application is to renew an approved course aligned to TSBA’s school board competencies that covers content related to increasing board member knowledge of the district’s planning process and current national and state priorities.
- The course is offered as a seven-hour in-person course for experienced board members.
- The application includes learning objectives and a detailed description of the course content, instructional strategies, and the aligned accompanied materials.
- There are no registration fees for the course. The training is limited to the Sevier County Board of Education.
- Learning is assessed through an evaluation form that assesses content knowledge and instructor effectiveness. A list of completers will be reported to the Department of Education, as required by State Board rule.

Initial Questions and/or Application Weaknesses

- While the applicant selected “yes” to question #3, the application did not include details about changes to the course content or materials since its last approval, as requested.
- The submitted materials include examples, data, and application tied to current year trends. How are the presentation materials, agenda, and/or course content adjusted annually for delivery to board members?

Initial 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.

- In response to both points of feedback identified by the committee, the applicant submitted an updated application that states, “The content and materials are updated annually to reflect updates in state and federal law, local practice and board policy, and curriculum and instruction shifts.”

Final Advisory Committee Recommendation

Recommended for Approval **Not Recommended for Approval**



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Advisory Committee Review Summary and Final Recommendation

School Board Training Course Provider Information

Prospective Course Provider	Tennessee School Boards Association
Training Course Title	Individuals with Disabilities Education Act
Application Year	2026
Application to Renew	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Application Strengths

- The application is to renew an approved course on IDEA. There have not been any changes to the course content or materials.
- The course is offered as a one-hour virtual course for new and experienced board members.
- The application includes learning objectives and a detailed description of the course content, instructional strategies, and the aligned accompanied materials.
- There are no registration fees for the course.
- Learning is assessed through an evaluation form with completers reported to the Department of Education, as required by State Board rule.

Initial Questions and/or Application Weaknesses

- The course materials for "Lesson 3" contains broken links that need to be repaired.

Initial 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 updated materials for Lesson 3 with working source links.

Final Advisory Committee Recommendation

Recommended for Approval **Not Recommended for Approval**



Advisory Committee Review Summary and Final Recommendation

School Board Training Course Provider Information

Prospective Course Provider	Tennessee School Boards Association
Training Course Title	Parliamentary Procedure
Application Year	2026
Application to Renew	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Application Strengths

- The application is to renew an approved course on parliamentary procedure. There have not been any changes to the course content or materials.
- The course is offered as a two-hour virtual course for new and experienced board members.
- The application includes learning objectives and a detailed description of the course content, instructional strategies, and the aligned accompanied materials.
- There are no registration fees for the course.
- Learning is assessed through an evaluation form with completers reported to the Department of Education, as required by State Board rule.

Initial Questions and/or Application Weaknesses

No questions or weaknesses identified.

Initial 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.

Final Advisory Committee Recommendation

Recommended for Approval Not Recommended for Approval



Advisory Committee Review Summary and Final Recommendation

School Board Training Course Provider Information

Prospective Course Provider	Tennessee School Boards Association
Training Course Title	School Boards and the Law
Application Year	2026
Application to Renew	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Application Strengths

- The application is to renew an approved course on the roles, responsibilities and legal duties of school board members. There have not been any changes to the course content or materials.
- The course is offered as a two-hour virtual course for new and experienced board members.
- The application includes learning objectives and a detailed description of the course content, instructional strategies, and the aligned accompanied materials.
- There are no registration fees for the course.
- Learning is assessed through an evaluation form with completers reported to the Department of Education, as required by State Board rule.

Initial Questions and/or Application Weaknesses

No questions or weaknesses identified.

Initial 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.

Final Advisory Committee Recommendation

Recommended for Approval Not Recommended for Approval



Advisory Committee Review Summary and Final Recommendation

School Board Training Course Provider Information

Prospective Course Provider	Tennessee School Boards Association
Training Course Title	Understanding Section 504 of the Rehabilitation Act and the Americans with Disabilities Act
Application Year	2026
Application to Renew	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Application Strengths

- The application is to renew an approved course on the responsibilities of the board and superintendent in adhering to Section 504 and ADA. There have not been any changes to the course content or materials.
- The course is offered as a two-hour virtual course for new and experienced board members.
- The application includes learning objectives and a detailed description of the course content, instructional strategies, and the aligned accompanied materials.
- There are no registration fees for the course.
- Learning is assessed through an evaluation form with completers reported to the Department of Education, as required by State Board rule.

Initial Questions and/or Application Weaknesses

No questions or weaknesses identified.

Initial 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.

Final Advisory Committee Recommendation

Recommended for Approval Not Recommended for Approval