



TENNESSEE
STATE BOARD OF EDUCATION

AUTHORIZER CONNECT

ANNUAL REPORTING REQUIREMENTS

JULY 14, 2021

OUR PURPOSE

- Create a reoccurring time and space for Tennessee's authorizers to **share** resources, successes and lessons learned with each other.
- Provide **professional development** opportunities for authorizers which centers around high quality authorizing.
- **Build a community** of authorizers who share the same goal of providing high quality public school options to students across Tennessee.

AGENDA

- Introductions
- Discussion of Pre-Work
- Annual Reporting Requirements
- Resources and Wrap Up

INTRODUCTIONS

- Please unmute yourself to share the following:
 - Name, Authorizing Office and Role
 - What is one item that's currently in your fridge which others may find unusual?

DISCUSSION OF PRE-WORK

OVERSIGHT MODULES



5.1 WHAT IS OVERSIGHT?

Key Points

- Oversight is regular and thoughtful evaluation of school performance, protecting student rights, and regularly communicating school performance.
- Considerations:
 - The timing and frequency of information collection.
 - Streamlining your information collection processes.
 - Clearly identifying the use for each piece of information collected.

5.2 CONDUCTING OVERSIGHT

Key Points

- When conducting oversight, consider:
 - How your information collection processes are aligned to your performance framework.
 - Your use of site visits and their alignment with your performance framework.
 - Re-evaluating the content and clarity of your annual reports.
 - Does the report provide a clear picture of how school is performing?
 - Does the report clearly state schools' prospects for renewal?
 - Reviewing other authorizer annual reports to gain insight.

COMPANION GUIDE REFLECTION

- **Where are your strengths? Where are your areas for improvement?**
 - Effective authorizers standardize and communicate their oversight processes in the form of a handbook or guide to define a consistent set of oversight practices and schedule.
 - Effective authorizers collect the academic, financial and organizational evidence needed to effectively monitor school progress against performance expectations established in the charter agreement.
 - Effective authorizers conduct on-site reviews while school is in session for specific purposes with clearly-identified objectives.
 - Effective authorizers regularly analyze evidence of school performance and provide annual reports to schools summarizing the performance.
 - Effective authorizers proactively build positive working relationships with each school's governing board.



BEST FOR ALL

We will set all students on a path to success.

Authorizer and Charter School Reporting July 14, 2021



BEST FOR ALL

We will set all students on a path to success.

ACADEMICS

ALL TENNESSEE STUDENTS WILL HAVE ACCESS TO A HIGH-QUALITY EDUCATION, NO MATTER WHERE THEY LIVE

STUDENT READINESS

TENNESSEE PUBLIC SCHOOLS WILL BE EQUIPPED TO SERVE THE ACADEMIC AND NON-ACADEMIC NEEDS OF ALL STUDENTS IN THEIR CAREER PATHWAYS

EDUCATORS

TENNESSEE WILL SET A NEW PATH FOR THE EDUCATION PROFESSION AND BE THE TOP STATE TO BECOME AND REMAIN A TEACHER AND LEADER FOR ALL

Agenda

- I. Overview of Reporting
- II. Reporting Requirements
 - A. Authorizer Reporting
 - B. Charter School Reporting
 - C. TDOE Reporting
- III. Updates and Changes for FY22
- IV. Questions



Overview of Reporting

- All reporting requirements are found in State law ([T.C.A § 49-13](#)) and SBE Rule ([0520-14](#))
- Authorizers, charter schools, and the Department all have requirements and often support one another
- We will focus on requirements that require a submission of a formal report



Authorizer Reporting



- Charter School Office Budget
 - **Source:** SBE Chapter 0520-14-01-.05
 - **Deadline:** August 1
 - **Reporting:** Authorizer must provide a projected charter school office budget for the upcoming school year to the Department by August 1.
 - **Requirements:** The Department posts each projected budget to its website by August 15.



Authorizer Reporting



- Underutilized and Vacant Properties Report
 - **Source:** T.C.A. § 49-13-136(c)
 - **Deadline:** October 1
 - **Reporting:** The LEA submits a comprehensive listing of all underutilized or vacant properties to the Department and the comptroller of the treasury.
 - **Requirements:** The Department must make an LEA's list available to any charter school operating in the LEA or to any sponsor seeking to establish a public charter school in the LEA.

Authorizer Reporting

- Annual Authorizer Fee Report
 - **Source:** T.C.A. § 49-13-128(f)
 - **Deadline:** December 1
 - **Reporting:** Authorizer reports to the Department total authorizer fees received from charter schools and obligations fulfilled using the fees.
 - **Requirements:** The Department provides a standard document for this report and posts the reports on its website.



Authorizer Reporting

- Annual Authorizer Report
 - **Source:** T.C.A. § 49-13-120(c)
 - **Deadline:** January 1
 - **Reporting:** Authorizer submits annual report to the Department and SBE.
 - **Requirements:** For each charter school, the authorizer report must include:
 - the operating status of all charter schools;
 - the oversight and contracted services provided by the authorizer; and
 - a performance report for each charter aligned to the authorizer's School Performance Framework.



Authorizer Reporting



- Charter School Application Process
 - By November 1, local boards of education must submit all local application requirements to the Department. (SBE Chapter, 0520-14-01-.01)
 - Ten days after the approval or denial of a charter school application by the local board of education, the authorizer must report the determination to the Department, together with a copy of the resolution. (T.C.A. § 49-13-108(g))

Authorizer Reporting

- Charter School Renewal Process
 - Authorizer submits a performance report to the charter school seeking renewal three months prior to the renewal application deadline. (T.C.A. § 49-13-121(c))
 - By April 1 of the ninth year, a charter school submits renewal application to authorizer using form developed by the Department. (T.C.A. § 49-13-121(a))
 - By February 1 of the tenth year, the authorizer shall approve or deny the renewal application and report its decision to the Department no later than 10 days after its determination. (T.C.A. § 49-13-121(d) and (i))
 - Authorizer conducts interim review in fifth year under guidelines developed by the Department. (T.C.A. § 49-13-121(k))

Authorizer Reporting



- Charter School Revocation
 - Authorizer shall notify the charter school 30 days prior to any decision of the possibility of revocation and reasons for it. (T.C.A. § 49-13-122(c))
 - Authorizer reports revocation decision to the Department no later than 10 days after decision. (T.C.A. § 49-13-122(e))
- Charter School Closure
 - Each authorizer and transition team shall ensure that all agencies, employees, insurers, contractors, creditors, debtors, and management organizations are properly notified of the closing of a charter school. (T.C.A. § 49-13-130(7))

Questions?



Charter School Reporting

- Annual Audit Report
 - **Source:** T.C.A. § 49-13-127(b)
 - **Deadline:** As soon as practical after June 30
 - **Reporting:** Charter schools provide audit report to authorizer, the Department, and comptroller of the treasury.
 - **Requirements:** Notifying the Department that the audit has been provided to and posted by comptroller suffices as delivery to commissioner.



Charter School Reporting

- Annual CMO Financial Report
 - **Source:** T.C.A. § 49-13-127(a)
 - **Deadline:** August 31
 - **Reporting:** CMOs file annual financial report with the comptroller of the treasury.
 - **Requirements:** The report must detail transactions between the CMO and any charter school operated in TN for the fiscal year ending June 30 in a form prescribed by the comptroller of the treasury.





Charter School Reporting



- Charter School Annual Report
 - **Source:** T.C.A. § 49-13-120(a)
 - **Deadline:** October 1
 - **Reporting:** Charter school's governing body submits annual progress report to authorizer and the Department.
 - **Requirements:** The report must contain:
 - progress towards achieving the goals outlined in the school's charter agreement;
 - financial records of the charter school, including revenues and expenditures; and
 - a detailed accounting, including the amounts and sources, of all funds received by the charter school (outside of funds received under T.C.A. § 49-13-112(a)).

Charter School Reporting



- Annual Board Training Documentation
 - **Source:** T.C.A. § 49-13-111(o)
 - **Deadline:** Annually
 - **Reporting:** Charter school governing board provides documentation of annual training to authorizer.
 - **Requirements:** Trainings must be certified by the TCSC and approved by the SBE.

Charter School Reporting

- Lottery Certification
 - **Source:** T.C.A. § 49-13-113(d)(6)(A)
 - **Deadline:** Before the lottery/After the lottery
 - **Reporting:** Charter schools provide their lottery process to the Department for pre-approval or provide certification of their lottery process to the Department after the lottery is conducted.
 - **Requirements:** Charter schools must have their lottery process certified by an independent accounting firm or by a law firm and provide proof of certification following their lottery or may request the Department review and pre-approve the lottery process.



Questions?



Department Reporting

- Annual Charter School Report
 - Annual report on charter schools submitted to the Education Committees of the Tennessee Senate and the House of Representatives.
- CSP Annual and Quarterly Reports
 - Interim and annual reporting on Charter Schools Program (CSP) grant to USDOE.



Updates and Changes in FY22

- All posted authorizer reporting guidance is currently under review by the Division of School Choice. Updated guidance will be posted and webinar trainings will be scheduled in advance of due dates.
- Charter School Annual Report and Annual Authorizer Report must be submitted as a single, downloadable electronic document.



Questions?



Contact Information

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RESOURCES & WRAP UP

AUTHORIZER REPORTS

- Authorizing Reports
 - [Shelby County Schools 2019-20](#)
 - [TN State Board of Education 2019-20](#)
- Authorizer Fee Reports
 - [Shelby County Schools 2020](#)
 - [TN State Board of Education 2020](#)
- [Authorizer Budgets 2020-21](#)

RESOURCES

- TN Charter Authorizer and Agency Contacts
- Education Legislation and State Board Rule, Policy Updates
- [Authorizer Evaluation Documents for 2021](#)
- SchoolWorks Video Modules
- National Association of Charter School Authorizers (NACSA)
 - [New Authorizer Boot Camps](#)
 - [Fall Virtual Leadership Conference](#)
- National Charter School Resource Center (NCSRC)
 - [Webinars](#)
 - [Reports](#)

UPCOMING MEETINGS

DATE	TOPIC
September 15, 2021	Authorizer Evaluations
November 17, 2021	Office Infrastructure and Capacity
January 12, 2022	New Start Applications, Amendments and Appeals
March 9, 2022	Renewal Applications
May 18, 2022	Performance Framework Evaluations & Intervention



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