



TENNESSEE
STATE BOARD OF EDUCATION

AUTHORIZER CONNECT

OFFICE INFRASTRUCTURE AND CAPACITY
SEPTEMBER 15, 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
- Small & Whole Group Discussion of Pre-Work
- 2021 Authorizer Evaluations
- Resources and Wrap Up

INTRODUCTIONS

Please unmute yourself to share the following:

- Name, Authorizing Office and Role
- What is the best professional development book you've read?

DISCUSSION OF PRE-WORK

SCHOOLWORKS MODULE:

OFFICE INFRASTRUCTURE AND CAPACITY

2.1 DEFINING AN AUTHORIZING MISSION AND VISION

Key Points

- Authorizers should clearly define their authorizing mission and vision.
- The mission states what the authorizer does, their objectives, and how they'll fulfill those objectives.
- The vision states the desired future conditions of the authorizer.
- The authorizers core values are aligned to the mission and vision and guide the decision making.
- The strategic plan details the goals, metrics and deadlines and sets a plan for monitoring and achieving the goals.
- When these are clearly defined, the responsibilities of the authorizing staff and board are clarified with greater purpose.

2.2 STAFFING & RESOURCE ALLOCATION

Key Points

- Effective authorizing requires human and financial resources.
- Authorizers should define responsibilities, organize positions into a logical structure, communicate responsibilities, determine conflict of interests, and ensure your budget supports the work.
- To outline responsibilities, begin with the charter agreement.
- If limited by personnel and/or revenue, prioritize responsibilities and jobs associated with oversight work including academic, financial and legal compliance positions.

2.3 PROFESSIONAL DEVELOPMENT & SUPPORT

Key Points

- Prioritize professional development that's aligned to the needs of your staff and schools and allocate funding to support these efforts.
- Consider differentiating professional development by type (i.e. SchoolWorks video modules, national conferences, Authorizer Connect meetings, webinars, trainings) and by individual vs whole staff needs.

2.4 AUTHORIZER EVALUATION

Key Points

- Learning more about what your office does well and how you can improve benefits your office, your schools and the students they serve.
- There are two types of evaluations: continuous improvement and high stakes.
- Authorizers should use the findings from an evaluation to inform a strategic plan or action plan.

SMALL GROUP DISCUSSION

Discuss your responses to the [Companion Guide](#) and responses to the following:

- How does your office keep your mission, vision and core values at the forefront of your work?
- To what extent does your authorizing budget fulfill your authorizing responsibilities and positions?
- What professional development experiences have you found most useful or necessary to support your staff and schools?
- How are you thinking about using the findings from your evaluation or non-evaluation year self-assessment?

WHOLE GROUP DISCUSSION

- How does your office keep your mission, vision and core values at the forefront of your work?
- To what extent does your authorizing budget fulfill your authorizing responsibilities and positions?
- What professional development experiences have you found most useful or necessary to support your staff and schools?
- How are you thinking about using the findings from your evaluation or non-evaluation year self-assessment?

2021 AUTHORIZER EVALUATIONS

2021 FULL TIMELINE

- **August 26:** Orientation for authorizers
- **Sept. 1 – Oct. 15:** Document submission window
- **October 25-26:** Evaluator Training
- **November 1:** Shelby County Schools' evaluation begins
- **November 15:** Knox County Schools' evaluation begins
- **November 29:** Hamilton County Dept of Ed's evaluation begins
- **Mid-December:** Draft reports shared with authorizers
- **January 1:** Non-Evaluation Year Self-Assessment due
- **Mid-January:** Evaluation reports finalized
- **February 4:** Ratings approved at State Board meeting

EVALUATION WEEK TIMELINE

Days 1-2

- Evaluation Team conducts document review and completes preliminary ratings

Day 3

- Evaluation Team holds pre-consensus meeting
- Evaluation Team interviews charter school leaders

Day 4

- Evaluation Team meets with Authorizer for Documentation Debrief
- Evaluation Team holds consensus meeting

Day 5

- Evaluation Team Lead meets with Authorizer for report out of preliminary ratings
- Evaluation Team Lead begins drafting evaluation report

EVIDENCE BASE

During the evaluation, the Evaluation Team shall consider:

- **Documents** submitted by the authorizer during the submission window;
- **Narrative** explanations submitted by the authorizer during the submission window;
- Clarifications and explanations provided by the authorizer during the **Document Debrief**;
- Supporting narrative shared during the **School Leader Interview**; and
- **Appeals history**, as applicable.

OVERALL RATINGS

Score	Rating
3.5 – 4.0	Exemplary
3.0 – 3.49	Commendable
2.0 – 2.99	Satisfactory
1.0 – 1.99	Approaching Satisfactory
0 – 0.99	Unsatisfactory/Incomplete

DISCUSSION

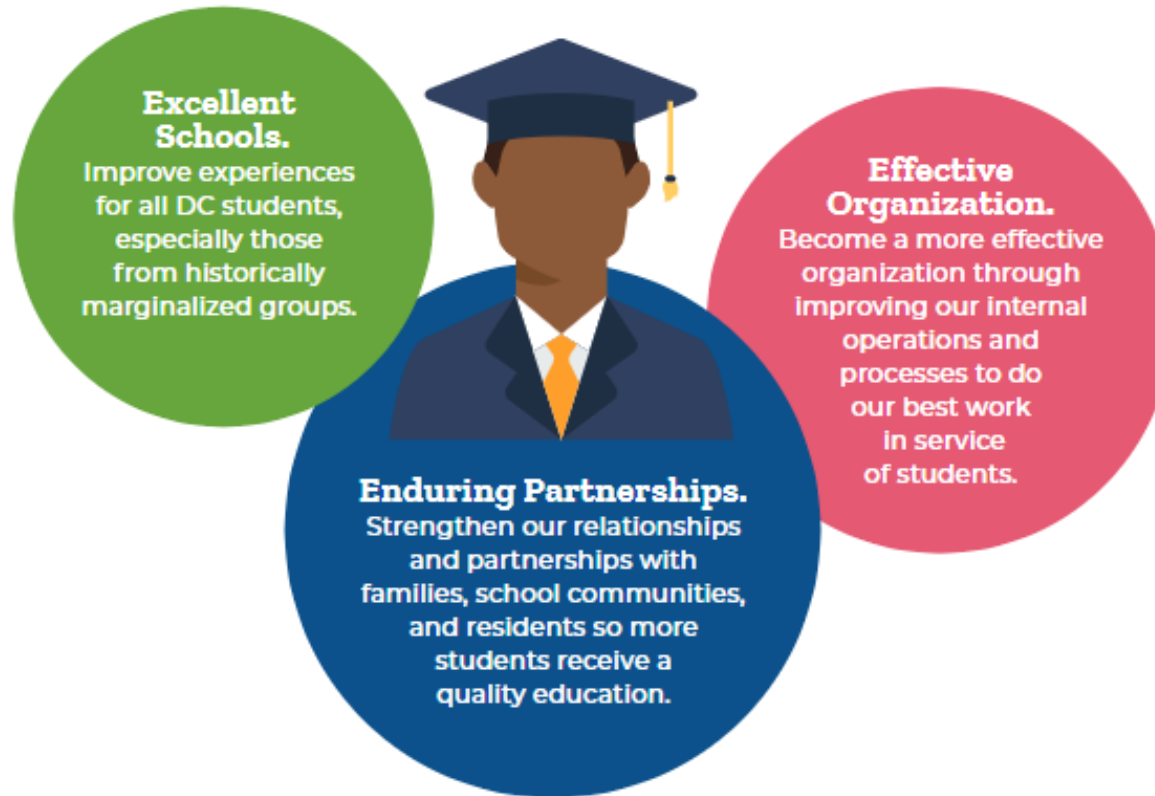
- **Establish a process** for evaluation and consider how to use the findings.
 - Non-Evaluation Year Self Assessment
 - Other tools?
- **Use existing state evaluations** and consider how to use the findings and demonstrate improvements.
 - Evaluation Report
 - Corrective Action Plan

TIPS FOR SUCCESS

- What is one key lesson you learned about the process through the pilot evaluation?
- What does an authorizer who is about to begin their evaluation need to know?
- What should an authorizer who will be undergoing an evaluation next year start thinking about or doing to prepare?

RESOURCES & WRAP UP

DC PUBLIC CHARTER SCHOOL BOARD: STRATEGIC ROADMAP



TN AUTHORIZER BUDGETS

2021-22 authorizing budgets are publicly available on the [Department's website](#)



SHELBY COUNTY SCHOOLS
FISCAL YEAR 2022 - CHARTER SCHC

Estimated Revenues

Account No.	Revenue Type	Amount
43548	Charter Authorizer Fee	1,862,606.43

Estimated Expenditures

Account No.	Line Item	Amount	Description
72130	10500	335,365.00	1 FTE, Dir Manager, 1 FTE Schoc
72130	18900	945,095.91	2 FTE SIM Specialist; Charter Sc; 2 FTE Ins; Advisor, 1 SEED Co
72130	20100	79,046.65	SOCIAL

Hamilton County Department of Education
Charter Budget
Fiscal Year Ending June 30, 2022

Estimated Revenues:

Account	Revenue Type	Amount	Description
43548	Charter Authorizer Fee	\$ 192,500	5 charters x \$35,000, 1
Total Estimated Revenues		\$ 192,500	

Estimated Expenditures:

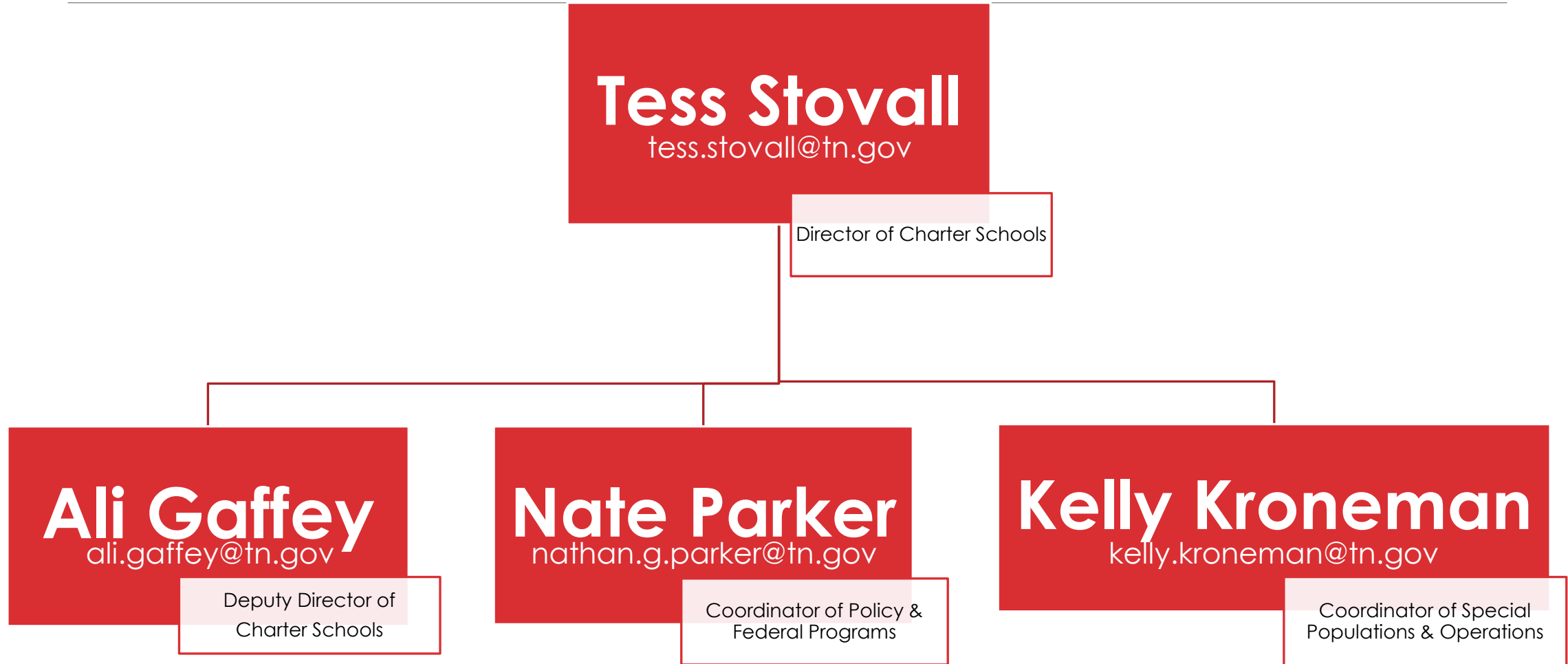
Account	Amount	Description
72210	\$ 80,000	100% Charter Scho
72210	\$ 20,000	20% School Choice
72210	\$ 16,000	10% Chief of Inno
72210	\$ 10,000	7.5% of SIS Admin
72510	\$ 6,000	8% Accounting Cl
72210	\$ 35,000	Other Contracte
72210	\$ 20,000	Evaluation & Tes
72210	\$ 2,800	NACSA Member
72210	\$ 2,700	Other Contract
Total Estimated Expenditures		\$ 192,500

Note: Personnel costs include salaries and benefits.

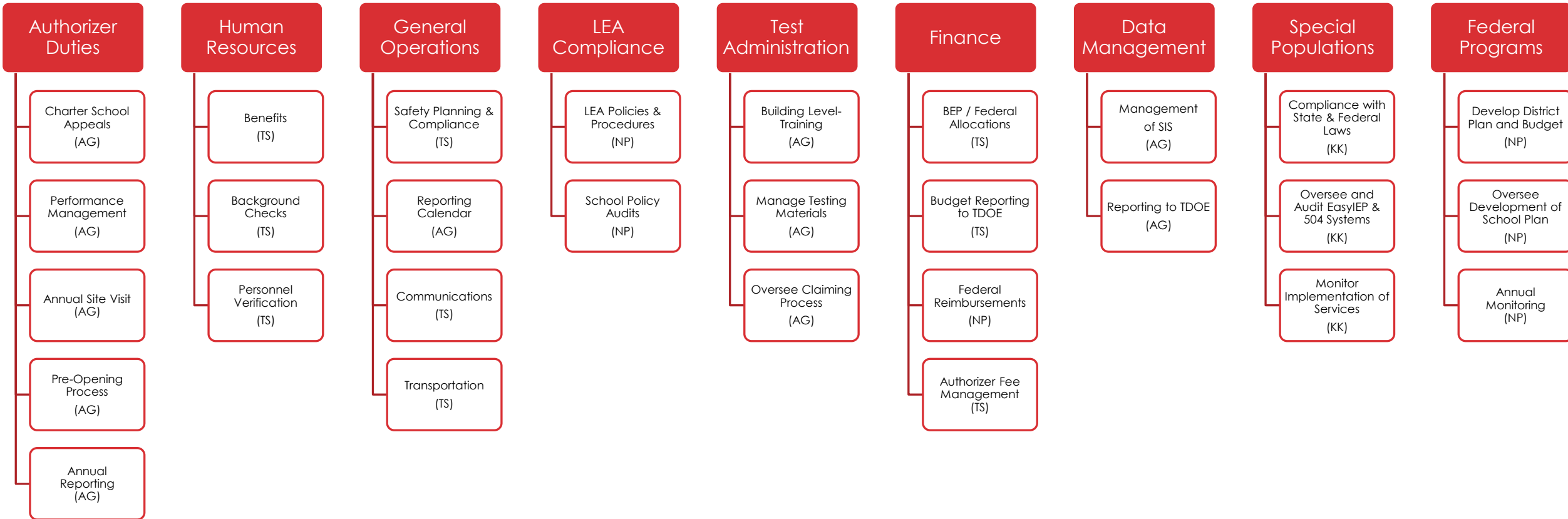
**Metropolitan Nashville Public School
Charter Budget
Year Ending June 30, 2022**

Account No.	Revenue Type	Amount	Description	Hours/Month/Annual
72210	100 E	1,862,606.43	Charter Authorizer Fee	
72210	100 E	335,365.00	1 FTE, Dir Manager, 1 FTE Schoc	
72210	100 E	945,095.91	2 FTE SIM Specialist; Charter Sc; 2 FTE Ins; Advisor, 1 SEED Co	
72210	100 E	79,046.65	SOCIAL	
Total Estimated Expenditures				145.6 Hours/Month

STAFFING COMMUNICATION EXAMPLE



LEA & AUTHORIZING BUCKETS



PROFESSIONAL DEVELOPMENT RESOURCES

- National Association of Charter School Authorizers (NACSA)
 - [New Authorizer Boot Camps](#)
 - [Fall Virtual Leadership Conference](#)
- National Charter School Resource Center (NCSRC)
 - [Webinars](#)
 - [Reports](#)
- SchoolWorks
 - [Video Modules](#) for TN Authorizers
 - [Consulting Services](#)

EVALUATION RESOURCES

For Evaluation Year Authorizers

- [Evaluation Rubric](#)
- [Evaluation Narrative Form](#)
- [Evaluator Additional Guidance](#)

For Non-Evaluation Year Authorizers

- [Non-Evaluation Year Self-Assessment](#)
- [Evaluator Guide](#)

UPCOMING MEETINGS

DATE	TOPIC
November 10, 2021*	Site Visits
January 12, 2022	New Start Applications, Amendments and Appeals
March 9, 2022	Renewal Applications
May 18, 2022	Performance Framework Evaluations & Intervention

*new date!

THANK YOU!



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