



TENNESSEE
STATE BOARD OF EDUCATION

AUTHORIZER CONNECT

NOVEMBER 10, 2021

SITE VISITS

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

- Welcome and Whip Around
- Discussion of Pre-Work
- Authorizer Examples
- Resources and Wrap Up

INTRODUCTIONS

Please unmute yourself to share the following:

- Name, Authorizing Office and Role
- What was the worst/least favorite job you've ever had?

DISCUSSION OF PRE-WORK

SCHOOLWORKS BONUS MODULE: SITE VISITS

BONUS MODULE: SITE VISITS

Key Points

- Site Visits allow the authorizer to collect quantitative and qualitative data
- Site Visits can be used for a variety of purposes:
 - Pre-Opening Visits
 - Formative Visits
 - Diagnostic Visits
 - High-Stakes Visits
- Authorizers should have an established protocol for each type of visit which:
 - Outlines the steps in the process
 - Details the roles and responsibilities of all involved
 - Provides a schedule
 - Directly names the Performance Framework-aligned criteria informing the visit

BONUS MODULE: SITE VISITS (CONT'D)

Key Points (cont'd)

- All visits should culminate with a summary report that includes findings based on the assessed criteria
- Schools should receive advanced notice and an orientation ahead of the visit

Next Steps to Consider

- When conducting visits, consider the information you're collecting, its purpose, and how it is informing progress on the Performance Framework
- How a site visit might provide useful data you are not currently collecting
- When a site visit may be a useful checkpoint

SMALL GROUP DISCUSSION

Discuss your responses to the [Companion Guide](#) using the following Quality Charter Authorizing Standards:

- **Effective authorizers conduct site visits for specific purposes with clearly-identified objectives.**
 - When are you currently conducting site visits? For what purpose(s)?
 - How are you communicating with your schools?
 - Is there a need or opportunity for additional visits? What would be the objective?
- **Effective authorizers develop a written site visit protocol to guide each site visit.**
 - Does your office have a site visit protocol? If so, what are the key elements?
 - How does the data you collect align with your performance framework?

WHOLE GROUP DISCUSSION

Discuss your responses to the [Companion Guide](#) using the following Quality Charter Authorizing Standards:

- **Effective authorizers conduct site visits for specific purposes with clearly-identified objectives.**
 - When are you currently conducting site visits? For what purpose(s)?
 - How are you communicating with your schools?
 - Is there a need or opportunity for additional visits? What would be the objective?
- **Effective authorizers develop a written site visit protocol to guide each site visit.**
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 - How does the data you collect align with your performance framework?

AUTHORIZER EXAMPLES

SHELBY COUNTY SCHOOLS & KNOX COUNTY SCHOOLS



SHELBY COUNTY SCHOOLS


- About our portfolio
- Site Visit purpose(s) and process(es)
 - See “SCS Annual Site Visit Template”
- Successes and challenges
- Questions?

CHARTER SCHOOL SITE VISITS

Kathy Duggan

Charter School Liaison

Knox County Schools



**KNOX COUNTY
DEMOGRAPHICS**

91 schools

- approximately 59,188 students
- includes elementary, middle, and high schools

1 charter school

- Emerald Academy (since 2015)
- approximately 450 students
- elementary and middle school only

Part-time charter staff

- Authorizing staff has other responsibilities

SITE VISIT CONSIDERATIONS:

Two site visits are required each year.

More site visits may occur at the request of the school or as needed to ensure compliance.

Site visits should provide information not obtainable by on-going monitoring such as electronically generated reports.

NACSA's Core Principals guide visits (maintaining high standards, upholding school autonomy, protecting student and public interest)

KNOX COUNTY SPECIFIC PROTOCOLS

Respect school autonomy.

Inform the school in advance of the purpose of the visit.

Conduct monthly meetings on site (or virtually) at the school's request.

Include charter school concerns on all meeting agendas.

Send weekly communications to charter schools to ensure meeting time is used efficiently.

Unless more time is needed by the school, keep meeting time under an hour.

CONCLUSIONS

Successes:

- Trust has increased.
- Increased communication and organization have improved the documentation process.

Challenges

- Time restraints: Monthly visits and KCS support would require increased staffing if new charters are approved.
- KCS must still work to improve trust.

QUESTIONS:

Kathy Duggan

Charter School Liaison

Knox County Schools

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RESOURCES & WRAP UP

SITE VISIT RESOURCES

NACSA

- [Pre-Opening Monitoring Guidance](#)
- Central Michigan University's Center for Charter Schools' [Focus Group Discussion Questions](#)

SchoolWorks

- [Specialized Reviews: Focus on Special Education, Students with Disabilities, and Diverse Learners](#)

US Department of Education

- [Innovations in Education: Supporting Charter School Excellence Through Quality Authorizing](#)

UPCOMING MEETINGS

DATE	TOPIC
January 12, 2022	New Start Applications, Amendments and Appeals
March 9, 2022	Renewal Applications
May 18, 2022	Performance Framework Evaluations & Intervention

THANK YOU!



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