



**Charter School Governing Body Training Course Provider
2024 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 0520-14-01-.07](#). Only applications which fully meet the standard of the rubric shall be approved by 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, and/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 (with course materials attached) by the required deadline. • The prospective course provider has relevant experience in providing charter school governing body member trainings and/or the instructor(s) have, at a minimum, relevant experience with the course topic(s), working with charter school governing bodies, or as a training course instructor. • The proposed training course content is appropriate for the intended audience and meets the requirements set forth in State Board rule, as applicable. • The length of the proposed training course is adequate given the amount of content covered by the course. • For prospective course providers proposing to offer a 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 and the required attachments demonstrating the instructional strategies, activities, and presentation materials to be used in the proposed training course. The training course covers the topic(s) with sufficient depth to allow governing body 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 a CMO, the application defines any participant restrictions. • The prospective course provider includes an effective method(s) for tracking governing body member completion of the course and for reporting all course completers to the charter school authorizer in compliance with State Board rule 0520-14-01-.07.

Application Scoring Summary	
Prospective Course Provider	The Henson Consortium
Training Course	Maintaining an Effective Workforce in Charter Schools
Initial Recommendation	Does Not Meet the Standard
Initial Application Strengths	
<ul style="list-style-type: none"> The Henson Consortium submitted a completed application and course materials by the required deadline. Dr. Derek Henson of The Henson Consortium has relevant experience in providing charter school governing body member trainings in Memphis, TN and is currently approved by the State Board for one training course, Lean Six Sigma, which was renewed in 2023 for another three years. The proposed training course, Maintaining an Effective Workforce in Charter Schools, is appropriate for both new and experienced board members and can be conducted virtually or in-person. 	
Initial Application Questions/Weaknesses	
<ul style="list-style-type: none"> While the application states that the course content covers all required topics for new members as outlined in State Board rule, the accompanying slide deck was unrelated to the required content for new members. It is unclear if the “yes” option under Q4 was unnecessarily selected. The application states that the course is 4 hours in length while the syllabus has 6 hours noted as the length. It is unclear which length of time is correct. The application includes a list of course topics but does not provide a detailed description of the instructional strategies, activities, and presentation materials to be used in the proposed training course. Additionally, the applicant selected “participant handouts” and “course readings/text” as accompanying attachments but these were not provided. The course materials included several presentation decks with course titles that did not align with the course titles stated in the application; therefore, it is unclear which presentation materials accompany the proposed course. The application notes a \$250 participant fee but does not include an explanation of the fee. The application states that participants receive a course completion certificate with copies provided to the school leader and board chair; however, the application does not include a plan for reporting all course completers to the charter school authorizer in compliance with State Board rule 0520-14-01-.07. The application states that participants will complete a pre and post-test to assess participant knowledge, but copies of the tests were not provided for review. Additionally, while a training evaluation survey was submitted, the survey questions did not align with the course content. 	
Final Application Review	
<i>To be completed after review of any additional materials, if requested.</i>	
No additional materials requested	
Final Application Overall Score	
<input type="checkbox"/> Fully Meets the Standard <input type="checkbox"/> Partially Meets the Standard <input checked="" type="checkbox"/> Does Not Meet the Standard	

Application Scoring Summary	
Prospective Course Provider	The Henson Consortium
Training Course	Roles and Responsibilities of the Charter School Board of Education
Initial Recommendation	Does Not Meet the Standard
Initial Application Strengths	
<ul style="list-style-type: none"> • The Henson Consortium submitted a completed application and course materials by the required deadline. • Dr. Derek Henson of The Henson Consortium has relevant experience in providing charter school governing body member trainings in Memphis, TN and is currently approved by the State Board for one training course, Lean Six Sigma, that was renewed in 2023 for another three years. • The proposed training course, Roles and Responsibilities of the Charter School Board of Education, can be conducted virtually or in-person. 	
Initial Application Questions/Weaknesses	
<ul style="list-style-type: none"> • The proposed training course content may not be appropriate for experienced board members as the course covers topics related to the State Board’s required content for new board members as outlined in rule. • While the application stated that the course content covers all required topics for new members, neither the application nor the materials included training on education governance structures in Tennessee. Additionally, several of the submitted presentation materials did not appear to align with the proposed content stated in the application and it was unclear how they would be utilized during the training. • The application states that the course is 4 hours in length for experienced board members and 6 hours in length for new board members, but it is unclear how the course differs in content between the two types and a proposed agenda or similar documentation was not provided. • The application included a list of course topics and some instructional strategies (i.e., small group, role playing, case studies), but the course topics do not appear to align with the learning objectives and the accompanying materials do not demonstrate use of the proposed instructional strategies. Additionally, the applicant noted that “participant handouts” and “course readings/text” were included in the course but these materials were not provided for review. • The course materials included several presentation decks with course titles that do not align with the course title stated in the application; therefore, it is unclear which presentation materials accompany the proposed course. • The application notes a \$250 participant fee but did not include an explanation of the fee. • The application states participants receive a course completion certificate with copies provided to the school leader and board chair; however, the application does not include a plan for reporting all course completers to the charter school authorizer in compliance with State Board rule 0520-14-01-.07. • The application states that participants will complete a pre and post-test to assess participant knowledge, but copies of the tests were not provided for review. The accompanying documentation did include a training evaluation survey, but the survey questions did not align with the course content. 	
Final Application Review	
<i>To be completed after review of any additional materials, if requested.</i>	



No additional materials requested

Final Application Overall Score

Fully Meets the Standard

Partially Meets the Standard

Does Not Meet the Standard

Application Scoring Summary	
Prospective Course Provider	The Henson Consortium
Training Course	Strategic Planning for Charter School Governing Boards
Initial Recommendation	Does Not Meet the Standard
Initial Application Strengths	
<ul style="list-style-type: none"> The Henson Consortium submitted a completed application and course materials by the required deadline. Dr. Derek Henson of The Henson Consortium has relevant experience in providing charter school governing body member trainings in Memphis, TN and is currently approved by the State Board for one training course, Lean Six Sigma, that was renewed in 2023 for another three years. The proposed training course content is appropriate for both new and experienced board members and can be offered virtually or in-person. 	
Initial Application Questions/Weaknesses	
<ul style="list-style-type: none"> The application states that the course is 6-8 hours but does not provide an explanation as to why/how the course length may vary. Additionally, the application did not include a proposed agenda as requested in question 3. While the application stated that the course content covers all required topics for new members, the learning objectives suggest that the course is focused on the strategic planning process and does not align to any of the required content for new members. The application includes a list of course topics and some instructional strategies (i.e., small group, role playing, case studies), but the accompanying materials do not demonstrate use of these proposed strategies. Additionally, the applicant selected "course readings/text" as part of the course materials, but this was not provided for review. The submitted materials included several presentation decks with course titles and content that do not align with the proposed course; therefore, it is unclear which presentation materials accompany the proposed course. The application notes a \$300 participant fee but does not include an explanation of the fee. The application states participants receive a course completion certificate with copies provided to the school leader and board chair; however, the application does not include a plan for reporting all course completers to the charter school authorizer in compliance with State Board rule 0520-14-01-.07. The application states that participants will complete a pre and post-test to assess participant knowledge, but copies of the tests were not provided for review. The accompanying documentation did include a training evaluation survey, but the survey questions did not align with the course content. 	
Final Application Review	
<i>To be completed after review of any additional materials, if requested.</i>	
No additional materials requested	
Final Application Overall Score	
<input type="checkbox"/> Fully Meets the Standard <input type="checkbox"/> Partially Meets the Standard <input checked="" type="checkbox"/> Does Not Meet the Standard	



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Does Not Meet the Standard	The response is incomplete, does not align with the criteria stated in the rubric, and/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 (with course materials attached) by the required deadline. • The prospective course provider has relevant experience in providing charter school governing body member trainings and/or the instructor(s) have, at a minimum, relevant experience with the course topic(s), working with charter school governing bodies, or as a training course instructor. • The proposed training course content is appropriate for the intended audience and meets the requirements set forth in State Board rule, as applicable. • The length of the proposed training course is adequate given the amount of content covered by the course. • For prospective course providers proposing to offer a 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 and the required attachments demonstrating the instructional strategies, activities, and presentation materials to be used in the proposed training course. The training course covers the topic(s) with sufficient depth to allow governing body 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 a CMO, the application defines any participant restrictions. • The prospective course provider includes an effective method(s) for tracking governing body member completion of the course and for reporting all course completers to the charter school authorizer in compliance with State Board rule 0520-14-01-.07.

Application Scoring Summary	
Prospective Course Provider	KIPP Foundation
Training Course	KIPP Nashville Annual Board Member Training
Initial Recommendation	Partially Meets the Standard
Initial Application Strengths	
<ul style="list-style-type: none"> • The applicant, KIPP Foundation, submitted a completed application and an attachment by the required deadline. • The KIPP Foundation and instructor, Kaya Stone, has relevant experience in providing charter school governing body member trainings and was previously approved by the State Board to conduct governing board member trainings from 2020-2023. This application is for the renewal of a previously approved course. • The proposed content included in the Annual Board Member Training includes an examination of performance data, board health, and the organization’s strategic plan, which is appropriate for both new and experienced board members, is 4.5 hours in length, and conducted in-person. • The application includes a detailed description of the instructional strategies, activities, and presentation materials to be used in the proposed training course, including performance data and small and large group discussion. Given that the training is centered around responding to performance data, only the evaluation survey as evidence of course materials was provided. • There is no fee associated with this course and the course is only available to the organization’s governing body. • The application states that the prospective course provider will utilize sign-in sheets to track participation and submit course completers to the charter school authorizer in compliance with State Board rule 0520-14-01-.07. 	
Initial Application Questions/Weaknesses	
<ul style="list-style-type: none"> • The proposed course materials includes a self-evaluation survey for participants to complete; however, the submitted survey does not appear to evaluate the participant’s achievement of the stated learning objectives and the course provider’s effectiveness. 	
Final Application Review	
<i>To be completed after review of any additional materials, if requested.</i>	
<ul style="list-style-type: none"> • The proposed course materials includes an end of session survey in which attendees are asked to reflect on and discuss their understanding and effectiveness of the training. 	
Final Application Overall Score	
<input checked="" type="checkbox"/> Fully Meets the Standard <input type="checkbox"/> Partially Meets the Standard <input type="checkbox"/> Does Not Meet the Standard	

Application Scoring Summary	
Prospective Course Provider	KIPP Foundation
Training Course	KIPP Nashville New Board Member Training
Initial Recommendation	Partially Meets the Standard
Initial Application Strengths	
<ul style="list-style-type: none"> • The applicant, KIPP Foundation, submitted a completed application and an attachment by the required deadline. • The KIPP Foundation and instructor, Drew Goddard, has relevant experience in providing charter school governing body member trainings and was previously approved by the State Board to conduct governing board member trainings from 2020-2023. This application is for the renewal of a previously approved course. • The proposed content included in the New Board Member Training discusses all required course content as outlined in State Board rule, is 2 hours 15 minutes in length, and conducted in-person. While this course alone does not meet the course hours requirement for new board members, KIPP Nashville board members are also required to attend the annual board training which, when combined, meets the course hour requirements for new board members. • There is no fee associated with this course and the course is only available to the organization's governing body. • The application states that the prospective course provider will utilize sign-in sheets to track participation and submit course completers to the charter school authorizer in compliance with State Board rule 0520-14-01-.07. 	
Initial Application Questions/Weaknesses	
<ul style="list-style-type: none"> • The application includes a detailed description of the instructional strategies, activities, and presentation materials to be used in the proposed training course, including a welcome packet and guided instruction via a PowerPoint presentation; however, the materials that accompany the course were not provided for review. • The proposed course includes a self-evaluation survey for participants to complete; however, the submitted survey does not appear to evaluate the participant's achievement of the stated learning objectives and the course provider's effectiveness. 	
Final Application Review	
<i>To be completed after review of any additional materials, if requested.</i>	
<ul style="list-style-type: none"> • The proposed course materials includes a PowerPoint presentation deck that are aligned to the goals, strategies, and activities of the training and requirements in State Board Rule. • The proposed course materials includes an end of session survey in which attendees are asked to reflect on and discuss their understanding and effectiveness of the training. 	
Final Application Overall Score	
<input checked="" type="checkbox"/> Fully Meets the Standard <input type="checkbox"/> Partially Meets the Standard <input type="checkbox"/> Does Not Meet the Standard	



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Application Rubric Criteria
<ul style="list-style-type: none"> • The prospective course provider submitted a completed application (with course materials attached) by the required deadline. • The prospective course provider has relevant experience in providing charter school governing body member trainings and/or the instructor(s) have, at a minimum, relevant experience with the course topic(s), working with charter school governing bodies, or as a training course instructor. • The proposed training course content is appropriate for the intended audience and meets the requirements set forth in State Board rule, as applicable. • The length of the proposed training course is adequate given the amount of content covered by the course. • For prospective course providers proposing to offer a 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 and the required attachments demonstrating the instructional strategies, activities, and presentation materials to be used in the proposed training course. The training course covers the topic(s) with sufficient depth to allow governing body 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 a CMO, the application defines any participant restrictions. • The prospective course provider includes an effective method(s) for tracking governing body member completion of the course and for reporting all course completers to the charter school authorizer in compliance with State Board rule 0520-14-01-.07.

Application Scoring Summary	
Prospective Course Provider	Leadership Preparatory Charter School
Training Course	Charter Board Service Essentials
Initial Recommendation	Partially Meets the Standard
Initial Application Strengths	
<ul style="list-style-type: none"> • The applicant, Leadership Prep Charter School, submitted a completed application and course materials by the required deadline. • Leadership Prep’s Executive Director, Valissia Allen, and colleagues Tenisia Hicks-Sweeney and Jeffrey Veale Jr. have experience providing training to the Leadership Prep governing board and have participated in relevant seminars hosted by Board on Track as well as trainings through Building Excellent Schools. • The proposed training course, Charter Board Service Essentials, is designed for new governing board members, is 3 hours in length and offered virtually and in-person. The agenda states that the course covers governance responsibilities, laws, and procedures, which is appropriate content for new board members. New governing board members are required to complete a minimum of 6 hours within their first 12 months of service and would need to complete additional training courses beyond this proposed course to meet their minimum requirement. • The application states that the proposed course utilizes comprehension and satisfaction quizzes throughout and after the training. Examples were provided and demonstrate an effective method for evaluating the participant’s achievement of the stated learning objectives and the course provider’s effectiveness. 	
Initial Application Questions/Weaknesses	
<ul style="list-style-type: none"> • The agenda, course description and materials suggest that most of the required content outlined in State Board Rule for new board members will be discussed; however, the presentation deck is incomplete and not all required content is included. For example, some of the slides have headings without any accompanying content (i.e., open meetings, open records, conflicts of interest) and the presentation deck does not include evidence of training new board members on their responsibility to evaluate school leadership or TN’s education governance structure. Additionally, there is a slide that discusses the BEP which is no longer used as the student funding formula in TN. • The application includes the learning objectives, a detailed description, and several attachments demonstrating the instructional strategies, activities, and presentation materials to be used in the proposed training course; however, it is unclear how some of the attachments, such as handouts from Building Excellent Schools, will be used during the course as they do not appear to align with the course description provided in the application. • The application states there is no fee for Leadership Prep board members and participants outside of the organization “may be required to pay \$600”; however, an explanation of the fee was not provided. • While the applicant plans to manage board member completion using Google forms, the application did not explain how/when the course provider will report course completers to the charter school authorizer in compliance with State Board rule 0520-14-01-.07. 	
Final Application Review	
<i>To be completed after review of any additional materials, if requested.</i>	

- The updated course agenda and materials are complete and include content aligned to the objectives of the course.
- The applicant also submitted additional course materials to be used in the proposed training course that align with the updated course description provided in the application.
- The updated application states there is no fee for Leadership Prep board members or participants outside of the organization.
- The updated application states that a board member completion report will be provided to the authorizer by the required deadline outlined in State Board rule 0520-14-01-.07.

Final Application Overall Score

Fully Meets the Standard **Partially Meets the Standard** **Does Not Meet the Standard**

Application Scoring Summary	
Prospective Course Provider	Leadership Preparatory Charter School
Training Course	Strategic Board Service
Initial Recommendation	Partially Meets the Standard
Initial Application Strengths	
<ul style="list-style-type: none"> The applicant, Leadership Prep Charter School, submitted a completed application and course materials by the required deadline. Leadership Prep’s Executive Director, Valissia Allen, and colleagues Tenisia Hicks-Sweeney and Jeffrey Veale Jr. have experience providing training to the Leadership Prep governing board and have participated in Board on Track seminars and training through Building Excellent Schools. The proposed training course, Strategic Board Service, is designed for new and existing governing board members, is 4 hours in length and can be conducted virtually and in-person. The agenda states that the course covers measuring school success, governing for sustainability, school leader evaluation, and improving decision-making. The application states that the proposed course includes comprehension and satisfaction quizzes to be used throughout and after the training. Examples were provided and demonstrate an effective method for evaluating the participant’s achievement of the stated learning objectives and the course provider’s effectiveness. 	
Initial Application Questions/Weaknesses	
<ul style="list-style-type: none"> The agenda, course description and materials suggest that most of the required content for new board members will be discussed; For example, some of the slides have headings without any accompanying content (i.e., open meetings, open records, conflicts of interest) and the presentation deck does not include evidence of training new board members on their responsibility to evaluate school leadership or TN’s education governance structure. Additionally, there is a slide that discusses the BEP which is no longer used as the student funding formula in TN. The application includes the learning objectives, a detailed description, and several attachments demonstrating the instructional strategies, activities, and presentation materials to be used in the proposed training course; however, it is unclear how some of the attachments, such as handouts from Building Excellent Schools, will be used throughout the training course. The application states there is no fee for Leadership Prep board members and participants outside of the organization “may be required to pay \$600”; however, an explanation of the fee was not provided. While the applicant plans to manage board member completion using Google forms, the application did not explain how/when the course provider will report course completers to the charter school authorizer in compliance with State Board rule 0520-14-01-.07. 	
Final Application Review	
<i>To be completed after review of any additional materials, if requested.</i>	
<ul style="list-style-type: none"> The applicant submitted additional course materials to be used in the proposed training course that align with the updated course description provided in the application. The updated application states there is no fee for Leadership Prep board members or participants outside of the organization. The updated application states that a board member completion report will be provided to the authorizer by the required deadline outlined in State Board rule 0520-14-01-.07. 	
Final Application Overall Score	

Fully Meets the Standard

Partially Meets the Standard

Does Not Meet the Standard



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Application Rubric Criteria
<ul style="list-style-type: none"> • The prospective course provider submitted a completed application (with course materials attached) by the required deadline. • The prospective course provider has relevant experience in providing charter school governing body member trainings and/or the instructor(s) have, at a minimum, relevant experience with the course topic(s), working with charter school governing bodies, or as a training course instructor. • The proposed training course content is appropriate for the intended audience and meets the requirements set forth in State Board rule, as applicable. • The length of the proposed training course is adequate given the amount of content covered by the course. • For prospective course providers proposing to offer a 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 and the required attachments demonstrating the instructional strategies, activities, and presentation materials to be used in the proposed training course. The training course covers the topic(s) with sufficient depth to allow governing body 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 a CMO, the application defines any participant restrictions. • The prospective course provider includes an effective method(s) for tracking governing body member completion of the course and for reporting all course completers to the charter school authorizer in compliance with State Board rule 0520-14-01-.07.

Application Scoring Summary	
Prospective Course Provider	RH3 Consulting
Training Course	Strategic and Effective Governance
Initial Recommendation	Partially Meets the Standard
Initial Application Strengths	
<ul style="list-style-type: none"> • The applicant, RH3 Consulting, submitted a completed application, with course materials attached, by the required deadline. • Rich Haglund of RH3 Consulting has experience as legal counsel and has provided board member trainings to charter schools in multiple states, including Tennessee. Rich Haglund was previously the General Counsel for the State Board of Education. • The proposed training course, Strategic and Effective Governance, is designed for new and experienced board members and includes some of the required course content for new board member training. • The length of the proposed training course is 3 hours and is adequate given the amount of content covered by the course. New board members are required to complete a minimum of 6 hours of training in their first 12 months of service and therefore would need to take at least one additional course beyond the proposed course to meet their minimum requirement. • The application includes a detailed description of the course and the required attachments, including a handout and presentation slides, which demonstrate the instructional strategies, activities, and presentation materials to be used in the proposed training course. The training course appears to cover the topics with sufficient depth to allow governing body members to obtain a deeper understanding. • The application states that the prospective course provider will track course completion and provide it to the authorizer by July 15th in compliance with State Board rule 0520-14-01-.07. 	
Initial Application Questions/Weaknesses	
<ul style="list-style-type: none"> • The application states that the proposed training course covers all required content for new board members as outlined in State Board rule; however, information regarding a board's governance responsibilities of financial oversight and the evaluation of the school leader, as well as the education governance roles and responsibilities of the TN Public Charter School Commission are not included in the provided materials. • The application states that the course fee is \$3,000 per governing board; however an explanation of the fees was not provided. • While the post-course evaluation includes a method for evaluating the course provider's effectiveness, the evaluation does not assess the participant's achievement of the stated learning objectives. 	
Final Application Review	
<i>To be completed after review of any additional materials, if requested.</i>	
<ul style="list-style-type: none"> • The applicant updated course materials and clarified in a response how the training will cover all required content for new board members as outlined in State Board rule. • The applicant provided an explanation for the \$3,000 per governing board course fee which shall be used to compensate the course provider's time. • The applicant updated the post-course evaluation to include a method for evaluating the participant's achievement of the stated learning objectives. 	

Final Application Overall Score

Fully Meets the Standard

Partially Meets the Standard

Does Not Meet the Standard