



## VIRTUAL AUTHORIZER BOOT CAMP

### FALL 2021 SYLLABUS

*The Virtual Authorizer Boot Camp seeks to provide new authorizers with a grounding in the fundamentals of authorizing and orient them to core resources and tools to support their work.*

### COURSE OVERVIEW

#### Background

Since 2016, NACSA has offered a pre-conference session for authorizers new to the field. Due to the high level of demand, and in an effort to provide this one-of-a-kind experience to authorizers who are hired midyear or otherwise unable to attend conference, NACSA decided to launch a virtual version of its Boot Camp in 2018. This is the fifth offering of the Virtual Authorizer Boot Camp.

#### Expectations

- Attend the course orientation and four content focused live sessions [Approximately 6 hours]
- Participate in live session discussions and activities.
- Complete all modules, pre-work, discussion posts, and surveys. [Approximately 9 hours]
- Fully collaborate with peers and facilitators to extend learning.
- Keep in touch with NACSA.

#### Course Platform & Materials

Prior to the first session, you will receive access to AuthoRISE, NACSA's learning platform. All materials for the course will be made available through this platform.

Live sessions will be presented via Zoom. Please ensure that you have the most up to date version prior to the first session. Access all live sessions via AuthoRISE or the calendar invites that will be sent to you upon acceptance to the program.

#### Attendance

You get out of Boot Camp what you put into Boot Camp. You are expected to complete all online modules and attend all live sessions. If you are unable to attend a live session, you must confirm that you have watched the recording to receive credit. **To receive your certificate of completion you must complete all components of coursework.**

#### Calendar

All sessions will begin at 1:00 p.m. CST. Live session lengths range from one hour to seventy-five minutes, depending on the content.

Session	Pre-Work	Session Focus	Date	Time
Live Session #1	AuthoRISE Access	Introductions, Course Overview, Q&A	August 25	45 Minutes

Live Session #2	Module 1: Overview of Authorizing Module 2: Applications Part I Discussion Post #1	Authorizing Roles & Applications Part II	September 1	75 Minutes
Live Session #3	Module 3: Autonomy & Accountability Discussion Post #2	Autonomy & Accountability & Networking	September 15	75 Minutes
Live Session #4	Module 4: Ongoing Evaluation Module 5: Special Populations Oversight Discussion Post #3	Ongoing Evaluation	September 22	75 Minutes
Live Session #5	Module 6: Charter Renewal Discussion Post #4	Renewal Course Wrap-up	October 6	75 Minutes
Complete the course evaluation prior to October 15 <sup>th</sup> to receive your certificate of completion.				

## SESSION OVERVIEW

### Live Session #1 – Orientation [45 minutes]

*This session will provide you with an introduction to your instructors and peers as well as the platform that you will be using to access course materials. Time will be spent answering any questions related to the pre-work required before the first session.*

Walk away from this session being able to...

- Access and navigate all course components in AuthoRISE
- Have familiarity with course facilitators and peers

### Module 1: Welcome & Overview [40 minutes]

*This session will provide an introduction to NACSA, some historical background to the charter school movement, and the historical transitions that have made authorizing what it is today.*

Walk away from this session being able to...

- Articulate the history of charter school authorizing.
- Define authorizing.
- Identify other new authorizers in the field and the offices in which they work.

### Module 2: Applications [140 minutes]

*This session explores how authorizers communicate their priorities to potential applicants and the importance of quality application review processes, including high-level discussion of proposal requirements and guidance, fair and transparent quality-focused procedures, rigorous approval criteria and merit-based decision making. Participants will review their first of two charter applications.*

Walk away from this session being able to...

- List the basic requirements necessary for a high-quality application.
- Describe the key elements of a quality application review process.
- Evaluate a charter application with an orientation to quality.

### Live Session #2 - Applications [75 minutes]

*This session will focus on putting learnings from Module 2 into practice and facilitated by an experience authorizer. Participants will review a second, more complex, charter application, identify the strengths and red flags that are present, reach consensus with their peers, and determine if the applicant should be*

*granted a capacity interview. Throughout the session, participants will also hear about the facilitator's experience with the application process and have the opportunity to ask questions.*

Walk away from this session being able to...

- Describe the course requirements and expectations.
- Evaluate a charter application with an orientation to quality.
- Determine if an application is a high-quality application.
- Identify strengths, deficiencies, and “red flags” within an application.

### **Module 3: Autonomy & Accountability** [90 minutes]

*This session will discuss the authorizer's responsibility to establish, maintain, and enforce high performance standards for all schools in their portfolio, including not only holding schools accountable for the academic performance of all of their students, but also for financial and organizational performance.*

Walk away from this session being able to...

- Explain the meaning of the autonomy and accountability bargain and describe the authorizer's role in ensuring a balance.
- Describe the purpose of a strong charter contract.
- Identify the three components of performance frameworks (academic, financial, organizational) and list the measures within each.
- Reflect on your office's practices of balancing autonomy and accountability.

### **Live Session #3: Autonomy & Accountability** [75 minutes]

*This session provides participants with the opportunity to hear from experienced authorizer's experience with finding the balance between autonomy & accountability. Participants will have the opportunity to dig deeper in small group breakouts and share their own experiences – successes and challenges as it relates to the topic.*

Walk away from this session being able to...

- Describe some strategies to help balance autonomy and accountability in various authorizer roles.
- Articulate challenges that can occur in finding the autonomy and accountability balance.
- Connect with peers from across the country.

### **Module 4: Ongoing Evaluation** [75 minutes]

*This session will look at ways authorizers conduct oversight activities that enable them to fulfill their statutory responsibilities, such as collecting evidence, measuring progress, and using established criteria to evaluate school performance data in transparent ways, including desk audits, site visits, and annual reporting.*

Walk away from this session being able to...

- List strategies for continuing evaluation of a school.
- Explain the benefit of transparency in ongoing evaluation and provide examples where transparency can be implemented.

### **Module 5: Special Populations Oversight** [75 minutes]

*This session will explore the authorizer's responsibility to ensure that all students and families have fair and equitable access to charter schools, that their schools offer programs for students with disabilities and English learners that comply with the requirements of the charter law, and also embody its spirit. We will wrap-up by sharing your biggest takeaways from the course.*

Walk away from this session being able to...

- Utilize the EL and SpEd Toolkits.
- Identify at least one step your office can take to maximize student access to high quality charter schools.

#### **Live Session #4: Oversight** [75 minutes]

*This session provides participants with the opportunity to hear from experienced authorizer's experience with oversight practices. Participants will have the opportunity to dig deeper in small group breakouts and share their own experiences – successes and challenges as it relates to the topic.*

Walk away from this session being able to...

- Articulate challenges that can occur while conducting oversight.
- Describe some strategies to conduct effective oversight practices.
- Connect with peers from across the country.

#### **Module 6: Charter Renewal** [135 minutes]

*This session delves into the renewal process, and how authorizers utilize performance criteria, the charter contract, and summative evaluations to make high-stakes, merit-based renewal decisions. Possible outcomes include probationary, short-term, or full-term charter renewal; authorizers can also recommend non-renewal or revocation when necessary to protect student and public interests. Participants will review their first of two renewal scenarios.*

Walk away from this session being able to...

- Define renewal and list the three types of renewal decisions.
- Explain the purpose of renewal decisions and what it means to make a merit-based decision.
- Describe the timeline of renewal decisions.
- Make a preliminary renewal recommendation based on performance criteria, contract terms, and evaluations provided.

#### **Live Session #5: Charter Renewal & Closing** [75 minutes]

*This session requires participants to put their learnings from Module 6 into practice and will be facilitated by an experienced authorizer. Participants will review the performance of a charter school, identify any red flags that are present, determine the steps that should be taken, and make a preliminary recommendation – renewal or not? Throughout the session, participants will also hear about the facilitator's experience with renewal and have the opportunity to ask questions.*

Walk away from this session being able to...

- Determine if a school should be renewed based on performance criteria, contract terms, and evaluations provided.
- Describe the steps an authorizer should take when non-renewal is decided.
- Reflect on your learnings from the course.
- Articulate how you will stay connected to your peers.
- Identify one key takeaway from the program.