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**State Board of Education Local Education Agency (LEA) Policy Additions  
Records Retention Policy 1408 & Test Security Policy 4701**

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**The Background:**

Pursuant to Public Chapter 850 of the 108th General Assembly, the State Board serves as the chartering authority for any schools that it authorizes on appeal if the local school district and the charter school operator do not mutually agree that the local district will be the authorizer. In Tennessee, the chartering authority serves as the local education agency (LEA) for any authorized charter schools. Additionally, T.C.A. § 49-13-142(b)(1) provides that oversight and monitoring of charter schools authorized by the State Board shall be performed by the State Board.

In order to comply with the oversight and monitoring duties required in statute, the State Board must adopt policies to govern its functions as the LEA for authorized charter schools. These policies will only impact the charter schools authorized by the State Board and will not be applicable to any other school or local district. Additionally, these policies will work in conjunction with State Board Policies 6.100 through 6.110 which govern the State Board's duties as a charter school authorizer.

At the July 2017 meeting, the State Board approved a full suite of LEA policies on final reading. This item presents two additional policies for board approval.

New Policies

The following new policies are included in this item on first reading:

- 1408 – Records Retention: This policy outlines the requirement that the Director of Schools (Executive Director of the State Board) develop a records retention schedule that the district and its schools will abide by. It also requires each school to adopt records retention procedures to ensure compliance.
- 4701 – Test Security: State Board Rule 0520-01-03-.03 requires all LEAs to develop policies regarding security of test administration. This policy requires authorized charter schools to follow test security procedures developed by the state and district. It further outlines that employees found to have not followed test security procedures will be placed on immediate suspension and that such actions shall be grounds for dismissal and revocation of the employee's license, as outlined in state law. The policy also requires the building testing coordinator in each school to report any potential testing irregularity or breach of testing security to the district testing coordinator.

**The Recommendation:**

State Board staff recommends acceptance of this item on first reading.