



GOVERNING AUTHORITY MEETING **EFFECTIVE DATE 07/01/2013**
ATTENDANCE PROCESS

SOP 8.3

SIGNATURE: _____

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PROPOSED BY: Office Coordinator

PURPOSE

The intended purpose of the GOVERNING AUTHORITY MEETING ATTENDANCE PROCESS is to build a positive working relationship with each school's governing authority. The GOVERNING AUTHORITY MEETING ATTENDANCE PROCESS is used to ensure that all CSS staff have governing authority meeting materials in advance of meetings and to ensure appropriate information is documented and shared during and after the meeting. The GOVERNING AUTHORITY MEETING ATTENDANCE PROCESS is used for all regularly scheduled governing authority meetings across the state.

SCOPE

The GOVERNING AUTHORITY MEETING REPORT PREPARATION AND SUBMISSION PROCESS is intended for the Office Manager and all CSS staff who attend governing authority meetings. The Office Manager is responsible for governing authority meeting material preparation and collecting documentation from CSS staff for all governing authority meetings attended.

PROCEDURE

1. Office Manager will update the governing authority meeting report form with current governing authority member contact information and current academic ratings.
2. The morning of each governing authority meeting, the Office Manager will contact the school liaison via email and confirm the time and location of the meeting.
3. After confirming the governing authority meeting, Office Manager will distribute to the assigned CSS staff the following: Governing Authority Meeting Report Form, the At-A-Glance report, the last meeting's governing authority report form, current Sponsor Connection, school interventions (i.e. Corrective Action Plans and/or Probation notices) and any additional documents the school liaison has provided regarding the meeting.
4. The process requires that CSS Staff attend the meeting and provide a brief verbal report highlighting legislative or operational updates, other critical information contained in the



Sponsor Connection newsletter and/or At-A-Glance report, school interventions, and any other topics specific to the school.

5. At the meeting, CSS staff may provide technical assistance requested by a governing authority member, school staff or governing authority counsel.
 - a. If the CSS staff member is unable to provide the requested technical assistance, he/she may consult a subject matter expert after the meeting and provide follow-up as described below.
6. Per charter contracts, CSS staff are permitted to attend executive sessions held by the governing authority.
 - a. If a staff member attends an executive session or does not feel it is appropriate to attend an executive session, he/she shall notify the General Counsel after the meeting.
7. CSS staff shall confirm governing authority contact information with each member.
8. After the meeting, CSS staff shall submit the completed governing authority report form and all relevant documentation from the meeting to the Office Manager within ten (10) business days of the meeting.
 - a. Time sensitive and critical information, such as governing authority member changes or concerns that need to be addressed should be highlighted on the report and shared with the appropriate subject matter expert as soon as possible.
9. The CSS staff member should recall pertinent and valuable information to be shared with the sponsor team at the next all staff meeting.
10. Office Manager collects governing authority meeting reports and follows-up with CSS staff as needed.

DOCUMENTATION / VERIFICATION

All GOVERNING AUTHORITY MEETING ATTENDANCE PROCESS documents are maintained by the Office Manager in hard copy files and on the shared drive at the following location:

Location of documentation:

[S:\Board Meeting report forms](#)

Supporting documentation included with this process:

1. Governing Authority meeting report form.
2. At-A-Glance
3. Sponsor Connection Newsletter



DOCUMENT HISTORY

Orig. Date Feb. 2013
Rev. July 2013
Rev. November 2014
Rev. October 2015
Rev. February 2016
Rev. March 2017
Rev. November 2018

REVIEW AND APPROVAL

Reviewer of the GOVERNING AUTHORITY MEETING REPORT PREPARATION AND SUBMISSION PROCESS is as follows:

Reviewed By: Management Team Date: 11/19/18

Approved By: President: David L. Cash, Jr. Date: 11/19/18

The effective date is as of the date signed above. Processes are consistently reviewed and revised as necessary throughout the term. The GOVERNING AUTHORITY MEETING REPORT PREPARATION AND SUBMISSION PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.