



EFFECTIVE DATE 06/21/2013

**GOVERNING AUTHORITY  
TRAINING PROCESS**

**SOP 6.1**

SIGNATURE \_\_\_\_\_

A handwritten signature in black ink, appearing to be "R. P.", is written over a horizontal line.

PROPOSED BY: Director of Sponsorship

**PURPOSE**

The GOVERNING AUTHORITY TRAINING PROCESS governs planning, marketing, notification, and review of a quality video board training that will expand our school GOVERNING AUTHORITY's ability to be effective governing authority members.

**SCOPE**

The GOVERNING AUTHORITY TRAINING PROCESS is used primarily by the Management Team in creating an annual plan and review schedule for all GOVERNING AUTHORITY professional development opportunities provided through CSS web created video(s).

**PROCEDURE**

The GOVERNING AUTHORITY TRAINING PROCESS begins with a review of previous governing authority trainings and programs offered by CSS.

1. Annually in July, the Management Team shall review the previously recorded governing authority video training modules and determine which topics need updated and if any new videos need to be recorded.
  - a. The Management Team shall consider requirements of the charter agreement, ODE guidelines, and current or upcoming compliance updates as well as surveys during its annual review.
2. The Management Team shall present all suggested changes to President for review.
3. If it is determined that additional video presentations are required or existing video presentations need to be updated, the Legal Department shall work with applicable staff and the video company to coordinate new or updated presentations.
  - a. The Legal Department may also explore other technology options for on-line videos.



4. Office Coordinator will then be responsible for these presentations being posted on the Charter School Specialists website.
5. Once a governing authority member completes on-line training with CSS, CSS shall provide a certificate of completion.
6. Office Coordinator is responsible for sending the certificate of completion within five (5) business days of completion.

## **DOCUMENTATION / VERIFICATION**

### *Location of documentation:*

- S:/TRAININGS/Sponsorship Trainings

### *Naming convention:*

- Sponsorship Trainings+Year + Training Name and Date
- Ex: Sponsorship Trainings/2013/GOVERNING AUTHORITY Training 10022013

### *Supporting documentation included with this process:*

1. Professional Development training schedule
2. Listing of governing authority training topics included in the presentation
3. Sample PowerPoint template showing required CSS branding
4. Sample notice to schools and governing authority members
5. Sample certificate of completion

## **DOCUMENT HISTORY**

Orig. Date Sept. 2012

Rev. June 2013

Rev. February 2016

Rev. April 2017

## **REVIEW AND APPROVAL**

Reviewer of the GOVERNING AUTHORITY TRAINING PROCESS is as follows:

Reviewed By: Management Team

Date: 4/7/17

Approved By: President, David L. Cash, Jr.

Date: 4/10/17

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