



STANDARD OPERATING PROCEDURE 8.03

PROCEDURE TITLE: Governing Authority Training Process

Department: ALL

Proposed by: Director of Sponsorship

Effective Date: 06/21/2013

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 training and programs offered by CSS.

1. Annually, 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 the requirements of the charter agreement, DEW 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 the 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 coordinate new or updated presentations.
4. The Office Manager will then be responsible for these presentations being posted on the Charter School Specialists website.



5. Certificates of Completion are automatically generated by the website and sent directly to the participant.
6. If a participant does not receive a certificate, the School Improvement Program Assistant or the Director of Special Projects shall assist the participant in obtaining a certificate.

DOCUMENTATION / VERIFICATION

Location of documentation:

S:/TRAININGS/Sponsorship Trainings

DOCUMENT HISTORY

Orig. Date Sept. 2012
Rev. June 2013
Rev. February 2016
Rev. April 2017
Rev. April 2021
Rev. April 2022
Rev. July 2022

REVIEW AND APPROVAL

Reviewer of the GOVERNING AUTHORITY TRAINING PROCESS is as follows:

Reviewed By: Management Team

Date: 07/27/2022

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

Date: 07/27/2022

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.