

## STANDARD OPERATING PROCEDURE 8.03: GOVERNING AUTHORITY TRAINING PROCESS

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July 1, 2025

### A. 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.

### B. APPLICABILITY

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).

### C. DEPARTMENT RESPONSIBILITIES

**Responsible Department:**     **Management Team**  
*Other Departments:*            *School Improvement Team*  
   *C Suite Level Executives*  
   *Legal Department*

### D. PROCEDURE

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

1. Annually, the School Improvement Team shall contact the Management Team to begin reviewing the previously recorded governing authority training modules.
  2. 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.
  3. The Management Team shall present all suggested changes to the C Suite Level Executives for review.
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4. 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.
5. The School Improvement Team will then be responsible for these presentations being posted on the Charter School Specialists website.
6. Certificates of Completion are automatically generated by the website and sent directly to the participant.
7. If a participant does not receive a certificate, the School Improvement Team shall assist the participant in obtaining a certificate.

## **E. DOCUMENTATION**

*Location of documentation:*

S:/TRAININGS/Sponsorship Trainings

## **F. GLOSSARY**

Training, programs, website, modules, video, charter, survey, presentation, certificate, Certificate of Completion

## **G. CROSS REFERENCED SOP'S**

None

## **H. REVIEW AND APPROVAL**

Approved By: Chief Executive Officer David L. Cash, Jr.

Date: 06/30/2025

