

Charter System Local School Governance Team Workshop

Baldwin County School District

September 8, 2016

Charter System Local School Governance Team Training

1. What is a charter system?
2. Implementing Effective School Governance
3. Power of Flexibility - examples
4. Resources – Charter System Foundation and GA DOE

What is a Charter System?

▣ Definition:

- A local district that has an executed charter from the SBOE granting it freedom from almost all of Title 20, SBOE rules, and GaDOE guidelines

▣ Facts & Figures:

- Charter is a contract between district and SBOE
- District gains flexibility to innovate in exchange for increased academic accountability
- Distributed leadership process
- College and Career Academy is a Baldwin County innovation

What is a Charter System ?

Relative Advantages & Disadvantages:

- Flexibility to innovate
- Financial savings possible from waivers
- Additional per-pupil funding in QBE if appropriated
- School level governance required

Federal/State Compliance:

- Must comply with all federal laws and regulations
- Must comply with all state laws, rules and regulations that cannot be waived (e.g., health and safety)
- Must comply with all state accountability measures

40 approved Charter Systems in Georgia, September 8, 2016
2 in process

40 Charter Systems in Georgia (1 of 3)

1.	Atlanta Public Schools	first year: 2016	
2.	Banks County Schools	first year: 2013	
3.	Baldwin County Schools	first year: 2016	
4.	Barrow County Schools	first year: 2011	renewed 10 years
5.	Calhoun City Schools	first year: 2011	renewed 10 years
6.	Candler County Schools	first year: 2015	
7.	Carrollton City Schools	first year: 2015	
8.	Cartersville City Schools	first year: 2010	renewed 10 years
9.	Catoosa County Schools	first year: 2016	
10.	City Schools of Decatur	first year: 2008	renewed 10 years
11.	Clarke County Schools	first year: 2016	
12.	Coffee County Schools	first year: 2013	
13.	Colquitt County Schools	first year: 2015	
14.	Commerce City Schools	first year: 2014	
15.	Dawson County Schools	first year: 2011	renewed 10 years
16.	Dougherty County Schools	first year: 2016	
17.	Dublin City Schools	first year: 2011	
18.	Fannin County Schools	first year: 2015	
19.	Floyd County Schools	first year: 2010	renewed 5 years

40 Charter Systems in Georgia (2 of 3)

20. Fulton County Schools	first year: 2012	
21. Gainesville City Schools	first year: 2008	renewed 10 years
22. Gilmer County Schools	first year: 2014	
23. Glascock County Schools	first year: 2014	
24. Gordon County Schools	first year: 2011	renewed 10 years
25. Haralson County Schools	first year: 2013	
26. Hart County Schools	first year: 2014	
27. Jasper County Schools	first year: 2016	
28. Lumpkin County Schools	first year: 2014	
29. Liberty County Schools	first year: 2015	
30. Madison County Schools	first year: 2012	
31. Marietta City Schools	first year: 2008	renewed 10 years
32. Morgan County Schools	first year: 2011	renewed 10 years
33. Putnam County Schools	first year: 2010	renewed 10 years
34. Randolph County Schools	first year: 2016	
35. Stephens County Schools	first year: 2014	
36. Tift County Schools	first year: 2016	
37. Union County Schools	first year: 2014	

40 Charter Systems in Georgia (3 of 3)

38. Vidalia City Schools

first year: 2014

39. Warren County Schools

first year: 2008

renewed 10 years

40. White County Schools

first year: 2010

renewed 10 years

Pending:

Peach

Terrell

Charter System Requirement:

- (d) **MAXIMIZATION OF SCHOOL LEVEL GOVERNANCE.** All charter systems shall maximize school level governance in accordance with the Charter Systems
- **Guidelines.** Maximization shall include the involvement of parents, teachers, and community members in such governance.
- (e) **ANNUAL TRAINING.** All charter systems shall develop and implement a comprehensive training program in accordance with the Charter System Guidelines. Such training shall include all members of each system charter school's governance team, principals, local board members, essential central office staff and the superintendent. Any governance team member that fails to fulfill training requirements shall not be allowed to serve on the governance team.

What is a Charter System?

Georgia law makes it clear that schools within **gadoe.org** a charter system remain under the control and management of the Local Board of Education

[See O.C.G.A. 20-2-2065(b)(2)]

- This means that, although the Superintendent and LBOE must give consideration to the recommendations and input of LSGTs, the LBOE ultimately retains its constitutional authority

Governance

What is governance?



Georgia Charter System Law

“School level governance” means decision-making authority in personnel decisions, financial decisions, curriculum and instruction, resource allocation, establishing and monitoring the achievement of school improvement goals, and school operations”

[See O.C.G.A. 20-2-2062(12.1)]

What is Governance?

“The definition of governance comes from the Greek word, “kebernon,” which means to steer and to influence from a position of authority. The governance team **directs the school towards achieving their mission and makes sure the school’s efforts and resources are properly focused towards that goal.**”

Adapted from the Georgia Center for Nonprofits

What is Governance?

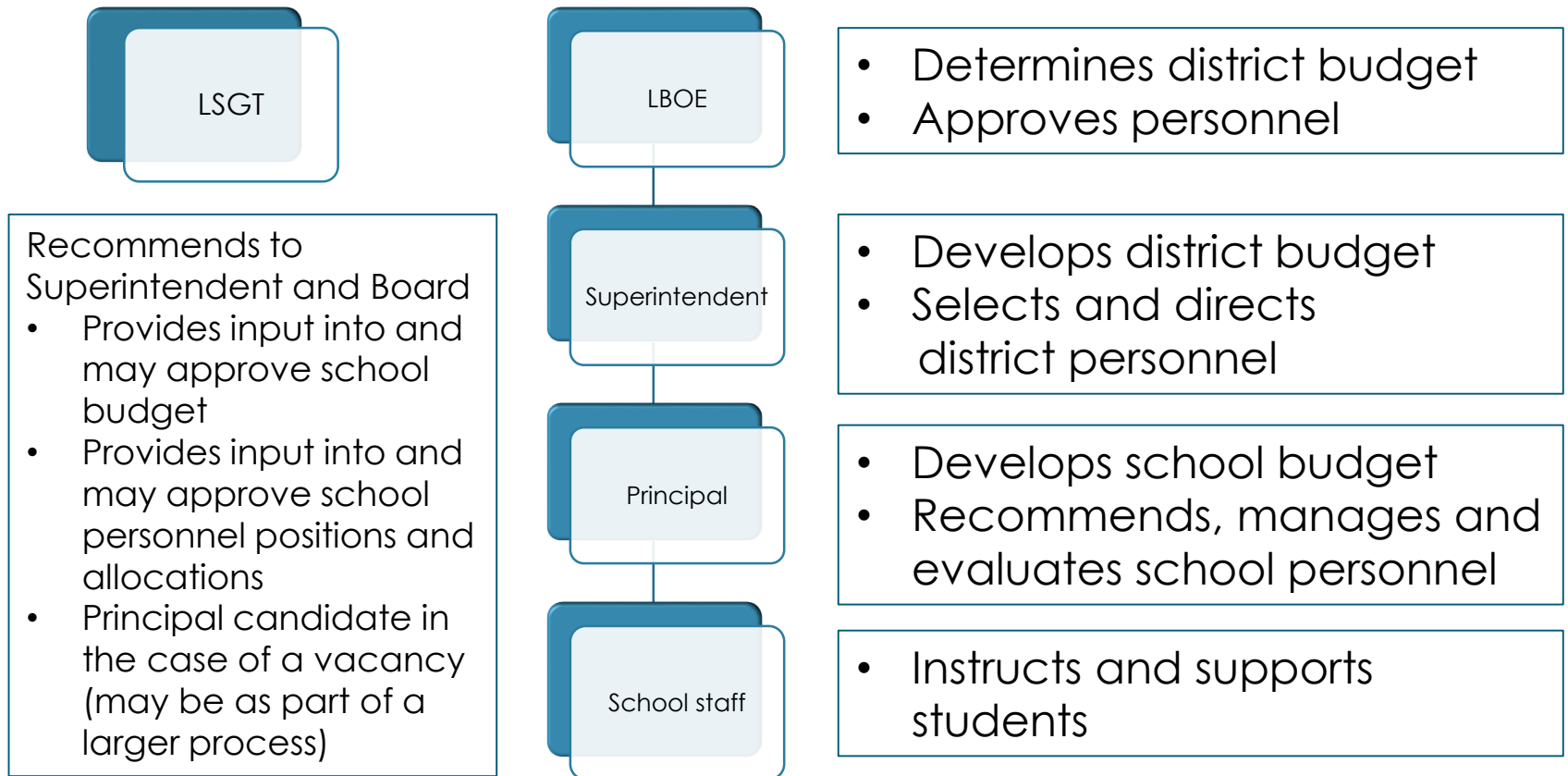
“To govern means to represent the public trust by ensuring that an organization carries out the purposes for which it was established and as expressed in its mission statement.”

Lahey, B.M. (2010). *Board Fundamentals: Understanding Roles in Nonprofit Governance*

Duties & Responsibilities



Ultimate Budgetary and Personnel Authority do not change



Baldwin County LSGT Membership

LSGT membership:

- the principal of the school, non-voting
- three (3) parents
- one (1) local business partner/community member, and
- three (3) teachers.

All positions are elected with the exception of the principal.

Baldwin Challenge Areas

1. Student Achievement
2. Stakeholder Involvement
3. School Climate

Governance Team Obligations



- By-laws should clearly delineate obligations and processes, and include
 - training requirements
 - meeting attendance
 - stakeholder engagement
 - elections and appointments
 - processes of removal
- Abide by state open meetings & open records laws
- Demonstrate ethical conduct

Suggested Governance Team Officers



- Chairperson
 - Works with principal to develop the agenda
 - Manages discussion at the meeting
 - Signs all LSGT business with the principal
 - Serves on Cluster Governance Team
- Vice-chairperson
 - Manages discussion at the meeting in the absence of the chairperson
 - Ensures that minutes are taken by an appointed recorder at the meetings, distributes minutes for LSGT review, ensures that meeting dates, times, locations, summaries and minutes are publicly available within required timeframes

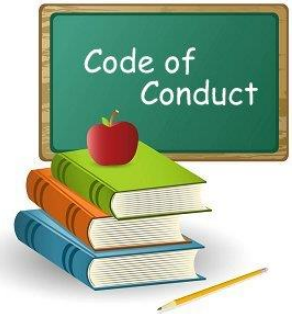
Governance Team Committees



- Formed as needed to streamline Governance Team business
- Do not act in lieu of the Governance Teams
- Carefully consider information and bring recommendations to Governance Teams for action
- Common committees: Budget, Outreach, Special Study Committees

Conflict of Interest

- ▣ No favors to self or family
- ▣ Represent all students
- ▣ No fees for speaking
- ▣ Recuse from vote or discussion if in conflict

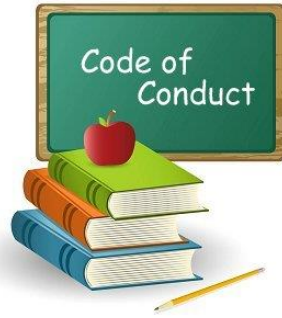


Gifts and Solicitations



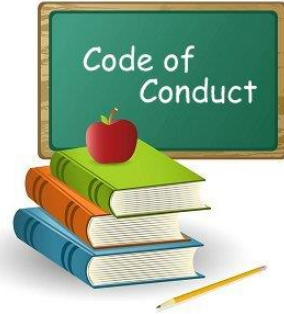
- Not directly or indirectly accept, solicit, receive or agree to receive
 - any gift, rebate, benefit, favor, service or other thing of value
 - from any vendor or prospective vendor
- Exceptions
 - Meals at activities, awards, items for all employees, gifts under \$25, gifts intended for the school

Code of Ethics



- ▣ Respect chain of command
- ▣ Do not provide direction to staff or influence staffing decisions unless officially designated to be part of the selection process
- ▣ Represent **all** students
- ▣ Be informed about matters before the Governance Team
 - ▣ Focus on facts related to student achievement
- ▣ Communicate community issues to the principal
- ▣ Participate in training and attend meetings
- ▣ Work collaboratively with others
- ▣ Speak with one voice
- ▣ Individual LSGT members have no authority
- ▣ Mandatory child abuse reporter

Confidentiality of Individual Information

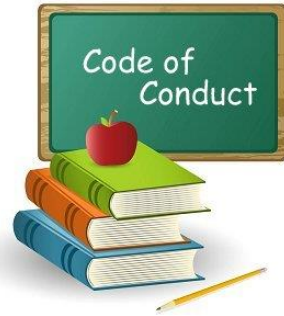


- ▣ Any information regarding economic status, academic program or service participation, achievement or behavior of **individual students** is federally protected, deemed confidential and under no circumstances is such student information accessible to any Governance Team member.
- ▣ Any information regarding **individual employee** performance or personnel action is considered confidential and under no circumstances is such personnel information accessible to any Governance Team member.*



- With the exception of the principal as outlined in a local charter system's By-laws

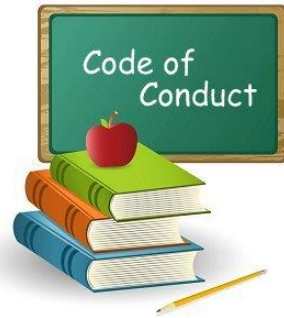
Confidentiality of District Information



- Confidential information includes, but is not limited to:
 - information pertaining to contractual relationships,
 - prospective employees,
 - or any other information the school district deems confidential.



Governance Team Scope



- Consider matters that:
 - Align with the school improvement plan
 - Align with budget and resource allocation priorities
 - Focus on and positively affect the overall student population, the staff, and the school
 - Consider matters that promote a positive school climate, strong communication, and involvement of all stakeholders
 - Take time to recognize and celebrate success
 - Provide input on principal selection to the superintendent as needed
 - Do not relate to evaluation, termination or promotion of individual school personnel
 - Do not provide direction to staff members

TABLE DISCUSSION #1: GOVERNANCE OR MANAGEMENT???

WHAT DOES “GOVERNANCE”
LOOK LIKE IN ACTION?

WHAT DOES “MANAGEMENT”
LOOK LIKE IN ACTION?

HOW DO YOU DEFINE “THE PUBLIC
TRUST”?

Roberts Rules of Order



Where there is no law, but every man does what is right in his own eyes, there is the least of real liberty.

Henry M. Robert

Making Motions

- Must have a quorum present to take any action
 - 50% of **voting members**
- Begin with “I move that...”
- Must have a “second” before taking action
- Only consider a motion after moved and seconded

Amending Motions

- ▣ Person making the motion can modify or withdraw
- ▣ Another person can amend
- ▣ Amendments must have a second Amendments are voted upon **before** the “main” motion
- ▣ If amendment passes, the “main” motion is then reworded to include the amendment and voted upon

Voting

- Must have a quorum
 - 50% of voting members
- If general consensus, may have a voice vote by asking “all in favor say Aye”, and then ask for opposed “Nay” and then abstentions
- If divided, ask for a show of hands
- Those voting “no” or abstaining must be listed in minutes
- Must have a majority of “yes” votes (abstentions count against)

Reconsidering a Previous Vote

- Why?
- Motion to reconsider must be made by someone on the prevailing side of a previous vote
- Must have a second and can be discussed
- Motion to reconsider must be approved by a majority of those present
- Proceed as if the original vote had never occurred

What is a Meeting?

- A quorum is present (a quorum should not gather except for a meeting or training or public events)
 - More than 50% of voting members
- Governance Team business is discussed
- May participate by phone or video (note: a quorum must be present in person. Members who call in may vote only if a quorum is present in person)
- Must not take actions or confer on actions via email, text or online networking
- Emails regarding Governance Team business are public record (All Barrow LSGT members will be issued a school district email address in FY17. Principals must notify the central office charter contact of any membership changes)

Announcements

- Announcement of time/place/date of regular or special meetings posted one week in advance
- Post on web site and on/by front door where meetings will be held
- Set an annual schedule
- Governance Team members notified at least 7 days in advance of meeting
- Notify public when regular meetings are cancelled or postponed



Agendas

- All agendas and minutes are posted on E board.
- Minutes are not official until approved at next regularly scheduled meeting.
- Agendas must include all items expected to be discussed
- Use the same agenda format as the LBOE



AGENDA	
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Minutes: Dos

- Post a summary of actions within 2 business days of the meeting
- Send draft minutes to Governance Team within 20 days
- Approve minutes at the next regular meeting of the Governance Team and post immediately
- Include:
 - names of all Governance Team members present
 - a list of agenda items
 - all materials referenced
 - description of motions made
 - names of those making or seconding motions
 - results of votes
 - names of all persons voting against or abstaining
- Keep all minutes available for public review

Minutes: Don'ts

- Minutes are NOT a transcript of the meeting discussion.
- Public observers may not speak unless they are part of a planned presentation or are recognized to speak during a time for Community Comment.
- Minutes should NOT include public speaker comments or any handouts provided by the public.

Defining an Effective Meeting

- ▣ Clear purpose
- ▣ Objectives
- ▣ Time appropriate for objectives
- ▣ Engaged participants
- ▣ All viewpoints
- ▣ Physical space is conducive

Defining an Ineffective Meeting

- ▣ Lack of attentive listening
- ▣ Meeting loses focus
- ▣ Runs over scheduled time
- ▣ Reports only, no discussion
- ▣ Not everyone is heard

***Effective meetings don't
happen by accident, they
happen by design.***

Group Dynamics



Role of Governance Team Members

- An effective meeting depends on productive participants
- Every Governance Team member is an equal meeting participant

Productive Participant

- ▣ Arrives on time
- ▣ Prepares for meetings. Go to eboard and read agenda and all supporting documents prior to meeting.
- ▣ Engages and contributes to discussion
- ▣ Stays focused
- ▣ Follows through on tasks
- ▣ Effectively communicates
- ▣ Respects all viewpoints; nonjudgmental
- ▣ Focuses on what is best for all students

TABLE DISCUSSION #3

Managing Difficult Situations

What would you do if...

A few Governance Team members are not contributing, although they appear attentive?

The discussion is getting away from the purpose of the meeting?

Setting Governance Team Meeting Ground Rules



LSGT Meeting Ground Rules

- ▣ Follow the agenda
- ▣ Begin on time
- ▣ Different viewpoints are encouraged; avoid groupthink
- ▣ One person speaks at a time
- ▣ Be respectful and considerate of each other
- ▣ Assume goodwill
- ▣ Stay focused on task
- ▣ No texting, surfing, emailing

Meeting Agendas

- Typical agendas have three main parts – action items, discussion items, and informational items. Go to the Barrow eboard web site to see typical agendas.

- Action Items
- Discussion Items
- Information Items



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High Quality Charter System School Governance Standards

School Governing Team composition reflects the diversity of the community

Meets regularly and complies with Open Records and Open Meetings Laws

School Governing Team sticks to governance and stays out of management

Substantially autonomous from local district

Receives regular updates on academic operational, and financial progress of the school

Participates in regular School Governing Team training each year

Questions

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