Introduction: Locally-approved charter school non-profit governing boards must have decision-making authority in all designated areas regulated by stature, including personnel decisions, financial decisions and resource allocation, curriculum and instruction, establishing and monitoring the achievement of school improvement goals, and school operations. The columns in the chart below describe the authority that must be exercised by a charter school's governing board, management, and school district respectively. There are also columns provided for other common charter school partners (if applicable).

Instructions: Applicants must submit a proposed version of this chart that shows how roles and responsibilities are and/or will be shared for their particular charter school. If any checkmarks are deleted or added, applicants must highlight in yellow those cells where a checkmark was deleted or added.

Locally-Approved Charter School Partners Roles and Responsibilities Chart

Personnel Decisions	**Charter School Nonprofit Governing Board**	**Charter School Management**	**Local School District***	**Post-Secondary Education Partner(s) (if applicable)**	**Business Partner(s) (if applicable)**	**Community Partner(s) (if applicable)**
Select, retain, transfer, promote, demote, and/or terminate the principal or school leader	✔					
Evaluate the principal or school leader (LKES)	✔					
Select, retain, transfer, promote, demote, and/or terminate faculty and all other staff		✔				
Evaluate the teachers (TKES) and all other staff		✔				
Determine whether teacher certification will be required	✔	✔				
Plan professional development for staff		✔				

Financial Decisions and Resource Allocation	**Charter School Nonprofit Governing Board**	**Charter School Management**	**Local School District***	**Post-Secondary Education Partner(s) (if applicable)**	**Business Partner(s) (if applicable)**	**Community Partner(s) (if applicable)**
Determine number and type of personnel positions budgeted, including qualifications, roles, and job descriptions	✔	✔				
Establish compensation model including salary ranges, bonus or performance-based increases, supplements, and personal and professional leave, health, dental, disability, and other benefit plans offered (other than TRS, which is mandated) for all employees	✔	✔				
Set budget priorities with funds received that are aligned with school improvement plan, including personnel, curriculum, supply, equipment, maintenance, operations, and all other costs	✔	✔				

Locally-Approved Charter School Partners Roles and Responsibilities Chart

Financial Decisions and Resource Allocation (cont'd)	Charter School Nonprofit Governing Board	Charter School Management	Local School District*	Post-Secondary Education Partner(s) (if applicable)	Business Partner(s) (if applicable)	Community Partner(s) (if applicable)
Ensure school receives all per-pupil and other funding to which it is entitled by agreement with the local district (its fiscal agent)	✔	✔	✔			
Raise additional funds through fundraising efforts	✔	✔				
Exercise discretion over expenditures for all state and local funds and, as permissible, federal funds		✔				
Final school budget approval	✔					
Establish financial policies and standard operating procedures	✔					
Maintain a reserve fund	✔					
Determine facility uses	✔	✔				
Ensure sound fiscal management and monitor budget implementation	✔	✔				

Curriculum and Instruction	Charter School Nonprofit Governing Board	Charter School Management	Local School District*	Post-Secondary Education Partner(s) (if applicable)	Business Partner(s) (if applicable)	Community Partner(s) (if applicable)
Recommend/Adopt instructional delivery model	✔	✔				
Recommend/Adopt curriculum, including any changes in curriculum as needed to improve student achievement	✔	✔				
Recommend/Adopt courses and programs to offer	✔	✔				
Recommend/Adopt textbooks, technology, and instructional materials	✔	✔				
Recommend/Establish additional graduation requirements	✔	✔				
Recommend/Adopt course and credit requirements, including technology and physical education skill requirements	✔	✔				
Recommend/Adopt seat time requirements	✔	✔				
Recommend/Adopt opportunities for student acceleration/remediation	✔	✔				
Create or modify Career Pathway curricula		✔				
Choose dual enrollment options	✔	✔				
Choose credit recovery options	✔	✔				
Utilize online learning platforms (e.g., Georgia Virtual School)	✔	✔				
Establish additional mastery level requirements for performance	✔	✔				

Locally-Approved Charter School Partners Roles and Responsibilities Chart

Curriculum and Instruction *(cont'd)*	Charter School Nonprofit Governing Board	Charter School Management	Local School District*	Post-Secondary Education Partner(s) (if applicable)	Business Partner(s) (if applicable)	Community Partner(s) (if applicable)
Select additional formative and/or summative assessments to determine student levels of mastery and growth	✔	✔				
Establish delivery model, scheduling, staffing, and supplemental services for English Learner (EL), special education (SPED), gifted, and remedial programs	✔	✔				
Establish curriculum maps, pacing charts, and methods for monitoring the curriculum		✔				
Establish lesson plan requirements for teachers		✔				
Establish placement and promotion criteria	✔	✔				
Set grading and reporting policies, plans, process, schedules, and formats	✔	✔				

Establishing and Monitoring the Achievement of School Improvement Goals	Charter School Nonprofit Governing Board	Charter School Management	Local School District*	Post-Secondary Education Partner(s) (if applicable)	Business Partner(s) (if applicable)	Community Partner(s) (if applicable)
Complete self-assessment based on Georgia School Performance Standards		✔				
Develop actions, strategies, and interventions with faculty and staff (i.e., school improvement plan)		✔				
Set a timeline for implementing school improvement timeline	✔	✔				
Set a budget for implementing school improvement timeline	✔	✔				
Recommend/Approve school improvement plan and provide oversight of its implementation	✔	✔				
Hold principal or school leader accountable for school improvement plan implementation and timeline	✔					
Hold faculty and staff accountable for school improvement plan implementation and timeline		✔				
Evaluate success of school improvement plan and recommend/make revisions as needed	✔	✔				
Regularly communicate student and school performance data to all stakeholders		✔				

Locally-Approved Charter School Partners Roles and Responsibilities Chart

School Operations	Charter School Nonprofit Governing Board	Charter School Management	Local School District*	Post-Secondary Education Partner(s) (if applicable)	Business Partner(s) (if applicable)	Community Partner(s) (if applicable)
Provide input into school operations that are consistent with school improvement and charter goals, including establishing human resources, procedures, and handbooks		✔				
Establish work schedules of faculty and staff (e.g., hours per day, days per year, calendars)		✔				
Establish experience, training, and other requirments related to substitute teachers	✔	✔				
Recommend/Set school daily, weekly, and annual school calendar and class schedules, including length of school year, holidays, early release days, etc.	✔	✔				
Recommend/Approve professional development vendors and resources	✔	✔				
Manage day-to-day human resources		✔				
HR processing, including employment contracts and benefits administration		✔				
Establish extracurricular, after-school and Saturday programs as needed		✔				
Set enrichment and/or advisory periods as needed		✔				
Establish field trips, including locations and date		✔				
Set class size and student-teacher ratios	✔	✔				
Set staff-to-student ratios for non-class times (e.g., lunch, recess, specials, transitions)	✔	✔				
Establish school partnerships for school growth	✔	✔				
Develop communications strategies, including stakeholder surveys, parent involvement, volunteer support	✔	✔				
Select/Approve vendors aligned with school needs	✔	✔				
Manage transportation decisions, including authority to contract for transportation service	✔	✔				
Select information systems (e.g., Student Information System, financial information systems)	✔	✔				
Manage the facility or facilities that are owned and operated by the school system for use by the charter school	✔	✔				
Approve/manage the food service agreement with a vendor or the school system	✔	✔				

Locally-Approved Charter School Partners Roles and Responsibilities Chart

School Operations (cont'd)	Charter School Nonprofit Governing Board	Charter School Management	Local School District*	Post-Secondary Education Partner(s) (if applicable)	Business Partner(s) (if applicable)	Community Partner(s) (if applicable)
Establish school size	✔	✔				
Establish school grade span different from typical primary, elementary, middle, and high public school models (e.g., 4-8, K-8, K-12)	✔	✔				
Establish attendance policies	✔					
Establish student code of conduct and behavior policies, plans, processes, and formats	✔	✔				
Adopt and implement a marketing plan that is inclusive in its recruitment and retention of all students	✔	✔				
Ensure access to support to address the physical, social, financial, and emotional needs of students in the school	✔	✔				

*The LBOE retains its constitutional authority