



Richard Woods, Georgia's School Superintendent

"Educating Georgia's Future"

MEMORANDUM

To: College and Career Academy Governing Boards
From: District Flexibility and Charter Schools Division
Date: April 18, 2017
Re: **Training, Ethics, and Conflict of Interest Policy Requirements for College and Career Academy Governing Boards**

Please note that this memo applies only to College and Career Academies, including those created by a three-party Charter School contract and those created by a Charter System or a Strategic Waivers School System as part of their State Board of Education-approved performance contract.

O.C.G.A. § 20-2-2072 and SBOE Rule 160-4-9-.06 require members of college and career academy governing boards to participate in five (5) hours of annual training, with two (2) additional hours of training for new governing board members and members of newly-approved college and career academies during the first year after their approval. The training must include certain topics and be conducted by TCSG's Office of College and Career Transitions (OCCT) (unless otherwise noted below). In addition, college and career academy governing boards must adopt a *College and Career Academy Code of Ethics* and a *College and Career Academy Conflict of Interest Policy*.

College and career academy governing boards should refer to the Department's website at [College and Career Academy Governing Board Training](#) for the most up-to-date guidance on Standards for Effective Governance of College and Career Academies, the model Code of Ethics, and the model Conflict of Interest Policy.

I. Required Number of Training Hours and Topics

- A. Existing Governing Boards and Members: College and career academy governing board members that have served one or more years must participate in a minimum of five (5) hours of annual training as follows:
1. Two (2) hours of Whole Board Governance Team Training that covers topics within the Standards for Effective Governance of College and Career Academies (see III below).

2. Three (3) hours of training that covers topics within the TCSG CCA Certification Standards, Community Workforce Development, and the role of the college and career academy and its partners (see IV below).

B. New Governing Boards and Members: New members of college and career academy governing boards (including past governing board members with a break in service of greater than one year) and the entire governing board of newly-approved college and career academies must participate in a minimum of seven (7) hours of training within their first year of service as governing board members.

1. Two (2) hours of training on:

- Constitutional and statutory requirements relating to transparency as it relates to public records and open meetings; and
- Requirements of applicable statutes and rules and regulations for a college and career academy (see IV below).

2. Two (2) hours of Whole Board Governance Team Training that covers topics within the Standards for Effective Governance of College and Career Academies (see III below).

3. Three (3) hours of training that covers topics within the TCSG CCA Certification Standards, Community Workforce Development, and the role of the college and career academy and its partners (see IV below).

II. Standards for Effective Governance of Georgia College and Career Academy Governing Boards

- The State Board of Education/Technical College System of Georgia (SBOE/TCSG)-approved Standards for Effective Governance of Georgia College and Career Academy Governing Boards, found at [Standards for Effective Governance of College and Career Academies](#), include standards and elements within the following ten (10) domains:

- Domain I Governance
- Domain II Strategic Planning
- Domain III Board and Community Relations
- Domain IV Policy Development
- Domain V Board Meetings
- Domain VI Personnel
- Domain VII Financial Governance
- Domain VIII Ethics
- Domain IX Workforce/Economic Development
- Domain X Joint venture among business, school system, technical college and others

III. Whole Board Governance Team Training

- A. The purpose of Whole Board Governance Team Training is to enhance the effectiveness of the governance team as a whole. It focuses on the training needs chosen by the governing board as part of their own Annual Board Training Program assessment of training needs.
- B. Whole Board Governance Team Training cannot be conducted unless a quorum of governing board members are present at the meeting.
- C. Board members absent for Whole Board Governance Team Training must make up the number of hours missed through:
 1. Online course(s) by an approved provider in the area of the Whole Board Governance Team Training they missed, or
 2. Meeting with the school's CEO and the Governing Board Chair to make up the missed session using the same or substantially similar information as that used during the session they missed.
- D. If the absent board member(s) fails to complete this optional training, the board member(s) will not meet the annual training requirements and will be ineligible to continue serving on the school's governing board.
- E. OCCT will award training credits for Whole Board Governance Team Training only when board members attend an OCCT course designed for Whole Board Governance Team Training.
- F. **Note that the two hours of Whole Board Governance Team Training required for existing governing boards and members may be conducted by either OCCT or any SBOE-approved training provider.**

IV. Annual Board Training Program

Developing and establishing the Annual Board Training Program

- A. Each college and career academy governing board must adopt a training program for its members that complies with SBOE-approved requirements and is offered by TCSG's Office of College and Career Transitions (OCCT) except as noted below:
 - **The two hours of training required for new members of college and career academy governing boards on the constitutional and statutory requirements relating to transparency as it relates to public records and open meetings, and requirements of applicable statutes and rules and regulations for a college and career academy may be delivered by OCCT or any SBOE-approved training provider.**
- B. Each training program must include OCCT curricula that are aligned with the SBOE/TCSG-approved Standards for Effective Governance of College and Career Academies.
- C. Training credit hours will only be awarded for approved content aligned with the governance standards.
- D. Each college and career academy governing board must adopt its Annual Board Training Program and any revisions at a regularly scheduled meeting.
- E. The annual assessment of training needs must start with the SBOE/TCSG-approved

Standards for Effective Governance of College and Career Academies.

- F. College and career academy governing boards should then review the OCCT list of training modules available on the website.
- G. Governing board members should develop a training curriculum based on the board's identified needs and the training modules offered by OCCT.
- H. The Governing Board Chair must receive training related to the leadership duties of a governing board chair as a portion of the annual training requirement.
- I. College and career academy governing boards and individual members may also participate in additional non-OCCT training based on identified needs.
- J. Any revisions to the training program requirements adopted by the SBOE must be incorporated by each college and career academy governing board within three (3) months of such revisions.

Implementing the Annual Board Training Program

- K. College and career academy governing boards must schedule and participate in an initial training prior to the start of the school year (for new board members and newly-approved schools) and annual training thereafter with OCCT.
- L. Any individual interested in serving on a college and career academy governing board must adhere to SBOE requirements. An individual is not eligible to serve on a college and career academy governing board unless he or she:
 - Has read and understands, as shown by signing, the charter school's code of ethics and conflict of interest policy; and
 - Has agreed to annually disclose compliance with the SBOE's policy on governing board training as well as the charter school's code of ethics and conflict of interest policies by signing a Governance Training Affidavit. Such disclosures must be included in the charter school's annual report due to the Department by November 1.

V. Required Code of Ethics

- A. Each College and Career academy governing board must adopt a Code of Ethics that includes, at a minimum, the SBOE's model code of ethics.
- B. The SBOE's adopted model code of ethics can be found on the Department's website at [College and Career Academy Model Code of Ethics](#).
- C. Any revisions to the model code of ethics that are adopted by the SBOE must be incorporated into each college and career academy governing board's Code of Ethics within three (3) months of such revisions.
- D. Each governing board member must sign the college and career academies adopted Code of Ethics annually.

VI. Required Conflict of Interest Policy

- A. Each college and career academy governing board must adopt a Conflict of Interest Policy that includes, at a minimum, the SBOE's model conflict of interest provisions.
 - B. The SBOE's adopted model conflict of interest provisions can be found on the Department's website at [College and Career Academy Model Conflict of Interest](#).
 - C. Any revisions to the model conflict of interest provisions adopted by the SBOE must be incorporated into each college and career academy governing board's Conflict of Interest Policy within 3 months of such revisions.
 - D. Each governing board member must sign the charter school's adopted Conflict of Interest Policy annually.
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Please see the website or contact Allen Mueller with any additional questions.

- District Flexibility and Charter Schools Division Website: <http://www.gadoe.org/External-Affairs-and-Policy/Charter-Schools/Pages/default.aspx>
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