



Technical College

System of Georgia

Governance 101

Today's Training Objectives

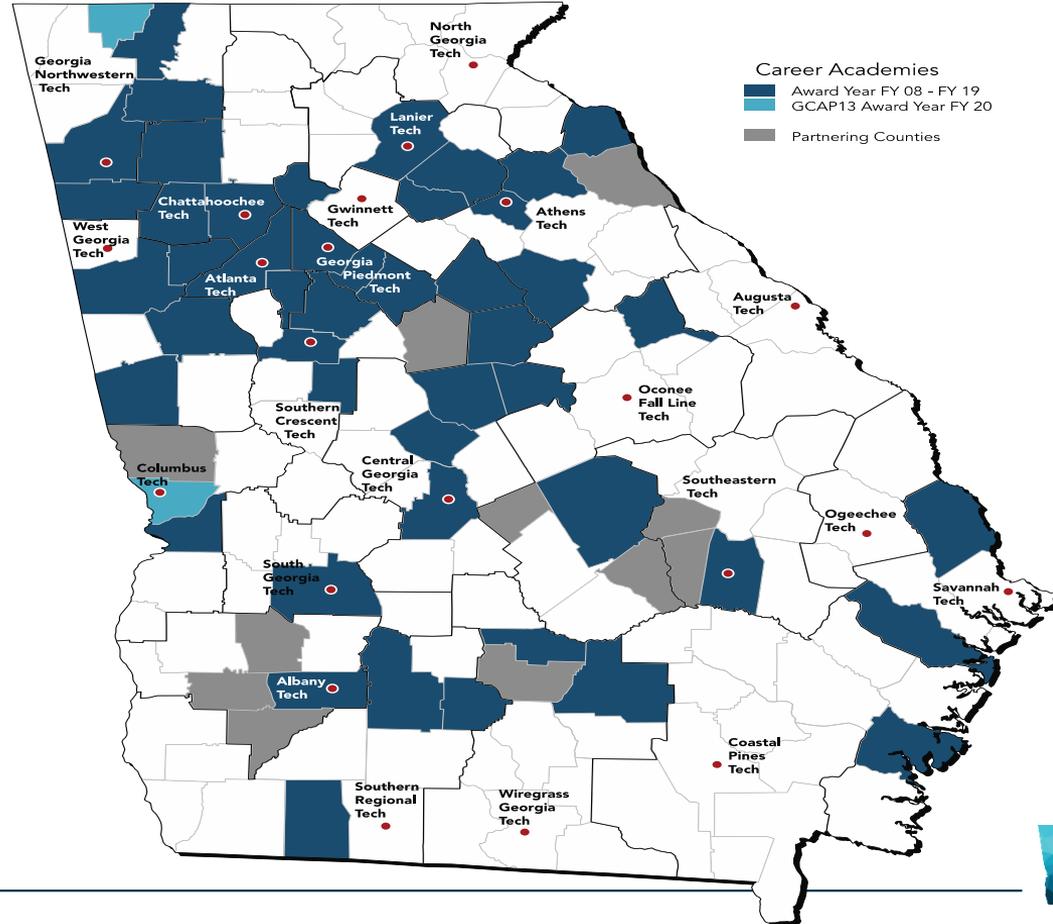
- Review training requirements for CCA Board of Directors.
- Clarify purpose of a College and Career Academy.
- Review components of governance self-assessment.
- Explore CCA governance components and its critical partnerships.
- Explore how to develop policies.
- Understand a *Code of Ethics and Conflict of Interest Policy* in relation to serving as a board member.
- Discuss workforce development as it impacts a CCA.

Required CCA Board Training

- ❑ Mandated in OCGA 20-2-2072 and SBOE Rule 160-4-9-.06
- ❑ Separate requirements for newly approved governing board members and veteran board members
- ❑ Training conducted by the Office of College and Career Transitions (Technical College System of Georgia)

TRAINING REQUIREMENTS FOR MEMBERS

- Minimum of (5) hours annually if one or more years service and (7) if less than a year or more than one year gap in service to be completed within first year taking office.
- Includes the following:
 - **2 HOURS** on **Governance and Leadership (Standard 1)**
 - **3 HOURS** on **Economic and Workforce Development and Strategic Planning (Standards 2 and 4)**
 - **2 HOURS (in addition to 5 HOURS ABOVE)** on **Open Records/Open Meetings Laws and Requirements**
- Addresses CCA Certification Standards.



A “GA College and Career Academy” is established . . .

- as a charter school OR program;
- pursuant to a contract for a strategic waiver school system or charter system which formalizes a partnership;
- to demonstrate a collaboration between business, industry, and community stakeholders to advance workforce development;
- between one or more local boards of education, a private individual, a private organization, or a state/local public entity in cooperation with one or more postsecondary institutions.

OCGA 20-2-326

Standard 1: Governance and Leadership

- The Academy operates under shared governance and leadership that supports the Academy's Performance Contract, maintains liaison with business and industry partners, and fully utilizes flexibility to support student performance and school effectiveness.
- Standard 1 has 38 Assurances with several examples below:
 - Has a written mission statement
 - Ensures the majority of the Governing Board represents business and industry
 - Has a process to avoid Conflict of Interest
 - Ensures a culture of collaboration with all partners
 - Maintains effective use of resources
 - Ensures CEO has knowledge and training in workforce development

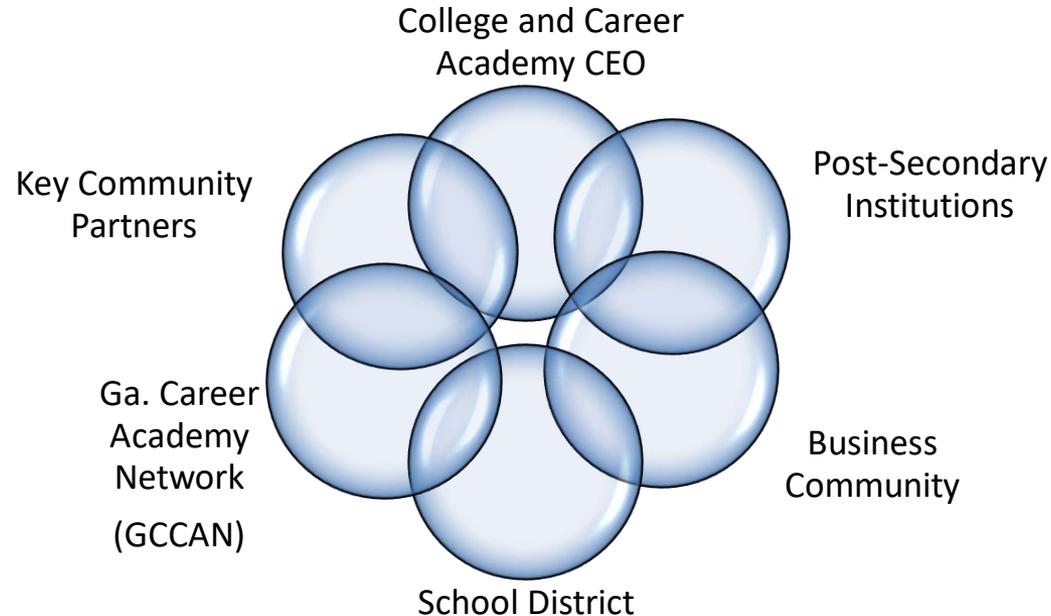
Governance Self Assessment



Effective CCA Governance

- * Represents community trust.
- * Creates a network of support and collaboration to enhance the school achieving its mission.
- * Maintains regular, productive meetings conducted in accordance with law.
- * Supports a healthy partnership as a board and among the school's leadership, faculty, school board, superintendent, and community stakeholders.
- * Listens to the voices of students, parents, and community partners.
- * Monitors and evaluates the board's effectiveness.

Critical Board Relationships

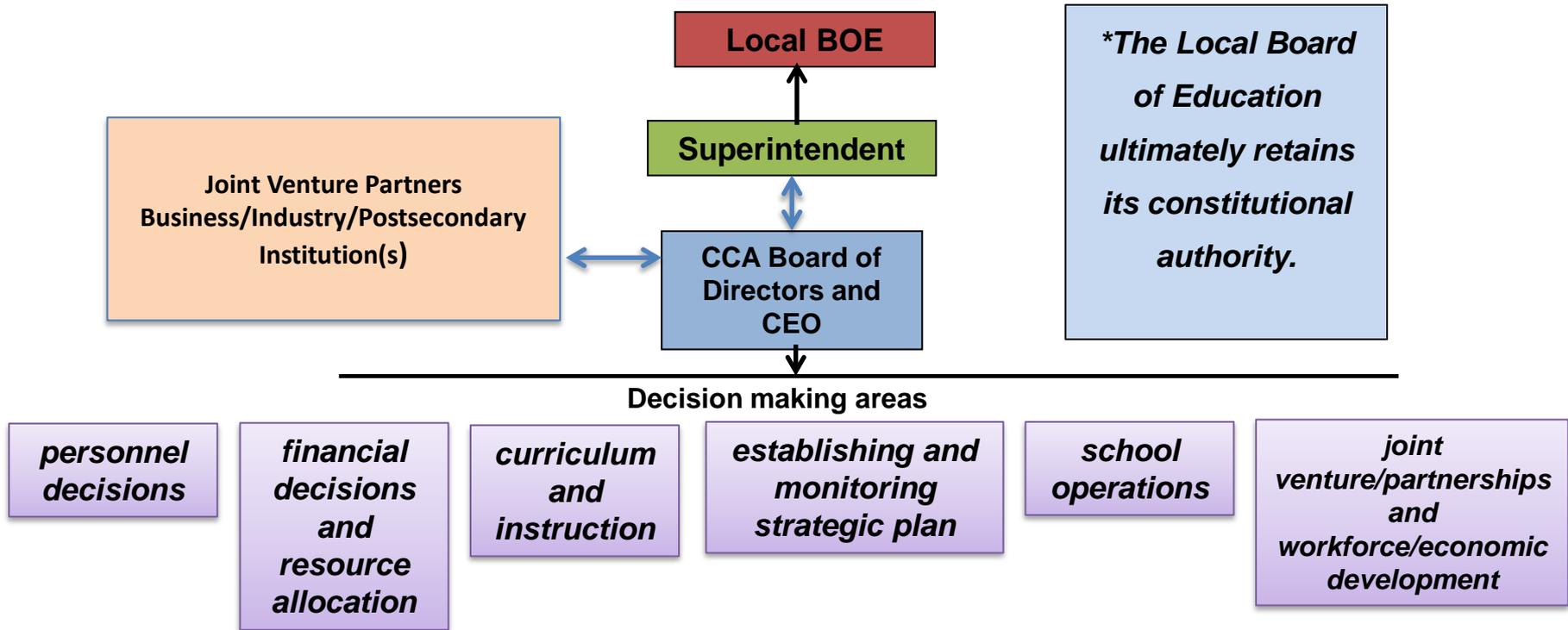


CCA Board Responsibilities

IN COLLABORATION WITH THE CEO

- Review curriculum annually to ensure alignment with current needs of business and industry.
- Conduct business and industry needs assessments annually to identify emerging opportunities which necessitate updating facilities and strategic plans accordingly.
- Assess strengths and improvements to maximize the use of partnership resources (i.e., facilities and instructional staff).
- Analyze appropriate data to assess progress toward fulfilling the strategic plan.
- Self-assess the board's educational, governance, and leadership performance.
- May have input on the selection and evaluation of the CEO where applicable.

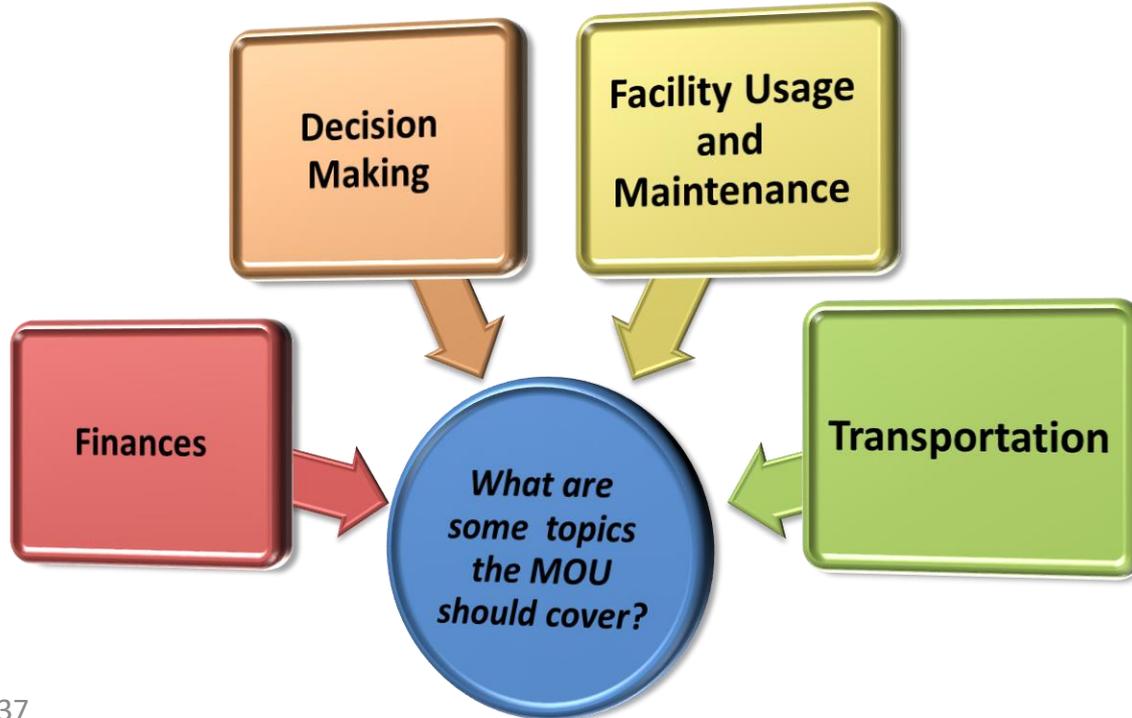
CCA/School District Governance Structure



Partners Roles and Responsibilities Matrix

- Outlines the roles and responsibilities of each partner in the joint venture
- Focuses on:
 - Governance/Leadership
 - Strategic Planning and Sustainability
 - Teaching and Assessing for Learning
 - Economic and Workforce Development
 - Performance Contract Renewal Requirements
- Completed as part of the GCCA certification process, performance contract renewal process, and performance contract application process
- <http://pas.tcsg.edu/Portals/1/FinalGCCAPartnersRandRChart2016916.xlsx>

Memorandum of Understanding



By-Laws Document Practices and Processes



Meeting Guidance

- Discuss Governing Board business with a quorum present of more than 50% voting members.
- Must have a quorum present to transact business (i.e., take action)
- May participate by phone or video and vote, **BUT ONLY IF QUORUM IS PRESENT IN PERSON.**
- Must **NOT** take actions or confer on actions via email, text, or online networking
- Must conduct voting in public.
- Emails regarding governing board business are public record (consider option of issuing governing board members a school district email address).
- Unless otherwise provided by law (see OCGA 50-14-2), all meetings must be open and accessible to the public.

What make a meeting effective?

- Clear purpose with defined outcomes.
- Engaged participants.
- Respect for perspectives and viewpoints.
- Efficiently structured with start/end times.
- Conducive physical space with materials/equipment readily available.
- Appropriate time for agenda with action items established.
- Ground rules followed.

* Announcements *

- Post announcement of time/place/date of regular or special meetings one week in advance.
- Post at location where meetings will be held and on school website.
- Consider setting an annual schedule.
- Notify Governing Board members at least 7 days in advance.
- Notify public when regular meetings are cancelled or postponed.



Meeting Minutes

- Required for every meeting, including executive sessions.
- Final minutes state the members present, describe each motion, record all votes, and show executive session.
- If vote is not unanimous, the participants' votes must be listed.
- Executive Session minutes, not released to the public, can be used in court.

Governance Board Notebook

- ✓ Agendas and Minutes
- ✓ Performance Contract
- ✓ Roles and Responsibilities Matrix
- ✓ Latest Certification Report

- ✓ Strategic Plan
- ✓ By Laws
- ✓ Copies of Training Modules
- ✓ MOU's

Open Records Act

OCA 50-18-70 (A)(1)

Access to available documents must be given within three (3) days.

When some documents are available and others are not, immediate access must be permitted to the ones that are available.

Open Records Act permits document access.

Does NOT require agency or staff to answer questions.

What is a “document”?

- Public record means . . .
 - Documents
 - Letters
 - Maps
 - Books
 - Recordings
 - Photographs
 - Data
 - Emails
 - Text messages



- Prepared and maintained by an agency, private person, or entity in the performance of a service or function for or on behalf of an agency.

Conflicts of Interest

A conflict of interest exists when a conflicting interest is pursued over the interest of the organization's interest.

EXAMPLES OF CONFLICTS



District Representative

Related Parties (family)

Vendors to the School

Parents / Staff

Steps to Avoid COI

- Self-monitor
- Establish a system of checks and balances
- Use a carefully written CO Policy
- Full disclosure (annual basis)
- Establish a culture of trust

RESOURCES

- Georgia Attorney General's Office
 - www.law.ga.gov
- Georgia Center for Nonprofits
 - www.gcn.org
- Georgia Charter School Association
 - www.gacharters.org
- Georgia Department of Education
 - www.gadoe.org
- Technical College System of Georgia
 - www.tcsg.edu
- Georgia Professional Standards Commission
 - www.gapsc.com



STATE CONTACTS

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