

Local School Governance Training Timeline

Fall 2015	Dr. Newton held meetings with a consultant in conjunction with JCBOE, schools, and key community members to review and discuss the flexibility choices available for consideration.
February 2015	Notified the DOE of the Jasper County School System to contract as a Charter School System.
March-July 2015	Executive cabinet meetings, Principals' meetings, Teacher Advisory meetings, and Central Change Team Meetings conducted to review options/plan
August-November 2015	Sub-committees met to work on the charter application.
December 2015	Prepared final draft of the Charter System Application
January and February, 2016	Two public hearings to be conducted Submission of the Charter Systems Application
March and April 2016	<p>Upon approval of the Charter System petition, central office staff designated by the superintendent will develop draft a Governance Team By-law template from which all schools' teams will develop their own</p> <p>Governance training for school administration to be conducted by a contracted organization such as GSBA</p> <ul style="list-style-type: none"> • School governance team structure in JCSS • Understanding the roles and responsibilities of the JCBOE, SGTs, school administrators, and educational partners • Conducting effective SGT meetings; <ul style="list-style-type: none"> a. Seven (7) day notice/announcement of meeting b. Attendance and sign in sheets c. Open Meetings Act d. Use of eBoard for documenting all meetings e. Agendas/Minutes f. School wide perspective g. Parliamentary procedures h. Conflict resolution procedures/protocols • Share proposed training and meeting topics • Effective means of communication with stakeholders • Effective methods of documentation and expectations for administrators • Collection and recording of data • Plans of implementation of SGTs • Guidelines for conducting SGT elections

April and May, 2016	<p>School principals will facilitate SGT member elections at their prospective schools</p> <p>Community awareness and communication: Governance structures within Jasper County Charter System published for stakeholder review</p> <p>Verify the Initial Overview Training details with the JCBOE, superintendent, and executive cabinet and follow-up with notices of invitation to all necessary parties</p>
May 2016	<p>Conduct the <i>Initial Overview Training</i> for all SGTs, administrators, JCBOE members and central office support staff in collaboration with the DOE, the Charter System Foundation and designated central office staff members.</p> <p>This particular training will target the following topics:</p> <ul style="list-style-type: none"> • Structure of Charter System Governance • Become acquainted with the Mission and Vision of the Jasper County Board of Education as defined within the charter petition • Roles and responsibilities of the SGT and its members • JCBOE • Each school's SGT • Administration at each school • Educational institutions and business partners • Introduce FERPA regulations which would impact the team • Overview of the Continuous Improvement Plan (CIP) • Provide a brief overview of eBoard • Discuss all financial management systems in place within the system and/or school • Meeting etiquette, open meeting laws (Open Meetings Act) • Conducting Effective SGT Meetings <ul style="list-style-type: none"> a. Seven (7) day notice/announcement of meeting b. Attendance and sign in sheets c. Open Meetings Act d. Use of eBoard for documenting all meetings e. Agendas/Minutes f. School wide perspective g. Parliamentary procedures h. Conflict Resolution procedures/protocols • Introduce all key leadership members/teams that operate within the system and/or school • Discuss how SGTs will interact with the school and the local Board of Education • Share proposed governance training topics • Communication with parents/community • Documentation and data • Our plan for implementing SGT • Guidelines for conducting school governance team elections

	The superintendent will designate a member of the central office staff to schedule and coordinate the training needed for the new SGT members within the district.
June and July, 2016	Orientation of SGT members to each school by the school administration to include: <ul style="list-style-type: none"> • Walk-through of building site • Distribution of school handbooks and notices • Introduction of office personnel
August 2016	SGT members attend the Open House event scheduled for their school to be introduced to the students and parents
September 2016	SGTs conduct their first meeting at each school

Topics for Training

September 2016	SGTs established at each school and hold the first monthly meeting <ul style="list-style-type: none"> • CIPs (Continuous Improvement Plans) • Data Teams and analysis practices • CCRPI
October 2016	SGTs examine curriculum and instruction <ul style="list-style-type: none"> • STEAM initiative • Evaluation practices in place • Scheduling
November 2016	First quarter review of CIP progression <ul style="list-style-type: none"> • Student academic status; report card data • Attendance data • Discipline data (PBIS)
January 2017	Budgeting and finance
February 2017	Projections for Class Size and the Need for Additional Personnel <ul style="list-style-type: none"> • Class projections for 17/18 (number of classroom teachers needed based on class size requirements, certification requirements of personnel to teach specific content areas, trend data, etc.)
March 2017	Understanding the process of school improvement planning, goal setting, and monitoring
April 2017	Special education and support programs
May 2017	Resource allocation at the school level
June 2017	Title IX
July 2017	Athletic Programs

August 2017	504 Protocols/Policies
September 2017	Review school improvement Planning, Goal Setting, and Monitoring
October 2017	RtI (Response to Intervention)
November 2017	School Safety and Transportation Protocols
January 2018	School operations (safety, schedules, discipline)
February 2018	Bullying
March 2018	Facilities
April 2018	Needs Assessment Surveys
May 2018	Instructional technology (needs, uses, budgets)
Additional Topics for Future Consideration	Special Education Law, Personnel Issues, Federal Programs, Best Practices, 21 st Century Schools, methods to continually increase parent involvement in grades K-12