



## 2016-17 TRAINING CALENDAR

The SCSC will offer the following training opportunities throughout the 2016-17 academic year. The opportunities are categorized for **Operational Schools, Newly Approved Schools, and Petitioners**. Contact Lauren Holcomb, (404) 656-2822 or [lauren.holcomb@scsc.georgia.gov](mailto:lauren.holcomb@scsc.georgia.gov) if you are interested in attending a training. Please note this list is subject to change.

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### OPERATIONAL SCHOOLS

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#### **Teacher/Leader Keys Effectiveness System (TKES/LKES) Certification**

*Target Audience: New School Leaders*

*Georgia Cyber Academy: TKES- July 18-19, LKES – July 20*

*Utopian Academy for the Arts: TKES – July 25-26, LKES- July 27*

*Brookhaven Innovation Academy: TKES - August 8-9, LKES - August 10*

This training session will provide initial training and credentialing for new personnel at new and existing state charter schools. TKES Training is for individuals who will evaluate teachers and LKES Training is for individuals who will evaluate school leaders. The SCSC has created a TKES/LKES guidance document for state charters that explains who should conduct evaluations at state charter schools, available [here](#). Training opportunities are available at the following dates and locations.

#### **College and Career Ready Performance Index**

*Target Audience: School Instructional Teams*

*July 28, 2016, 9:00 a.m. – 4:00 p.m.*

*Location: Oak Room, Georgia Department of Early Care and Learning, Atlanta*

The SCSC coordinated with the GaDOE to provide an in-depth CCRPI training workshop for state charter schools to help schools better understand their CCRPI score and better utilize past scores for future planning. GaDOE specialists from Data Collections, Assessment, and the School Effectiveness Divisions will lead sessions during the full day of training. The session will be recorded for those who are unable to attend and available on the [Training and Materials page of the SCSC website](#).

#### **Preparing for Your SCSC Monitoring Visit Webinar**

*Target Audience: School leadership teams*

*September 6, 2016, 2:00 p.m.*



The SCSC will host a webinar to assist schools in preparing for their SCSC monitoring visit in the 2016-17 academic year. Staff will outline SCSC expectations and share a monitoring handbook that will aid schools in preparing pertinent documents and information for the visit.

### **Governance Training**

*Target Audience: Governing board members and school leaders*

*November 29-30, 2016 - Lake Lanier Legacy Lodge*

*February 7-8, 2017 - Macon Marriott City Center*

Georgia law, O.C.G.A. § 20-2-2084(f), requires every member of a governing board of a state charter school to participate in annual governing board training. State charter school governing board members may attend one of the two governing board training opportunities provided to state charters by the SCSC at no charge to fulfill this obligation. The SCSC strongly encourages state charter school governing board members to attend one of the governance trainings conducted by the SCSC as these trainings provides board members the unique opportunity to discuss issues and concerns directly with their authorizer. The SCSC staff's unique understanding of the compliance issues facing state charter schools ensures that SCSC training sessions are always topical, relevant, and timely. Topics will include the roles and responsibilities of board members and administrators, the SCSC Comprehensive Performance Framework, school finance, legal obligations, among others.

### **Audit Readiness Webinar**

*Target Audience: School leadership teams and business managers*

*December 2016*

The SCSC will host a webinar to assist schools in preparing for their annual audits. Participants will hear directly from SCSC-approved auditors and SCSC staff regarding expectations and document preparation to ensure a smooth and timely audit.

### **Fraud Prevention**

*Target Audience: Individuals responsible for managing school finances*

*January 9, 2017*

This course led by the Carl Vinson Institute of Government will provide an overview on how to recognize common types of fraud found in local governments and schools, how those frauds are perpetrated, and methods to prevent and/or detect those frauds.

### **Carl Vinson Institute of Government Charter Schools Financial Management Certification**

*Target Audience: School Finance Officers*

*Location: Georgia Administrative Office of the Courts, 244 Washington Street, 3rd floor, Atlanta*



The Carl Vinson Institute of Government Charter Schools Financial Management Certification equips participants with the unique skills and knowledge needed to financially operate a charter school in the growing charter sector. The program includes six courses offered throughout the year outlined below. Find more information [here](#).

- *Payroll and Purchasing - November 15-16, 2016*
- *Budgeting and Writing Financial Policies – February 21-22, 2017*
- *Internal Controls for Charter Schools – May 9, 2017*
- *Introductory Accounting for Charter Schools – July 2017*

### **Financial System Review**

*Target Audience: School Leadership*

A representative from the Georgia Charter Schools Association will work with the school leader and financial management team to conduct an in-depth financial system review of school financial policies and budgets. The review will assist schools in establishing or improving effective internal controls, implementing best practices for accounting practices and procedures, and will provide schools with an assessment of fiscal health.

### **Strategic Planning Services and Issue Resolution**

*Target Audience: Governing Board and School Leaders*

A facilitator from the Carl Vinson Institute of Government will meet with the governing board to provide a one-day session for general strategic planning or issue resolution. The opportunity also includes two half-day check-in meetings with the facilitator on the school's progress.

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## **NEWLY APPROVED SCHOOLS**

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*These opportunities are specifically developed for schools that were approved in the 2016 petition cycle and plan to open in the 2016-17 school year or later.*

### **Approval Webinar**

*September 22, 2016, 11:00 a.m.*

The SCSC will host a webinar for representatives of newly approved charter schools to discuss expectations of boards throughout the planning year. SCSC staff will review the SCSC school opening checklist and provide an overview of available resources. Webinar access information will be emailed directly to school contacts.



## **Orientation**

*January 2017*

This training is specifically developed to assist schools newly approved state charter schools with the tools and resources that they need for a successful planning year and school opening. SCSC staff and other presenters will review the SCSC Pre-Opening Checklist and share critical information on human resources, facilities, Title programs, special education requirements, the Teacher and Leader Keys Effectiveness Systems (TKES/LKES), and student recruitment and marketing strategies, among other topics.

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## **PETITIONERS**

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*These opportunities are specifically developed for individuals who wish to submit a charter petition to the SCSC or a local board of education.*

### **Petitioner Boot Camps**

*November 2016 – Date and Location TBD*

December 15, 2016 – Georgia Tech Hotel & Conference Center

The Petitioner Boot Camp prepares potential petitioners for the SCSC charter petition process. Attendees will learn what goes into a successful charter petition, with a specific focus on timeline, legal requirements, board governance, financial controls, and budget preparation. Attendees will also hear directly from existing state charter schools and have the opportunity to ask questions of existing schools and SCSC staff.

### **Petitioner Webinar Series**

*December 2016*

The SCSC will offer a series of webinars following the petitioner boot camps to assist applicants in the petition development process. Specific topics and dates are forthcoming.