SCSC Guidance: Governance Training for State Charter School Governing Board Members

Related Policy: State Charter School Governance Training

Effective: October 23, 2026

Compliance: Fulfillment of the Governance Training requirement is a component of the annual operational compliance section of the SCSC's Comprehensive Performance Framework (CPF). All governing board members of a state charter school ("Members") are required to adhere to the State Charter School Governance Training Policy to receive full points on the CPF for this requirement. Members are required to receive annual training by Georgia law (O.C.G.A. § 20-2-2084(f)).

Definitions

- **Members:** All governing board members of state charter schools.
- **New Members**: Governing board members of state charter schools in their first two years of service.
    - Members whose first term of service started on or after July 1, 2025, are considered New Members for their first two (2) state fiscal years of service. After completing New Member Training each year for two years, these members will be considered Tenured Members.
- **Tenured Members:** Governing board members of state charter schools who have served for more than two years on a state charter school governing board.
    - Members whose service began before July 1, 2025, or who have completed two years of service at a state charter school in Georgia, will be considered Tenured Members.

Annual Required Training Topics for Members

New and Tenured Members must receive six (6) hours of training annually by June 30 on the following topics:

- Three (3) hours of sound fiscal and budget management for state charter schools;
- One (1) hour of best practices on charter school governance and the constitutional and statutory requirements relating to public records and meetings;
- One (1) hour of updates to the legal requirements of applicable statutes, rules, regulations, and policies; and
- One (1) hour of oversight of state charter school performance, academic accountability, or related topics.

Additional Annual Required Training Topics for New Members

New Members must receive an additional six (6) hours of training annually covering the following topics:

- Two (2) hours of sound fiscal and budget management for state charter schools, including introductory information on enrollment, funding considerations, and budgeting;

- One (1) hour of the foundation of legal requirements for governing board members and state charter schools;
- One (1) hour of state charter school and nonprofit organization governance basics;
- One (1) hour of requirements and basics for serving students with disabilities, homeless students, and students with limited English proficiency; and
- One (1) hour of academic accountability basics for state charter schools.

Member Term Considerations

- Members who join a governing board on or before March 1 of a fiscal year will be required to complete governance training for that fiscal year. Participation in available training is encouraged and will be counted toward the first year's training requirement.
- Board members whose term ends before June 30 of fiscal year are exempt from the governance training requirement for that fiscal year.
- **Important note:** Schools must update their board member list in Epicenter to accurately reflect the board composition and start and end date of each board member. The list in Epicenter will be used to determine compliance with training requirements.

SCSC-Provided Training

The SCSC will provide governance training through in-person and/or live or recorded virtual sessions for New and Tenured Members at no cost to attendees. Information about SCSC Governance Training will be posted on the SCSC website and emailed to schools.

- In-person training events will be offered at least twice each fiscal year designed to allow board members to fulfill all training requirements.
- The SCSC will reimburse all Members and up to two administrative employees per school for travel expenses incurred to attend in-person SCSC Governance Training in accordance with SCSC and state travel policies. Instructions for reimbursement for travel expenses will be provided to registered attendees. Members and administrative staff are strongly encouraged to attend SCSC-provided training for the most relevant and updated information.
- Members must register to attend training events and access any virtual training sessions.
- The SCSC will track attendance at training events and participation in virtual training. Members must ensure that their attendance has been recorded and the number of hours attended is accurate.

Reimbursement of Travel Expenses

The SCSC shall reimburse the travel expenses of all board members and two staff members from each school under an approved charter contract to attend SCSC-provided Governance Training events, in accordance with the State Travel Policy established by the State Accounting Office. Board Members and staff members must live or the school must be located at least 50 miles from the training site to be eligible for reimbursement of travel expenses. Reimbursable travel expenses include the following:

- Mileage to and from the training facility,
- Lodging and related parking at the lodging site, and
- Per diem, minus meals provided by the SCSC (in lieu of reimbursement for individual meals).

Hotel rates should adhere to the rate listed on the State Travel Policy website, and exceptions to the published rate should be requested in advance. The SCSC will not reimburse schools for group or individual meals, rideshare services, leisure activities, or incidentals.

Instructions on requesting reimbursement will be emailed to attendees after training events. Schools should collect all documentation for their representatives and submit one reimbursement request. Requests must be submitted within 30 days of travel.

Approved Alternate Training Providers

Tenured Members may receive training from a provider approved by the State Board of Education (SBOE) in lieu of attending SCSC-provided governance training to fulfill all or part of the six (6) hour requirement. The list of approved alternate training providers can be found on the SCSC website.

Verification of Training with Alternate Providers

All Members who complete required annual governance training through an approved alternate provider must submit verification of completed training hours with the approved provider.

The verification must include the following information:

- Name of the Member who attended the training,
- Number of hours of training provided and completed,
- Agenda/syllabus, topics, and
- Signature of the approved provider.

Verification documentation must be submitted to the SCSC through the Annual Governance Training Certification Task distributed through Epicenter, the SCSC's charter school management platform. The certification task will open for schools in August, following the end of the fiscal year.

Restrictions on Using Alternate Providers

- Members of approved schools that have not started operations (pre-opening schools) and schools in their first year of operation under the SCSC (including transferring from another authorizer) must attend SCSC-provided governance training. These Members may not receive training from an alternate SBOE-approved training provider to fulfill their annual training requirement.
- New Members must attend the SCSC-provided New Member training (6 hours). A New Member may request an exception to utilize a SBOE-approved trainer if the school met operational standards for the Comprehensive Performance Framework (CPF) in the last year results are available. Requests for exceptions will be considered by the Executive Director or his designee on a case-by-case basis.
    - Requests for exceptions for New Members to use an approved alternate provider must be submitted through the SCSC website by March 31.

Appeal of Training Records

Schools that dispute the SCSC's training records may appeal the SCSC's training records by providing evidence of attendance and submitting an attestation form provided by the SCSC. Decisions on appeals will be made by the Executive Director or their designee. Instructions will be provided directly to schools.

Questions?

Questions about the Governance Training Guidance should be directed to Naquita Smith, School Support and Outreach Coordinator at naquita.smith@scsc.georgia.gov. Visit https://scsc.georgia.gov/training for details on training opportunities.

SCSC Governance Training Summary

Member Type	Annual Training Hours Required	Alternate Provider Permitted?	Required Training Topics
Tenured Members 2 years or more of service	6 hours	Yes *After school's 1st year of operations under SCSC authorization*	- Fiscal and Budget Management (3 hours) - Best Practices in Charter School Governance, including public records and meetings (1 hour) - Legal Updates on relevant statutes and policies (1 hour) - Oversight and Academic Accountability (1 hour)
New Members First 2 years of service	12 hours	Not for 6 hours of New Member Training *Unless exception granted – see guidance*	In addition to the topics required for Tenured Members, New Members must complete: - Fiscal and Budget Management, including enrollment, funding, and budgeting basics (2 additional hours) - Fundamentals of State Charter School and Nonprofit Governance (1 hour) - Basics of Serving Special Populations, including students with disabilities, homeless students, and English learners (1 hour) - Introduction to Academic Accountability for state charter schools (1 hour)