STATE CHARTER SCHOOLS COMMISSION OF GEORGIA

2015-16 TRAINING CALENDAR

Please note this is a draft list and subject to change.

TKES/LKES TRAINING FOR NEW CHARTERS
August 4-7, 2015
GaDOE West Tower Training Room A
Invited: New school leaders
This training session will provide initial training and credentialing for new personnel at new and existing state charter schools. The SCSC has created a TKES/LKES guidance document for state charters that explains who should conduct evaluations at state charter schools, available here. TKES Training (for individuals who will evaluate teachers) is August 4-6 and LKES Training (for individuals who will evaluate school leaders) is August 7.

SCHOOL GOVERNANCE
November 4-5 2015
Location: The Lodge at Little Ocmulgee State Park, Helena, Georgia*
Invited: Governing board members and administrators
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, ethics and legal requirements, school funding, budgets, and audits, and human resources.

**Space is limited*

CHARTER SCHOOLS FINANCIAL MANAGEMENT CERTIFICATION: PAYROLL FOR CHARTER SCHOOLS
November 10, 2015
Location: Atlanta, GA (TBD)
Invited: Individuals responsible for managing school finances
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. The Payroll course will focus on the following topics of the payroll process: Fair Labor Standards Act, new employee documentation, compensation calculation through the W-2 process, benefits including insurance and pensions, payroll taxes and remittances, payroll deductions, reporting and recording payroll, internal controls related to payroll, and payroll resources. Find more information here.

STATE CHARTER SCHOOLS COMMISSION OF GEORGIA

2015-16 TRAINING CALENDAR

CHARTER SCHOOLS FINANCIAL MANAGEMENT CERTIFICATION: PURCHASING FOR CHARTER SCHOOLS
November 12, 2015
Location: Georgia Administrative Office of the Courts, Atlanta, Georgia
Invited: Individuals responsible for managing school finances
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. The Purchasing course will focus on topics important to the purchasing process, from determining needs to receipt of purchased goods and services. Also discussed are alternative purchasing methods, required documentation, and ethics. Find more information here.

NEWLY APPROVED SCHOOLS ORIENTATION/BOOT CAMP
December 2015
Location: TBD
Invited: Newly approved state charter leadership teams
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.

PETITIONER BOOT CAMP
December 15, 2015
Georgia Tech Hotel & Conference Center, Atlanta, Georgia
Invited: Potential SCSC Petitioners
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, and proper board governance. Attendees will also hear directly from existing state charter schools and have the opportunity to ask questions of existing schools and SCSC staff.

PETITIONER BOOT CAMP
January 2016
Outside of Atlanta
Invited: Potential SCSC Petitioners
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, and proper board governance. Attendees will also hear directly from existing state charter schools and have the opportunity to ask questions of existing schools and SCSC staff.

STATE CHARTER SCHOOLS COMMISSION OF GEORGIA

2015-16 TRAINING CALENDAR

INTRODUCTORY GOVERNMENT ACCOUNTING FOR CHARTER SCHOOLS
February 2-4, 2016
Location: State Accounting Office Training Room, Suite 1514, Atlanta, Georgia
Invited: Individuals responsible for managing school finances
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. The Introductory Accounting course will introduce the participant to basic accounting concepts for governmental funds. Topics covered include: accounting equation, chart of accounts, double entry accounting, accounting systems and records, fund accounting, basis of accounting, payroll and benefit accounting, and case study. Find more information here.

SCHOOL GOVERNANCE
February 10-11, 2016
Location: Atlanta Evergreen Marriott, Stone Mountain
Invited: Governing board members and administrators
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, ethics and legal requirements, school funding, budgets, and audits, and human resources.

CHARTER SCHOOLS FINANCIAL MANAGEMENT CERTIFICATION: WRITING FINANCIAL POLICIES FOR CHARTER SCHOOLS
May 3, 2016
Location: Georgia Administrative Office of the Courts, Atlanta, Georgia
Invited: Individuals responsible for managing school finances
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. The Writing Financial Policies course will focus on the policies important to charter schools including Accounting and Financial Reporting, Budget, Revenue, Expenditures, Fund Balance, Capital Asset, Cash and Investments, and Purchasing. Find more information here.

STATE CHARTER SCHOOLS COMMISSION OF GEORGIA

2015-16 TRAINING CALENDAR

CHARTER SCHOOLS FINANCIAL MANAGEMENT CERTIFICATION: INTERNAL CONTROLS FOR CHARTER SCHOOLS

July 26, 2016

Location: Georgia Administrative Office of the Courts, Atlanta, Georgia

Invited: Individuals responsible for managing school finances

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. The Internal Controls course will introduce the participant to the five components of internal controls: control environment, risk assessment, control activities, information and communication and monitoring. Discussion will include the importance of internal controls for charter schools including high risk areas charter schools should consider. Find more information here.

CHARTER SCHOOLS FINANCIAL MANAGEMENT CERTIFICATION: BUDGETING FOR CHARTER SCHOOLS

July 27, 2016

Location: Georgia Administrative Office of the Courts, Atlanta, Georgia

Invited: Individuals responsible for managing school finances

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. The Budgeting course will focus on roles of the board and staff in budgeting, budget preparation process, estimating revenues and expenditures, projection of ending fund balance, and justification of budget to funding authorities and board. Budget administration, long term financial planning, and the Quality Basic Education funding formula will also be discussed. Find more information here.

STRATEGIC PLANNING WITH THE GOVERNING BOARD

Individualized sessions with schools

A facilitator from the Carl Vinson Institute of Government will provide a one-day strategic planning retreat for individual state charter school boards and assist the board in developing an executable strategic plan that specifically meets the school's individual needs. The opportunity also includes two half-day check-in meetings with the facilitator on the school's progress executing the strategic plan at the mid-year point and end-of-year point. Find more information here.

FINANCIAL SYSTEM REVIEW

Individual session with school leadership

Elisa Falco from the Georgia Charter Schools Association will work with the school leader and financial management team to conduct an in-depth financial system review. 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. The two-part review includes an in-depth analysis of internal controls and of the school budget. Once the review is completed, a summary report with findings and recommendations will be provided to school and board leadership. Find more information here.