



Madison County School System
School Governance Team Guidance
April 18, 2012

Taken from the Madison County Charter Petition submitted November 2011

8. What is the system's plan to maximize School governance?

- *Highlight the differences between the current local school governance structure and the new structure the system will implement.*
- *Address the formation of the local school governing councils, including how members are selected, the terms of members, and how and why members may be removed.*
- *Describe the general responsibilities for the principal at each charter system school, the local school governing council at each charter system school, the system governing council (if applicable), and the local board of education in the areas of budget, resource allocation, personnel decisions (primarily principal selection, evaluation, and termination), establishing and monitoring the achievement of school improvement goals, curriculum and school operations. (Presenting this responsibility description in the form of a chart or a grid would be helpful to both you to ensure you've captured everything – and to us as we review your Application.)*
- *Provide a timeline for governance training to be provided to principals and members of the local school governing councils in order to build the capacity needed to make decisions in the above-mentioned areas*

Madison County's Current Governance Structure

There are five elected BOE members who serve four-year staggered terms. Three BOE member's terms end in December 2012, the other two BOE members end in December 2014 to allow for continuity for potential changes of BOE membership due to election results. The chairperson is elected by the BOE members. In Fall 2011 all Board of Education members in Georgia are required to participate in governance training outlined by the Georgia Department of Education.

All policies are introduced at public BOE meetings, put on the table for public input and consideration for 30 days, the superintendent gathers input from stakeholders and communicates that input to the BOE.

The policy is then voted upon and adopted at public BOE meetings. All policies are accessible to the public on-line in a web based program called E-board. All procedures are transparent and available to the public. The district's legal counsel, Harbin, Hartley, and Hawkins, LLP, review all proposed policies prior to presentation to the public to ensure compliance with local, state, and federal laws. In addition, Harbin, Hartley, and Hawkins provide advance notice to the superintendent for all future policies needed to maintain compliance with new local, state, and federal laws. GSBA also provides strong policy support to the Madison County School System.

As new policies are proposed for adoption, the superintendent brings the policies to monthly administrative staff meetings for review. Staff members are, in turn, expected to review the policies with their faculties and/or departments. Policies that are required to be distributed to parents are included in each school's student and staff handbook. Policies that must be distributed annually to parents include: safe and drug free schools, code of student conduct, internet use, highly qualified staff notification, anti-bullying, and parent involvement. Staff must sign an acknowledgement that they have received and read the policies.

Each staff member has a personnel handbook with procedures and policies that reflect the procedures and practices of the Madison County BOE. Policies and procedures that are necessary for substitutes to know are distributed at the new substitute training sessions. In addition, each principal/director is required to review district policies and procedures with their staff each year.

Procedures for implementing the adopted policies are created by staff and supervised by the superintendent. The policy area determines the staff involved in creating the procedures to support adopted policies. By example, media specialists and technology support staff helped to revise the internet protocol and procedures. The Response to Intervention (RTI) Coordinator proposed a draft to the new bullying policy. The Lead Nurse helped to write the new EpiPen policy. The teacher forum (teacher representative committee that meets with the superintendent once a month) reviewed and helped write the revised teacher evaluation procedures. Policy drafts are presented to the administrative staff for consideration and reviewed prior to BOE approval and implementation. As procedures are implemented that support the BOE adopted policies, there is constant review for effectiveness. The superintendent oversees possible changes in procedures or even policy to ensure the continued effective operation of the school district. The district's policies, procedures, and organizational structure ensure equity of learning opportunities and support for innovation for all schools.

Each school in Madison County has a School Council. The membership of each School Council is: four parents (two must represent a business in Madison County), two teachers, and the principal. The parent representatives are nominated and elected by parents. The teacher representatives are nominated and elected by teachers. At the School Council meetings new policies are presented. The councils meet a minimum of four times a year. All School Council members participate in the required orientation and training. The required training is facilitated by the human resources director.

As Madison County Schools converts into the Charter System structure in 2012, the School Councils will be replaced with Governance Teams at each school. The Governance Teams will have increased opportunities for a voice in policy decisions and procedures.

Madison County's School System's Plan for Maximizing the Governance Structure

The shift in the Madison County School system's governance structure will be slow and deliberate. Participants will be clear about their roles and will be provided training in order to perform their duties as school governance team members. The beginning structure will be the existing School Councils with a few additional members (described below). By-laws will be drafted and approved. Training topics will be identified and scheduled. Everything will be transparent and available for the public to review (sunshine law). Meetings will be posted on eBoard just like the regular school board meetings.

The purpose of the school governance team will be to support schools so that they have a greater opportunity to positively impact student achievement. There will be review process put in place with a rubric developed by staff so that all school governance teams can monitor their own performance to ensure effectiveness. This will not be busy work but a standards-based rubric to help guide the work of the governance team.

School Governance Team Structure

Members of the 2011-2012 School council will be invited to continue and serve on the new School Governance Teams. Teams will meet once a month at each school. Training topics and support will be provided. Meetings dates and times will be determined by each school. Meetings are not intended to last more than one hour. Principals are having conversations with their school council in 2011-2012 to determine interest in remaining as the new school governance teams are put in place.

Each team will:

- Have 7-11 members voted to serve on staggered 4-5 year terms
- Have the principal will be the chairperson for the first two years
- Have teachers (2-4) who will be elected by teachers (principal may appoint 1 teacher)
- Have parents (2-4) who will be elected by parents
- Have students (1-2) who will be selected by the school-based leadership team (middle and high only)
- Have community/business people (2-3) selected by the school-based governance team, these representatives do not have to have students in the system
- Have the option to train as a substitute for the school

Responsibilities – Board of Education, Superintendent, Principal, School Governance Teams

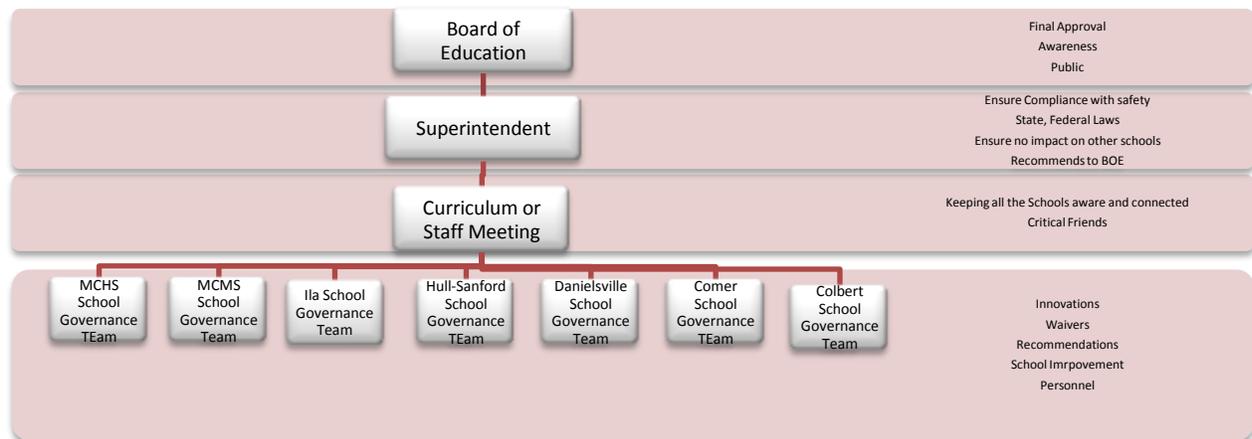
The Madison County Board of Education will still be in place with their current rights and responsibilities. The superintendent will still be in place in place with the same responsibilities. Principals will still be in place with the same responsibilities. Teachers and other staff will still be in place with the same responsibilities.

School Councils will have new authority.

School councils will become the **School Governance Team**. Below are the responsibilities and authority. As the team matures additional areas of authority may emerge. A by-laws template will be created for each team to establish their operations. After a year of work, modifications can be made.

Area of Responsibility	School Governance Team	Principal	Superintendent	Board of Education
Budget	Approve Title I budget Approve fund raiser budget Member of budget committee Create and Approve charter QBE funds budget	Recommend to Superintendent	Recommend to BOE	Approve
Resource Allocation	Recommend school level resources based on school plan	Recommend to Superintendent	Recommend to BOE	Approve
Personnel	Recommend principal finalists to superintendent	Recommend to Superintendent	Recommend to BOE	Approve
School Improvement Plan	Member of planning team (review data, plan, results)	Recommend to Superintendent	Recommend to BOE	Approve
Curriculum	Member of planning team Recommend waiver needs	Recommend to Superintendent	Recommend to BOE	Approve
Other School Operations	Approve field trips Member of safety committee	Recommend to Superintendent	Recommend to BOE	Approve

The school improvement plan will send action that requires a waiver to the system staff committee or the system curriculum committee, depending upon the nature of the request. The committee will review the request and make a recommendation to the superintendent. The superintendent, in turn, will make a recommendation to the Board of Education. This structure provides a public vetting process, allows the district to work as a school system rather than a system of schools. The minutes of these meetings are available to the public. The communication flow is shown below.



School Governance Team Training

Training for the School Governance Team will be held monthly. There will be a common training template prepared by central office staff for all 7 teams. Principals will be charged with redelivering the information and making additions specific to their school. Topics will be fully developed before governance teams are charged with making decisions. The proposed schedule and outline of topics is below:

July 26, 10:00-12:00, PLC, Governance Team Training for all schools
(Pre-preplanning, 2 hours, all 7 School governance teams; childcare provided by ECE high school students)

August 2012 – Purpose, meeting etiquette, sunshine laws, and effective meetings

September 2012 – School Improvement Plan and SACS recommendations

October 2012 – Report of Progress

November 2012 – By-Laws

December 2012 – Effective Decision Making

January 2013 – Budgeting Process

February 2013 – Technology in the Classroom

March 2013 – Best Hiring Practices

April 2013 – Adequate Yearly Progress (AYP)

May 2013 – Strategic Planning

June 2013 – Common Core GPS

Year Two Topics:

Assessment, Special Education Law, Personnel Issues, Effective Schools, Report of Progress, Strategic Planning, School Improvement Plan, Budgeting Process, Federal Programs

Year Three Topics:

Based on Needs-Survey of School-Based Governance Teams

Required Petition Addendum February 2012

4) As discussed in your interview, school governance teams will need sufficient training in order to successfully implement the charter system model. Therefore, please provide a comprehensive timeline for governance training, including the types of training to be offered.

Comprehensive Timeline for Governance Training Madison County School System

April-May 2012: Election for governance team members (once charter petition is approved)

Person Responsible: Principals at each school (the process for conducting elections will be reviewed at the April 2012 staff meeting to ensure that all schools have a clear understanding on how to conduct elections.

May-June 2012: Develop draft governance team by-laws

Person Responsible: Assistant Superintendent with principal input

July 2012: Principal Governance Training

Person Responsible: Assistant Superintendent

July 26, 10:00-12:00 2012: Governance Team Training (a power point will be developed and posted on the web site for anyone who is absent or if there is a new election in any of the schools)

Attending: All 7 school governance teams and central office staff. BOE members will be invited, 2 hours

Topics:

1. What is the charter system governance structure for Madison County Schools?
2. What are the roles and responsibilities for the different governance teams?
3. How do you conduct a governance team meeting?
 - a. Agenda
 - b. Open meetings act
 - c. Minutes
 - d. School-wide perspective

e. Parliamentary procedures

- 4. What are the governance team training topics for 2012-2013?**
- 5. How do the school governance teams get started?**

A generic template of information will be prepared for each of the monthly topics by central office staff. Schools will tailor the topics to the needs of their building. The focus for year one of the charter system operations will be on training and gaining a shared understanding of the operation of the school district and the possibilities that flexibility can offer.

All waivers requested by schools will be required to flow through the superintendent’s monthly staff meetings. All principals and central office administrators attend these meetings. The purpose for bringing the waivers to the monthly meetings is to maintain transparency and to make sure that the waivers that are utilized at one school could help another school. In addition, it is another check and balance to make sure that granting a waiver does not interfere with the operation of other schools and departments in the district. All minutes from these minutes, as well as the school governance teams, will be posted on e board making all information instantly public and available.

Revised Governance Team Topics April 2012

August 2012:	First meeting, election of officers and review governance calendar
September 2012:	Adequate Yearly Progress – Career and Readiness Index
October 2012:	School Improvement Plan
November 2012:	Writing Across the Curriculum
December 2012:	Data Team Purpose
January 2013:	Personnel
February 2013:	State Board Rules and Waivers
March 2013:	Common Core GPS and Assessment
April 2013:	Finance/Resource Allocation
May 2013:	Special Education
June 2013:	Technology in the Classroom
July 2013:	A needs assessment will be conducted with all governance teams to determine the governance teams professional development needs for 2013-2014. Anticipated areas of focus: new graduation requirements, STEM applications, worked based learning, and career academy impact.