

STATE CHARTER SCHOOLS COMMISSION OF GEORGIA
COMMUNICATIONS POLICY FOR STATE CHARTER SCHOOLS

Article I
Purpose

The purpose of this communications policy is to promote a strong charter school-authorizer relationship by establishing minimum notice and communication standards for state charter schools.

Article II
Procedures

1. **Definitions.** The definitions in State Charter Schools Commission (SCSC) rule 691-2-.01 and State Board of Education (SBOE) rule 160-4-9-.04 shall apply to this policy.
2. **General SCSC Notice Requirements.** Within five (5) calendar days of a state charter school's awareness of any of the following conditions, the state charter school shall provide the SCSC Executive Director, or designee, written notice of:
 - (a) the appointment of any new governing board member, including the name of the newly appointed board member; their role on the board (e.g., Board Chair, Vice Board Chair, Treasurer, or Secretary); the effective date of the appointment; and a current email address and telephone number for any new board member;
 - (b) the resignation of a governing board member, including the name of the board member; the role on the board (e.g., Board Chair, Vice Board Chair, Treasurer, or Secretary); and the effective date of the resignation;
 - (c) any amendment(s) to the governing board's bylaws;
 - (d) the establishment, adoption, or amendment of the state charter school's calendar, including a copy of the approved, amended, or revised calendar;
 - (e) the termination, resignation, or separation from employment of key personnel, including but not limited to the highest-level administrator, Executive Director, School Leader, Superintendent, Chief Executive Officer, or Chief Financial Officer, including the effective date of the termination, resignation, or separation;
 - (f) the hiring or appointment of key personnel, including the highest-level administrator, Executive Director, School Leader, Superintendent, Chief Executive Officer, or Chief Financial Officer, including the individual's name, email address, telephone number, and the effective date of the hire or appointment;
 - (g) the state charter school's assumption of any debt, loan, or other financing arrangements in excess of \$10,000.00;
 - (h) governing board approval of any budget or budget amendment that results in the charter school operating at a budget deficit or shortfall, including submission of the budget or amendment;
 - (i) financial conditions that impact the state charter school's ability to operate in accordance with its charter;

- (j) the state charter school's intent to enter any agreement or arrangement with the state charter school's Education Service Provider (ESP), any subsidiary of the ESP, or any entity affiliated with the ESP that is not approved by the SCSC, whether the agreement or arrangement is written or oral;
- (k) initiation and disposition of legal complaints or litigation against the state charter school or any governing board member in their official capacity; and,
- (l) initiation and disposition of administrative hearings, proceedings, or investigations involving the state charter school by local, state, or federal agencies.

3. **Immediate SCSC Notice Requirements.** Within twenty-four (24) hours of a state charter school's awareness of any of the following conditions, the state charter school shall provide the SCSC Executive Director, or designee, written notice of:

- (a) any circumstance(s) that place the health, safety, or welfare of the state charter school's students, staff, volunteers, or visitors at risk;
- (b) any circumstances that impair or prevent the charter school from implementing the education program required by the charter contract;
- (c) initiation of the procedures or protocols in the school safety plan required by O.C.G.A. § 20-2-1185;
- (d) circumstances that threaten the state charter school's ability to operate as required by the charter contract;
- (e) unanticipated school closures that are not reflected in the charter school's calendar or an amendment thereto; and,
- (f) scheduled or unanticipated disruptions to the school's communication systems, including but not limited to disruptions to the school's telephone lines; digital communication system; website; or data, information, or physical security breaches.

4. **Governing Board Meetings.** In addition to adhering to the specific notice requirements in the Open Meetings Act, O.C.G.A. § 50-14-1 et seq., if the governing board schedules any meeting other than a regularly scheduled meeting with less than twenty-four (24) hours' notice, the Governing Board shall provide written notice of the meeting to the SCSC Executive Director, or designee, immediately after scheduling the called meeting.

5. **Supplemental Information.** Upon providing written notice pursuant to this communications policy, the SCSC may require a state charter school to provide supplemental data and information about the subject of the notice. State charter schools shall respond to the SCSC's request(s) for data and information in the form and at the time required by the SCSC Executive Director.

6. **Compliance.** Repeated failure to comply with the requirements of this communications policy may result in one or more of the following:

- (a) point deductions on the SCSC Comprehensive Performance Framework (CPF);
- (b) placement on probationary status; and,
- (c) additional SCSC oversight.