

September 2015

Welcome to the Tiger Academy Board of Directors. We are thrilled to have you join us and I look forward to working with you.

The state of Florida requires that all charter school Board members participate in four (4) hours of governance training within ninety (90) days of joining the Board.

Tiger Academy contracts with a state approved provider, Kathleen Schoenberg, to provide the training online.

To complete the training:

1. Go to the training website: charterschooltraining.com
2. Enter your login information in the "Training Login" box. Your email is the one I communicate to you with and the password is Tiger6079.
3. Click on the 4 Hour Course and follow the instructions provided. I have also attached a copy of the Help Manual.
4. After you have completed the course please complete "Request Certificate" and submit. That will generate confirmation to DOE and to me that you have completed the course. A certificate will be sent to you in approximately five (5) days.

The training does not need to be completed in one session. You may start and stop as often as you like. If you have problems or questions please feel free to contact the provider directly at support@charterschooltraining.com or me.

Thank you for joining our Board and please know how much we appreciate you taking the time from your very busy schedule to complete this requirement.

Susan Golden, Executive Director

TIGER ACADEMY BOARD GOVERNANCE TRAINING

“Each member of the governing body of a charter school operating in Florida shall participate in governance training. The charter school governance training must meet the requirements of this rule (6A-6.0784) and be approved by the Department. Each governing board member must complete a minimum of four (4) hours of instruction focused on government in the sunshine, conflicts of interest, ethics and financial responsibility. After the initial four (4) hour training, each member is required, within the subsequent three(3) years and for each three (3) period thereafter, to complete a two (2) hour refresher training on the four (4) topics above in order to retain his or her position on the charter school board. Any member who fails to obtain the two (2) hour refresher training within any three (3) year period must take the four (4) hours of instruction again in order to remain eligible as a charter school board member.”

“New members joining a charter school board must complete the four (4) hour training within 90 days of their appointment to the board.”

Attached is the information you will need to complete the required training from our contracted and approved provider Kathleen Schoenberg. The training is on line and can be completed at your convenience. Tiger Academy’s contract with Duval County requires that proof of completion be submitted to their charter school office. To enable us to complete that requirement please make a copy of your certificate of completion and send it to me.

DEADLINE FOR NEW MEMBERS TO COMPLETE THE TRAINING: (Josh Martino and John Lock))

THURSDAY, DECEMBER 17, 2015

Please feel free to contact at any time with questions or problems.

Susan Golden 309-6840, 309-6842, 616-7196 or sgolden@firstcoastymca.org

Just - Completed 11/15/15

KATHLEEN W. SCHOENBERG
CHARTER SCHOOL GOVERNANCE TRAINING
HELP MANUAL

SECTION 1 – INSTRUCTIONS FOR USERS WORKING ONLINE

This section is for charter school board members and others who are taking the online course

Welcome to the Help Manual for Charter School Governance Training. For your convenience there are two instructional files: Express Start for those familiar with computers and online work, and a Detailed Training Guide with more detailed instructions.

Express Start for Online Training:

- 1) Go to www.charterschooltraining.com. Log in on the Home page with the e-mail address and password provided by your school's master user.
- 2) Logging in will bring you automatically to the Training area. Choose either the 4 Hour Course or the 2 Hour Course.
- 3) There are six numbered sections for each course. Print out or download Number 6, "Handouts." If you are taking the 4 Hour Course you must print out the Assessment and Handouts 1 and 2. If you are taking the 2 Hour Course you must print out the Assessment. You will be asked to complete these handouts during the training.
- 4) If you are taking the 4 Hour Course, have a copy of your school's Bylaws handy before you begin.
- 5) Begin your training by clicking on the Introduction, Section 1, and then each succeeding segment. It is recommended that you listen to the presentation in the numbered order.
- 6) When finished, click on "Request Certification" on the left side of the screen.
- 7) Fill out the form, and then click on "Submit." Within thirty (30) days your training will be reported to the Florida Department of Education and you will receive a Certificate of Participation via electronic mail.

Detailed Training Guide:

- 1) There are two things you will need to know before beginning your online training: a) the e-mail address and password your school's Master User has created for you, and b) whether you need the 4 Hour Course or the 2 Hour Course. Charter school board members must complete four hours of training within 90 days of being appointed to the board, and then must complete a two hour refresher course every three years.

- 2) Go to www.charterschooltraining.com. On the right side of the page you will see "Training Login." Enter your e-mail and password assigned to you by your school's Master User. Choose either the 4 Hour Course or the 2 Hour Course.
- 3) There are six numbered sections for each course. Print out or download Number 6, "Handouts." If you are taking the 4 Hour Course you must print out the Assessment and Handouts 1 and 2. If you are taking the 2 Hour Course you must print out the Assessment. You will be asked to complete these handouts during the training.
- 4) If you are taking the 4 Hour Course, have a copy of your school's Bylaws handy before you begin.
- 5) Begin your training by clicking on the Introduction, Section 1, and then each succeeding segment. It is recommended that you listen to the presentation in the numbered order.
- 6) Managing the Slides: It's easy to take a break from the training. Notice on each slide there are three boxes in the lower right hand corner. The first of the three is volume, the middle box displays all slides in the section along the bottom of the slide, and the third enlarges the size of the slide. By clicking on the middle box, you can choose a different slide or return to an earlier slide.
- 7) If you exit the training and wish to return to where you left off, click on the section tab, (for example, "Watch 4 Hour Section 2") and a box will pop up on the slide that asks if you would like to return to the last slide you were viewing. If you do not want that option, just click on "No" and click on the middle box to choose the slide you want.
- 8) When finished, click on "Request Certification" on the left side of the screen.
- 9) Fill out the form, and then click on "Submit." Within thirty (30) days your training will be reported to the Florida Department of Education and you will receive a Certificate of Participation via electronic mail.

SECTION 2 – INSTRUCTIONS FOR USERS WORKING OFFLINE

It is possible to take the governance training, either 2 Hour or 4 Hour, offline rather than connected to the Internet. You will have to be online to download the complete package which includes the Handout Packet and the Presentation.

- 1) Go to the program of your choice, either 4 Hour or 2 Hour. Locate the entry "Complete Program Package" and click on the "Download all Files" tab. This will download a zipped file of the entire presentation.
- 2) From there, simply follow the same directions as those for online training: print out the handout materials, and begin by clicking on the Introduction.

- 3) You will have to go back online to request Certification. Log on which takes you to the Training area, click on "Request Certification" on the left side of the screen.
- 4) Fill out the form, and then click on "Submit." Within thirty (30) days your training will be reported to the Florida Department of Education and you will receive a Certificate of Participation via electronic mail.

SECTION 3 – INSTRUCTIONS FOR THOSE PERSONS DESIGNATED AS "MASTER USERS"

This section is for charter school personnel who have been designated as a "Master User" by Charter School Governance Training

Each school must designate a Master User. Each school's Master User will enter the information that will enable your board members and other school personnel to participate in the training. You will need each participant's e-mail address along with the name under which the participant will be reported to the Florida Department of Education. In addition, the Master User will create a password for each participant. Please note that passwords must contain at least one number and one letter with at least six characters total.

- 1) Go to www.charterschooltraining.com. Log in using the e-mail address and password assigned to you by Charter School Governance Training.
- 2) Click on "Manage Users" on the left side of the screen.
- 3) To add a new user, click on the tab on the right titled "Add New User."
- 4) Fill in the form; click "Add User" when complete. PLEASE MAKE SURE YOU CLICK "ADD USER" WHEN YOU ARE FINISHED OR YOUR CHANGES WILL NOT BE SAVED. You will be directed back to the Manage Users page. Check your entries, and continue with as many additions as you need.
- 5) Once you have created a User, each User will automatically receive an e-mail asking them to validate their account. Users should click on the link in the e-mail which will take them directly to the training page. They are ready to begin training.
- 6) To edit an existing user, click on the icon next to the name in the "Edit" column. You will be brought to the information page. Make the changes necessary and click "Edit User."
- 7) To delete a user, click on the icon in the "Delete" column next to the name.
- 8) You must notify each participant of the e-mail address and password used to create his or her account. Each participant can then login to complete the training.