

Sample form, not for offline completion.

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Governance Team of the Year (GTOY) 2024

This is the first step in the 2024 GTOY process. This screening questionnaire is directly aligned to the Standards for Effective Governance Teams.

Each district's completed questionnaire will be reviewed by the GSBA Review Team to determine the finalists who best meet minimum requirements. Each standard under each domain must be met in order to be considered. The finalists will be eligible to complete the GTOY Application.

Please select which Program you would like to apply for below.

NOTE: Not all programs will be open year round.

School System or Organization (please write the full and formal name of your school system or organization)

For a district to be considered for GTOY, the district must have received GSBA Exemplary Board recognition for the two prior consecutive years.

The first step in the GTOY process is to complete this GTOY Screening Questionnaire and to provide documentation as required. The GTOY Screening Questionnaire is directly aligned to the Standards for Effective Governance Teams.

Each district's completed questionnaire will be reviewed by the GSBA Review Team to determine the finalists who best meet minimum requirements. The finalists will be eligible to complete the GTOY Application.

The second step in the process is for each finalist to complete the GTOY Application. The GTOY Application will focus on the work of the governance team. Each governance team member will be expected to understand the application questions, participate in crafting each response, and be able to elaborate on each answer during the interview if asked to do so.

Completed applications and questionnaires must be signed by each member of the governance team reflecting agreement with the answers provided.

Completed GTOY Questionnaires will be scored by a team of GSBA Raters in order to determine the finalists. Finalists will complete the GTOY Application.

Completed GTOY Applications and Interviews will be judged by outside raters.

Prior GTOY Winners are ineligible for 4 years from the date of receiving the award.

Please note:

- Questions where files need to be uploaded only allow a single document to be uploaded.
- All links must be direct links to the document or evidence we are asking for.
- All information and documents must be submitted through Award Force- emailed or mailed documents will not be accepted.
- No late submissions will be accepted.

- If you need clarification regarding content of a question, call Dr. Steve Barker (404-392-7483) or Lynita Jackson (770-318-5086).
- If you have trouble uploading documentation or other technical issues, call Eden Bentley (770-962-6851).

Suggested steps prior to completing the questionnaire:

- The superintendent should review each question to confirm that all minimum requirements have been met.
- The superintendent and board chair should review the questionnaire to see if they are both in agreement that all minimum requirements have been met.
- The superintendent and/or board chair should explain the GTOY process to each board member before completing the questionnaire.
- The superintendent or designee should complete the questionnaire and attach all supporting documents including each individual board member's questionnaire response forms (the last item on the questionnaire requiring documents)
- The submission deadline is Thursday, February 15, 2024, at 5pm. No late submissions will be accepted.

Domain I - Governance Structure

The superintendent and the board, collectively and individually, understand the roles and responsibilities of each member of the governance team and each member has adhered to them without issue over the past 18 months.

Governance Team in Full Agreement that it meets this standard

Governance Team in Partial Agreement that it meets this standard

The governance team and each individual member have acted in accordance with the roles and responsibilities as defined in the state constitution, state law, local act, and in board policy for the past 18 months without issue.

Governance Team in Full Agreement that it meets this standard

Governance Team in Partial Agreement that it meets this standard

The board has adopted a code of ethics and conflict of interest policy. All board members, collectively and individually, have followed the code of ethics and conflict of interest policies. These documents are referenced in at least one public meeting annually and each board member annually signs a document reflecting adherence to the code of ethics and conflict of interest policies.

Governance Team in Full Agreement that it meets this standard

Governance Team in Partial Agreement that it meets this standard

Attach: conflict of interest policy



Attach: code of ethics policy



Attach: annual compliance document with signatures



Attach: board agenda with code of ethics and conflict of interest item



All board members have individually and collectively participated in annual training and have exceeded the minimum required hours by at least 3 hours. Whole board training was attended by all board members on the same date for the most recent completed training year.

Governance Team in Full Agreement that it meets this standard

Governance Team in Partial Agreement that it meets this standard

Attach: whole board training compliance document with signatures



The board has completed an annual self-assessment for the past two years and has received training within the past two years that was aligned to an area identified during the self-assessment. This training does not have to be facilitated by GSBA or any other outside facilitator. This training may be conducted in a board work session, retreat, or other meeting of the board and may be conducted by staff.

Governance Team in Full Agreement that it meets this standard

Governance Team in Partial Agreement that it meets this standard

Attach: summary of year one self-assessment



Attach: summary of year two self-assessment



Attach: one training agenda aligned to an item on one of the self-assessments



The board has operated under adopted norms and protocols (written Governance Team operational procedures) for at least 18 months prior to the questionnaire deadline.

Governance Team in Full Agreement that it meets this standard

Governance Team in Partial Agreement that it meets this standard

Attach: adopted norms and protocols



Domain II - Strategic Planning

The board has adopted a strategic plan that is clearly focused on student achievement and operational excellence and it has received at least one annual update in a public meeting on progress in each goal area and each performance objective of the plan.

Governance Team in Full Agreement that it meets this standard

Governance Team in Partial Agreement that it meets this standard

Describe how your governance team is regularly updated throughout the year on progress of your strategic plan

Attach sample document reflecting how your governance team is regularly updated throughout the year on progress of your strategic plan



The strategic plan has been easily accessible on the school system website for the past two years.

Governance Team in Full Agreement that it meets this standard

Governance Team in Partial Agreement that it meets this standard

Provide direct link to strategic plan

The strategic plan has a current balanced scorecard that has been easily accessible to the public for the past two years with accurate up to date information.

Governance Team in Full Agreement that it meets this standard

Governance Team in Partial Agreement that it meets this standard

Provide direct link of current balanced scorecard

The board has participated in training or work sessions within the past two years that were focused on a component of strategic planning such as monitoring, data analysis, assessment of progress, or plan adjustment. These training sessions or work sessions may be led by district staff.

Governance Team in Full Agreement that it meets this standard

Governance Team in Partial Agreement that it meets this standard

Describe the outcome of the training

Attach: agenda for training



Attach: sample supporting document



Domain III - Board and Community Relations

The board regularly documents the alignment of board meeting agenda items to the strategic plan.

Governance Team in Full Agreement that it meets this standard

Governance Team in Partial Agreement that it meets this standard

Attach: sample board meeting agenda reflecting item alignment with strategic plan



Attach: sample board meeting agenda reflecting item alignment with strategic plan



The governance team and each individual member of the governance team demonstrate transparency of intentions, actions, and decisions.

Governance Team in Full Agreement that it meets this standard

Governance Team in Partial Agreement that it meets this standard

The governance team has adopted a communications plan for the governance team that is consistent with the code of ethics and that supports clear two-way communication with stakeholders while adhering to a chain of command process.

Governance Team in Full Agreement that it meets this standard

Governance Team in Partial Agreement that it meets this standard

Attach: supporting document - may be part of norms and protocols



Domain IV - Policy Development

The board adopts and revises policy in accordance with state law and state board rules.

Governance Team in Full Agreement that it meets this standard

Governance Team in Partial Agreement that it meets this standard

The board provides opportunities for public review of proposed policies.

Governance Team in Full Agreement that it meets this standard

Governance Team in Partial Agreement that it meets this standard

Domain V - Board Meetings

The board announces and holds meetings in accordance with policy and the Open Meetings Law.

Governance Team in Full Agreement that it meets this standard

Governance Team in Partial Agreement that it meets this standard

Domain VI - Personnel

In collaboration with the superintendent, the board has set performance expectations for the superintendent through the adoption of a strategic plan and through the development of a superintendent evaluation instrument that is aligned to the strategic plan and that is available for public review on the district's website. *This does not include the results of the evaluation, which remain confidential.*

Governance Team in Full Agreement that it meets this standard

Governance Team in Partial Agreement that it meets this standard

Provide link to evaluation instrument referencing the strategic plan

The superintendent's evaluation is annually reflected in meeting minutes, noting participating members; however, the results of the evaluation remain confidential.

Governance Team in Full Agreement that it meets this standard

Governance Team in Partial Agreement that it meets this standard

Attach: meeting minutes reflecting superintendent evaluation



The board and individual board members have not engaged in the implementation of personnel policy including the employment, assignment, or dismissal of personnel except as to accept or reject the superintendent's recommendation.

Governance Team in Full Agreement that it meets this standard

Governance Team in Partial Agreement that it meets this standard

Domain VII - Financial Governance

The board, upon recommendation of the superintendent, adopts a budget that adheres to federal law, state law, and that has been shown to be consistent with its strategic plan and is based on sound fiscal policy.

Governance Team in Full Agreement that it meets this standard

Governance Team in Partial Agreement that it meets this standard

Is the school system on the SB68 High or Moderate Risk list?

Yes

No

If yes, please explain (optional)

The governance team seeks community and stakeholder input on the budget.

Governance Team in Full Agreement that it meets this standard

Governance Team in Partial Agreement that it meets this standard

Attach: sample agenda reflecting public input process



The board has shared the results of the annual audit for the past two consecutive years, including any findings, in a public meeting.

Governance Team in Full Agreement that it meets this standard

Governance Team in Partial Agreement that it meets this standard

Attach: agenda for year one



Attach: agenda for year two



Domain VII - Ethics

The governance team members conduct themselves, collectively and individually, in an ethical and professional manner in accordance with their adopted code of ethics and conflict of interest policies.

Governance Team in Full Agreement that it meets this standard

Governance Team in Partial Agreement that it meets this standard

Other

Affirmation that there have been none of the following in the past 3 years: ongoing governance-related investigations, accreditation concerns or other accreditation special reviews, individual governance team member ethical concerns, or other such issues.

Governance Team in Full Agreement that it meets this standard

Governance Team in Partial Agreement that it meets this standard

Explanation

Additional Required Documentation

Your district achieved Exemplary Board recognition in FY2023.

Yes

No

Your district achieved Exemplary Board recognition in FY2022.

Yes

No

Describe how your current CCRPI student performance scores reflect strong academic growth and/or performance for the district. If current scores do not reflect strong performance, explain.

The GTOY will be asked to make presentations at conferences or workshops in order to share best practices with other districts. Has your governance team made presentations in the past at the local, state, or national level to share best practices? If so, please provide a list and general description of these presentations.

Provide evidence that the school district is improving student achievement via the support of the governance team. Evidence may include data reflecting student achievement growth over time or data that reflects student achievement gains over time as compared to similar districts across the state or nation. Include evidence of a governance team decision (agenda item or action item) that was aligned to the district's strategic plan and that supported the achievement growth defined above. Must include a written explanation from **at least two board members** explaining their perspective on this decision and why they believe it made a positive difference in student achievement.

Summary of evidence that the school district is improving student achievement via the support of the governance team



Written explanation from board member (1)



Written explanation from board member (2)



Letters of nomination for GTOY from 3 community leadership entities (Chamber of Commerce, Development Authority, City or County Government, Civic Organization, etc.)

Letter of nomination for GTOY from community leadership entity (1)



Letter of nomination for GTOY from community leadership entity (2)



Letter of nomination for GTOY from community leadership entity (3)



Click [here](#) to access the individual board member questionnaire that must be printed, completed and signed **by each board member**. Once completed, upload scan below. Up to ten uploads are available.

If the link above does not work, paste this webpage into your browser to access the Board Sign-off Document:

https://gsba.com/wp-content/uploads/2024/01/GTOY_Board-Sign-off-2024.pdf

Sign-off documents completed and signed by board member (1)



Sign-off documents completed and signed by board member (2)



Sign-off documents completed and signed by board member (3)



Sign-off documents completed and signed by board member (4)



Sign-off documents completed and signed by board member (5)



Sign-off documents completed and signed by board member (6)



Sign-off documents completed and signed by board member (7)



Sign-off documents completed and signed by board member (8)



Sign-off documents completed and signed by board member (9)



Sign-off documents completed and signed by board member (10)



If you have chosen "Governance Team in Partial Agreement that it meets this standard" for any of the questionnaire items, and you wish to explain further, use the box below.