



# Florida Charter School Board Governance Training Prospectus

“We Simplified Our Universe...  
So That You Could Improve Yours”



A division of CMA Enterprise  
Incorporated





## Greetings

We are proud to introduce our Innovation Center. **The Breakthru Institute (TBI)** is designed to serve as your Conduit to reducing and/or eliminating roadblocks that occasionally arise in our clients' business, talent base, leadership (any level), or processes. Our training experiences focus on best practices, techniques. We also bring into your universe practical tools that are easy to implement in your organization.

Our Training Institute is a wholly owned subsidiary of CMA Enterprise Incorporated and is called The Breakthru Institute. It houses approximately six academies of which one of them is our Lean Six Sigma Academy. Descriptions of the Lean courses follow this correspondence. It is an expansion of our current 25 year old brand and it gives us the latitude to "Explore the Obvious" through Edu-tainment.

We are in the classroom... We are virtual... And We are here to coach you when you want independent study. Our TBI website is [www.breakthruinstitute.biz](http://www.breakthruinstitute.biz)

We look forward to your favorable response and if you have any questions, please contact the undersigned at 954-476-3525 or Oliver Williams at 786-286-0010.

Kindest regards,

Gail P. Birks, EMBA, LMBB, IATA  
Managing Director  
Mediator



The Program content herein has been  
approved by the Florida Department  
of Education – Schools of Choice  
Division

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# About Us



CMA Enterprise Incorporated is a Process and Performance Improvement Consulting firm. We specialize in raising your levels of maturity and enhancing your capability and capacity. Our approach is to use methodologies tied to the performance and process improvement disciplines that delivers AHA Moments™ again and again.

At CMA our reputation in the marketplace is that we are known for bringing our clients' organizations full circle so that we can move you forward. Our value proposition is ...

- Reliability
- Accuracy in Solutions Delivery
- Integrity
- Results Oriented
- Professional and Experienced

As a boutique Performance and Process Improvement Consulting Firm headquartered in Davie, Florida our clients receive a personal touch when it comes to service. CMA is an *ISAAC and CSSC Certified* Lean Six Sigma organization. It is also **Certified as a MWBE, DBE SBE, CDBE ACDBE, MWOSB, WBE, WOSB firm.**

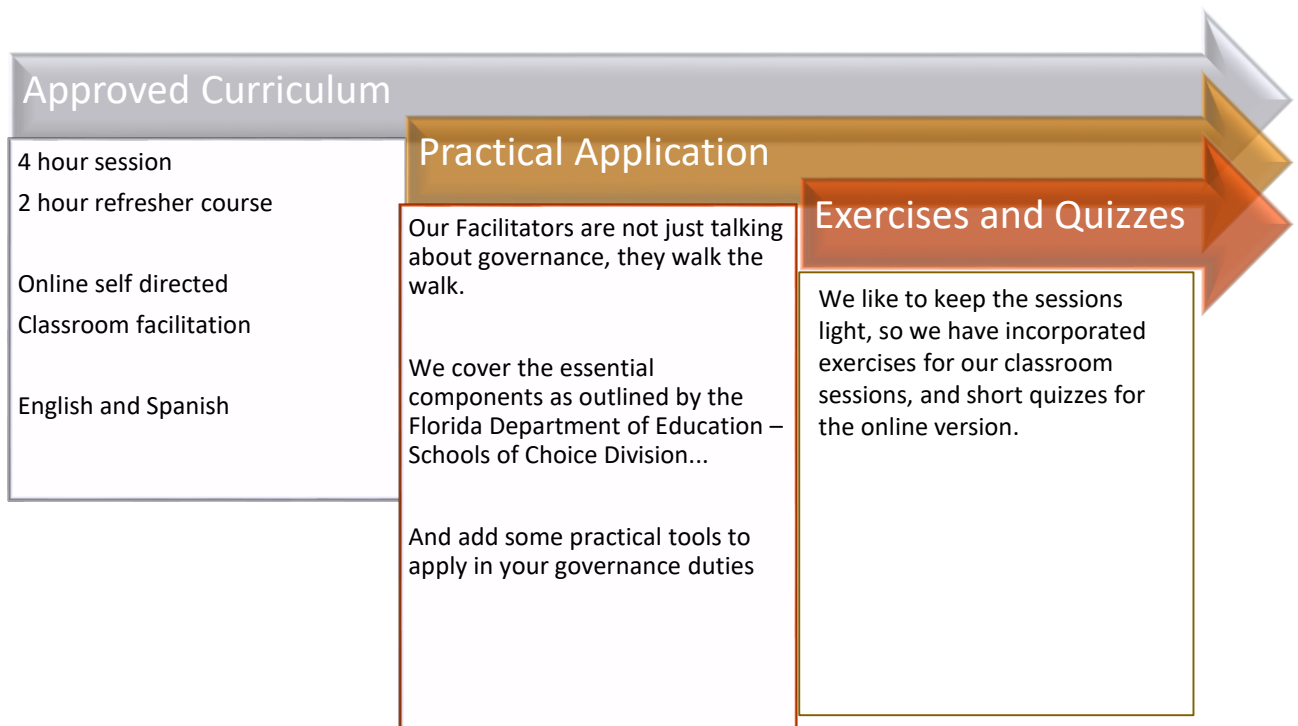
Our Team expands and contracts through the use of our strategic staffing partners. Our Team focuses on leading mid-sized and large companies and governmental agencies to sustainable success. We participate in engagements that enables us to facilitate the following for our clients...

- *Mitigate challenging processes and performance issues within your organization,*
- *Facilitate Lean Six Sigma Certification Training and Project Coaching*
- *Recommend cost savings measures for ongoing sustainable improvement,*
- *Facilitate organization and workforce cultural transformation and diversity & inclusion framework,*
- *Enhance and identifying revenue streams when needed,*
- *Develop and/or review operating policies and Procedures for continuity and consistency in your operations,*
- *Maximize your leadership talent through one on one coaching and workforce training*
- *EEO Compliance Technical Assistance*
- *Resolve Conflict with proactive alternative dispute resolution*
- Project Management and Technical Assistance



## What makes us different from our Competition?

At CMA Enterprise Incorporated, we have a distinct uniqueness when compared to our competition, regardless of the size of the organization. That DIFFERENTIATOR is that we are a ONE-STOP-SHOP when it comes to the Board Governance Training. We have taken the time to ensure your success. It is because we offer the following on your journey...





## Session Overview

- Introduction of Facilitator , Housekeeping and Session Overview
- Participant Expectations
- Governance in the Sunshine
  - Governance statute overview
  - Operating in a transparent manner
  - What is the board and its role
  - The role of governing board officers
  - Responsibilities of board committee members
  - Maximizing Board Resources
  - Meeting Etiquette
  - Documenting your governing board meetings
  - Case Study: Who's on first? ... Why bylaws are so important to read
  - Parental Involvement
- Conflict of Interest
  - Statute section overview
  - Types of conflict
  - Penalties
- Ethics
  - Governing Statutes
  - Code of Ethics
  - What is our responsibility
- Financial Responsibility
  - Understanding the financial reporting requirements
  - Review of financial statements and budgets: what questions to ask
  - Board accountability for fiscal safety and soundness
  - Case Study
  - Building Sustainability



# Session Objectives

- Clarify the purpose of the relationship between the board and the charter school staff.
- Empowering governing board members by defining your roles and responsibilities as an oversight body.
- Create an understanding of how to manage and maximize the charter school board resources and attract new resources that have been identified as beneficial to the governance process.
- Introduce standards that will create stronger communication within your board governance structure as it relates effectively managing conflict of interest.
- Introduce the best practices of fiscal oversight for your charter school as it relates to fiscal policies and procedures, budgetary review and fiscal updates.
- Heighten your awareness by building a better understanding of how to provide quality public service within your community through ethical oversight.



# Session Investments

Session Type	Investment
4 hour classroom session	\$1500.00 per group (up to 10 participants; \$125.00pp thereafter)
2 hour classroom	750.00 per group (up to 10 participants; \$62.50pp thereafter)
4 hour equivalency (online)	\$125.00 per person
2 hour equivalency (online)	\$62.50 per person

The costs do not include reasonable out of pocket expenses such as travel (mileage, lodging and/or meals.)



# Lead Consultant/Trainer



## Gail Birks

Gail Birks is the founding Principal with CMA Enterprise Incorporated. Professionally, Ms. Birks has served the South Florida Business community for nearly nine years as a Middle Market Assistant Vice President with Southeast Bank, NA and SunTrust/Miami, NA respectively. She holds a Bachelor Degree in Economics and Finance from Tennessee State University in Nashville, Tennessee where she was also enrolled in the University's Honors Program. She is a graduate of the Executive MBA Program at Florida International University and has completed post-graduate work in the area of Industrial Psychology and Personnel Staffing and Administration. She was also voted "Best Presenter" by her 1999 graduating class.

Ms. Birks is also a Certified Mediator and Arbitrator for the Florida State Supreme Court. Her Certifications encompass Circuit/Civil, County and Residential Mortgage Foreclosure. She has extensive experience in mediating conflicts in the workplace, customer service grievances, contract disputes, insurance claims, employee relations (and supervisor/employee matters.).

Ms. Birks has served as an **Independent Corporate Director since 1994**. She has been a part of the governing body of a financial institution that began as a privately held organization before merging in 2005 with a publically traded financial holding company and repurchased by private investors in 2009. Ms. Birks also has over 30 years of experience in board leadership and an expertise in board development and governance having served on and consulted numerous non-profit and civic boards in South Florida. In 2012, Ms. Birks received an invitation from the NYSE to attend a conference of Diverse Independent Corporate Board of Directors in NYC

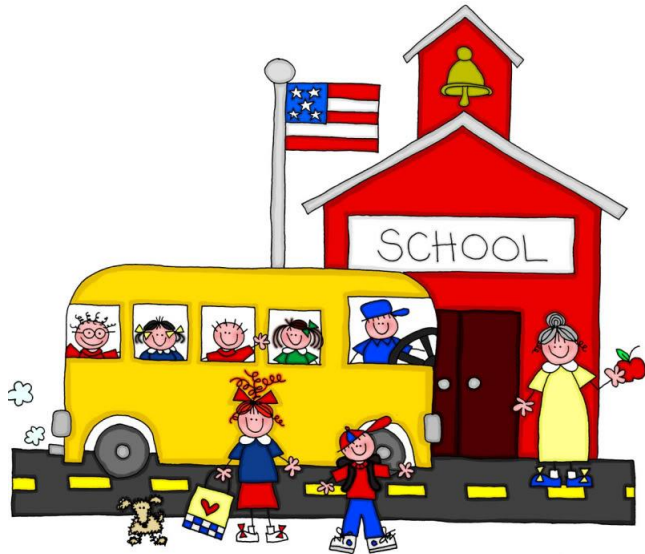
And in June, 2013, she was a featured panelist for a workshop on "Enterprise Risk Management. A Director's Perspective" and the American Leader's Conference. Ms. Birks was also named as a "Director to Watch in 2014" by **Directors and Boards Magazine** (September Issue).

Ms. Birks, a published author of four books, holds an advanced ***Certification in Lean Six Sigma***. She is a ***Lean Master Black Belt through her matriculation at Florida Atlantic University*** (September, 2013). Her other professional certifications include but are not limited to the following: Certified Total Quality Management Training, Certified Self-Directed Workgroup Training, Advanced Sales Training and Management Credit Training. In 2006 Ms. Birks was selected to be a Protégée with Accenture, LLC at the national level in their Inaugural Mentor/Protégée Program.

Her consulting and business concepts have been featured in numerous cover stories in the Miami Herald and other South Florida Circulars. She has raised the awareness of grassroots and corporate clients through her consulting and training exercises, resulting in heightened awareness in the areas of organization and cultural diversity, self-directed workgroups and high performance teams, and process improvement. She has designed and facilitated sessions as well as consulted on a local, regional and national levels for public, corporate and nonprofit organizations.

Ms. Birks' honors include: 2012 Top 100 Most Influential Black Professionals in South Florida – ICABA; Top 50 Most Powerful Black Professionals in South Florida -2011; Alpha Kappa Alpha Sorority, Inc., Top Hat Award in Business and Entrepreneurship - 2008; Greater Fort Lauderdale Chamber of Commerce Women's Council of Commerce Circle of Excellence Award in Business – 2007; "In The Company of Women", Miami Dade County – 2001; National Association of Business and Professional Women Business Champion – 2001; FIU- Executive MBA Class of 1999, "Best Presenter"; JM Family Enterprises African American Achiever





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“We are the Organizers of  
Your Business Puzzle”

~Gail P. Birks, President



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